

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SITE ADDRESS
Merry England, Dappers Lane, Angmering, BN16 4EN

PRINCIPAL CONTRACTOR	GD Concepts Ltd
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OUTLINE OF WORKS TO BE CARRIED OUT:

Development of 18 nr Brick / rendered and clad dwellings set within in a very desirable location in Sussex which is close to the historic town of Arundel, its castle and cathedral.

VERSION NUMBER	1
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1.0 Project Directory

Client

GD Concepts Ltd
Basepoint, Little High Street
Shoreham by Sea
BN53 4EG

Tel:

Email

Client Agent / Project Management

James Elsey/GD Concepts Ltd
Basepoint, Little High Street
Shoreham by Sea
BN53 4EG

Tel:

Email

Principal Designer

MLM Building Control Ltd
Connect 38, 1 Dover Place
Ashford
Kent
TN23 1FB

Tel:

Email

Lead Designer / Architect

Cityzen Limited
Basin Road North
Hove
BN41 1WR

Tel:

Email

Principal Contractor

GD Concepts Ltd
Basepoint, Little High Street
Shoreham by Sea
BN53 4EG

Tel:

Email

Site Manager

TBC

Tel:

Email

First Aiders

TBC

Tel:

Primary Sub-contractors

Please note – The following table is used as an example and allows you to complete for the contractors that will be used on site. Additional contractors can be added/deleted accordingly by selecting a box, copy and paste, edit to suit.

Type of Contractor	Construction
Address	GD Concepts Ltd Basepoint, Little High Street Shoreham by Sea BN53 4EG
Telephone	
Mobile	
Email	

Type of Contractor	Electrical
Address	GD MEP Ltd Basepoint, Little High Street Shoreham by Sea BN53 4EG
Telephone	
Mobile	
Email	

Type of Contractor	Mechanical
Address	GD MEP Ltd Basepoint, Little High Street Shoreham by Sea BN53 4EG
Telephone	
Mobile	
Email	

Type of Contractor	
Address	
Telephone	
Mobile	
Email	

Health and Safety Executive

Construction HSE office: -

Rose Court 2 Southwark Bridge London SE1 9HS
[REDACTED]

The Health and Safety Executive RIDDOR incident reporting centre contact number is [REDACTED]

Incident Contact Centre:
Caerphilly Business Park
Caerphilly
CF83 3GG
[REDACTED]

Serving of notices by the Health and Safety Executive

The Principal Contractor must issue written notification to the Client, Principal Designer and all named Designers within 24 hours of receipt of any of the following from the Health and Safety Executive:

- Fee For Intervention (FFI) (Current Rate £154.00 per hour)
- Improvement Notice
- Prohibition Notice
- Summons

2.0 Site Rules

These site rules will be made known to all persons on site by the display of the rules in both the Site Office, Canteen and through induction. Any person found having disregard for these rules will be requested to leave site immediately.

1. Hard Hats must be worn within the perimeter of the construction site when signage denotes as such.
2. Protective footwear is also to be worn within the perimeter of the site.
3. No alcoholic beverages are to be consumed during working hours.
4. No burning of rubbish will take place on site.
5. Only qualified scaffolders to erect, dismantle or adjust scaffolding.
6. Only certified operators are to operate relevant plant.
7. All materials are to be lifted with a mechanical aid if possible.
8. No tomfoolery or horseplay allowed on site.
9. Ladders are to be tied or footed when in use and made safe or stored when the site is closed.
10. Eye, ear and respiratory protection will be issued when the task requires and must be worn.
11. Trousers and short sleeved shirts are the minimum dress requirement.
12. All portable tools and temporary lighting should be 110v maximum.
13. Plant is only to be operated by trained, competent, authorised personnel aged 18 or over.

14. No excavation is to be entered unless authorised to do so by Site Management.
15. Do not leave any unprotected holes uncovered.
16. If chemicals are to be used ensure that you are acquainted with the COSHH Assessment.
17. All injuries, however trivial, must be reported and recorded in the Site Accident Book.
18. Ensure you know the Site First Aider and Emergency Procedures.
19. Keep welfare facilities clean and tidy and put all rubbish in bins provided.
20. Keep your work area tidy and do not leave rubbish or equipment where people can trip over it.
21. Do not attempt to lift any load which is too heavy for you, get help
22. Personal radios are not permitted on site.
23. Do not enter barriered off areas unless authorised to do so.
24. When entering a noise protection zone, always wear ear protection.
25. Reversing plant on site is forbidden, except with the aid of a banksman.

