CONSTRUCTION PHASE PLAN

CECIL NORRIS HOUSE - SHOREHAM

CECIL NORRIS HOUSE
RAVENS ROAD
SHOREHAM
WEST SUSSEX
BN43 5AQ

PREPARED BY: MARK SMITH

DATE PREPAPRED: 10/07/2019

Pilbeam CONSTRUCTION

V1.9

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1 PROJECT SAFETY STATEMENT

It is A&F Pilbeam Construction Ltd's policy that this project is undertaken with the highest regard for health, safety and welfare matters.

A&F Pilbeam Construction Ltd believes that health and safety should have equal importance to quality, cost, production and morale. It accepts its responsibility to provide a working environment that is safe and without risk to health.

A&F Pilbeam Construction Ltd will take all reasonably practicable steps to meet this responsibility paying particular attention to:

- The provision and maintenance of equipment and systems of work that are safe and without risks to health to employees, sub-contractors and any other person likely to be affected by work activities
- Proper arrangements for the use, handling, storage and transport of materials, equipment and substances
- The provision of information, instruction, training and supervision to assist all employees and subcontractors to avoid injury and contribute positively to their own safety and health at work, with adequate communication of information, instruction and supervision to avoid injury to any other person likely to be affected
- The provision of a safe place of work and environment which has safe access and does not present a risk to health to any person
- The provision of adequate welfare arrangements

This construction phase plan can only be successful with the active co-operation of all employees, self-employed subcontractors and subcontract companies. It is therefore the responsibility of aforementioned to perform their assigned duties safely by following established safe working procedures, using proper safety equipment and by reporting or correcting unsafe acts or conditions.

Simon Pilbeam
Managing Director

2 SCOPE AND OBJECTIVES OF THE PLAN

This Construction Phase Plan has been prepared by A&F Pilbeam Construction Ltd (Principal Contractor) in order to comply with the CDM Regulations 2015 and other health and safety legislation.

This plan shall apply to all personnel on the project, including the client, employees, contractors and any other persons working on the project.

The purpose of this plan is to ensure that the project is undertaken safely and without risk to health and the environment, and to protect the public or anyone who may be affected by the work activities.

The plan sets out the means by which health and safety will be co-ordinated and controlled.

This plan will be reviewed and updated as necessary from time to time during the project, particularly if circumstances or the design changes.

3 PROJECT INFORMATION

LOCATION OF SITE	Cecil Norris House Ravens Road Shoreham West Sussex BN43 5AQ
NATURE OF BUILDING CONTRACTOR WORK	Demolition of existing building and construction of new building consisting of 5nr 1 bed flats and 10nr 2 bed flats over 3 levels, with associated parking, cycle and bin storage and landscaping.
PROJECT START DATE	29/07/2019
PROJECT DURATION	53 Weeks
WORKING HOURS	08:00 to 17:30 Monday to Friday 08:00 to 13:00 Saturday

KEY TEAM CONTACTS	

ARCHITECT

COMPANY	Liam Russell Architects
ADDRESS	24 Windlesham Road, Brighton, East Sussex, BN1 3AG
CONTACT NAME	Liam Russell
TEL NO.	0845 1803676
E-MAIL	Liam.Russell@liamrussellarchitects.co.uk

STRUCTURAL ENGINEER

COMPANY	QED Structures Ltd
ADDRESS	7 Hove Manor Parade, Hove Street, Hove, East Sussex, BN3 2DF
CONTACT NAME	Ian Waddingham
TEL NO.	01273 358035
E-MAIL	IanW@qedstructures.co.uk

PRINCIPAL CONTRACTOR

COMPANY	A&F Pilbeam Construction Ltd
ADDRESS	81 Underdown Road, Southwick, West Sussex, BN42 4HA
CONTACT NAME	Mark Smith
TEL NO.	01273 593 494
E-MAIL	Mark.s@pilbeamconstruction.co.uk

PRINCIPAL DESIGNER

COMPANY	Liam Russell Architects
ADDRESS	24 Windlesham Road, Brighton, East Sussex, BN1 3AG
CONTACT NAME	Liam Russell
TEL NO.	0845 1803676
E-MAIL	Liam.Russell@liamrussellarchitects.co.uk

HEALTH & SAFETY ADVISOR

COMPANY	Wrightway Safety Ltd
ADDRESS	191 Mailing Road, Snodland, Kent, ME6 SEE
CONTACT NAME	Phil Wright
TEL NO.	07914 527422
E-MAIL	philwright@wwsafety.com

4 DESCRIPTON OF WORK

Works to include:

- Full Demolition of the existing building
- Formation of piled raft foundations
- New drains
- New service ducts
- Timber frame construction of the new building
- Construction of external facade in face brickwork
- Construction of flat roof
- New balconies
- Internal stud partition walls
- Installation of new stairs
- Installation of new electrical and plumbing services
- Reconnection of all services
- External works

5 REFERENCE / DESIGN INFORMATION

Drawings / Documents

- Architects Drawings
- Asbestos Survey
- Structural Engineer drawings
- Specification of works
- Timber frame drawings

6 PROJECT ORGANISATION

6.1 PROJECT SAFETY MANAGEMENT

SITE MANAGER

NAME	Paul Scourfield
TEL NO.	01273 593494
MOBILE NO.	07595 281776
E-MAIL	Paul.s@pilbeamconstruction.co.uk

PROJECT MANAGER

NAME	Mark Smith
MOBILE NO.	07793 381682
E-MAIL	mark.s@pilbeamconstruction.co.uk

HEALTH & SAFETY DIRECTOR

NAME	Scott Giles
TEL NO.	01273 593494
MOBILE NO.	07973 135192
E-MAIL	scott.g@pilbeamconstruction.co.uk

HEALTH & SAFETY ADVISOR

NAME	Phil Wright of Wrightway Safety Ltd
TEL NO.	01634 314198
MOBILE NO.	07914 527422
E-MAIL	philwright@wwsafely.com

As Principal Contractor, A&F Pilbeam Construction Ltd has overall responsibility for managing the project.

6.2 SUBCONTRACT COMPANIES

Subcontract companies have responsibility for managing and organising their scope of work while complying with their own safety policies/procedures and the requirements of this plan and the site rules.

Details of subcontractors working on this project:

TRADE	COMPANY
DEMOLITION	PORTSMOTH DEMOLITION
GROUND WORKS	TBC
TIMBER FRAME	ROE TIMBER
PILING	TBC
BRICKLAYING	TBC
CARPENTRY	TBC
ELECTRICAL	TBC
MACHANICAL	TBC
PLASTERING	TBC
DECORATING	TBC
FLOOR COVERINGS	TBC

7 RESPONSIBILITIES

7.1 PROJECT MANAGER'S RESPONSIBILITIES

- Ensure there are effective arrangements for planning, organisation, control and monitoring for health and safety on the project
- Provision of adequate resources and funding to meet the requirements of this plan
- Overall management of the project
- Ensure compliance with Health and Safety at Work Act 1974, CDM 2015 regulations, all other relevant regulations and approved codes of practice
- Monitor the effectiveness of the plan and ensure revisions are implemented as necessary
- Ensure sub-contractors are aware of the plan and individual responsibilities
- Ensure competent sub contract companies are engaged
- Report any notifiable accidents / incidents to the HSE
- Attendance at Weekly Project Meetings

7.2 SITE MANAGER'S RESPONSIBILITIES

- Organise and co-ordinate site work with minimum risk to Health and Safety and to comply with the company safety policy and relevant regulations
- Ensure agreed methods of work, codes of practice, risk assessments and method statements are adhered to and all registers and records are kept up to date
- Ensure sub-contractors comply with the health and safety plan, risk assessments and method statements
- Ensure the storage of materials and substances are safe and comply with statutory requirements
- Ensure the safety plan, emergency procedures, insurance certificate, names of appointed first aiders and other statutory notices are displayed in prominent locations
- Ensure only authorised persons are allowed on site
- Ensure Form 10 is issued to HSE by Principal Designer and copy of F10 is displayed in a prominent position at site
- Maintain a tidy site with safe access and egress to places of work and the site accommodation

- Meet and liaise with visitors and inspectors to the site and appoint a competent person to take charge during temporary absences and maintain a record of all site visitors
- Discuss with safety advisor any site problems relating to health and safety
- To co-operate with statutory authorities (ie HSE Inspector)
- To set a good example of behaviour with regard to health, hygiene and safety
- To listen to site operatives concerns in relation to health & safety and act accordingly
- To ensure combustible materials are not burnt on site
- To act as fire marshal in the event of a fire alarm
- Forward “as built” drawings, manuals etc to the Principal Designer for inclusion in the health and safety file

7.3 SAFETY ADVISOR’S RESPONSIBILITIES

- Prepare and assist in the implementation of the health and safety plan while ensuring compliance with health & safety legislation
- Assist in the preparation of risk assessments and method statements
- Offer health & safety advice to the Site Manager and operatives as required
- Conduct site inspections and produce safety reports, as required
- Monitor the safety performance on site, as required
- Report dangerous situations which would warrant the stopping of any operation
- Carry out investigations and report on dangerous occurrences and serious accidents

7.4 SITE OPERATIVE’S REPONSIBILITIES

This section applies to employees, self-employed subcontractors and subcontract company employees.

