Pursuit Properties Ltd

GOLDSTONE BUSINESS CENTRE, 2 GOLDSTONE STREET, HOVE, EAST SUSSEX BN3 3RJ Telephone: (01273) 201876 Facsimile: (01273) 735438

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN/ METHOD STATEMENT.

Contract/Site Address:
17 Old Fort Road, Shoreham

Client:
Mr J Bacon, C/O

Pursuit Properties Ltd

CDM Coordinator:
Mike Standing
ECE Architecture

Principal Contractor:
Pursuit Properties Ltd

ADUR & WORTHING PLANNING SERVICES	
PLAN	AWDM/ 0707/14
DATE VALID	

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1 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION

Demolition of Existing Small Bungalow, Erection of a single 2 storey Dwelling

1.2 KEY DATES

Contract commencement: July 2015
Contract completion: December 2015

1.3 EXISTING STRUCTURE

Small single dwelling Bungalow with Hardstand to South area.

1.4 GROUND CONDITIONS

The site investigation survey has not identified any adverse ground conditions.

1.5 EXISTING TRAFFIC SYSTEMS

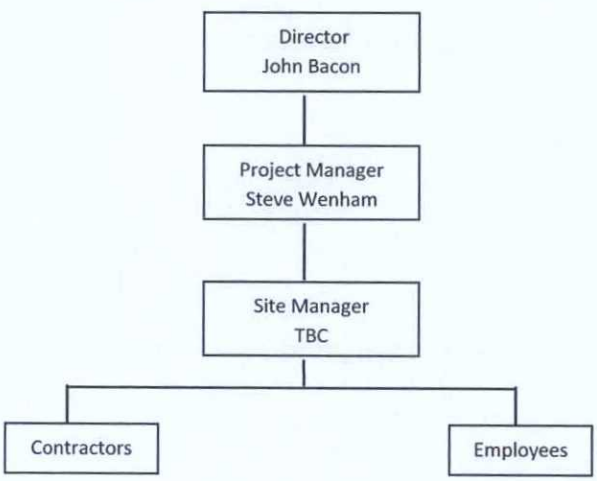
Old Fort Road is a two way street and care will need to be exercised when entering or exiting the site.
Site to be accessed from Old Fort Road, Bays are residential and Contractors will be reminded of the requirement s.

1.6 WORKING RESTRICTIONS

The neighbouring properties are residential and restrictions will be in place as per the Planning conditions. Working Hours will be Mon- Fri 08.00am - 18.00pm no exceptions, Sat 09.00am- 13.00pm No exceptions, Times described will be adhered to at all times. No working permitted on Public or Bank Holidays.

2 MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE



2.1.1 MANAGING DIRECTOR

The Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation

2.1.2 Project Manager

The Project Manager is responsible to, and shall report to the Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 SITE MANAGER

The Site Manager is responsible to, and shall report to the Project Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

2.1.4 CONTRACTORS

The responsibilities on contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 EMPLOYEES

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury

- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Project Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Project Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Project Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

2.2 HEALTH AND SAFETY GOALS

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2007
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety [First Aid] Regulations 1981
- RIDDOR 1995
- Construction [Head Protection] Regulations 1989
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- High Inflammable and Liquefied Petroleum Gas Regulations 1982
- Petroleum Spirit [Plastic Container] Regulations 1982
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos at Work Regulations 2006
- Deposit of Poisonous Waste Act 1972
- Environmental Protection Act 1991
- Safety Signs and Signals Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Work at Height Regulations 2005

2.3 MONITORING AND REVIEWING

The Site Manager/Supervisor and/or Site Foreman as part of their line management responsibilities will inspect the site on a daily and record any notes in the site diary. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.
In addition to the above, this site will be visited by a representative from Safety Co. UK on a regular basis. Reports of these visits will be left on site for information and action.

2.4 LIAISONS BETWEEN PARTIES ON SITE

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.
Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

2.5 CONSULTATIONS WITH THE WORKFORCE

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.
Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe.

