SEAVIEW
Building Company.

CONSTRUCTION PHASE PLAN

90 Brighton Road

CONTENTS

1. Description of Project

1.1 Project description and programme details
1.2 Project Directory /. Clients

2. Management Requirements

2.1 Arrangements
2.1.1 Health and Safety Goals
2.1.2 Sub-Contractors
2.1.3 Communication and liaison between Client and others
2.1.4 Welfare
2.1.5 Client Rules
2.1.6 Design Changes
2.2 Interface with others
2.2.1 Site hoarding, transport vehicle movement restrictions
2.2.2 Permit-to-work systems
2.2.3 Fire precautions, emergency procedures
2.3 Site Wide Elements
2.3.1 Site access and egress
2.3.2 Site Rules and safeguarding code of conduct
2.4 Working at Height
2.5 Accidents

3 Environmental Restrictions and Existing On Site Risks

3.1 Safety Hazards
3.1.1 Boundaries and Access
3.1.2 Deliveries, waste collection, storage
3.1.3 Adjacent Land Use
3.1.4 Existing Services
3.1.5 Existing Structures
3.2 Health Hazards
3.2.1 Asbestos
3.2.2 Hazardous Materials
3.2.3 Health risks from client's activities
3.3 Significant risks identified
3.3.1 Materials requiring particular precautions

4 Work Execution

4.1 Management Team
4.2 Principal Contractors Duties
4.3 Nearest Accident & Emergency:
4.4 Sequence of Operations
4.5 Spillages
4.6 Material movement:
4.7 PPE
4.8 Inspections and Briefings
4.9 Permit to Work/Access
4.10 Environment
4.10.1 Noise
4.10.2 Pollution
4.11 Incidents and Near Misses
4.12 Work in Occupied Premises - Security General
4.13 Waste Removal
4.14 Electrical Work
4.15 Method Statements and Risk Assessments
5.0 COSHH
6.0 Health and Safety File

1 DESCRIPTION OF PROJECT

1.1 Project Description and Program Details

Location:

90 Brighton Road

Lancing

Description:

Roof extension and rear dormer to form 2nd floor and sub-division of the building to

create 2nr 3 storey houses

Program

Start on site: 2nd November - March 2024

Working hours shall be confined to 8.00am and 6.00pm Monday to Friday, Saturday working is permitted at 9.00am to 1.00pm and at no time on Sundays or Bank Holidays

Any temporary exception to these working hours shall be agreed in writing with the Local Authority at least 5 days in advance of works commencing. Neighbors should be notified at least 3 days in advance.

Pre agreed excessive noisy or dusty works to be conducted only after consultation and agreement of the neighboring property's. Pollutive works must be kept to a minimum.

Description of Activity

- Excavating and Groundworks
- Brickwork and Blockwork
- Roofing
- Rendering
- Carpentry and Joinery, external cladding.
- Window and door replacements, Juliette balcony installation.
- M&E, Solar installation
- Rear Dorma
- External and Internal redecorations
- Rainwater Goods


Jones
Bacon
SOLD


Mermaid Lodge
A259
Abacus Jim
Lancing Office

1.2 Project directory

Consultant	Company Name	Contact	Tel. Number & e-mail addresses
Client	Mr Nigel Redfern and Mark Terry		
Principal Contractor/ Principal Designer	Seaview Building Company 28 Penhill Rd Lancing BN15 8HJ		info@seaviewbuildingcompany.co.uk
Architect	Inature Architecture 52 Compton Ave, Brighton and Hove, Brighton BN1 3PS		studio@inature.co.uk
Subcontractors	TBC		

Management Requirements

This Plan will be developed throughout the project to reflect changes required including welfare provisions, risk assessments and method statements.

No change shall be implemented without the approval of the client. In some instances approval will also need to be obtained by the local authority.

Seaview Building Company is the Principal Designer and will be in charge of any design changes throughout the project.

2.1 Arrangments

Seaview Building Company will ensure that all of their employees and those of any contractors' employees do not use radios or any other personal music systems (e.g. iPods on the site.

Seaview Building Company will ensure that all of its employees and those of any contractors' employees wear suitable clothing whilst on site and this shall also include a logo or badge that easily identifies who the person is working for.