- Comply with their own company safety policy (where applicable), this health and safety plan, risk assessments and method statements
- Comply with the site rules
- Use the appropriate tools and equipment for the job and not misuse
- Keep tools, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the site manager
- Take all reasonable steps to ensure the safety of himself and others
- Raise any health & safety concerns with the site manager

- Avoid improvised arrangements and suggest safe ways of reducing risks
- Observe all warning notices and follow instructions
- Ensure that guards are in position whilst plant and portable tools are in use
- Wear appropriate clothing, footwear and PPE conducive to the work
- Report defective plant and equipment to the site manager and do not use until repaired
- Inform the site manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

7.5 SUBCONTRACT COMPANY'S RESPONSIBILITIES

- Ensure compliance with Health and Safety at Work Act 1974, CDM 2015 regulations, all other relevant regulations and approved codes of practice
- Ensure compliance with the health and safety plan and their company safety policy
- Review site specific hazards and provide health and safety information including suitable site specific risk assessments and method statements prior to commencing work
- Ensure operatives are aware of the requirements of this plan
- Adhere to site rules, co-operate with and follow instructions from A&F Pilbeam Construction Ltd
- Issue risk assessments and method statements to operatives before commencing work
- Where applicable, before work commences on hazardous operations a permit to work procedure will be prepared as required
- Report any accident, dangerous occurrence or condition to the site safety representative
- Provide "as built" information (drawings, manuals, data sheets etc) to A&F Pilbeam Construction Ltd for inclusion in the Health & Safety File

8 SAFETY MANAGEMENT

8.1 CONSTRUCTION MATERIALS

A&F Pilbeam Construction Ltd will, whenever possible, procure materials/substances which are known to be safe to handle and free from acute and chronic health effects.

All materials/substances will be used in accordance with COSHH assessments, Building Contractor Industry Advisory Committee Hazard Information Sheets, and HSE Guidance Notes.

8.2 CONSTRUCITON DESIGN AND DESIGN CHANGES

The design work has been undertaken by the Designers (see section 3).

The Principal Designer has ensured that the design process includes design risk assessment and has ensured that the design does not introduce significant hazards to the health and safety of those persons undertaking the work or using the premises after completion of the work.

Any changes to the design during the construction work will be reported to the Principal Designer as soon as possible to ensure that the changes to the design do not introduce new health and safety risks.

8.3 SELECTION OF SUBCONTRACTORS

A&F Pilbeam Construction Ltd will ensure that subcontractors have adequate health and safety arrangements in place and good health and safety performance. These checks will be undertaken a) through experience of working with the subcontractor or b) through a health and safety competency questionnaire. Records of completed health and safety competency questionnaires will be kept on file in the health & safety file in the office.

8.4 PROJECT CONTROL AND COMMUNICATIONS

The Contract Administer is the prime focal points for all internal and external communications on key matters from the client side. He will visit the site several times a week.

The Site Manager will be present on site the majority of the time. He will communicate with subcontractors on site on a day to day basis as required.

Communications with subcontract companies will be achieved through formal orders and telephone communications. All subcontractors will receive detailed instructions, drawings and induction prior to starting work on site.

Subcontractors will be supplied with key information about Health & Safety Management prior to work commencing on site.

A notice board on site will provide key health & safety information.

8.5 THIRD PARTY LIAISON AND CO-OPERATION

The Project / Site Manager will communicate with the immediate neighbour and local residents who are affected by the construction activity as required. In particular, the immediate neighbours will be kept informed of progress during the early stages of the project on a frequent basis.
A party wall surveyor has been appointed to take a full schedule of condition photos of the flint wall between the boundarys.

8.6 SAFETY CONSULTATION

The management view consultation and good communications as a crucial aspect for successful health and safety management on site. All site personnel, including subcontractors, will be encouraged to raise any safety issues with the Site Manager at any time, during site visits or via the telephone.

8.7 SITE RULES / INDUCTION

All personnel working on the site will receive a site safety induction prior to the commencement of any work on site. A blank copy of the Site Rules is included in Appendix D and a blank copy of the Induction Form is included in Appendix O.

8.8 INFORMATION

A copy of this plan will be available at the site and positioned in a prominent place.

The following information will also be displayed in a prominent position at the site:

- F10 Form
- Site Rules
- Emergency Procedures
- Contact Details (Principal Contractor, Contractors, Principal Designer, Emergency telephone numbers)
- Copy of employer's liability insurance certificate
- Copy of Health & Safety at Work poster
- Site Plan
- Company Policies

9 SAFETY MONITORING & SURVEILANCE

A&F Pilbeam Construction Ltd management and/or the safety advisor will undertake period safety inspections to:

- Ensure that operatives are working with control measures identified in risk assessments
- Ensure operatives are wearing PPE as required
- Assess whether there are any uncontrolled hazardous situations which are not covered by risk assessments and method statements
- Ensure safety records are being maintained

The Site Manager will undertake informal inspections on a daily basis. The Safety Advisor will undertake formal site audit using a comprehensive audit checklist every 3 to 4 weeks.

All scaffolding and excavations will be inspected weekly in accordance with statutory requirements by a nominated competent person. A copy of completed scaffolding inspection reports will be filed in Appendix F while excavations inspection reports will be filed in Appendix G.

10 RISK MANAGEMENT

10.1 RISK ASSESSMENTS

A&F Pilbeam Construction Ltd and subcontract companies have a duty to ensure that suitable and sufficient risk assessments are undertaken. The risk assessments must consider those hazards which have a significant risk to health and safety, the persons affected, the potential severity of the risks and the implementation of suitable control measures to reduce the risks to the lowest level reasonably practicable. The Site Manager will review risk assessments before work is commenced. Copies of the site specific and generic risk assessments produced by A&F Pilbeam Construction Ltd are attached in Appendix A and Appendix B respectively.

Site inspections will be undertaken by the Safety Advisor to identify any additional hazards that may not have been identified by the risk assessments. Additional risk assessments will be produced accordingly.

10.2 COSHH ASSESSMENTS

A&F Pilbeam Construction Ltd and sub-contract companies who are using materials or substances which are potentially damaging to health will prepare COSHH assessments for the substances to determine the level of risk, the persons at risk and suitable control measures.

General COSHH assessments for the project are included in appendix C.

10.3 CONTROL MEASURES

A&F Pilbeam Construction Ltd site management will ensure that control measures identified in the risk / COSHH assessments are implemented.

10.4 SAFE SYSTEMS OF WORK

A&F Pilbeam Construction Ltd site management will ensure that all operatives working on site, including sub-contractors, are competent and trained in the safe system of work where a safe system of work is identified as a control measure in a risk assessment.

10.5 METHOD STATEMENTS

Method Statements will be produced by subcontractors where detailed planning is required to control significant risks exist i.e. lifting operations, working at height, deep excavations.

A&F Pilbeam Construction Ltd will ensure that all operatives are conversant with the relevant method statements before they start work. Subcontractors Risk Assessments / Method statements are in a separate file.

11 EMERGENCY ARRANGEMENTS

11.1 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

Site fire and emergency arrangements will be displayed on the notice board in a prominent location in the site.

Fire Extinguishers:

- A fire point with a Foam and a CO2 Extinguisher will be positioned in a key location inside the premises on the ground floor.
- Fire extinguishers will either be new or have been tested by a fire extinguisher servicing company annually

Assembly point:

- In the street to the front of the site.

Fire Alarm System:

- Use of verbal alarm and air horns positioned around the building.

Procedure in the event of a fire or emergency:

- The person discovering a fire is to immediately raise the alarm by shouting FIRE.
- On hearing the alarm all persons will evacuate through any available external doorway and assemble at the designated assembly point.
- Extinguishers will only be used to fight minor fires or to help escape.
- The Site Manager will call the fire brigade.
- The Site Manager or Site Foreman will check that all persons have evacuated the site.
- No-one will re-enter the site until the fire service have authorised that it is safe.

Signing In Procedures

- There will be a signing in book in the site managers office that he will manage.

Flammable substances will be only stored on site where there is a ventilated and secure area away from buildings and escape routes.

11.2 HOT WORKS PERMIT

Anyone undertaking “hot work” will be required to work under a “hot work permit” and make available suitable fire extinguishers in the vicinity of the work. Blank forms are available in appendix H of this plan. Completed forms will be retained in a separate folder on site. The Site manager will be responsible for administering the hot work permit system.

11.3 FIRST AID

A suitable well stocked first aid kit will be available at site at all times.
There will be at least one person on site with a first aid qualification.

First aid arrangements on this site:

- The qualified first aider will be the Site Manager and one other.
- A first aid kit will be available in the welfare area and the building as it progresses.
- The first aid book will be available in the site office.

Information about first aid provisions will be provided to site workers during induction and details of first aiders and location of first aid box will be posted on the notice board in the site accommodation.

11.4 EMERGENCY CONTACT NUMBERS

CLIENT MANAGER

COMPANY NAME	Adur & Worthing Council
CONTACT NAME	Derek Beck
TEL NO.	07785 262268
E-MAIL	Derek.beck@adur-worthing.gov.uk

CONTRACTS MANAGER

COMPANY NAME	A&F PILBEAM CONSTRUCTION LTD
CONTACT NAME	Mark Smith
TEL NO.	07793 381682
E-MAIL	Mark.s@pilbeamconstruction.co.uk

EXTERNAL SAFETY ADVISOR MANAGER

COMPANY NAME	WRIGHTWAY SAFETY LTD
CONTACT NAME	PHIL WRIGHT
TEL NO.	07914 527 422
E-MAIL	philwright@wwsafety.com

EMERGENCY SERVICES

TEL NO.	999

LOCAL POLICE (NON EMERGENCY)

TEL NO.	101

A&E

ADDRESS (Search for address here)	Worthing A&E Hospital Lyndhurst Road Worthing West Sussex BN11 2DH 01903 205111

11.5 ACCIDENT / INCIDENT PROCEDURES

The Site Manager will record any accident in the accident book kept in an accessible place in the site office. Site operatives are encouraged to report incidents and near misses so that they can be recorded and the information used to help prevent re-occurrence of the event.

Arrangements will be made, if necessary, for the safety advisor to visit the site to investigate and report any incident/accident.