2.6 THE EXCHANGE OF DESIGN INFORMATION

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

2.7 HANDLING DESIGN CHANGES DURING THE PROJECT

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

2.8 SELECTION AND CONTROL OF CONTRACTORS

This will be provided through the usual management regime on site viz.: direct communication between contractor representative and Project Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.
Representatives from relevant contractors would attend the site progress meetings with attendance by client representative as appropriate.
Additionally all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.
A Contractor Questionnaire is used in the selection of contractors. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

2.9 THE EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS

The exchange of health and safety information between contractors will take place during pre-start meetings and throughout the duration of the project by the use of on-site meetings, letters and electronic means.

2.10 SITE SECURITY

The site entrance will be enclosed with Herras fencing. The scaffolding will be within a hoarding to the perimeter of the site.

2.11 SITE INDUCTION

All personnel arriving on site will be required to attend a site induction session before starting work.
The induction will revolve mainly around the Site Rules, a copy of which will be given to each individual. Records of these inductions will be retained.

2.12 ON-SITE TRAINING

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. All Company operatives will have received health and safety training commensurate with their site roles and responsibilities. Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

2.13 WELFARE FACILITIES

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regulations 2007. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals.

2.14 THE PRODUCTION & APPROVAL OF RISK ASSESSMENTS AND WRITTEN SYSTEMS OF WORK

Risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out.

2.15 THE REPORTING & INVESTIGATION OF ACCIDENTS & INCIDENTS INCLUDING NEAR MISSES

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of RIDDOR 1995 will be immediately reported to the enforcing authority by the quickest available means.

2.16 FIRST AID

On-site first aid arrangements will be commensurate with the operations being carried out.

2.17 SITE RULES

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.
All Company operatives will have received health and safety training commensurate with their site roles and responsibilities. Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.
All personnel arriving on site will be required to attend a site induction session before starting work.
The induction will revolve mainly around the Site Rules, a copy of which will be given to each individual. Records of these inductions will be retained.
Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

2.18 FIRE AND EMERGENCY PROCEDURE

The Muster point will be to the west of 17 Old Fort Road . This will be covered at induction.

3 CONTACTS

Involvement	Name	Address	Contact
Client (Employer)	Mr John Bacon	2 goldstone street, hove, BN3 3RJ	[redacted]
CDM Coordinator	ECE Architecture	Brooklyn Chambers, 11 Goring Road, Worthing, West Sussex, BN12 4AP	
Principal Contractor	Pursuit Properties	Goldstone Business Centre, 2 Goldstone Street, Hove, BN3 3RJ	
Contract Administrator	N/A		
Designer	ECE Architecture	Brooklyn Chambers, 11 Goring Road, Worthing, West Sussex, BN12 4AP	
Engineer	Mitchinson Macken Ltd	Unit 4 Trafalgar Mews, 15-16 Trafalgar Street, Brighton,01273 609742	
Hospital	Worthing Hospital	Lyndhurst Rd, Worthing, West Sussex BN11 2DH	

4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SAFETY RISKS

4.1 DELIVERY AND REMOVAL OF MATERIALS AND EQUIPMENT

Materials will be delivered wherever possible to location to be used immediately. Where unable to use immediately, materials will be placed/stored in locations within the site Compound so as not to interfere with works operations or Neighbouring properties. Deliveries will be subject to a "call-off" system wherever practicable and suppliers advised of most appropriate access to the site. Materials to be moved around the site will be facilitated by use of dumpers, dump trucks, Lorries and forklift trucks as necessary using approved haul routes and access/egress points.

4.2 DEALING WITH SERVICES

All mains electric and gas services have been disconnected and a temporary 60amp builders supply installed.