Seaview Building Company will ensure that all of its employees and those of any contractors' employees are aware of our Drug and Alcohol Abuse Policy where within our rules will be implemented onsite. Random Drug or Alcohol testing may be enforced for this project due to the proximity of children and the general public should Seaview Building Company deem it necessary.

Seaview Building Company will establish a secure site area within the unit which will be marked up on our site set-up drawing, with the following, as a minimum. It will be displayed in a prominent position onsite and issued to all site contractors.

- Emergency muster points
- First aid facilities
- Fire fighting appliances
- Exit routes
- Temporary fire alarms/ call points
- Escape routes are to be maintained at all times during construction.

Seaview Building Company works to ensure that persons coming into contact with our employee workers or subcontractors are treated with respect. In line with our code of conduct policy which will form part of our site induction.

2.1.1 H & S Goals

- Carry out the works within the programmed timescale for the works.
- Carry out the works with due regards to the public.
- Carry out the works eliminating risks where possible and reducing / controlling other risks
- Carry out the works in such a manner as to minimise disturbance to other users of the premises and leave the area at the completion of each day's work in a tidy and safe manner.
- Carry out the works in such a manner as to leave the site secure at the completion of each day's work.

- Conduct regular Toolbox Talks relevant to the tasks associated with these works.
- Carry out the works in such a manner as to not hinder the passage of members of the general public and others close or adjacent too our site compound.
- Undertake a constant review of the design of the works eliminating risks where possible and reduce/ control other risks.
- Seaview Building Company will ensure that all site personnel (including visitors and sub-contractors) have sufficient training for their needs, are provided with on-site training where required, have adequate health and safety information and are provided with a site induction. They will also provide all suitable personal protective equipment suitable for the works being undertaken and ensure that the equipment is worn.

- Seaview Building Company will make suitable arrangements for the continual monitoring of the Health and Safety goals set and review them on a regular basis.
- To protect the health and safety of those involved in construction and those affected by their activities by complying with statutory requirements as a minimum and supplemented by industry current best practice at all times.
- Ensuring the competency of those involved in the project and ensuring active safety management systems and procedures, which are effectively implemented, supervised, monitored and reviewed.

2.1.2 Sub Contractors

There is a requirement for sub-contractors on this project, subcontractors are assessed prior to instruction, where local contractors holding ISO, CHAS and Constructionline accreditations take preference in the selection process to ensure only quality minded contractors are involved with our projects.

Subcontractors are monitored and performance is assessed for competence as required by CDM2015. They are included within the Safety Plan with regards to induction, communications and supervision and will follow all safety rules herein. Should the need for subcontractors arise they will be made aware of the provision of this Plan and confirm by signature.
All sub-contractors will be required to provide risk assessments and method statements .
These will be assessed by Seaview Building Company and available for the Client as required.

2.1.3 Communication and Liaison between Client and Others

Seaview Building Company will establish an effective communications approach with the neighboring properties to discuss progress in respect of the works being undertaken. Key communication parameters will be confirmed and agreed with all parties, including the local authority.
Regular progress, project meetings, daily briefing to staff and consultations with the neighbors will also form part of our Communications Management Plan

2.1.4 Welfare Provision

The Construction Design and Management Regulations 2015 make it mandatory to provide workers with suitable and sufficient welfare facilities for the use of all persons at work on all building sites.
Seaview Building Company, subcontractors and operatives will use facilities provided onsite. This will include hand washing, drinking and rest facilities.

2.1.5 Client Rules

Seaview Building Company will ensure that all of it's employees and those of any contractor's employees are aware of, observe and abide by these requirements at all times. Operatives will review the site rules and subcontractors are to be sent these rules prior to starting on site and will form part of Seaview Building Company Induction. Rules currently established and noted are as follows;

- All operatives, visitors and subcontractors will be required to sign in upon arrival to site.
- Any accidents or incidents must be reported to Seaview Building Company, report accidents, ill health and dangerous occurrences that are notifiable to the HS&E under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Every operative, visitor and subcontractor must be inducted prior to any access to the site
- SBC to ensure that any person using machinery or equipment holds an operating license as necessary or is adequately instructed.
- Seaview Building Company's staff and subcontractors are to be easily identifiable at all times by wearing logos.