11.6 REPORTABLE ACCIDENTS / INCIDENTS

In the case of a fatality or specified injury to worker the Site Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0845 3009924 or using the online reporting facility www.hse.gov.uk/riddor/report.htm. In the case of notification by telephone, a report must be submitted within 10 days.

In the case of an over 7 day injury the Site Manager will ensure that the HSE Incident Contact Centre is notified using the online reporting facility www.hse.gov.uk/riddor/ within 15 days of the incident.

In the case of a dangerous occurrence or injury to the public involving treatment at a hospital, the Site Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm.

Any RIDDOR reports will be filed in the health and safety file in the office (See H&S Policy).

12 SITE SET-UP

12.1 PUBLIC PROTECTION AND EXCLUSION OF UNAUTHORISED PERSONS

Use of 2.4m timber hoarding around perimeter of the whole site with lockable front gate access.

12.2 SITE ENTRANCE

Through the front pedestrian gate and main gate for vehicles.

12.3 SIGNAGE

Suitable construction site safety signs will be positioned on the hoardings/fencing. The signs will include mandatory instructions for site workers / visitors and warnings to the general public.

Construction site warning signs will be positioned by the gate/openings and on the hoardings.

12.4 VEHICULAR ACCESS AND MOVEMENTS

Access to the site is from Ravens Road. All vehicles visiting the site will be advised to proceed with extreme caution and reversing and manoeuvring will not be permitted unless a banksman is directing the vehicles movement. Delivery vehicles will be taken on site where the delivery can be delivered safely.

All large vehicles or vehicles with restricted rear view only will be reversed under the guidance of a banksman.

12.5 PARKING FOR SITE WORKERS

As Parking in Ravens Road, the surrounding roads is difficult, A & F Pilbeam Construction Ltd will as part of the pre order meetings encourage the use of using public transport and the sharing of vehicles. Site operatives that drive will be asked to park in the network rail car park which is close by and has plenty of spaces.

12.6 MATERIALS DELIVERY AND UNLOADING

Delivery vehicles will be directed into the nearby layby so they are off the road and then by means of a banksman directed on site where the deliveries can be made safely.

12.7 STORAGE OF MATERIAL / EQUIPMENT

All material will be stored in such a manner to prevent injury to workers, visitors or anyone gaining access to the site. Consideration will be given to safe stacking to prevent collapse.

The methods of storage will allow for possible unauthorised access onto the site by children or other individuals.

Materials will generally be delivered as required. However, there is adequate space for storage of materials in the East corner of the site.
The Site Manager will allocate space for storage as the project progresses.

12.8 REMOVAL OF WASTE

Waste will be removed in suitable skips for the appropriate waste that is being taken away.

Arrangements will be made to dispose of any special waste using a specialist contractor in accordance with the regulations under the Environmental Protection Act 1990.

Waste containers will be removed from site before they become overfull.

Waste disposal records will be retained by the Site Manager as required by the Environmental Protection Act 1990.

12.9 SITE LIGHTING

Reliance on natural light whenever possible; however, temporary interior 110v festoon lighting will be used inside the premises when required.

12.10 SITE WELFARE FACILITIES

FACILITIES	PROPOSED EQUIPMENT / METHOD
Toilets	Suitable toilets will be provided on site for the appropriate for the amount of workers that are on site.
H & C Water	Hot and cold water will be provided within the welfare facilities
Rest Area	Welfare facilites will be provided within the site commpound
Drying Facilities	Included in above
Site Office	A site office will be provided on site.
Drink & Food Making Facilities	Fridge, microwave will be provided within the welfare facilities.

13 MANAGEMENT OF SPECIFIC SITE RISKS

13.1 ELECTRICAL SUPPLIES

Isolation Arrangements:-

The existing electrical supply will be formally disconnected by UKPN and they will install a temporary site supply on the boundary.

Temporary Supply Arrangements:-

A temporary RCD protected site supply will be provided at the site. The temporary supply will provide 110 volts for site equipment and 240 volts for chargers, kitchen equipment etc. Protected armoured cable will be used where necessary.

All site electrical supply work will be undertaken by a qualified electrician.

All temporary electrical supplies will be installed in accordance with the requirements of BS7671.

The temporary electrical supply will include integral RCDs.

13.2 GAS SUPPLIES

Isolation and commissioning arrangements:

The gas supply to the site will disconnected in the road by SGN.

13.3 DEMOLITION / DISMANTLING ACTIVITIES

All demolition / dismantling work will be planned and undertaken under the supervision a competent person.

ACTIVITY	PROPOSED EQUIPMENT / METHOD
Asbestos removal	This will be carried out by a licenced Asbestos remove company for the notifiable Asbestos and trained personnel will remove the non-licenced Asbestos. Full method statements will be provided before work starts.
Demolition of the building.	Full Demolition of the building will be carried out in a controlled manor by a specialist company. A full method statement will be produced before work starts.

13.4 UNCONTROLLED COLLAPSE OF STRUCTURES

Risks of collapse on this project:

ACTIVITY	PROPOSED EQUIPMENT / METHOD
INSTALLING TIMBER FRAME	TOWER CRANE USED TO LIFT, HOLD IN POSTION UNTILL FULLY FIXED

13.5 EXCAVATIONS

Excavation work on this project:

ACTIVITY	PROPOSED EQUIPMENT / METHOD
Piling	Piling Rig
Drainage and service ducts	5 ton 360 machine

All excavations will be continually assessed for risk of collapse. Suitable means of support shall be provided when necessary.

Excavations will be inspected in accordance with statutory requirements

- At the start of each shift
- After any collapse of part of the excavation
- After accidental fall of material into the excavation

Records of inspections will be retained at the site in Appendix G.

The company will have on site a suitably qualified person to supervise all ground works activities.

13.6 CONTACT WITH HIDDEN SERVICES

Methods to detect hidden services

Reference to utility company drawings, CAT Scan, Hand digging.

13.7 DRAINAGE & SEWER CONNECTION WORKS IN THE ROAD

The main drainage and sewer works will be planned and undertaken under the supervision a competent person in particular safe systems of work to be established for confined spaces (CS Permit may be required) and Chapter 8 Road and Street works requirements.

Road / Sewer Works All work to highways will be planned and discussed with local highways department with RAMS produced as appropriate and road / footpath closure notices and traffic management planning in place.

13.8 WORKING AT HEIGHT

The scope of work will necessitate working at height. All work at height will be undertaken in accordance with the Work at Height Regulations 2005.

The activities involving work at height include:

ACTIVITY	PROPOSED EQUIPMENT / METHOD
External Works:	
Construction of external brick walls and roof.	Use of external scaffolding to all four sides of the building.
Construction of the timber frame.	Use of external scaffolding to all four sides of the building.
Balcony installation	Use of external scaffolding to all four sides of the building and scissor lift, crane.
Internal Works:	
General internal works up to 3m	Use of mobile scaffold towers
General internal works up to 2.4m	Use of hop ups Occasional use of suitable stepladder (by electrician)
Working in internal areas on open joists	Bird cage or air bags supplied underneath.
Open edges at stair well and at side of stairs	Temporary top and mid guard rails installed.

Control of falling objects on this site

Brick guards to be installed on scaffolding over the entrance. Toe boards to be used on all scaffolding and mobile towers. Tool belts to be worn by operatives.

The Company will ensure suitable, well maintained equipment is provided for working at height. The equipment will be provided with the means to prevent falls, so far as is reasonably practicable. (i.e. Scaffolding, access towers, guardrails etc).

Ladders and stepladders will only be used subject to risk assessment. The risk assessment will take into consideration the duration of the task, the potential fall distance and surrounding environment, surface conditions, the forces required during the task, the weight of any materials and equipment, other people or trades in the area etc.

All operatives using equipment for work at height will be competent in the use of the equipment.

All work at height will be planned before work starts – risks assessments and method statements will be provided by contractors before work commences.

13.8.1 SCAFFOLDING

Scaffolding will be designed by a competent scaffolding contractor or designer in accordance with NASC TG20:15. The scaffolding will be erected in accordance with the NASC Guide to Good Practice for Scaffolding with Tubes and Fittings SG4:15. A completion certificate will be issued by the scaffolding contractor to the site manager after installation or any alterations.

The scaffolding will be inspected by a competent person at least once every seven days, after any modifications and after any event likely to have affected its strength and capability. Records of inspections will be retained at the site in Appendix F.

Special Scaffolding requirements:

Loading bays will be designed for the planned loadings on the loading bay. The Safe Working Load will be established and clearly displayed on the loading bay. A purpose made lift over gate will be installed on the loading bay.

Arrangements to prevent unauthorised access to the scaffolding outside normal working hours:

Site hoardings provide adequate security to site.

13.8.2 MOBILE SCAFFOLD TOWERS

All access towers will be suitable for the job and erected in accordance with the manufacturer's instructions by a competent person.

Towers will be erected on firm, level, clear ground and the height to base ratio must not exceed manufacturer's recommendations. Outriggers /stabilisers will be used in accordance with tower manufacturer's recommendations.

All towers will be provided with guard rails and toe boards. The safe working load must not be exceeded.

13.8.3 HOP UPS / TRESTLES

All hop ups / trestles will be suitable for the job and used in accordance with the manufacturer's instructions. Hop ups / trestles will be used on firm, level, clear surfaces

All trestles with platform height above 400mm will be provided with guard rails.

The safe working load of the access equipment must not be exceeded.

13.8.4 LADDERS / STEP LADDERS

All ladders / step ladders will be class 1 or EN131 equipment, suitable for the job, of adequate height/length and be in good condition.

The equipment will be inspected before use.

Ladders will only be used for access (ie onto the scaffolding).

Ladders will extent at least 1m above the step off point, be erected at a suitable angle (1:4) and be tied in at all times.

13.9 MOBILE PLANT OPERATIONS

Mobile plant used on this site includes:

- Various sizes of 360 machines
- Dumpers
- Cranes
- Scissor lifts
- Cherry pickers
-

All mobile plant will be hired from a reputable hire company. The mobile plant will be suitable for the type of work being undertaken, the ground conditions and the environment.

It is crucial that the mobile plant is supplied with a suitable certificate of conformance or proof of thorough examination and test.

Only authorised operatives with a current certificate of competence will be allowed to drive the mobile plant.

Operators will be required to carry out daily inspections of the plant in accordance with the plant manufacturer's recommendations.

Where possible all mobile plant will be supplied with a flashing light and a reversing horn.

All mobile plant will be operated in accordance with the recognised safe systems of work. Where necessary, and in particular where there is a risk to operatives or site visitors, a banksman will assist in guiding or overseeing mobile plant operations.

All site operatives will be warned about the presence of mobile plant, its areas of operations and the need to keep away from the plant whilst operating.

13.10 LIFTING OPERATIONS

Lifting Operations to be undertaken on this site include:

ACTIVITY	PROPOSED EQUIPMENT / METHOD
Lifting materials to height on scaffold.	A Tower crane.
General lifting	A tower crane or suitable lifting team.

The company will ensure that any lifting equipment used on site is suitable for the site and the loads being lifted.

All lifting equipment and lifting accessories will not be used unless there is documentary evidence that the equipment has been subjected to statutory examinations.

A risk assessment and method statement must be prepared for the lifting activity. The ground conditions, weather and type of load must be taken into account.

When using a crane, an appointed person must plan and control the lifting operations. The crane driver will have a recognised certificate of competence and competent banksman must be available to assist the lifting operations.

13.11 MANUAL HANDLING

Manual handling operations will be assessed and risk assessments will be prepared where significant risks to health exist. The following tasks will be taken into consideration:

- Vehicle unloading
- Moving material from unloading area through to workplace storage areas
- Lifting of heavy/awkward items into position
- General handling of material
- Removal of waste from workplace to skip/vehicle loading area

Where possible, manual handling will be avoided and suitable equipment used instead.

Significant manual handling risks on this site include:

ACTIVITY	PROPOSED EQUIPMENT / METHOD
Moving and handling general materials on site	Possible of use wheelbarrows, sack trolleys, team lifting
Offloading deliveries	Hi-Ab delivery vehicle, tower crane with delivery as close as possible to the working area.
Moving steel RSJs	Tower crane, Team lifting (up to 8 operatives available to assist)

Where it is not possible to use suitable equipment, safe manual handling techniques must be applied (i.e. two man lift). No one person must lift more than they feel comfortable with. The HSE recommends a limit of 25 kg.

13.12 HOT WORKS

Activities on site necessitating the use of a hot works permit system:

Soldering of copper pipes.

A Hot Works Permit will be issued by the site manager to the operatives undertaking hot work to reduce the risks of fire after any activity that could potentially lead to a fire. Blank permits are available in appendix H.

14 GENERAL HEALTH & SAFETY ARRANGEMENTS

14.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It will be mandatory for all self-employed contractors, subcontract company employees, visitors etc to wear PPE as specified in the site rules, in the risk assessments/method statements, or as instructed by A&F Pilbeam Construction Ltd .

All subcontract companies will be expected to provide suitable PPE for their employees. Self-employed contractors will supply their own PPE.

A&F Pilbeam Construction Ltd will ensure that PPE is available for visitors at site.

It is a mandatory requirement that the following are worn on the site at all times.

- Safety footwear
- Head protection (when overhead work being undertaken)
- High visibility clothing

No person will be allowed to work on site unless properly clothed / protected / equipped for the tasks they undertake or will be exposed to – if necessary the site manager is authorised to exclude site workers without appropriate PPE.

14.2 GENERAL PLANT AND EQUIPMENT

A&F Pilbeam Construction Ltd and its subcontractors shall ensure that any plant and equipment is:

- Suitable for the job
- Operated correctly by competent persons
- Regularly maintained and inspected

The Provision and Use of Work Equipment Regulations 1998 will apply.

All plant and equipment shall be properly tested and records of testing made available. The company and its subcontractors will ensure risk assessments are provided for use of plant and equipment.

All operatives of plant and equipment shall, where necessary or appropriate, hold relevant Certificates of Training e.g. CITB or the Approved Trade Body. Copies of relevant certificates / licences will be filed in Appendices N and O.

14.3 PORTABLE ELECTRICAL EQUIPMENT

Portable electrical equipment used on site will be 110 volts or less.

All 110 volt site equipment will have been subjected to combined inspection and test (ie Portable Appliance Tests (PAT)) on a regular basis, preferably at least once every 3 to 6 months. All Portable Electrical Appliances shall have a label showing date of inspection and date for renewal.

The site manager will check that portable electrical equipment has been PAT tested at induction and will inform operatives that the equipment will be removed from the site or from service until tested.

14.4 ABRASIVE WHEELS

All activities involving the use of abrasive wheels are regarded as high-risk activities. If abrasive wheels are to be used on this site, risk assessments will be required indicating the necessary precautions.

All persons using abrasive wheels will have had suitable training in the use and maintenance of abrasive wheels. Guards will be used at all times.

14.5 WOODWORKING MACHINES

Woodworking machine cutters can inflict very serious injuries and it is essential that the regulations for guarding the cutters are strictly observed. Risk assessments will be required indicating the necessary precautions.

There are numerous types of machines under this category including circular saws, band saws, grooving machines, planning machines etc. Consideration also needs to be given to the hazards with wood dust (i.e. Fire, Respiratory problems etc). Ideally the equipment will include Local Extraction Ventilation (LEV) systems. If not then ventilation and suitable PPE must be available together with good housekeeping.

All guards, where supplied with the equipment, will be fitted, operational and well maintained so that they are always fully functional and effective.
The equipment must be used with good lighting, on a firm level floor and with adequate working space.

All persons using woodworking machines will have had suitable training in the use and maintenance of the equipment

14.6 HAND / ARM VIBRATION SYNDROME (HAVS)

The Company will take all reasonably practicable steps to reduce the likelihood of any employee contracting the condition known as Hand / Arm Vibration Syndrome.

The Company will select vibrating equipment with preference given to equipment with the lowest published vibration emission levels.

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

The Company will assess the use of vibrating equipment and ensure that operatives are not exposed to daily exposure levels in excess of 5.0 m/s2 (A8) so far as is reasonably practicable.

Equipment manufacturers or hire companies are legally obliged to provide data relating to level of vibration produced by the equipment. In this case the vibration calculator on the HSE (www.hse.gov.uk/vibration/hav/hav.xls) will be used to calculate the daily exposures for each individual using vibrating equipment.

Where vibration levels are not known for particular equipment, a look up chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be provided with the risk assessments.

The Company will ensure that operatives using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Operatives will be provided with information on recognising symptoms of HAVS and informed about the measures required to reduce the risks.

Operatives will be instructed to report any signs of HAVS or any concerns with the equipment being used.

14.7 NOISE & STATUTORY NUISANCE

All practicable means shall be taken to minimise noise on site through selection of appropriate equipment and procedures.

Where risk assessments specify the use of hearing protection, all operatives working in the vicinity of the noise must wear suitable ear defenders. Ear defenders will be supplied by the respective employers and maintained by the operatives.

It is unlikely that the noise levels will exceed the action levels as defined in the Control of Noise at Work Regulations 2005.

In the situation where the level of noise appears to be excessive and suitable control measures are not in place, then any person affected should contact the safety advisor with a view to undertaking a noise assessment. It may be that the level of sound exposure exceeds statutory requirements, and as such, professional assistance may be required to measure the sound levels.

14.8 DUST HAZARDS

If necessary airborne dust will be reduced by damping down or removal by vacuum cleaner.

Dust will be removed by vacuum cleaner on a regular basis. Suitable respirators will be worn and windows kept open for natural ventilation.

14.9 PROHIBITIONS

Alcohol and drugs will be prohibited from use on the premises. Smoking will be permitted in designated external areas. Appropriate language and dress codes to be followed.

Please not some of the following Appendix's are examples of the forms that are filled in before the any individual tasks are carried out.

APPENDIX A – SITE RISK ASSESSMENT

Pilbeam CONSTRUCTION

SITE SPECIFIC RISK ASSESSMENT

PROJECT NO:	PROJECT CODE	**PROJECT NAME:**	PROJECT NAME
ASSESSED BY:	JOE BLOGGS	**DATE:**	

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Unauthorised access to site / work area	General public, children – major injuries through falls, contact with equipment etc			X		• Secure fencing around site • Hazardous materials, tools or equipment not left lying about • Warning signs on fencing	• The compound in the corner of the car park will be fenced off using heras fencing. • Heras fencing will be installed across the corner of the site where the old Lych Gate is located. • Heras fencing will be installed around the new Lych Gate and new paving area. • Heras fencing will be installed around the scaffolding. • The main door to the parish rooms will be locked when the site is unoccupied. • The rear door to the parish rooms will be locked at all times. • The ladders to the scaffolding will be moved to the bottom lift of the scaffold when the scaffold is not is use.		X		
Contact by vehicles, operated by others	Operatives – major injury or death by being run over by vehicles operated by others				X	• Wear high visibility vest • Park in designated parking areas	• Vehicles unloading directly adjacent to the site		X		
Contact by delivery vehicles, particularly reversing vehicles	Operatives and general public - major injury or death by people being run over by delivery vehicles		X			• Flashing lights, reversing horns on vehicles • Use banksman to supervise reversing of large vehicles or vehicles with poor rear visibility	• There is no vehicle access onto the site. All delivery vehicles visiting the site will be required to park in the street. Because of the street layout there is no requirement for reversing at the site – vehicles can stop, park, unload and drive off.		X		
Contact by / falling objects during deliveries	Operatives and general public - major injury or death by people being run over by delivery vehicles				X	• Ensure unloading area is segregated • Use of appropriate equipment for unloading • Supervision of unloading by Site Manager • Use of person to act as look out and direct the operations	• The most significant risk is to members of the public using the path when unloading takes place. The site manager will supervise unloading activities to ensure that the general public are not harmed.		X		

Pilbeam Construction

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Slips, trips and falls, in general	Operatives, others in vicinity – possible minor or major injury as a result of falling over			X		• Good housekeeping and site tidiness • Site pedestrian routes to be devised before work commences • Pedestrian traffic routes to be kept clear • Keep cables tidy • Wear suitable footwear	• Remove any debris away from working areas on a daily basis – responsibility of site manager to manage		X		
Contact with electrical supplies	Operatives, others in vicinity – risk of death by electrocution or explosion				X	• Isolation of circuits before undertaking work (i.e. remove fuse) • Use of temporary supply to site	• Identification and isolation of power supplies in work area to be undertaken by qualified electrician. • Electrician to devise robust method for ensuring that power cannot be brought back on by unauthorised persons • Use of live 240v supply in other part of building to power 110v transformer for the site		X		
Contact with gas – explosion / fire risk	Operatives, others in vicinity – risk of death by electrocution or explosion				X	• Gas supplies isolated by GAS SAFE registered fitter before work commences • All gas installation and commissioning to be undertaken by GAS SAFE registered fitter	•		X		
Working with electrical equipment	Operatives, others in vicinity – risk of death by electrocution or explosion				X	• Equipment to be Portable Appliance Tested / regularly replaced • Equipment subject to inspection before use • Use of 110volt or battery equipment in preference to 240 volt equipment • 240 volt equipment to be used in conjunction with an RCD	•		X		
Contact by site plant movements	Operatives and general public - major injury or death by people being run over by our vehicles/plant or delivery vehicles	X				• Flashing lights, reversing horns on plant • Site plant only to be operated by authorised and competent operatives – records to be retained with Construction Phase Plan. • Use banksman to supervise plant operations • All keys to site plant and equipment to be secured at night or when not in use	•		X		
Failure of plant	Operatives - major injury or death as a result of equipment failing	X				• Plant subject to regular servicing/maintenance/ statutory examinations • Weekly plant checks by authorised and competent person • Records of plant checks to be retained in Construction Phase Plan	•		X		

Pilbeam Construction

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Manual Handling - *General*	Operatives – possible musculo-skeletal injuries, particularly back injuries, sprains, strains, cuts, fractures etc			X		• Unload or load materials close to workplace • Use mechanisation where possible, i.e. Grab lorries, barrows • Use safe manual handling techniques including team lifting • Ensure traffic route is clear and suitable for transporting materials • Wear safety footwear	• Team lifting • Use of wheel barrows		X		
Manual Handling - *Specific risk 1 – N/A*	Operatives – possible musculo-skeletal injuries, particularly back injuries, sprains, strains, cuts, fractures etc			X		• As above	• Site specific controls here		X		
Manual Handling - *Specific risk 2 – N/A*	Operatives – possible musculo-skeletal injuries, particularly back injuries, sprains, strains, cuts, fractures etc			X		• As above	• Site specific controls here		X		
Lifting Operations – *Specific Task – N/A*	Operatives, others in vicinity – possible minor or major injury as a result of falling material	X				• Lifting operations planned and supervised by a competent person • Lifting equipment and accessories subject to statutory examinations • Separate risk assessment and method statement required	• Site specific controls here		X		
Inadequate internal and external lighting	Operatives, others in vicinity – possible minor or major injury as a result of falling over		X			• Adequate natural lighting • 110 volt task lighting installed as required	• Use additional task lighting as required		X		
Materials Storage – poor storage	Operatives, General Public – materials falling causing major injury, possible trips/slips also.			X		• Material stored in safe manner and securely • Material stored away from traffic routes	• Delivery of materials as required • Adequate storage area on site • Storage areas to be managed and monitored by site manager		X		

Pilbeam CONSTRUCTION

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Working at Height in General	Operatives others in vicinity – potential falls leading to major injury or death				X	• Use the most suitable equipment for working at height (ladders/step ladders only to be used for light work of short duration, ladders for access, and only when it is not practicable to use scaffolding, guarded platforms, towers etc). • Factors to take into account- duration of task, weight & size of material handled, tools required, height of operations, surroundings, other trades/ people in area, space availability • Ensure equipment is well maintained and inspected before use • Ensure operatives are trained in the use of equipment • Check ground conditions before use • Check for overhead services or obstructions • Refer to general risk assessments for use of access equipment	•		X		
Working at Height - External work at height when ???????	Operatives others in vicinity – potential falls leading to major injury or death				X	• As above	• Use of external scaffolding to east and south elevations		X		
Working at Height – External work at height when ???????	Operatives others in vicinity – potential falls leading to major injury or death				X	• As above	• Use of mobile scaffold tower and possibly stepladders subject to review of ground conditions, task etc		X		
Working at Height - Low risk internal work at height of short duration work up to 2.4m	Operatives others in vicinity – potential falls leading to minor or major injury			X		• As above	• Use of stepladders and low level hop ups		X		
Working at Height - More hazardous internal works up to 2.4m	Operatives others in vicinity – potential falls leading to major injury			X		• As above	• Use of Mobile Towers, step ladders, hop ups		X		

Pilbeam CONSTRUCTION

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Working at height - other	Operatives others in vicinity – potential falls leading to major injury				X	• As above	•		X		
Working at Height – falls from open edges	Operatives others in vicinity – potential falls leading to major injury or death	X				• Use of secure temporary guard rails comprising top rail, mid rail and toeboards	•		X		
Failure of scaffolding	Operatives others in vicinity – potential falls or falling equipment leading to major injury or death	X				• Scaffolder to provide handover certificate • Statutory inspections of scaffolding by competent person • Records of statutory inspections to be filed in Construction Phase Plan	•		X		
Falling Objects or Materials - General	Operatives, General Public, site visitors – falling objects leading to major injuries or fatalities				X	• Use of tool belts • Put up barriers etc to create safe zone around work area • Wear hard hats as necessary • Wear safety footwear	• Guard rails and toeboards on access equipment		X		
Falling Objects or Materials – from scaffolding / towers	Operatives, General Public, site visitors – falling objects leading to major injuries or fatalities				X	• Top and mid guard rails and toeboards on scaffolding / towers	• Netting to be installed on scaffolding over entrance to site		X		
Contact with underground services	Operatives, others in vicinity – risk of death by electrocution or explosion				X	• Site Survey (i.e. CAT scan) • Review of plans • Dig trial holes, mark route of services • Hand digging within .5m of live services	• Because of the shallow depth of the excavations no scanning is required		X		
Collapse of excavations	Operatives, others in vicinity – injury /death through falling into excavations or injury death through excavation collapse			X		• Excavations will be inspected in accordance with statutory requirements - At the start of each shift; After any collapse of part of the excavation; After accidental fall of material into the excavation • Ground works will be supervised by a competent person	• Because of the shallow depth of the excavations there will be no requirement for propping the excavations.		X		

Pilbeam CONSTRUCTION

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Falls into excavations	Operatives, others in vicinity – injury /death through falling into excavations or injury death through excavation collapse			X		• Barriers installed around excavations	• Because of the shallow depth of the excavations all that is required is exclusion of third parties by the heras fencing around the works		X		
Uncontrolled collapse of structures - ??????	Operatives, others in vicinity – possible minor or major injury as a result of falling over				X	• Dismantling planned and supervised by competent person	• Internal chimneys and brick walls will be removed from top down using hand tools. • The structure will require temporary propping using acro props. Structural calculations, written scheme and sequence has been prepared by the structural engineer. • Steel structures installed and fixed in recommended sequence. • During the dismantling activity the only operatives on site will be those directly involved in the dismantling work. • The site manager will be responsible for planning and supervising the demolition activities.		X		
Handling vibrating equipment *List significant vibration tasks: Use of portable hand held electrical equipment*	Operatives – potential vibration white finger			X		• Management to select equipment with lowest vibration levels • Management to establish duration to which operatives may be exposed to vibrating equipment (hire company can advise) and ensure that they do not exceed the maximum daily vibration exposure level of 5.0m/s A(8) • Job rotation • Gloves worn and suitable warm rest facilities to be available	•				
Use of hazardous substances i.e. cement	Operatives, others in vicinity – for harm refer to COSHH assessments			X		• Undertake COSHH assessment • Have safety data sheet available • Wear suitable gloves and other PPE as required • Refer to General COSHH assessments	•				
Use of hazardous substances - *List unusual substances: None*	Operatives, others in vicinity – for harm refer to COSHH assessments		X			• As above	• Refer to specific COSHH assessment				

Pilbeam CONSTRUCTION

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
Dust / airborne particles	Operatives, others in vicinity – potential for respiratory problems and eye injuries		X			• Wear P3 face mask • Wear suitable eye protection	• Use of vacuum cleaner as required inside building • Damp down dust as required				
Noise	Operatives, others in vicinity – potential hearing loss in long term, tinnitus etc		X			• Wear hearing defenders	•				
Fire - General	Operatives, others in vicinity – potential major injury, burns or death				X	• Fire extinguisher(s) to be available as required • Site tidiness and good housekeeping • Fire procedure in CPP • Operatives informed about fire risks and procedures during induction • No smoking on site	•				
Fire *List any significant fire risks: N/A*	Operatives, others in vicinity – potential major injury, burns or death	X				• Use of Hot Works Permit	•				
Disturbance of Asbestos	Operatives, others in vicinity – potential for asbestos related disease				X	• Operatives to have received asbestos awareness training • Client / PC should undertake an asbestos survey • If in doubt operative must stop work and report to management	• Asbestos survey available and referred to • No asbestos confirmed in the vicinity • Building constructed after 2000		X		
Any other Risks :-											
		X				•		X			
		X				•		X			

Pilbeam Construction

SITE SPECIFIC RISK ASSESSMENT

ACTIVITY / HAZARDS	WHO MIGHT BE HARMED AND HOW	RISK LEVEL				GENERAL PRECAUTIONS	SITE SPECIFIC PRECAUTIONS	RESIDUAL RISK LEVEL			
		N/A	LOW	MEDIUM	HIGH			N/A	LOW	MEDIUM	HIGH
		X				•		X			
		X				•		X			

RISK ASSESSMENT CRITERIA			
POSSIBLE EXTENT OF HARM / Likelihood	MINOR INJURY	INJURY >3 DAYS OFF	MAJOR INJURY OR DEATH
UNLIKELY	LOW	LOW	MEDIUM
POSSIBLE	LOW	MEDIUM	HIGH
CERTAIN	MEDIUM	HIGH	VERY HIGH

Note – this risk assessment must be used in conjunction with the general site risk assessments

APPENDIX B – GENERAL RISK ASSESSMENTS

Pilbeam

CONSTRUCTION RISK ASSESSMENT

CONTRACT		**CONTRACT NO.**	
Task/Activity:		**Risk Assessment No:**	
		Date Prepared:	

HAZARDS		**Likelihood**			**Severity**					**Risk Score**
Ref.	**Key hazards associated with the above task/activity.**	Probable	Occasional	Remote	Fatality	Major Injury	+ 7 day Injury	First Aid Required	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	**10+ Very High Risk**	**5-9 High Risk**	**1-4 Low Risk**

PERSONS AFFECTED					
Operatives		**Members of Public**		**Site Visitors**	
Other Workers		**Managers**		**Young Persons**	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		**Hi-Viz Clothing**		**Respiratory Protection**	
Hearing Protection		**Eye Protection**		**Head Protection**	
Gloves		**Boots**			

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	**Managerial Controls**
➢	➢

Physical Controls	**Procedural Controls**
➢	➢

HSE & Other Guidance	**Comments**
➢	➢

Residual Risk Rating Considering the above control measures

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant Safety Method Statements, safe Systems of Work and associated Risk Assessments as detailed on the Risk Assessment Briefing Record

Date	Operative's Name	Operative's Company	Operative's Signature	Comments

APPENDIX C – GENERAL COSHH ASSESSMENTS

Pilbeam

COSHH ASSESSMENT

Product Name(s):		**COSHH Assess. No.:**	
Description of Substance:		**Assessed By:**	Joe Bloggs
Workplace Exposure Limits:		**Date:**	2 March 2011
Task/Activity:		**H Statements:** Risk Phrases:	
		P Statements: Safety Phrases:	
Suppliers Name & Address:		**Telephone/ Fax No's:**	
		MSDS Attached:	Yes / No

SUBSTANCE PROPERTIES



Highly Flammable	Oxidiser	Explosive	Toxic/ Very Toxic	Corrosive	Harmful/ Irritant	Longer Term Health Hazard	Gas Under Pressure	Dangerous to the Environm't
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

ROUTE OF EXPOSURE

Skin		Eyes		Inhalation	
Ingestion		Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product		Members of Public		Visitors	
Other Workers		Young Persons			

PPE REQUIREMENTS



						Other:	Other:
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures

First Aid/Hygiene Arrangements	Fire Precautions

Pilbeam

LEV Requirements	Monitoring Requirements
➢	➢

Transport Arrangements	Storage Requirements
➢	➢

Spillage Procedures	Disposal Requirements
➢	➢

Comments

Are hazards to health adequately controlled with all control measures in place? *Yes ☑ No ☐*

Assessment Prepared by:

Name:

Signature:

Date:

APPENDIX D – SITE INDUCTION

Site Induction

Name:	Mark	**Date:**	10 Jul 2019
Project Name:	Cecil Norris House - Shoreham	**Project No:**	P19-1392
CSCS Card No:		**Expiry Date:**	

Site Induction checklist for all new workers on site. Please check boxes and tick when completed.

General Site Safety	
☐	Site Manager Introduction - Refer all issues to Site Manager
☐	Site access & egress, layout, boundaries, emergency escape routes and site security
☐	Obey all site notices, safety signs and regulations. Location of site Notice Board, how changes & modifications to site rules will be made known.
☐	Site Specific Risks - e.g. contaminated land, electricity, health hazards, gas, plant, confined spaces, asbestos etc.
☐	Site Procedures - e.g. permits to work, restricted areas, signing in book etc.
☐	Site Rules – incl. no smoking, alcohol or drugs allowed on site, no radios allowed on site etc.
☐	Emergency Procedures - action in the event of an emergency, escape routes, assembly points, Fire precautions on site, siren/alarm, fire extinguisher types/positions
☐	Report Unsafe Conditions Immediately - e.g. defects in plant/equipment, discovery of asbestos or buried services etc.
☐	Check Certification - ensure appropriate certification is held - e.g. hand over certificates for scaffold, towers, hoist and plant test certificates etc. Use correct tools/equipment only and ensure they are kept in good condition
☐	Do not remove/alter scaffolding. Ladders must be tied.
☐	Beware of moving plant or vehicles

Health and Safety	
☐	Actions in the event of an accident incl. dangerous occurrences
☐	CDM Regulations – construction phase plan, location of F10(rev),
☐	Risk Assessments, Safety Method Statements, COSHH Assessments
☐	First Aid - name and details of first aider, location of first aid facilities etc.
☐	Welfare - facilities on site, keep all facilities clean and tidy, personal hygiene
☐	Manual Handling – avoid wherever possible, mechanical devices to aid manual handling

☐	Personal Protective Equipment - hard hats, hi vis and safety boots, other protective equipment as identified / directed
☐	Housekeeping – site tidiness, slips, trips and falls

Quality Management Policy and Responsibility	
☐	Understanding of the intentions set by the directors in the Quality Management Policy
☐	The responsibilities of all site staff and contractors to provide a high standard quality of service and products
☐	The responsibility of all site staff and contractors to report non-conformances and opportunities for improvements and to implement corrective actions to prevent recurrence.

Environmental Management Policy and Responsibility	
☐	Understanding of the intentions set by the directors in the Environmental Management Policy
☐	The responsibility of site staff and contractors and other relevant interested parties to prevent pollution and contamination to land, water and air.
☐	Control of waste and litter and to act responsibly with reference to noise and nuisance towards neighbours and the local community
☐	To comply with and report all breaches of known applicable environmental legislation and other requirements such as sensitive area, wildlife, tree and hedgerows.

I confirm I understand the Site Induction and its requirements and have read and understood all applicable risk assessments, safety method statements and COSHH sheets.

Signed: **Company:** A & F Pilbeam Construction Ltd

APPENDIX E – SITE INDUCTION REGISTER

Pilbeam CONSTRUCTION

SITE INDUCTION REGISTER

PROJECT NO:		PROJECT NAME:	

DATE	NAME	COMPANY	DOB	CSCS CARD		SIGNATURE
				REF.	COPY TAKEN	

BY SIGNING YOU CONFIRM THAT YOU HAVE ATTENDED A SITE INDUCTION AND HAVE READ YOUR OWN RISK ASSESSMENTS AND METHOD STATEMENTS AND UNDERSTAND THE RISKS ON SITE AND AGREE TO ABIDE BY THE RULES IMPOSED.

APPENDIX F – SCAFFOLDING INSPECTION REPORTS

Pilbeam CONSTRUCTION

SCAFFOLD INSPECTION RECORD

81 Underdown Road, Southwick, Brighton, BN42 4HA

Tel: 01273 593494

Contract / Location: ..... **Contract No.** .....

Inspected by:.....
(Print name)

Position:.....

Signed:.....

INSPECTION TYPE
Scaffold type – Independent tied / Putlog / Designed

- ☐ Before first use – type .....
- ☐ After seven days
- ☐ Adverse weather
- ☐ Scaffold alteration – type .....

Please refer to the items below and the guidance notes provided. Tick ✓ where satisfactory, or cross **X** where inadequate or attention is required. Note comments against inadequate items in the comments box below referring to the Item No. (*Leave items blank if they do not apply*)

1.0	FOOTINGS	✓	X
1.1	Soft uneven ground		
1.2	Base plates		
1.3	Sole plates		
1.4	Undermined		
1.5	Other		

2.0	LEDGERS	✓	X
2.1	Level		
2.2	Jointed same bay		
2.3	Loose		
2.4	Damaged		
2.5	Other		

3.0	TRANSOMS	✓	X
3.1	Spacing		
3.2	Loose		
3.3	Wrongly supported		
3.4	Other		

4.0	BRIDLES	✓	X
4.1	Spacing		
4.2	No check couplers		
4.3	Wrong fittings		
4.4	Other		

5.0	BOARDING	✓	X
5.1	Defective boards		
5.2	Traps		
5.3	Insufficient support		
5.4	Other		

6.0	LADDERS	✓	X
6.1	Insufficient lengths		
6.2	Not tied		
6.3	Damaged		
	Other		

7.0	TEMPORARY ROOFS	✓	X
7.1	Not Tied		
7.2	Missing/loose		
7.3	Damaged		
7.4	Other		

8.0	GENERAL	✓	X
8.1	Lighting		
8.2	Bulk timbers		
8.3	Protection of public		
8.4	Signage		
8.5	Guarding		
8.6	Other		

9.0	STANDARDS	✓	X
9.1	Plumb		
9.2	Jointed same ht.		
9.3	Spacing		
9.4	Damaged		
9.5	Other		

10.0	COUPLINGS	✓	X
10.1	Wrong fittings		
10.2	Loose		
10.3	Damaged		
10.4	No check coupler		
10.5	Other		

11.0	BRACING	✓	X
11.1	Missing		
11.2	Loose		
11.3	Wrong fittings		
11.4	Other		

12.0	TIES	✓	X
12.1	Type		
12.2	Missing/loose		
12.3	Not enough		
12.4	Other		

13.0	RAILS / TOEBOARDS	✓	X
13.1	Missing/loose		
13.2	Wrong height		
13.3	Damaged		
13.4	Notching/gaps		
13.5	Other		

14.0	SHEETING / NETTING	✓	X
14.1	Loose		
14.2	Damaged		
14.3	Ties		
14.4	Other		

15.0	LIFTING EQUIPMENT	✓	X
15.1	Condition		
15.2	Fixing points		
15.3	Suitability		
15.4	LOLER Certificate		
15.5	Other		

Comments:

Continued Over ☐

DATE: / /

TIME: : **Hrs**

SCAFFOLD SAFE TO USE (Please tick if considered safe) ☐

SCAFFOLD INSPECTION GUIDANCE NOTES

1) The first supervisor to arrive on site must ensure that a Handover Certificate has been provided by the Scaffolders.

2) An inspection of the scaffold must then be carried out by the lead operative, supervisor and/or manager only (not the entire site team).

3) The inspection must be recorded upon the record sheets provided and kept on site until the end of the contract.

4) Particular points to note are as follows:-

   a) Base Plates - check that each standard has a base plate and a spreader plate if on soft ground. Check that each standard is in contact with the base plate.

   b) Standards - Are the standards plumb, at the correct spacing, undamaged.

   c) Ledgers - Are the ledgers level, jointed correctly, undamaged, secure fittings.

   d) Bracing - Is the scaffold braced across the face and front to back, are the correct and secure fittings used.

   e) Putlogs/Transoms - Check spacings, means of support, correct and secure fittings.

   f) Couplings - Are the correct fittings used and are they secure.

   g) Bridles - If bridles are used are they fitted correctly.

   h) Ties - Are ties in place, are they secure, have any been removed.

   i) Boards - Are the boards of good quality, are there any traps, are the boards sufficient in number, are they adequately supported, no excessive overhangs or notches.

   j) Guard Rails - Is the height correct, are toe boards present at ends of lifts, Toe Boards - are they secure.

   k) Ladders - Is the quality satisfactory, are they damaged, long enough, at a suitable angle and tied.

   l) Finally any other comments such as 'Scaffolders advised - due on site tomorrow', 'Managers advised' or 'Top lift barriered off - unsafe for use due to missing boards' - signs provided 'Scaffold incomplete, do not use' should be noted in the final box.

5) Always ensure that your manager or a director is aware of a problem and that the problem is addressed to make the scaffolding safe for use.

APPENDIX G – EXCAVATIONS INSPECTION REPORT

GD13 Excavation inspection report

Report of inspection on excavations/cofferdams/caissons*

* Delete as appropriate

The Construction (Design and Management) Regulations, Regulations 22, 23 and 24

Company name				**Project title**	
Location				**Contract no.**	
Address of site					
Inspection carried out on behalf of					
Inspection carried out by				**Position**	
Date and time of inspection	**Location inspected**	**Description of place of work, or part inspected**	**Details of any matter identified giving rise to a risk to the health and safety of any person**	**Details of any action taken as a result of any matter identified**	**Details of any further action considered necessary**

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APPENDIX H – BLANK HOT WORKS PERMIT FORMS

Pilbeam CONSTRUCTION

HOT WORKS PERMIT

Permit No: ____

Contract Reference:	**Project Code**	Address:	**Project Name**

Details of Equipment and Location:

Work to be Undertaken:

..... (*name*) is authorised as Competent to undertake and supervise the aforementioned works.

Precautions to be Taken:

Fire-Fighting/Alarm System to be isolated	Yes ☐ No ☐	Alternative means of raising an alarm to hand	Yes ☐ No ☐
Standby Fire-Fighting equipment to hand	Yes ☐ No ☐	Area to be isolated / cordoned off	Yes ☐ No ☐
Undertake Equipment safety check	Yes ☐ No ☐	Provide additional mechanical ventilation to area	Yes ☐ No ☐
Seal Wall, Floor & Ceiling openings	Yes ☐ No ☐	Smoking prohibited	Yes ☐ No ☐
Area to be wetted out / Fire blankets used	Yes ☐ No ☐	Valid certificate required / and checked	Yes ☐ No ☐

Trained Fire Watcher required throughout the works Yes ☐ No ☐

Check areas on adjacent surfaces are free from combustible materials Yes ☐ No ☐

Remove any combustible materials (where possible), otherwise effective fire resistive protection to be put in place Yes ☐ No ☐

Specific Precautions: Are to be detailed within the site specific Safety Method Statement including detailing any additional requirements for adverse environmental conditions. **Note:** This Permit is not valid without a Safety Method Statement and Risk Assessment

(Method Statement to include acknowledgement of Competent Person undertaking One Hour Observation period upon completion of Hot Works)

Validation Period: This permit is valid from: hrs on (date) to: hrs on (date)

Authorisation: I hereby declare that the above precautions have been taken and made known to the competent person in charge of the work.

Signed: (Authorised Person) Time: hrs Date:

Acceptance and Receipt of Original copy by the Competent Person:

I acknowledge receipt of this permit and confirm I understand and will adhere to the safety precautions described above. In addition I will return this permit to the authorised person when the work is complete.

Signed: (Competent Person) Time: hrs Date:

One Hour Observation Period: I declare that the Hot Works required have been completed and the

One Hour Cool Down Observation commenced at: Time: hrs Date:

completed on: Time: hrs Date:

Signed: (Competent Person) Date:

Time Extension (Only if necessary):

The expiry time of this permit is extended to: hrs on (date):

Signed: (Authorised Person) Time: hrs Date:

Cancellation: I hereby declare that all the work detailed has been completed, all tools/and equipment are now in safe condition and that I / We have inspected the work area for a suitable period of time after completion of works, to ensure no residue is left that might initiate a fire. (Every 15mins).

Signed: (Authorised / Deputy Authorised Person)

Time: hrs Date:

I declare this permit is now closed and that any Isolation and Fire Detection systems have been re-instated. The top original (white) has been returned to me by the Competent Person and has been placed on file.

Signed: (Authorised / Deputy Authorised Person)

Time: hrs Date:

APPENDIX I – PLANT INSPECTION REGISTER

Small Tools and Plant Inspection Register

Pilbeam

Contract: **Job No:** **Date:**

Date of Inspection	Item of Plant	Owner of Plant	Plant in good working order ✓ as appropriate		Faults / Comments on Plant	Date Next Inspection Due	Inspected by Sign / Print
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:
			Yes	No			S:
							P:

APPENDIX J – WORKING AT HEIGHT RISK ASSESSMENT

Pilbeam

WORKING AT HEIGHT RISK ASSESSMENT

CONTRACT		CONTRACT NO.	
Task/Activity:		Risk Assessment No:	
		Date Prepared:	

	HAZARDS	Likelihood			Severity					Risk Score
Ref.	Key hazards associated with the above task/activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
	Score:	3	2	1	5	4	3	2	1	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Risk Assessment Scores:	10+ Very High Risk	5-9 High Risk	1-4 Low Risk

PERSONS AFFECTED					
Operatives		Members of Public		Site Visitors	
Other Workers		Managers		Young Persons	
Others					

PPE REQUIREMENTS					
Harness & Lanyard		Hi-Viz Clothing		Respiratory Protection	
Hearing Protection		Eye Protection		Head Protection	
Gloves		Boots			

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	**Managerial Controls**
➢	➢

Physical Controls	**Procedural Controls**
➢	➢

HSE & Other Guidance	**Comments**
➢	➢

Residual Risk Rating Considering the above control measures

Assessment Prepared by:

Name:

Signature:

Date:

This risk assessment should be read in conjunction with all relevant Safety Method Statements, safe Systems of Work and associated Risk Assessments as detailed on the Risk Assessment Briefing Record

APPENDIX K – GENERAL METHOD STATEMENT

Method Statement Template Ref No.:

Description of the Task/Activity:					
Project Name:			**Project Ref:**		
Site Address/ Location:			**Start Date/Time:**		
			Finish Date/Time:		
Personnel involved:	**Name**		**Role/Trade**		
Works Supervisor:		**Role:**		**Tel:**	
Key Plant and Tools Required:					
Key Materials Required:					
Other Essential Equipment:	(ie: access platforms/winches/ladders etc)				
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))					
Specific Staff Training Requirements:	(ie: Confined Spaces/Abrasive Wheels/Working at Height/Plant Operators etc)				

Sequence of Operations: (Specifying methods of working, tools, materials and equipment utilised)	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
Temporary Supports and Props needed to facilitate the works:	(If none, state none.)
Method of Access and Egress to the work area:	(ie: Ladders/MEWPS/Scaffold/Trestles/Step Ladder etc)
Fall Protection Measures: (Where work at height cannot be eliminated - consider both Personnel & Materials)	(ie: Guard Rails/Toe Boards/Brick Guards/Safety Harnesses/Exclusion Zones etc)

Hazardous Substances: (Attach COSHH Assessments and MSDS)

(ie: Lubricants/Solvents/Flammable Materials/Refrigerants/Welding Gases etc)

	Very Toxic	Harmful/ Irritant	Corrosive	Dangerous for the environment	Oxidising	Highly flammable	Explosive
Applicable:	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

SWL's:	(Detail any limits on the loadings applicable to temporary plant/equipment or fixed elements of the structure where the work is taking place.)

Required Personnel Protective Equip.:

Safety Boots	Hard Hats	Safety Gloves	Hearing Protection	Respiratory Protection	Eye Protection	**Other:**
Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	1. Hi-Viz 2. Coveralls 3.