3.0 Professional Safety Advisors Statement

HS Direct Ltd where requested will provide health and safety advice and assistance. The service may include the provision of a comprehensive Health and Safety Management System and Policy. Services include but are not restricted to: General working guidance, covering various aspects of our client's activities enabling them to formulate risk assessments, safe systems of work (method statements) and audits. A helpline is available 363 days/annum.

4.0 Nature of Project, Existing Environment, Site Wide Elements

Development of 18 nr Brick / rendered and clad dwellings set within in a very desirable location in Sussex which is close to the historic town of Arundel, its castle and cathedral.. Access and egress will be via a specific; newly formed gated entrance with hoarding being installed to create site boundary.

4.1 The Project (Additional Information)

The dwellings are typically lightweight steel frame construction with facing brick panels or render to mid height and tile hung to roof level.

4.2 Existing Environment

GD Group are committed to providing eco-friendly quality homes and look to provide innovative conceptions when delivering developments through the use of energy efficient construction and operations. Recyclable products and low carbon footprint. The surrounding area has had a full ecology report as well as ground conditions and water table assessment.

4.3 Existing Records and Plans

New plans have been provided by the Client to describe proposed layouts, construction detail and finish specification for the project/internal fit-out.

4.4 Site Clearance and Preparatory Works

A waste skip will be sited to the rear of the land and will be removed and replaced by a licensed waste management company as necessary.

4.5 Site Hours

The hours on site will be 8.00am – 5.00pm Monday – Friday

Weekend working will only be carried out if there looks to be an issue with the programme.

4.6 Site Layout

The development is located adjacent to a main road dual carriageway as well as continuous flow of traffic to village and schools.

The dwellings are typically lightweight steel frame construction with facing brick panels or render to mid height and tile hung to roof level. The exact location of underground services could not be determined at time of survey. It shall be the responsibility of the Principal Contractor to determine and identify the precise locations of electrical, gas, mains water, drainage and telephone / data services in order to ensure no disruption to mains systems within the area.

5.0 Environmental Controls

GD Concepts Ltd recognises its Duty of Care under current legislation for 'The Environmental Protection Act, the 'Environmental Protection (Duty of Care) Regulations', 'The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations', 'The Hazardous Waste (England and Wales) Regulations' and other associated statutory provisions.

"Controlled Waste" will only be released to a "Registered Carrier" after proof (original only) has been produced by the "authorised person". All parts of the "Waste Transfer Note" will be suitably completed with a copy remaining with GD Concepts Ltd for no less than 2 years.

Hazardous materials requiring a "Special Waste" carrier license was not discovered during pre-construction inspections of the site in the contract area. It is believed that no asbestos or other hazardous waste is present in the premises. However, if asbestos is suspected, work will be halted immediately, and the Contracts Administrator and Principal Designer will be notified.

Should "Special Waste" be discovered on site during the construction phase of this project it will be released to a "Registered Carrier" only after the completion of a "Special Waste Transfer Note" (SWTN). Pre-notification of the movement will be given to the Environmental Agency and a copy of the SWTN will be retained by GD Concepts Ltd for no less than 3 years.

All waste will be suitably packed to ensure the safety of others during storage and carriage and to prevent spillage / leakage, waste blowing or falling or the pilfering of contents by third parties.

There will be no burning of waste of any type at this site.

6.0 Arrangements for controlling Risks to Health and Safety

The following information is a compilation of risks relevant to this site and is in addition to the requirements and controls to be met and detailed in the Health and Safety Policy of GD Concepts Ltd

6.1 General

This will always remain a hard hat site with toe protection worn by all trades until the Site Manager deems there is no longer a foreseeable risk of head or foot injury.

All equipment on site is to be 110 V or battery powered with all leads etc in compliance with current BS 7671 or battery powered.

All steps or ladders are to be either En 131 Professional or Class 1 ladders, and to be used for access only.

Any ladder longer than 3000 mm will require use of a base stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser

Public and communal areas will be maintained free of obstructions at all times and when necessary protected e.g. guarding of skips. The presence of the general public, surrounding units, staff, delivery personnel, and passing traffic will be given due consideration at all times.

Unusual or particularly hazardous processes are not anticipated during the execution of the Works.

GD Concepts Ltd will consider what precautions will be employed during the execution of normal building activities and hot or noisy work. If, during the course of the works, woodworking operations are to take place on site, GD Concepts Ltd will ensure the limitation or control of the production of dust arising from such operations, particularly in relation to hardwoods. Similar consideration will also be given to chasing existing surfaces for reparatory cable and pipe work installation, as may be required.

All operatives have regular "tool box talks" on GD Concepts Ltd sites where relevant site issues are covered.

An up to date visitor's book will be available in the site office to record those persons present on site.

All statutory notices required by law will be displayed in suitable positions.

6.2 Asbestos

A Demolition / Refurbishment Survey has been carried out.

Asbestos is not thought to be present on this site. However, if asbestos in any form is suspected during site clearance, work will be halted immediately and not restarted until suitable and enough tests have been carried out, and if asbestos is present, it will be removed by a licensed Contractor. The Principal Designer will need to be notified if asbestos is suspected.

6.3 Manual Handling

Manual handling operations will be avoided where reasonably practicable by using mechanical or automatic means. However, where manual-handling operations cannot be avoided, operatives will be instructed in load reduction and suitable lifting and team lifting techniques, using kinetic lifting as a basis.

6.4 Hazardous substances

The works include elements of plastering, cement-based products and painting which may involve the use or encounter with plasters, glues, varnishes and noxious paints. Consideration will be given to executing works using less hazardous substitutes when available, or the using of such materials off site in a controlled environment.

Where the use of any such material on site is unavoidable, Safety Data Sheets will be obtained and a COSHH Assessment generated to provide recommendations and precautions necessary for safe use of the product as part of GD Concepts Ltd development of the Health and Safety Plan.

Note: The COSHH hierarchy will to be adhered to, i.e. should a safer material be available it is to be used in preference if all other characteristics including price are suitable and to implement all reasonably practicable measures to minimise any risks from any potentially hazardous materials and operations including paints, solvents, resins / glues etc.

6.5 Noise

The early construction works during this project may generate noise and these noisy works will be carried out as instructed by relevant parties if appropriate, however GD Concepts Ltd will ensure that they comply fully with the statutory requirements of the current Noise at Work Regulations for all operatives within the site. Example - A request for Prior consent under Section 61 of the Control of Pollution Act

GD Concepts Ltd will also ensure that the minimum of inconvenience and disturbance is caused to neighbouring premises and due attention will be paid to any reasonable request to limit the effect or to obviate disturbance to the occupiers of the other premises.

6.6 Electrical Supplies on site

Temporary 110-volt supply will be used to provide supply to low volt power tools and festoon lighting. A temporary 240-volt supply protected by RCD may also be connected to provide power for computer, chargers and low current appliances for welfare needs. Total loadings must be within the rated capacity of supply. All works to be compliant with Electricity Regulations BS 7671:2018 and IET BS7671:2018 18th Edition, installed by competent persons.

6.7 Protection from falls and falling objects

All open edges must be highlighted and over 600 mm high be protected by fixed barriers to prevent falls.

All work at height may be carried out from equipment such as Fixed Scaffold or Mobile Tower erected by PASMA qualified competent personnel in compliance with TG 20, to the manufacturer's specification and Work at Height Regulations 2005. All works from these should be carried out in compliance with GD Concepts Ltd procedures.

Ladders and Step ladders should only be used for access to a platform or in areas where a platform cannot be easily erected. They should only be used for tasks of short duration (< 30 minutes). Ladders should be mounted off a secure level base and footed or lashed through stiles to prevent slipping. Steps should be used in accordance with manufacturer instruction. (the apex must never be used to gain height). The top 2 steps must not be used. Only step ladders with purpose designed hand rails may be used to the standing platform. An assistant must be used to aid stability of these during all works.

EN 131 Professional or Class 1 ladders must be used and be individually identified and regularly inspected for damage or fault, and records maintained. Any ladder longer than 3000 mm will require use of a base stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

Work with or near fragile materials / structures will be carried out under Permit to Work conditions following consideration of a submitted, detailed Method Statement and Risk / COSHH assessment. Control measures will be identified and effected.

All Lifting Operations must be carried out in compliance with both LOLER (Lifting Operations and Lifting Equipment Regulations 1998) and the PUWER (Provision & Use of Work Equipment Regulations 1998). All lifting equipment must be inspected, tested and / or maintained, hold current certification and used by competent personnel. Lifting operations will be managed by a competent Banksman / Slinger.

6.8 Work in confined spaces (if relevant, if not then N/A)

Potential for confined spaces where there is a likelihood of an oxygen deficient atmosphere being present must be identified by a competent person. All works within this area must be risk assessed and adequate measures put in place to minimise the risk of poisoning or suffocation. Measures must always include monitoring during the works; means of escape; on site emergency response; a suitable Confined Space Permit to Work management system. All personnel involved must be trained and deemed competent to work under these conditions

6.9 Work on or near excavations (if relevant, if not then N/A)

Adequate controls must be put in place to prevent personnel, public or plant accidentally falling into an excavation. Suitable barriers must enclose the excavation and notices be posted informing of the presence. Mobile plant operating in close proximity must be protected by suitable stop blocks and use of banksman when tipping loads into the excavation.

6.10 Work on or near live services

Must be carried out by competent personnel under Permit to Work conditions following consideration of submitted method statement and risk / COSHH assessment. Location of service must be identified, and the area closed off from others not involved, by barrier or cordon as necessary. Services must be isolated and disconnected from supply where possible. Electrical works must be carried out using tools suitably insulated and a safe system of work employed to ensure safe working conditions. Any excavation must be by hand within 500 mm of known live services using spade only. Pointed implements must not be used.

6.11 Work adjacent to unstable ground conditions or water (if relevant, if not then N/A)

Work activities must be risk assessed and suitable controls put in place to prevent personnel falling. When working near / above water, harness and lanyard together with buoyancy aids may be necessary. Lone working is not allowed, suitable arrangements must be in place for rescue.

6.12 The storage, use and distribution of materials including those of a hazardous nature.

Hazardous materials must not be stored within the building.

Flammable materials must be stored in small quantities only, within a fireproof container with closed cover / doors always. Containers must be sealed to prevent release of fumes and prevented from falling over. The main container must be in a cool area clear of any heat source or activity likely to generate heat or naked flame. It must be secured accordingly.

All substances must be used and stored in compliance with manufacturer instructions, COSHH assessment and suitable safe system of work. Personnel using materials must follow a suitable safe system of work and wear personal protective equipment as specified for the duration of task.

Measures must be in place for dealing with accidental spills to prevent leaching into ground systems and to ensure safe collection and disposal. Substances must not be disposed of into foul or surface water sewers but should be held in containers for safe disposal via authorised waste management. Waste must be removed to waste skips by the end of every shift.

6.13 Dealing with unstable structures and use of temporary structures e.g. Falsework

A timber hoarding must always be constructed to the front of the development to allow replacement and refurbishment and maintained in a stable condition. No risk must be presented to others. Provision must be made for both security and emergency escape whilst ensuring no harm to the public during any such event. Permission for erection must be sought from local authority in advance. The arrangement must be free from sharps and trip hazards to all external faces.

6.14 Controlling the removal of asbestos based products (if relevant, if not then N/A)

The premises are to have a Demolition / Refurbishment Asbestos Survey carried out by the Client prior to works commencing. The Report will be made available to the Principal Contractor in order to determine what implications may be presented and what measures need to be taken.

All YOUR COMPANY personnel are aware of the hazards of asbestos based products and have received asbestos awareness training as a minimum. Any ACMs requiring removal will be dealt with in compliance with Control of Asbestos Regulations 2012 and HSE Guidance re use of licensed asbestos waste management contractors or non-licensed works. (Refer to Asbestos Essentials – HSE publication re allowable works and procedures)

6.15 Dealing with contaminated land issues

A suitable land survey must be carried out by a competent person to determine any potential form of contamination that may be present and have the potential to create a hazardous environment. This is essential if the land is a brown field site.

6.16 Controlling the reduction of dust, noise and vibration

Processes emitting excessive dust must be carried out with a suitable dust extraction and filtration system in operation, e.g sawing timber board materials.

All plant and equipment must be provided with noise and vibration reduction measures where possible. These may include silencers, muffler or sound proof enclosure, cushioned mountings, anti-vibration dampers and cushioned hand grips. Operatives must be aware of the effects of noise and vibration and will be required to work in compliance with the YOUR COMPANY SSW or similar.

Any restrictions imposed by the local Environment Agency will be upheld.

The early construction works during this project may generate noise and these noisy works will be carried out as instructed by relevant parties if appropriate, however YOUR COMPANY will ensure that they comply fully with the statutory requirements of the current Noise at Work Regulations for all operatives within the site. Example - A request for Prior consent under Section 61 of the Control of Pollution Act

Efforts will be made to contain noise within the local area by enclosure, i.e. closing doors, erecting partitions etc. The Principal Contractor is aware that heavy penalties may be imposed on failure to comply.

6.17 Overlap with Clients undertaking

Consideration must be given to residents who may be present in adjacent properties outside normal working hours. (Consider 'Live-in residents / traffic, Public, Staff, Deliveries of materials, etc --- control measures for safety)

Other significant health risks – as identified by Pre-Construction Health & Safety Plan/ Information. These to be identified and made clear to all personnel at site induction.

6.18 Materials

Delivery of materials and removal of waste will be arranged such that all risks are minimised in respect of public pedestrians and road traffic. The busy dual carriageway has significant sections of 'double yellows' and significant constraints on parking. The Site Manager will make suitable arrangements in order to comply with road traffic regulations etc. A materials delivery and traffic / pedestrian site plan will be created and will identify drop off / storage areas.

6.19 Storage of Materials

Locations are to be identified within the area and to be clear of access & egress routes.

At no time will material stacked exceed 2 pallets high or advised floor loadings.

6.20 Environmental Controls (if relevant, if not then N/A)

- Disposal of Waste. Provision of waste skips will be subject to availability of suitable location. Alternative arrangements may be made for stand and load of pre-bagged waste outside trading hours. Skips will be identified and where necessary labelled for segregation of waste for recycling where possible.
- Controls to prevent contamination of surrounding water ways.
- Asbestos; the site has had a Demolition / Refurbishment Asbestos Survey carried out and a Report produced and available for reference.

6.21 Security

Arrangements are to be made to safeguard the access and emergency exits during the progress of the works. Particular attention will be paid to fire protection and security arrangements, maintaining fire exit routes in secure areas. A distance no less than 900mm will be maintained between walls or handrails.

All deliveries will be received via a route approved by the client or other parties. All materials will be loaded directly into the working area or compound.

The working area will be secured, so far as is reasonably practicable, at the end of each working day with the protection maintained through the working day. The Site Manager or a designated competent person will be responsible.

Signage and adequate barriers will be provided to ensure the security of the site and will include adequate warning of the potentially hazardous construction related dangers within the project area. Visitors will always not have access to the project unless accompanied and are wearing suitable personal protective equipment.

No visitors are to be allowed on site without the express permission of the Client or the Contracts administrator. The Site Manager must be informed of any visitors attending site. All visitors will always be escorted by a competent person while in construction areas.

6.22 Emergency Telephone Numbers:

Should undetected services not shown on drawings become affected during works, emergency telephone numbers are listed below.

SERVICE	COMPANY	ADDRESS	TELEPHONE	EMERGENCY TEL.
Gas	British Gas			
Hospital				
Electricity	UKPN			
Water	Southern Water			
Drainage	Southern Water			
Telephone	BT			
Health & Safety Executive				
Environment Agency	Environment Agency			

7.0 Management of Health and Safety, Setting Standards

GD Concepts Ltd will appoint a Site Manager who will have the day to day responsibility for ensuring the site is run in a safe manner, as far as is reasonably practicable. The Organisation section of the Health and Safety Policy outlines the hierarchy of the management and their various responsibilities within the company.

The aims for this project are that:

All persons working on this development will ensure that safety will always be of the utmost concern and will assist all parties in achieving this standard wherever necessary.

Any breach of safety standards will not be tolerated and may result in dismissal from the development.

Current CDM regulations and ACOPS will be regarded as the minimum standards for this site with the aim of no lost time accidents or dangerous occurrences.

We aim to achieve 100% Health and Safety success by ensuring that all operatives working on site receive a Health and Safety induction prior to starting work.

We generate a culture where everyone irrespective of their position realises that they have a part to play in ensuring that accidents are preventable.

We ensure that there is co-operation and co-ordination of activities between all contractors to achieve a safe working environment.

We consider how works may impinge on the undertakings of others, particularly the general public, and to reduce the impact of those undertakings before their commencement.

The COSHH hierarchy will be adhered to i.e. should a safer material be available it will be used in preference if all other characteristics including price are suitable.

7.1 Good Neighbour Policy

GD Concepts Ltd objective is to maintain high standards on all our sites. Employees and contractors working on behalf of the company are encouraged to do their best to respect the people and neighbours around them and to keep noise and disruption to a minimum.

Everyone affected by the works should be advised before it begins.

GD Concepts Ltd encourages Site Supervisors to be proactive in engaging with both clients and all neighbours throughout each project, to inform them about site activities and pre-empt and avoid complaints.

Employees and contractors of GD Concepts Ltd are instructed to give maximum consideration at all times for the safety of the public, public access to site where agreed and any visitors to site including those working on or adjacent to the site.

Any complaints are logged and handled personally by the director of GD Concepts Ltd. To ensure a good outcome for all concerned parties.

Traffic movement, deliveries and parking will be kept to a minimum on site, along with all forms of site pollution. No fires are allowed on site.

Site areas and perimeters should be clean, tidy and well presented with materials stored neatly.

Employees and contractors working on behalf of the company will act in a respectable, conscientious and professional manner at all times, to maintain a positive image for GD Concepts Ltd.

Everyone associated with GD Concepts Ltd including sub-contractors, are expected to adhere to the points in this Good Neighbour Policy

8.0 Information for Contractors

All Operatives on this project will be made aware of the risks applicable to them at the beginning of the Construction Phase. This information will be updated as and when changes occur and will be supplied to all operatives i.e. employed, self-employed and any other contractors should they be required on this site. GD Concepts Ltd are aware of their duties and will give notice of changes to all concerned.

The Construction Phase Health and Safety Plan will be brought to the attention of all Contractors before their commencement on site and they will return, before commencement, full method statements and risk assessments identifying any significant hazards.

All documentation will be available for inspection by operatives in the site office and GD Concepts Ltd will be responsible for ensuring all information that may be required by others will be added to the plan, i.e. Health and Safety Policies, COSHH, Noise, PPE, Manual Handling Assessments, Statutory Inspection Registers.

9.0 Development of the Health and Safety Plan

GD Concepts Ltd, throughout the life of the project, will develop this Health and Safety Plan. It will become a specific document which sets out the arrangements for securing the Health and Safety of all those carrying out the work and all others who may be affected by it.

While developing the Health and Safety Plan, GD Concepts Ltd will identify the hazards and assess the risks at each of the main stages of the construction phase. And will also ensure the Safety Plan is kept up to date, modified and altered in the light of changing circumstances. Any Information from contractors will invariably mean parts of the Health and Safety Plan will have to be amended and updated.

Reviews of parts of the Health and Safety Plan may also need to be made if there are design changes, unforeseen circumstances etc. It is vital that such changes are notified to all those working on site who may be affected. GD Concepts Ltd will update, amend and modify as necessary the Safety Plan to address any Health and Safety risks associated with individual design elements modified during the works. To ensure at all times that the Plan may be considered suitable and sufficient.

10.0 Co-Operation & Communication

All operatives and contractors are required to co-operate fully with other parties with regards to Health and Safety matters. If an operative or contractor does not co-operate and co-ordinate his activities with others and / or prevents them from complying with their duties he is in breach of various statutory provisions. A warning will be given, and action will follow should the situation not be rectified.

GD Concepts Ltd will ensure all Contractors involved in this development are regularly updated with any changes in Health and Safety matters that may affect them.

The views of any person on site can be expressed directly to the Site Manager, GD Concepts Ltd will act on any reasonable Health and Safety request made by any individual.

The company uses a variety of methods to communicate information with employees and sub-contractors. A regular informal meeting will be held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods: -

Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you. Use an interpreter; this may be a trained work colleague. Get information translated and check that this has been done clearly and accurately by testing it with native speakers. Use pictorial information and internationally understood pictorial signs where appropriate

Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

11.0 Emergency Procedures

Operatives will be informed at the site induction of Fire Points and the notices that denote their location. Operatives and other occupants will again be informed if Fire Point locations change i.e. due to works progress. Particular attention will be paid to fire protection and security; arrangements will be made to safeguard the access and emergency exits during the progress of the works.

GD Concepts Ltd has allocated one fire safety co-coordinator for this project to ensure the maintenance of the above and to implement emergency evacuation procedures in the event of serious and imminent danger. Emergency escape routes and fire points will be displayed on the fire plan. Routes will be identified on site using signs as necessary.

A mobile telephone [REDACTED] as a minimum requirement will be allocated to this project for emergency use.

GD Concepts Ltd will have an Accident Book on site for recording any incidents. Any incident which is governed by the current 'Reporting of Injuries Diseases and Dangerous Occurrences Regulations' (RIDDOR) legislation will be recorded / reported by the Site Manager. The Site Manager must immediately be informed of any occurrence on site. The projects emergency procedures as well as the Site Safety Plan will be discussed during the site induction.

In Case of an Accident

- DO NOT ATTEMPT TO MOVE ANYONE
- ENSURE THE SAFETY OF OTHER PERSONNEL
- INFORM GD Concepts Ltd STAFF AND ALL OTHERS ON SITE
- USE THE MOBILE PHONE TO SUMMON EMERGENCY SERVICES
- THE FIRST AID BOX IS LOCATED IN THE SITE OFFICE

In Case of Fire

- IF SAFE TO DO SO - EXTINGUISH FIRE WITH SITE APPLIANCES
- RAISE THE ALARM BY SHOUTING 'FIRE'
- NOTIFY ALL GD Concepts Ltd STAFF AND ALL OTHERS ON SITE
- CALL EMERGENCY SERVICE FROM PHONE IN SITE OFFICE
- GO TO THE ASSEMBLY POINT THAT HAS BEEN ESTABLISHED

11.1 Fire & Emergency Procedures

Every effort will be made to prevent the outbreak of fire.

There will be NO SMOKING on site other than in designated smoking zones, a mandatory requirement of the Client and Principal Contractor in compliance with the Health Act 2007.

Fire boards and manual alarms will be positioned on each floor for the duration of works in compliance with the Fire Emergency Plan.

An Emergency Plan will be produced and posted at each floor level and will be updated as necessary as works progress.

Emergency escape route arrows will be positioned throughout the development.

All personnel will be responsible for following the Emergency Procedure, and Fire and Emergency Plan to report at the designated Assembly Point.

Route Plan for Emergency Fire Response to be added here. Use Google maps route planner to include any diversions necessary as result of construction works.

12.0 First Aid

Details of First Aiders will be posted on the GD Concepts Ltd notice board. There will be personnel identified as fully qualified / emergency First Aiders available at all times during site operation. They will have access to stocked first aid kits and will be competent to assess and treat minor wounds or make judgement to call for additional emergency services. First Aid kits will be maintained by the First Aider.

All accidents and injuries will be recorded in the accident book on form BI 510. All serious injuries or incidents will be investigated and recorded on the GD Concepts Ltd, Accident Investigation Report form.

Accident & Incident Reporting will be in compliance with RIDDOR 2013 requirements for reporting; over 7 day lost time, major injuries, dangerous occurrence and fatalities. RIDDOR Guide Lines document will be used for reference.

All accidents will be reported by the Site Manager (TBC), directly to the Health & Safety Co-ordinator and the Project Management representative as defined.

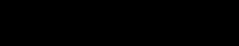
Nearest A&E

Hospital Worthing Hospital

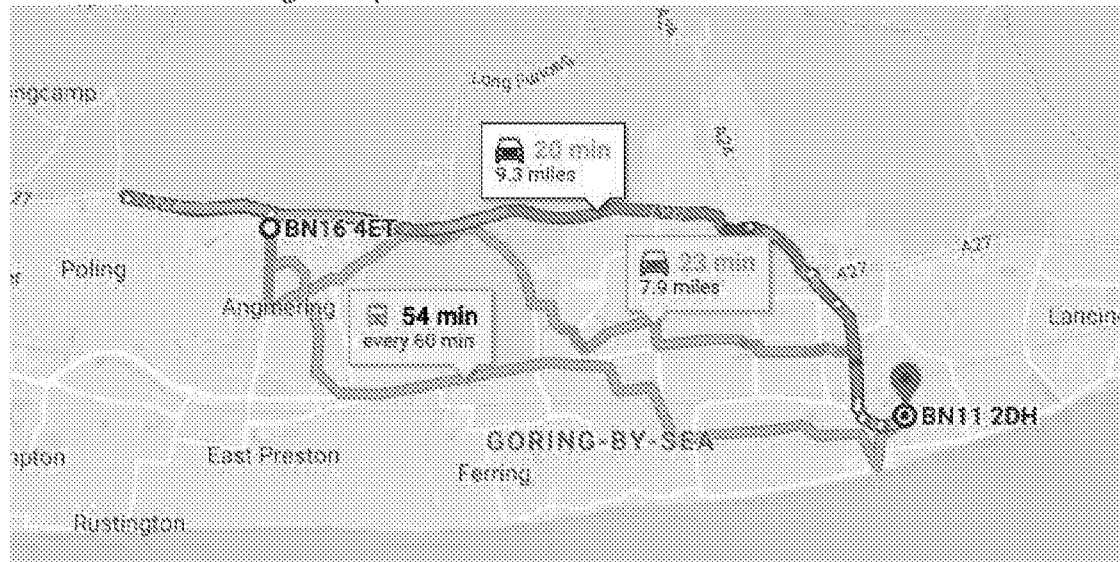
Address

Lyndhurst Road
Worthing
West Sussex
BN11 2DH

Phone



Route Plan via Google maps to be inserted here



13.0 Welfare Facilities

Temporary welfare facilities and potable water will be available throughout the duration of the project located on site.

Welfare facilities will comply with current Welfare and 'CDM' regulations as a minimum requirement.

It is a requisite that persons using the welfare facilities are to ensure that they are left in a clean state.

This will be discussed at site induction.

14.0 Information & Training

GD Concepts Ltd will ensure no contractor, operative, designer, etc are permitted to work on this development unless considered competent. Contractors will ensure that all their employees have at least the minimum Health and Safety training prior to the commencement of the project.

Any work requiring specific training or competence will require proof of training certificates prior to work commencing.

All hire companies; material suppliers etc., will ensure adequate Health and Safety information is made available for all materials being used on site.

This is a project of medium duration and statutory notices will be displayed in prominent positions and will include the "Health and Safety Law" poster, a copy of the F10 (rev), insurance certificate, site rules, standard PPE requirements and emergency information as far as is reasonably practicable.

Warning signage will be displayed at the entrance of the project area warning of potential site dangers.

15.0 HSE Notification / Health & Safety File

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved; or exceeds 500 person days of construction work.

GD Concepts Ltd and the Principal Designer have sent notification of the project to the Health and Safety Executive on form F10 (rev).

GD Concepts Ltd will ensure information required by the Principal Designer for inclusion in the Safety File is collated and relayed back to them. Assistance will be afforded the Principal Designer when necessary to ensure the production of the Health and Safety File at the completion of the project.

16.0 Arrangements for Monitoring

It will be the responsibility of the Site Manager to monitor the activities and agreements with Contractors on a day to day basis to ensure that they are undertaking their activities in a safe manner and in line with any written task specific Risk Assessments & Method Statements. Initially, the Contracts Manager vets' methods of work prior to commencement of site operations. The Site Manager will then ensure site operations comply with the agreed methods of work. The Site Manager has the ability to comment on a Contractors approach to safety and compliance with agreed methods of work using first, verbal warnings, followed on further breaches of Health and Safety Breaches by a written notice.

All Plant and Equipment will be inspected prior to use and as legally required, all findings shall be recorded in the plant inspection register.

Where an inspection reveals a defect, it will be the responsibility of the MD /Site Manager to ensure that the equipment is not used until such time as a suitable repair has been carried out; if the equipment is beyond repair it will be discarded whether or not a suitable replacement is available.

17.0 Method Statements and Risk Assessments, Control of Substances Hazardous to Health (COSHH)

Risk of Fire - we will issue our own hot works permits with fire extinguishers as stated in Method Statements and Risk Assessments with escape routes maintained at min 900mm width from any site boundary fencing.

All construction materials deemed hazardous will be accompanied by a 'COSHH' assessment which will be prepared by a competent person. The COSHH assessment will be made available to the workforce who could be exposed to the substance. Management will ensure that assessments are always updated and maintained on sites .

Sub-contractors will advise of any materials they bring to site and will provide the appropriate COSHH assessments. When purchasing new materials, a Safety Data Sheet must be requested and a COSHH Assessment prepared. Any potential user of the substance must be made aware of the content prior to use.

18.0 Fire Plan

No high-risk areas identified at present. Amend as required.

18.1 Means of Escape

All escape routes from the construction areas are to be clearly marked using fire exit and escape route signs.

All escape routes will be kept clear and will be lit during the hours of darkness.

The Fire Warden will have the responsibility to make sure fire exit routes are kept clear at all times.

If works are being carried out on a fire exit route, then an alternative route will be shown.

18.2 Means of extinguishing

Fire points with extinguishers will be prominently located within the building at each level and clearly signposted. A foam, CO2 or dry powder type extinguisher will be provided.

The site office will have an individual extinguisher.

18.3 Means to minimise risk

Rubbish will be removed daily from the site and not allowed to build up. Instructions relating to inflammable materials will be strictly adhered to.

Any gas bottles will be stored in a separate fenced compound clearly marked as flammable.

Smoking will NOT be permitted in any areas of the site other than at the DESIGNATED SMOKING AREA.

18.4 Hot works permits

Comply with the relevant sections of 'Fire Prevention on Construction Sites' code of practice.

18.5 Security

Special attention will be required to maintain fire exit routes when this conflicts with maintaining security on site.

19.0 Contact Details

Person	Name	Daytime Telephone Number	Out of Hours Emergency Number
Contract Director	Greg Beckett		
Contract Manager	James Elsey		
Site Manager			
First Aiders			
HSEQ			
Fire Warden			
Architects	Cityzen Limited		
Principal Designer	MLM Building Control Ltd		

SITE DOCUMENTS

- 2.0 Method Statements
- 3.0 Risk Assessments; COSHH assessments; Manual Handling assessments.
- 4.0 Fire Safety Plan
- 5.0 Traffic Routes
- 6.0 Contract Appraisals
- 7.0 Statutory Inspections - Places of Work
- 8.0 Statutory Inspections - Work and Lifting Equipment
- 9.0 Statutory Inspections - Temporary Electrical Equipment
- 10.0 Personal Protective Equipment and Clothing Register
- 11.0 Disciplinary Diary
- 12.0 Induction Procedure and Site Rules
- 13.0 Training Certificate Records
- 14.0 Site Attendance Log
- 15.0 Minutes of safety Meetings
- 16.0 Safety Consultants Reports
- 17.0 Certificate of Employers Liability Insurance – display on notice board
- 18.0 F10 – current to be posted on notice board when applicable.

Appendices

A

B

C