- The site must be secured so as to prevent entry by unauthorised persons. Signage warning of construction site dangers must be prominently displayed.
- Seaview Building Company must ensure noise and dust should be kept to a minimum to avoid disturbing adjoining neighbors, highways and the general public .

2.1.6 Design Changes

Seaview Building Company are the Principal Designer for this project and will follow processes as outlined in CDM regs 2015. Seaview Building Company will consider safe systems of work which will be implemented to take into account any high risk or hazardous operations. The projects risk assessments will be updated along with the risk register should changes be made.

2.2 Interface with others

2.2.1 Site Hoarding, transport, vehicle movement restrictions

Deliveries and all traffic and pedestrian access is via Brighton Road. Deliveries will be scheduled during off peak times. Operatives must park responsibly on the road, considering neighboring properties and access to their homes. Wherever possible van sharing should be considered and parking a little further away from the site so as not to cause disruption on this busy road, there is ample free parking to be found close by. Pedestrian routes outside are narrow and must be maintained and kept clear at all times during the works.
Deliveries are to be carefully managed, scheduling will be spaced apart by days and off peak times will be utilised. Should a delivery be scheduled, SBC to park away from site to allow space for the delivery truck in the parking bays. This will prevent obstruction on the road.
Where ever possible SBC will take in deliveries and bring the goods to site only when needed.
A banksman will be utilised for all deliveries, No Artics permitted, all deliveries to be rigid vehicles (or smaller) with self offload capability (Moffat, Hiab, Pallet Truck etc).

Plant, materials and machinery and tools must be stored in a secure lockable container or taken away each day when the site is closed. Waste, materials and equipment are not to be stored or left unattended at the property. Secure barrier hoarding will be erected to prevent the movement of dust to neighboring properties at the rear of the property. Dampening techniques will be adopted and a suitable wheel washing area will be established to prevent the transfer of construction waste to the road.

2.2.2 Permit-to-Work Systems

N/A

2.2.3 Fire Precautions, Emergency Procedures

The procedures and points of contact in respect of emergencies will be set out and communicated upon Seaview Building Company's induction at pre-commencement along with approved assembly points.

Access points must be kept clear at all times. Consider a temporary fire alarm / horn that can be heard by all operatives wherever they may be on site to warn of fire. In case of an emergency operatives are to sound the alarm and meet at the designated assembly point at the green to west out the front of the building.

Flammable materials must be properly stored in a well ventilated area away from anything that is highly flammable , alternative non flammable products should be considered. Emergency procedures will be implemented by Seaview Building Company and communicated via induction to all staff and subcontractors, this will also be available in the sites health and safety folder for review. No burning off is permitted.

The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation' must be reviewed and considered prior to starting works onsite.

Seaview Building Company will ensure that relevant information is given to operatives at the time of induction or when changes are made to procedures.
The nearest A&E hospital to site is; **Worthing Hospital, Lyndhurst Road**

In an emergency operatives are to dial 999.



Nigel Redfern will inspect the site and emergency arrangements on a regular basis to ensure compliance and the safety of all persons within proximity of the site.

Mark Terry will act as a Fire Marshals and will inspect all fire protective on a weekly basis

2.3 Site wide elements

2.3.1 Site Access and Egress

The site is located on and accessed via Brighton Road, the site backs on to a holiday park and the beach.

The site is located in a residential area with a school and carwash facility nearby, the property will not be occupied for the duration of the works.

Access and Egress routes will be maintained throughout the duration of the project, the surrounding roads are to be kept clean and clear. Materials and deliveries are to be removed from the area upon arrival as quickly as possible, off peak delivery times should be considered for this busy road.

Care must be taken when scheduling deliveries so as to not cause traffic or disruption. Public / pedestrian access must be maintained and kept clear at all times during the works.

Signs will be in place warning that works are in progress where required.

Deliveries have a maximum of 30 minutes upon arrival to unload and clear the area.



2.3.2 Seaview Building Company's Site Rules and code of Conduct

- Disturbance to other residents must be kept to a minimum.
- Escape routes must be kept clear at all times.
- No Unauthorised Persons allowed on site
- Suitable personal protective clothing must be worn on site at all times
- General public/Children must be protected from hazards associated with this work
- Smoking on site is forbidden
- No alcohol or illegal drugs are to be brought onto the site
- No person who is under the influence of alcohol or drugs is allowed on site
- Offensive or inappropriate language and provocative gestures are not allowed
- No gambling, threatening or violent behavior or horseplay
- No radios or amplified music permitted (including MP Players such as I-Pods)
- Toilets and washrooms must be kept in a clean and hygienic state after use, enhanced cleaning regime must be in operation to prevent exposure to potential COVID-19 infection.
- Refuse must not be allowed to accumulate; work areas are to be kept tidy
- Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner.
- Electrical tools are to be either battery powered or 110V fed from a centre- tapped transformer
- Risk assessments must be in place for all elements of the works prior to the specific activity taking place.
- Protection footwear (boots) must be worn at all times during working hours. No trainers or shoes may be worn.
- Ear protection will be used where applicable.
- Fire extinguishers, suitable to the task-in-hand are to be located around and adjacent to the works area

- Tools and materials are to be stored safely
- Report any spillages to Site Management.
- No persons shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, Safety or Welfare in pursuance of any of the relevant statutory provisions.

2.4 Working at Height

There is elements of working at height within the project.

Scaffold is to be alarmed when not in use, all ladders and access equipment must be removed to prevent unauthorised access. Ample signage should be inplace warning of construction dangers. Debris netting and sheeting should be installed to protect against the weather and materials/tools falling from height.

Planning will take into account the hierarchy of risk, control measures will take into account the risk of materials or persons falling and the presence of other contractors and visitors on site. Review risk assessments prior to working at height.

2.5 Accidents

- Accidents shall be reported to the site manager as soon as possible and recorded in the accident book (located in site office).
- Accidents of a minor nature (e.g. requiring the application of plasters, small dressings) will be investigated by the Site Supervisor. Any accident involving lost time from site or treatment off-site will be investigated by the Contracts Manager.
- Where determined advantageous or an over-3 day injury this will be reported to the Company Safety Advisor. Any incident involving a member of the public will be reported immediately to the Contract Administrator and the Site Manager who will advise the client at the earliest opportunity.
- The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013 will be strictly adhered to.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON SITE

3.1 RISKS Safety hazards

3.1.1 Boundaries and Access

Security procedures will be adopted to prevent unauthorised / unnecessary access to areas under the control of Seaview Building Company, see access and egress information above - 2.3.

3.1.2 Deliveries, Waste Collection, Storage

Seaview Building Company will make all arrangements for deliveries and waste collection to the site and will utilise a tipper truck to collect waste on daily basis.

All materials and equipment must be taken away each day. Only Licensed contractors will be used and relevant certification will be obtained, this must be available for the client and local authority for review at any time.

Operatives are to review access times, routes and restrictions, particular care must be taken when moving waste through pedestrian areas.

3.1.3 Adjacent Land Uses

Adjacent premises comprises of other residential properties, a holiday park to the rear and a school nearby.

Care must be taken to ensure the site is left safe as far as practicable and that all machinery and equipment is removed from site when not in use.

3.1.4 Existing Services

There are services throughout the building.

3.1.5 Existing Structures

The building is traditionally built 1950's with Quarry tiled pitched roof.

3.2 Health hazards

3.2.1 Asbestos and Lead

Asbestos
At the time of writing an asbestos survey has been conducted by Amstec, there has been ACMS found throughout the building in the cement make up of the property. Only licensed contractors may remove asbestos, a waste consignment note must be supplied after removal. All operatives to be up to date with asbestos awareness training and review the companies asbestos policy prior to starting on site.

Lead
There is a risk that lead paint will be found on this project, the site manager is to conduct a toolbox talk to refresh operatives awareness and the dangers of lead paint. SBC should conduct a lead paint survey prior to starting works and if lead paint is found and likely to be disturbed it must be removed by a licensed contractor.

3.2.2 Hazardous materials

The materials being used do not include for any hazardous materials that a competent contractor proficient in these types of works will not be used to working with.

3.2.3 Health risks from client's activities

There is no risk from the Client's Activities.

3.3 Significant Risks Identified

Irrespective of the above statements, additional hazards arising will be identified and addressed. Risk Assessments and Method Statements will be raised by competent persons within Seaview Building Company. These will be reviewed as required at regular intervals or when hazards significantly change.

All Risk Assessments and Method Statements will be authorised by our Safety Director before work commences.

3.3.1 Diseases and Contaminants

There is little risk of infection from diseases and exposure to contaminants on this project.

3.3.2 Materials Requiring Particular Precautions

Seaview Building Company will undertake a review of the materials to be used in the course of the works and identify any that is believed will need to be undertaken using particular precautions, these being by means of Method Statements and Risk Assessments.

Should materials be proposed that carry health hazards and no alternatives can be found these must be discussed and approved by management.

4. Work Execution

All work to be carried out by competent operatives to an agreed method and in accordance with best practice and appropriate legislation. Manager/Supervisors are to make themselves aware of this safety plan.

Methods, products and materials have been carefully selected and approved via our quality management systems process and authorised by Seaview Building Company.

Changes to these products or methods is forbidden. Any change requests will subject to approval of the Contract Administrator and our change management approach before forming part of these works.

4.1 Management Team

- Overall Project Responsibility: Nigel Redfern - Director
  Responsible for overall safety and environmental management, client/liaison, sub-contractor approvals and cost planning.

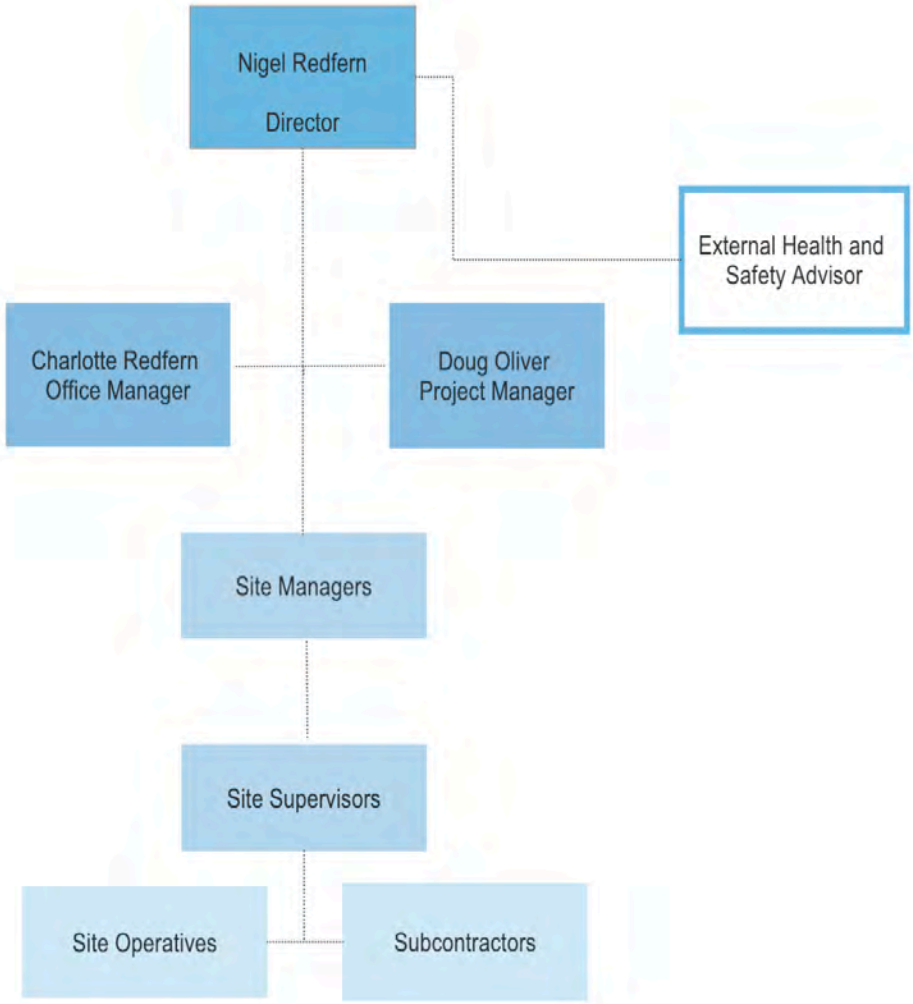
- Site Responsibility: Nigel Redfern
  Responsible for overall site safety, procurement and quality assurance on site.

- Site Manager: Mark Terry
  Responsible for day-to-day site safety, tool box talks, safety supervision

- First Aiders: Mark Terry
  Responsible for First Aid, control of First Aid boxes, nomination of relief/s when absent (may be appointed person in accordance with HSE Code of Practice.

- Safety Director: Nigel Redfern - Director
  Responsible for overseeing the companies Health and Safety

MANAGEMENT STRUCTURE



4.2 Principal Contractors Duties

The main duties of the Principal Contractor are to:

- plan, manage and monitor the construction phase to make sure, so far as is reasonably practicable, it is carried out without risks to health or safety ensure adequate welfare facilities for those working on the site
- draw up and implement the site rules as necessary
- draw up and implement the construction phase health and safety plan
- provide a suitable site induction and make sure those working on site have received the training they need to carry out the work safely and without risks to health
- make sure the site is suitably hoarded and prevent unauthorised people from entering the site
- ensure co-operation between those working on the site, and that work is co-ordinated in such a way as to prevent danger
- ensure suitable arrangements for effective consultation with the workforce
- ensure the right health and safety information is provided to the right people at the right time

4.3 Emergency:

The nearest hospital is Worthing Hospital which is approx a 13 minute drive away. Fastest route will be on the site notice board and shown in the projects Risk Assessments and above.

4.4 Sequence of operations Prior to Works Commencing:

The Site Foreman / Manager will be briefed on contents of this Document.
All operatives to carry out site safety induction run by Seaview Building Company Ltd.

The Construction (Design and Management) Regulations 2015 make it mandatory to provide workers with suitable and sufficient welfare facilities for the use of all persons at work on all building sites.

Seaview Building Company shall supply sufficient messing, sanitary and washing facilities as required by the nature of the work and specified above. A supply of hot and cold running water including soap and towels will be made available.
Extra allowance will be made for cleaning breaks, operatives will also be inducted into the CLC's site operating procures prior to starting on site.

Other Welfare facilities made available by Seaview Building Company will include.

- First Aid box
- First Aid book (Data Protected) and located in the Health and Safety Folder
- Trained First Aider/Appointed Person – Nigel Redfern

The Foreman / Supervisor will brief all staff on the method statement, risk assessment (including controls), COSHH and other assessments associated with the works (including any site specific controls identified above). All staff shall sign the briefing sheet to confirm that they attended and understood the briefing and know what to do should a suspected case of COVID-19 occur

4.5 Spillages

All spillages will be contained in a timely manner and disposed of according to MSDS advice

4.6 Material movement:

Access will be planned for deliveries in order to avoid/reduce risk reduce environmental issues. As the surrounding environs are high traffic areas for both pedestrians and vehicles, extra vigilance is required.

Care will be taken with all pedestrians and other vehicles using the roadway.

Site vehicles/deliveries are not to block the site access routes or cause inconvenience to any neighboring building or road user. These roads must be kept clear at all times. The site entrance must be kept clear at all times.

It will be the responsibility of Seaview Building Company Ltd to ensure that the delivery vehicle is roadworthy, holds appropriate and current certification and that the driver is competent and trained to carry out the required operation

All loads will be visually inspected prior to offloading. Toolbox talks will be held to ensure that operatives are kept aware of the hazards associated of the operation.

4.7 Personal protective measures:

All operatives will have been issued the following PPE depending on the nature of their respective work tasks (see appropriate risk assessments): Operatives must wear a minimum 5 point PPE at appropriate times

Safety boots to BS EN345 – Mandatory
Hi Vis Vests to EN471 – Mandatory
Gloves to BS EN388 -1944 as required by assessment
Respirators to FFP2– in event of dust
Hearing Protectors - to BS EN352 - when power tools are in use
Safety goggles to EN166 - when chasing into walls

All PPE must be kept in good condition. Report any defects/losses of PPE to your supervisor in order to replace.
In addition Seaview Building Company will provide weather proof clothing for extreme weather/ icy conditions.

4.8 Inspections and Briefings

- Weekly toolbox talks to be undertaken by Seaview Building Company to own operatives
- Weekly health and safety inspections by Seaview Building Company's site management
- Weekly good order inspections
- Monthly inspection (or fortnightly if required) by Seaview Building Company's independent health and safety advisor. Audits will be available for the client upon request.
- Method statements will be the subject of a toolbox talk given to all personnel involved with the work activity and reinforced with Daily Briefing Talks
- Cleaning regime - Daily inspections

Meetings and briefings will give all participants (including, where applicable sub-contractors) the opportunity to raise safety issues for discussion and resolution. In this event the meeting will be documented together with outcomes.

4.9 Permit to Work/Access

Access /Permit documentation is summarised as follows:

- NA

4.10 Environment

4.10.1 Noise

Operatives and / or employees shall not be permitted to use radios or other audio equipment. Operatives are to refer to the Noise and Vibration register prior to noisy works for safe use of tools and equipment.

Extreme noisy works must be communicated to the residing properties warning them these works will be taking place in ample time before they start, at least 3 days notice. The Local Authority should be notified at least 5 days before such works.

4.10.2 Pollution

Seaview Building Company Ltd will take all necessary precautions to prevent pollution or contamination of watercourses, drainage systems, and land/ground or to the air. Although there is no intention of storing or using potential pollutants hazardous materials must be stored away. Vacuuming for dusty works must be utilised and a daily hose down must be adopted to clear away construction waste and prevent air pollution. Spill Kits will be provided and a wheel washing facility set up to prevent the transfer of waste.

4.11 Incidents and Near Misses

All incidents and which may have resulted in an accident (a near Miss) however trivial, are to be reported to the Site Manager. Accidents are to be reported as para. 2.5 above and recorded in the Site Managers Accident Book. All operatives are encouraged to report near misses to Seaview Building Company's Site Management for investigation

4.12 Working in an occupied premises/site

The premises is not currently occupied. Operatives are to use facilities provided by the client however short the break and not disturb neighbors unnecessarily.

At the end of each day the area is to be left in a tidy and safe condition. An end-of-day inspection will be carried out to ensure there are no significant residual hazards (including trips, fire, electrical and gas hazards Enhanced cleaning regimes must also be adopted to stop the spread of infections.

4.13 General Waste Removal:

Waste will be removed from the workplace on a minimum daily basis and placed within the waste truck. Health and Safety hazards are to be dealt with immediately. Waste materials shall be segregated to comply with the requirements of the Waste Management Plan (if raised).

Waste Material for disposal shall be broken down into manageable sizes prior to placement within the vehicle. This is to allow efficient removal of waste from site. Hazadous waste will be removed by a licensed contractor.

4.14 Electrical Work

Any electrical work required shall be carried out by a competent electrician and shall be certificated on completion. Emergency lighting will be provided in accordance with the recommendations of BS5266 2016 edition.

Prior to the commencement of the work the Electrician shall provide the Principal Contractor with a Method Statement which will cover the following points as a minimum:

- Designating the source and means of isolation for all low voltage services
- Provision of an agreed plan to organise a sequence of works, minimise disruption to access and continuity of electrical supplies
- Investigations/surveys undertaken to establish the origin of all electrical circuits. In undertaking this task care shall be taken so as to ensure that any transitory circuits and those passing through the demise in order to serve an adjacent area are retained intact.
- Use of appropriate detection equipment to accurately locate and determine existing services throughout the site in order to determine the routes for new works.
- Inspection and testing of new installation.

4.15 Method Statement & Risk Assessments

Sub-contractors will be required to provide site specific method statements and risk assessments for approval prior to commencement of work. Where risk assessments are not submitted or deemed inadequate then works will not commence until these documents are approved

5.0 COSHH

All substances deemed Hazardous to Health are noted on the COSHH Register - a copy of which will be located in the sites health and safety file for reference.

6.0 The Health & Safety File

A Health and Safety File will be provided for the works carried out in an electronic format (hard copy can be produced – client to advise preferred format) and will include;

- Names and addresses of Principal Contractor and Designer, sub-contractors materials suppliers.
- Description of works carried out.
- Residual hazards and how they are to be dealt with.
- Relevant information relating to the structure.
- Relevant information relating to hazardous materials.
- Relevant information relating to existing and new services.
- Details of construction methods and materials used (including COSHH data sheets) which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
- General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.
- As-built drawings.
- The nature, location and markings of utilities and services, including emergency and fire fighting.
- Instructions for operation, maintenance, dismantling and removal of equipment and systems.
- Risk Assesments and Surveys conducted.

Documents used to form this plan;

Amstec - Refurbishent Survey
Construction Drawings - Inature



REVISION

November 2023

Produced by
Victoria Fairman

Version 001