Emergency Procedures:		
 **First Aid Facilities:**	**Name of On-Site First Aider:**	
	First Aid Box Location:	
	Location of Nearest Hospital:	
Other Information & Comments:		

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the companies Health and Safety Policy.

Prepared by:

Position: **Date:**

Reviewed by:

Position: **Date:**

APPENDIX L – MANUAL HANDLING RISK ASSESSMENT

MANUAL HANDLING RISK ASSESSMENT

Section A - Preliminary: ** Circle as appropriate*

Job Description:	Is an assessment needed? (i.e. is there a potential risk for injury and are the factors beyond the limits of the guidelines? Yes/No*

If 'Yes' continue. If 'No' the assessment need go no further.

Operations covered by this Assessment (detailed description): Locations: Personnel involved: Date of Assessment:	Diagrams (other information):

Section B - See over for detailed analysis

Section C - Overall assessment of the risk of injury? Low / Med / High*

Section D - Remedial action to be taken:

Remedial steps that should be taken, in order of priority: 1. 2. 3. 4. 5. 6.
Date by which action should be taken:
Date for reassessment:
Assessor's Name: Signature:

TAKE ACTION ... AND CHECK THAT IT HAS THE DESIRED EFFECT

Section B - More detailed assessment, where necessary:

Questions to consider:	If yes, tick appropriate level of risk. Low	Med	High	Problems occurring from the task. (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action. (Possible changes to be made to system/task, load, workplace/ space, environment. Communication that is needed)
The tasks - do they involve: • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movement (from floor level)? • long carrying distances (over 10 metres)? • strenuous pushing or pulling? • repetitive handing (over 30 times an hour)? • prolonged physical effort (more than one hour)? • insufficient rest or recovery? • insufficient assistance (team handling required)? • a rate imposed by a process?					
The loads - are they: • heavy? • bulky/unwieldy? • difficult to grasp? • unstable/unpredictable (inc. contents)? • intrinsically harmful (e.g. sharp/ hot)? • lacking adequate handles, etc. or difficult to grip? • difficult to see round or over? • needing sealed lids or closures? • containing dangerous/fragile/caustic materials?					
The working environment - are there: • constraints on posture? • poor floors? • variations in levels? • hot/cold/humid conditions? • strong air movements/adverse weather conditions? • poor lighting conditions? • difficulties with storage (too high, too low, awkward access)? • obstructions to movement and handling?					
Individual capability - does the job: • require unusual capability? • hazard those with a health problem? • hazard those who are pregnant? • call for special information/training?					
Other factors: Is movement or posture hindered by clothing or personal protective equipment?					
No. in each category: **Risk factor multiplier** **Column Scores**	x 1	x 2	x 3	**Total Score =** **Risk Category =**	LOW = 20 MED = 21-29 HIGH = 30+

APPENDIX M – SITE RULES

Pilbeam

SITE RULES

1. All personnel are required to attend a formal Site Induction prior to access and working on site.
2. All personnel are required to report to the Site Manager upon arriving and leaving site **EVERY DAY**, in order to get signed into and out of the Site, and to obtain any daily toolbox talks.
3. All personnel are required to be registered under the Construction Skills Certificate Scheme (CSCS) and hold and produce a valid CSCS Cards to the Site Manager as part of the Site Induction for record purposes and at any other time by the Site Manager.
4. All personnel are required to wear appropriately branded clothing / uniforms and Personal Protective Equipment at all times.[No shorts or bare chests are allowed].
5. Smoking, Gambling, Alcohol and Drugs are strictly prohibited within the site perimeter at all times. No person under the influence of alcohol and or drugs is permitted on site.
6. All personnel are to strictly obey all site notices, safety signs and regulations.
7. Interfering with, or misusing any fixtures, fittings, plant and/or equipment provided on Site in the interests of health, safety and welfare or other purposes is strictly prohibited.
8. Any site personnel found to be behaving in an abusive, threatening or an inappropriate manner on or near the vicinity of the Site will be immediately excluded from site. Horseplay and practical jokes are strictly prohibited.
9. The use of 240 volt plant, equipment and tools is strictly prohibited on Site.
10. All site personnel are responsible for the clearance of their own rubbish and debris with all works areas being kept clean and tidy at all times.
11. All site personnel are responsible to maintain clear and safe access and egress routes at all times.
12. All site personnel are responsible for the safe use, storage and control of their materials, tools and equipment on site.
13. Any Health and Safety concerns, near misses, accident and other events must be immediately reported to the Site Manager.
14. All site personnel, for their own safety and for the safety of others, are required to be aware of the Site First Aid Procedures including knowing where the first aid facilities are located and who the first aider is.
15. Site toilets, washrooms and welfare facilities must be kept in a clean and hygienic state after use.
16. All personnel are to be aware of the fire plan, the fire plan procedures including the means of raising the alarm, the location of fire alarm points, the emergency escape routes, and the fire muster point.
17. All personnel are required to use tools and equipment appropriate for the work task in hand and to ensure that all tools and equipment are regularly checked and kept in good working condition.
18. All meals and drinks are to be consumed in the designated areas on site.
19. All hot works on site are strictly prohibited without a formal Hot Work Permit issued by the Site Manager.
20. The use of radios or other personal audio or visual devices are strictly prohibited on site.
21. All site personnel are responsible for their own safety and for the safety of others.

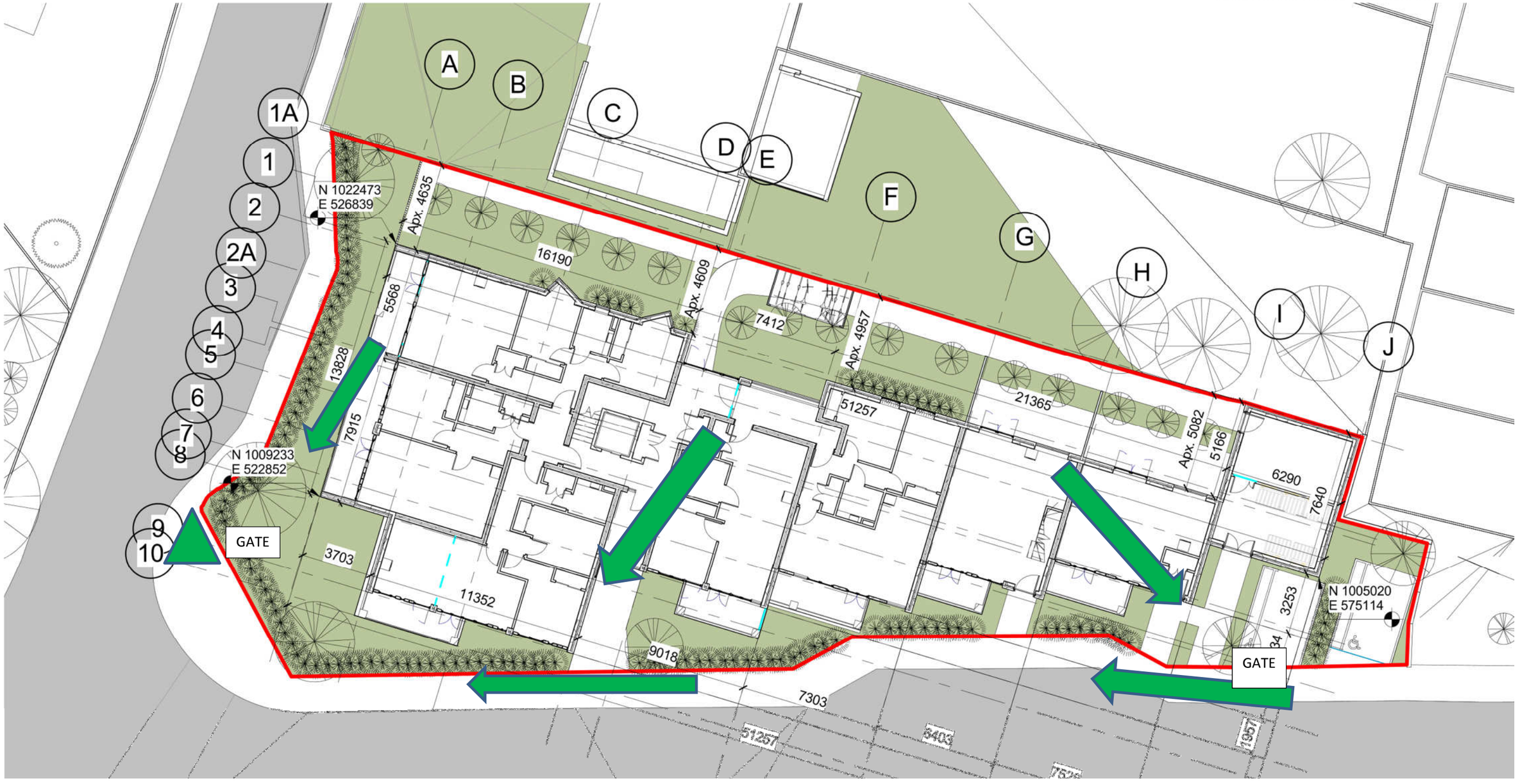
APPENDIX N – CONSTRUCTION PROGRAMME

TO FOLLOW

APPENDIX O – FIRE SAFETY PLAN

CONSTRUCTION PHASE PLAN

CECIL NORRIS HOUSE - SHOREHAM



APPENDIX P – CONTRACTOR'S SITE LAYOUT PLAN


TOWER CRANE
SITE WELFARE DOUBLE STACKED & TOILETS
STOREAGE AREA
TENDER
LRA
Cecil Norris House
SITE PLAN
1624-LRA-B-00-DR-A-1000
+SP - SITE PLAN
1 : 200