Electricity to the accommodation will be mains supply wherever practical and adequate award of contract notice is received. Alternatively, portable "silenced" generators of sufficient size will be employed and suitable arrangements put in place to deal with environmental noise and pollution. Fuel supply to generator will be from in-built fuel tank supplemented by bunded fuel bowser with lockable fuel lines. All supplies to units to be of approved design and tested for electrical safety immediately following installation.
Electrical wiring within accommodation units will be tested at recommended frequency suppliers of hired units required to supply evidence of electrical safety.
Banksman facility to be provided to supervise all activities in close proximity to these services.

4.3 ADJACENT LAND USE

The adjoining properties are residential

4.4 STABILITY OF STRUCTURES WHILST CARRYING OUT CONSTRUCTION WORK, INCLUDING TEMPORARY STRUCTURES & EXISTING UNSTABLE STRUCTURES

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads.

4.5 PREVENTING FALLS

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005.

4.6 WORKING WITH OR NEAR FRAGILE MATERIALS

There are no existing fragile materials and fragile materials have not been specified for this project.

4.7 CONTROL OF LIFTING OPERATIONS

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment.

4.8 MANTENANCE OF PLANT AND EQUIPMENT

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support.

4.9 WORKING ON EXCAVATIONS AND POOR GROUND CONDITIONS

All practicable steps will be taken to prevent danger to any person, including where necessary the provision of supports, steps or battering. An inspection will be carried out by a competent person before each shift is commenced.

4.10 WORK ON OR NEAR WHERE THERE IS A RISK OF DROWNING

It is considered there is no risk of drowning on this project.

4.11 TRAFFIC ROUTES AND SEGREGATION OF VEHICLES AND PEDESTRIANS

The Project Manager/Supervisor will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken.
In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of Banksmen will be provided to take control of reversing vehicles. These Banksmen will be wearing the equipment and clothing specified in the Company Policy. Contractors will be required to follow same policy.
All lorries are equipped with audible reversing alarms. It is the Organisation's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet. However, this is not a legal requirement, so currently this will not be enforced although the basic minimum standard of supervised reversing will be maintained.

4.12 STORAGE OF MATERIALS AND WORK EQUIPMENT

Aggregate type materials will be stored on site wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. Other materials and products such as street furniture, cabling, appliances, consumables will be stored off site and delivered as required to minimise disruption to site operations.

4.13 ANY OTHER SIGNIFICANT SAFETY RISKS

5 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT HEALTH RISKS

5.1 THE REMOVAL OF ASBESTOS

The existing building will have a type 3 survey undertaken to establish any asbestos and this Asbestos register will be held on site.

5.2 DEALING WITH CONTAMINATED LAND

There is no evidence that the site is contaminated.

If during the course of the works contamination is found, a full system of vehicle and pedestrian control will be operated. This will incorporate such measures as covered Lorries, wheel washes, enhanced hygiene and decontamination facilities (e.g. drench showers, deep arm basins) and a full programme of health education and information for operatives, including the provision of appropriate Personal protection equipment (PPE).

5.3 MANUAL HANDLING

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts.

5.4 USE OF HAZARDOUS SUBSTANCES, PARTICULARLY WHERE THERE IS A NEED FOR HEALTH MONITORING

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring.

5.5 REDUCING NOISE AND VIBRATION

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives.

5.6 ANY OTHER SIGNIFICANT HEALTH RISKS

6 THE HEALTH AND SAFETY FILE

6.1 LAYOUT AND FORMAT

This must be agreed between the client and the CDM Coordinator at the start of the project and will include:

- A brief description of the work carried out
- Any residual hazards
- Key structural principles
- Hazardous materials used
- Information regarding removal and dismantling of installed plant or equipment
- Health and safety information about equipment provided for maintaining and cleaning the structure
- Nature, location etc. of underground services/cables
- Information and as-built drawings

6.2 ARRANGEMENTS FOR THE COLLECTION AND GATHERING OF INFORMATION

The CDM Coordinator will prepare, review amend or add to the file and give it to the client at the end of the project
Clients, designers and contractors will supply the information necessary for compilation and updating the file
Everyone providing information will ensure it is accurate and provided promptly.

6.3 STORAGE OF INFORMATION

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable