

CONSTRUCTION STAGE HEALTH AND SAFETY PLAN

FOR



Proposed New Build
Oldlands Farm
Bognor Regis
PO22 9NN

DATE & REVISION	REASON FOR AMENDMENTS & ADDITIONS
12/06/20 16/06/20	Initial Plan received Construction Stage Plan Commenced
Plan Check This Plan has been Checked on:- Date: 0000000000 By: 0000000000 Signature: 0000000000.0000.	
On behalf of ADSTON UK	

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1.0 INTRODUCTION & PLAN DEVELOPMENT HISTORY

1.1 Introduction

General

The Construction (Design & Management) Regulations 2015 (CDM) place new legal duties upon Clients, Clients Agents (where appointed), Designers and Contractors to re-think their approach to Health & Safety.

The client has appointed ONE DESIGN as Principal Designer to assist Clients and their agents in assessing the Designers and other Contractors appointed under contract are competent and that sufficient resources, including time, have been or will be allocated to enable the project to be carried out in compliance with Health & Safety Legislation.

1.2 Plan Preparation

This construction stage Health & Safety Plan has been prepared in compliance with CDM. It seeks to convey information provided by the Client, Designers and Principal Designer and efforts have been made to produce a document which is as comprehensive as possible. It should be noted, however, that this Plan does not seek to be exhaustive - there may be unidentified hazards which are present on the site or arise during the planned works.

The focus in this document is to highlight known major hazards, particularly those which may be regarded as non-standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as a warranty that such a hazard is not present or cannot and will not arise during the works.

This plan addresses Health & Safety issues only.

The project health and safety goal is competent people cooperating with each other to achieve:

- i) continual proactive management of health, safety and fire risks associated with the project;
- ii) no accidents, incidents, ill health, fires or property damage caused by the project works;
- iii) a secure work area and the exclusion of all unauthorised persons from site; and
- iv) an open and transparent system for health and safety feedback between all duty holders.

2.0 TYPE & NATURE OF PROJECT

2.1 Time Scale: 28 weeks

2.2 Nature Of Project:

To Construct a new Lidl 2018.3 bespoke store with sales area of 1410m². and a total car parking area of 149 spaces including 10 disabled & 2 electrical vehicle charging stations. A further 8 motor cycle spaces have also been specified.

The works will comprise of the construction of a new Lidl store and will include, but not limited to:

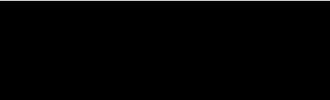
- Installation of drainage works;
- Formation of new store footings;
- Installation of concrete for steel installations;
- Installation of steel structure;
- Installation of ground floor slab;
- Installation of sandwich panels and roof sheeting;
- Installation of internal partition walls;
- Installation of floor screed and floor tiles;
- Installation of mechanical and electrical services;
- Installation of retail fixtures and fittings;
- Installation of walk-in freezer;
- Installation of shelving and tills;
- Installation of internal bakery;
- Installation of internal and external signage;
- Decorations of all internal areas;
- Formation of new car park;
- Installation of external lighting columns;
- White lining to new car park layout;
- Formation of new landscape areas;

The above list is not exhaustive. Please liaise with the Lidl SCC overseeing the project for a more detailed scope of works in line with the latest Lidl Specification.

2.3 Key Participants:

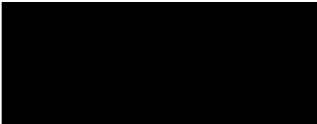
Name and address of Client:

Lidl GB Ltd
Foxes Park,
Brownhill Way,
Nursling,
Hants.
SO16 0AW



Name and address of CDM Consultant:

Safetyform Ltd
Britannia House,
Caerphilly Business Parc,
Van Road,
Caerphilly.
CF83 3GG

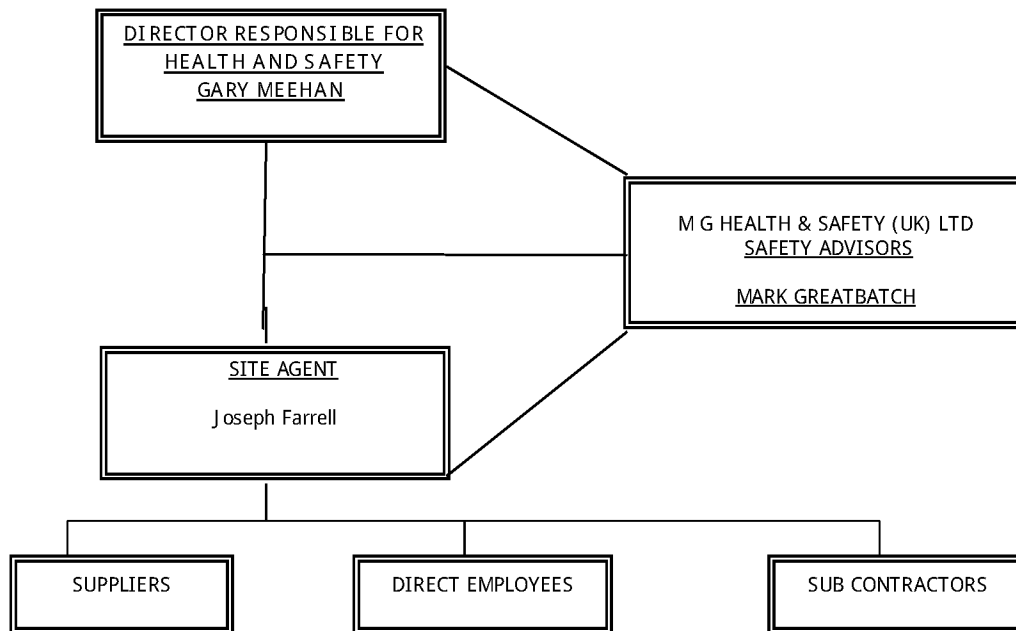


Name and address of Principal Designer:

One Design
Unit 1, Merchants Quay,
Ashley Lane,
Shipley, West Yorkshire
BD17 7DB



3.0 MANAGEMENT
3.1 Health and Safety Organisation Chart



THE SITE SAFETY SUPERVISOR IS: Joseph Farrell - 07593435469

Our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for the purposes of carrying out their tasks safely and efficiently.

We are aware of all Health and Safety & CDM regulations and strictly adhere to them during the course of our business.

Key Responsibilities

- Site Manager
- ¿ Implement the works Programme and ensure the timeframe is achieved
- ¿ Full compliance with CDM / H&S
- ¿ Close management of the site and operatives
- ¿ First point of quality control for works carried out on site
- ¿ Compilation of O&M's

Site Safety Procedures

It shall be the responsibility of RORY HARTE to review the operation of the Project Plan in conjunction with the Site Safety Supervisor and take action as necessary.

Safety Manager

The Company Safety, Health & Welfare Manager responsible for the project is:- DEBORAH NOBLE

The Company visiting Safety Adviser is:- MARK GREATBATCH

Site Safety Supervisor

It shall be the responsibility of Joseph Farrell..... to act as Site Safety Supervisor(s), reporting to RORY HARTE

Temporary Works Coordinator

If required, it shall be the responsibility of TBA to act as a temporary works Coordinator.

Site Fire Prevention Coordinator and Fire Marshals

It shall be the responsibility of ..Joseph Farrell.. to act as Site Fire Prevention Coordinator and Fire Marshal(s)

Storage of Materials Coordinator

It shall be the responsibility of ..Joseph Farrell.. to act as Storage of Materials Coordinator.

To carry out Safety Induction Meetings

It shall be the responsibility of the Site Safety Supervisors to organise safety induction meetings.

FIRST AID PROVISIONS

Identification of First Aiders

The following are qualified First Aid Representatives:

Name: JOSEPH FARRELL / RORY HARTE

Position: SITE MANAGER / PROJECT MANAGER

Location: SITE OFFICE

All Company and Sub-Contractors First Aiders names will be displayed on the Site Notice Board.

The Standard EEC Symbol, worn on hard hats, will identify all First Aiders.

Location of First Aid Provisions

The First Aid Boxes are kept in SITE OFFICE

FIRE SAFETY PLAN AND OTHER EMERGENCY PROCEDURES

List of Fire Fighting Equipment Trained Personnel

The following personnel are trained in the use of portable fire fighting equipment:-

JOSEPH FARRELL

Fire Risk Assessment (suitable and sufficient for all phases of the Contract)

It shall be the responsibility of JOSEPH FARRELL to assess the degree of fire risk and for creating and regularly updating the site fire safety plan as construction proceeds in compliance with the Company procedures and the requirements of The Joint Code of Practice: Fire Prevention on Construction Sites and Buildings Undergoing Renovation.

Plan of Fire Fighting Equipment

The plan will be displayed IN THE SITE AREA. Evacuation route and muster area will displayed on the site notice board

The fire fighting equipment will be updated as construction proceeds in line with the fire safety plan.

Fire Emergency Vehicle and Evacuation Routes

Emergency vehicle access will be as controlled by Senior Management
A plan of emergency vehicle, evacuation routes and assembly points will be displayed in the `Site work area`

3.2 Arrangements for Directing and Co-Ordinating Other Contractors

The Management team responsible for ensuring the arrangements for directing and co-ordinating the sub-contractors will consist of:-

1. The Person responsible for Health and Safety-G Meehan
2. Site Manager - JOSEPH FARRELL
The arrangements and directions will be as detailed in the pre-start information and will be included in the Contractors Risk Assessments.
 - a) Health and Safety Requirements
 - b) Principal Contractors Risk Assessment
 - c) Sub-contractors Identified Risks
 - d) Client Restrictions
 - e) Sub-contract procurement document safety (where appropriate)
 - f) Arrangements for the Principal Contractor to give Directions to Co-ordinate Other Contractors

The Construction Phase Health & Safety Plan (this document) will be held on site in a prominent position and all Contractors will be made aware of this and agree to abide by the conditions in place.

Any Contractors not complying with the above will be issued with a non-conformance with a stated rectification period. Failure to meet the requirements within the stated period will result in the suspension of the Contractors works until the requirements are met.

Directions will be given on site both verbally and in writing and constant checks will be carried out to ensure compliance with the Regulations.

All site co-ordination will be carried out by the Site Agent and, where appropriate weekly individual Sub-Contractor site meetings will be held.

The Site Agent shall liaise with all Contractors employed on the works to co-ordinate any interfaces.

3.3 Standard Settings

The Health and Safety Standards to which the Project will be Carried Out

The project will be carried out in strict compliance with the following standards:-

- ij The Construction (Design & Management) Regulations 2015.
- ij The Management of Health and Safety at Work Regulations 1999.
- ij All current Health and Safety Executives Directions & Guidelines.
- ij COSHH Regulations 2003.
- ij The Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013.
- ij The Provision & Use of Work Equipment Regulations 1998.
- ij The Lifting Operations & Lifting Equipment Regulations 1998.
- ij The Control of Asbestos at Work Regulations 2012

3.4 Information for Contractors

Provision for Informing Contractors about Risk to their Health and Safety arising from the Environment in which the Project is to be carried out

All necessary and relevant COSHH data sheets together with the necessary Risk Assessments and Method Statements will be added to the Construction Phase Health and Safety Plan (this document) during the course of the project. All Contractors will be made aware of and expected to read the plan. Any new matters of a Health and Safety nature which may arise during the course of the works, which affect our Contractors will be notified to both them and the Principal Designer in writing via either a Risk Assessment or a Method Statement.

3.5 Selection Procedures

- a) All Contractors, self employed and Designers to be appointed by the Principal Contractor are Competent and will make adequate provision for Health and Safety.

Only bona-fide competent Contractors are used and prior to selection they will be expected to demonstrate their competence in their particular work element, they will also be expected to complete and return our Sub Contractors Competency Checklist.

- b) Suppliers of Materials to the Principal Contractor will provide adequate Health and Safety information to support their products.

Full COSHH data sheets to be submitted by suppliers prior to the use of their product on site, failure to do this will result in an alternative product being used on site.

- c) Machinery and other Plant supplied for common use will be properly selected, used and maintained and operator training will be provided

All hired in plant is maintained and serviced regularly by the hire company and all their items of plant carry a record sheet to confirm this, operator training is given by them when an item is hired.

Our own tools are routinely checked and serviced and are always carefully checked prior to use, training to give, where necessary, via on site inspections. The Site Agent discretion is used with regard to individuals competency with a particular tool. Where appropriate the workforce will have a 'Certificate of Competence' for the particular item of plant that they are operating.

3.6 Communications & Co-Operation

- a) A means for communicating & Passing Information between the Project Team

Primarily, site meetings shall be held, on site, for the passing of information. If any information containing a Health and Safety element should become apparent in the meantime, this will be communicated both verbally and in writing (Risk Assessment/Method Statement) to all relevant parties i.e. Principal Designer, Sub-Contractors etc. This will include liaison with the Client and the Client CDM Adviser SAFETYFORM as part of the project Team

- b) Arrangements for Securing Co-operation between Contractors for Health & Safety.

Informal meetings will be held between individual Sub-Contractors.

- c) Arrangements for Management Meetings & Initiatives by which the Health and Safety Objectives of the Project are to be achieved.

As item (a) above, meetings to be held on site with a specific item on the agenda to deal with Health & Safety. The dates for these meetings to be agreed at the Pre-Contract meeting.

- d) Arrangements for Dealing with Design Work carried out during the Construction Phase.

Should any variations to the Specification occur, the designer shall be notified immediately and the necessary Risk Assessments and/or Method Statements completed.

4.0 EXISTING ENVIRONMENT

4.1 *Surrounding Land Uses and Related Restrictions*

Mixture of made ground and arable land. The land to the North of the site may be used as building land at some point in the future. A large Rolls Royce warehouse, a caravan park and industrial park are all in close proximity to the site.

Segregated walkways for pedestrians will be provided on site map, providing safe access egress routes including pedestrian entrance gate from site welfare areas to place of work as far as is reasonably practicable

4.2 *Existing Services*

All Statutory Undertakers and Utilities where plant and equipment may be within the areas of work will be contacted in advance.

There are currently no existing services serving the site.
ADSTON UK will refer to: Topo Survey for info.

Guidance on the appropriate measures to protect work around any services will be issued to the Principal Contractor as advised by the relevant Electricity Undertaker or Organisation. Adston UK will review service drawings prior to commencement of works and will carry out a CAT Scan and mark up where applicable

4.3 *Existing Traffic Systems and Restrictions*

The site is currently a greenfield site and is only neighboured by a Rolls Royce Facility at the rear of the site, for which ADSTON UK will be aware during the construction phase of the project. All vehicles will access the site and be directed to the unloading zone on site, this will not cause any congestion or safety issues for pedestrians, as the route in is via public and private highways.

When appropriate delivery vehicles will drive directly onto site where possible or be reversed onto site by the vehicle Banksmen and unloaded. The vehicles will egress the site in a forward direction in and where possible drivers to turn vehicles around and leave in the forward direction. ADSTON UK will put in place suitable and sufficient signage warning of the dangers of vehicles and members of the public will be segregated A traffic management plan will be drawn up outlining site requirements.

4.4 *Existing Structures*

There is currently no existing structure on the site.

4.5 *Ground Conditions*

Information is currently available within the contract documents. The grounds conditions observed at the time of A survey consisted solely of greenfield. Soil samples may be obtained to determine the possible existence and quality of contaminants, which may have Health and Safety implications. Further information will be given if or when such a problem should arise.

4.6 *Hazards associated with works*

A) The principal hazards associated with the nature of works presented by the works contract are:

(i) delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site

Delivery of materials etc will be carried out via the site access The site is accessed from a newly formed road (unnamed) that serves the Rolls Royce Facility, the access road is accessed from a roundabout separating the A259 and A29, both roads are restricted to 40mph

Consideration will be given at all times to members of the public and staff. Deliveries and removal of waste will be carried out in conjunction with the traffic management plan. The foot path outside and opposite the site will be marshalled by a vehicle Banksman during working hours. There are a number of commercial activities within the vicinity and due care and attention will be given to these, this includes various delivery lorries

Pedestrian Access will be used for the welfare and offices for site with very limited need for vehicular access but when in use will be controlled by a banksman. Metal Crowd Barriers will be used around the site to segregate vehicles and pedestrians, these will be marked on the notice board and updated as needed

Arrangements for Co-ordination of Material Storage

It shall be the responsibility of JOSEPH FARRELL to ensure materials are delivered moved and stored in a safe manner. Adston UK will ensure that at all times the Site Traffic Management Plan is communicated to all and updated as required throughout the project

(ii) dealing with services - water, electricity and gas, including temporary electrical installations

As a Greenfield site there are no known services.

All existing services within the work area will be identified in a pre start survey and isolated where necessary To ascertain existing services on the site Adston UK will refer to the topographical drawings provided with the existing site information pack provided by Lidl:

ADSTON UK shall presume all services to be live within the site unless there is strong and verified evidence to suggest otherwise

Adston UK will Obtain service drawings from utilities companies and other organisations with relevant information about the site.

- ¿ Survey the site to identify the services and other underground structures.
- ¿ Record the location of any services.
- ¿ Review/assess the planned work to avoid disturbing services where possible.
- ¿ Allow sufficient time and provide sufficient resource to do the work safely.

(iii) accommodating adjacent buildings use

There are various commercial activities being undertaken, Rolls Royce Facility at the rear of the site ADSTON UK will ensure that deliveries are co-ordinated so that they do not cause/suffer disruption. There are numerous commercial buildings and as such great care will be undertaken when carrying out the works.

(iv) stability of structures whilst carrying out construction work, including temporary structures

ADSTON UK will ensure the stability of the building during the works

(v) preventing falls during works

When working at heights means must be provided to prevent persons from falling from their place of work and to prevent the fall of tools and materials.

Consideration will be given to the Work at Height Regulations 2005, no work will commence at height without a suitable and sufficient risk assessment carried out and any control measures implemented.

The company Work at Height Analysis form will be completed prior to any work commencing

You must do all that is reasonably practicable to prevent anyone falling.

The Regulations hierarchy

- é where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- é use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- é avoid work at height where they can;

Duty holders' responsibilities

The Regulations require duty holders to ensure:

- é all work at height is properly planned and organised;
- é all work at height takes account of weather conditions that could endanger health and safety;
- é those involved in work at height are trained and competent;
- é the place where work at height is done is safe;
- é equipment for work at height is appropriately inspected;
- é the risks from fragile surfaces are properly controlled; and
- é the risks from falling objects are properly controlled.

Planning

You must:

- é ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- é ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- é plan for emergencies and rescue;
- é take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

PRIOR TO WORK BEING UNDERTAKEN FROM HEIGHT ADSTON UK WILL ISSUE A
PERMIT TO WORK AT HEIGHT

(vi) work with or near fragile materials

The Project/Site Manager will ensure that all roof work is properly planned, risk assessed and the proper equipment is provided. A safety method statement must be prepared before work starts on a roof, assessing the risks and specifying the appropriate controls, and included in the construction phase Health and Safety Plan.

Roof work will only be undertaken by those with knowledge, experience and training. Safe access to the roof must be provided by suitable equipment. Appropriate precautions against falls will be determined by the type of roof and nature of the work to carry out. Barrier or other edge protection will be provided to stop people or material falling from roofs.

Crawling boards or roof ladders will be provided and used, when the Risk Assessment shows them to be necessary.

Areas of thin or fragile material must have a warning notice prominently and permanently displayed at the approaches to the roof and should be covered or barriered off to prevent people from falling through.

If possible the area below the works will be barriered off to exclude people. If this is not possible then additional precautions must be taken.

(vii) control of lifting operations

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Project/Site Managers will ensure that Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

All lifting equipment/ operations will be under the control of a trained competent person.

The Safe Working Load (SWL) must be specified and marked on the lifting appliances, cranes, pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains shackles etc. And on no account must the capacity of the equipment be exceeded.

Adston UK will ensure a Method Statement has been prepared and based on the information supplied together with the Site Inspection, Risk Assessment Report and Sketches and / or Drawings completed following a Site Inspection.

All work will be subject to CPA Conditions and will be performed in accordance with:

1. The Management of Health and Safety at Work Regulations 1999 Reg. 3.
2. Health & Safety At Work Act 1974
3. BS 7121 Safe Use of Cranes and Lifting Operations Parts 1
4. Lifting Operations and Lifting Equipment Regulations 1998.
5. The Provision and Use of Work Equipment Regulations 1998 Reg. 3 to 11.

Adston UK Responsibilities and General Conditions.

- a. Provide safe access / egress and traffic management on site for the delivery vehicles and personnel.
- b. Co-ordinate the site activities of other contractors to facilitate unimpeded access to the crane working range during the works.
- c. Should the work be carried out during or close to the hours of darkness provide suitable lighting in agreement with the Crane Supervisor.
- d. Provide a Site Specific Safety Induction for all employees involved in the operation. This induction is to include emergency warning and evacuation procedures.
- e. Complete the Lifting operations checklist and Permit to lift
- f. Provide an assessment of the site in accordance with The Control of Substances Hazardous to Health Regulations 2002 (COSHH). Any substances or conditions likely to be hazardous to health must be identified in time for suitable precautions to be arranged.

- g. Provide welfare facilities.

The Crane Supervisor will then hold a toolbox talk with the crane operator, slinger/signallers and all other personnel who are involved in the lift. The Toolbox talks registered will be signed by all attending and a copy will be supplied to site Manager. During this toolbox talk the Crane Supervisor will outline the work and identify the main personnel and their responsibilities.

Any change of personnel must undertake a site induction and be subject to a specific toolbox talk before commencement of work

The Crane Supervisor should be made known to all on site personnel before any lifts take place. Communication between the Crane Supervisor, the Slinger/Signaller and the crane operator will be by recognised hand signals and two-way site radios using a dedicated channel.

The lift supervisor will check all the documentation relevant to the lift including the certificates of the men, the equipment and the crane.

The mobile crane driver will rig his crane as per the manufacturer's instructions

Exclusion zone to be erected using interlocking barriers allowing pedestrian around the crane position

Exclusion zone will be controlled by placing barriers over the surrounding of the mobile crane, these barriers can be easily removed in an emergency. Other emergency exits are not affected by this operation. General access will be controlled by the man in the exclusion zone with access barred during the lifting operation

The load indicator will be set by the crane driver and checked by the lift supervisor.

The Pre lift check will be performed and the check sheet signed off.

Unattended Cranes.

In addition to the Manufacturer's recommendations for Out of Service Conditions, the following must be implemented before any crane is left unattended:

- a. No load, including rigging will be left suspended.
- b. Isolated as manufacturers manual.

Adverse Weather Conditions.

- a. The wind speed at which the Crane must cease operation is clearly stated in the manufacturer's manual and must not be exceeded. It is the combined decision of the Crane Operator and the Crane Supervisor if work should be stopped below this limit due to local circumstances.
- b. No work may continue when there is a lightning storm in the vicinity. Any storm in the distance must be monitored to decide if it may pose a threat within the time frame of the lifting operation. If there is any risk of lightning in the vicinity, the operator must leave the crane after applying the conditions detailed above in Unattended Cranes.
- c. Following heavy or persistent rain the weight of porous materials may increase; weight to be reassessed in relation to crane capability.
- d. After work has been stopped for either of the above reasons the weather report will be obtained to determine when work can be resumed.
- e. Particular care must be taken when leaving site at the end of the day to ensure that the crane is in a safe condition to withstand any possible weather that may occur.

The appropriate PPE, as determined by the Risk Assessment and the Client's specific requirements, will be worn, however the following will be worn as a minimum:-

- a. Hard hats.
 - b. Hi-Visibility vest or jacket.
 - c. Protective footwear.
 - d. Safety gloves - When required
 - e. Ear protection - When required.
- Safety Harness - When required.

(viii) the maintenance of plant and equipment

All plant equipment and machinery must comply with the Provision and Use of Work Equipment Regulations 1998.

Equipment for use at work will be selected and purchased by the Company to be suitable for its intended use.

All work equipment/ operations will be under the supervision of a trained competent person.

All work equipment will be subject to an appropriate planned preventative maintenance programme. This will include the proper functioning of all safety devices and guards.

Any damage or deficiency to equipment must be brought to the attention of the site supervisor so that corrective action can be taken. Faulty equipment must be taken out of service. No personnel must use work equipment that is known to be faulty.

Where risk assessment indicates that the safe operation of work equipment requires personal protective equipment this will be provided. Operatives must ensure that correct personal protective equipment is used - failure to do so will be treated as a serious disciplinary offence.

(ix) work on excavations and work where there are poor ground conditions

An experienced competent person appointed by the Company will closely supervise all excavating. Where it is necessary to support an excavation, suitable and sufficient materials will be provided. Support systems will only be installed, altered and removed if supervised by a competent person.

Steps will be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation. The excavation should be marked with tape/rigid barrier installed.

All excavations, which require support, will be inspected before work commences at the start of a shift, after an event likely to affect strength or stability, after the accidental fall of any material. (Records should be kept of the latter two types of inspection). Where an excavation is open for 7 days it must be examined/recorded by a competent person.

Working on Existing Drainage

There is always a risk of exposure to diseases from existing drainage systems, sufficient control measures must be in place for the following:

Information and instruction to the operatives for Leptospirosis (Weils) disease, Hepatitis, Legionellosis, Tetanus.

Adequate personal protective equipment CE marked.

Adequate disposal for PPE and washing facilities.

Sufficient emergency and incident reporting procedures for diseases.

(x) traffic routes and segregation of vehicles and pedestrians

Access to the site will be along existing vehicular access routes. Due consideration will be given to traffic movement around the site.

Traffic and Pedestrian Segregation Routes;

Traffic and pedestrians are to have natural segregation . Man handled distribution will be limited during busy times.

B) Health risks, including:

(i) dealing with contaminated land

Adston UK will Refer to geoenvironmental assessment which was carried out prior to commencement and the company Environmental management plan

(ii) manual handling

The Company will assess its lifting operations and as far as is reasonably practicable, change work methods to avoid risk of injury or replace manual handling by mechanical means in accordance with the Manual Handling Operations Regulations 1992.

(iii) use of hazardous substances, particularly where there is a need for health Monitoring

ADSTON UK will carry out COSHH assessments to quantify the risk to employees during the use of hazardous materials. Hazardous substances may be used directly in work, e.g. paints or cleaning materials; or arise from the work, e.g. dusts, fumes and waste products; or occur naturally, e.g. fungal spores in agriculture.

Site supervision must ensure that only those materials and substances assessed are used on site, and that any personal protective equipment noted in the COSHH Assessment is provided and used correctly. These assessments will consider all possible eventualities including storage and spillage.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All employees will be made aware, by instruction and training, of these precautions and work accordingly.

(iv) reducing noise and vibration

NOISE

When noise is identified as a hazard, such as in a pre-tender Health and Safety Plan, a specific noise assessment will be carried out as required by the Noise at Work Regulations 2005 to assess whether any of the action levels are exceeded.

If the LEP,d exceeds 80dB(A): -

Noise surveys have to be made so that noisy work areas and persons at risk are identified.

Those at risk are provided with ear protection and given information and training on their correct fitting and use.

Workers are given training on the risk of noise and are kept informed of any developments in noise reduction.

If the LEP,d exceeds 85dB(A) the employer, in addition to the above, must ensure that:-

The work areas involved are designated noise hazard areas (and ear protection areas), warning signs are erected and access is restricted.

Every one in those areas wears the ear protection provided.

Where practicable ADSTON UK will endeavor to reduce the noise levels at a source, i.e. reduce the noise emanating from machinery or processes, to the lowest level practicable.

Regular monitoring of noise levels will have to be undertaken and noise assessments reviewed when they are no longer valid or when there has been a change in machinery or work processes. These assessments must be carried out by a competent person with the appropriate equipment and knowledge so that results may be interpreted properly.

Details and instructions for safe guarding hearing will be given to employees at their place of work.

VIBRATION

The risk assessment required under the Control of Vibration at Work Regulations 2005 will include assessment of the risks of work activities that may lead to exposure to vibration e.g. the use of pneumatic drills. Appropriate control measures will be identified and implemented.

Personnel working with tools that vibrate will be informed of Vibration White Finger and its symptoms. Control Measures will include but not limited to:

- Δ ENSURE THAT THE VIBRATION READING FOR THE TOOL HAS BEEN OBTAINED
- Δ ENSURE ALL PERSONS USING THE TOOLS ARE GIVEN A TOOL BOX TALK AND MADE AWARE OF THE RISKS ASSOCIATED WITH THE TOOL AND THE CONTROL MEASURES
- Δ THE EQUIPMENT WILL BE INSPECTED BEFORE USE TO ENSURE THAT IT IS FIT FOR USE AND AT WEEKLY INTERVALS - THIS WILL BE RECORDED IN THE WORK EQUIPMENT REGISTER
- Δ WHERE POSSIBLE OTHER MEANS THAN HAND HELD TOOLS WILL BE CONSIDERED
- Δ ALL WORKS WILL BE MONITORED TO ENSURE PERSONS DO NOT WORK ABOVE THE EXPOSURE LEVEL AND RECORDS KEPT
- Δ ALL RELEVANT PPE WILL BE WORN AT ALL TIMES TO INCLUDE- GLOVES, MASK, GOGGLES, HARD HAT AND SAFETY FOOTWEAR
- Δ HEALTH SURVEILLANCE WILL BE CARRIED OUT IN THE FORM OF DISCUSSION TO ASCERTAIN THE EXPOSURE OF OPERATIVES
- Δ IF REQUIRED JOB ROTATION WILL BE INSTIGATED SO AS NOT TO EXPOSE OPERATIVES TO LEVELS ABOVE THE THRESHOLD
- Δ KEEP WARM AND WEAR GLOVES

- Δ DO NOT FORCE THE TOOL, THE MORE YOU GRIP THE GREATER THE VIBRATION
- Δ HANDLE THE TOOLS COMFORTABLY
- Δ ONLY USE TOOLS THAT ARE REGULARLY SERVICED
- Δ AVOID THE USE OF BLUNT DRILL BITS, POINTS AND CHISELS
- Δ TAKE ADVICE FROM HIRERS/MANUFACTURERS AND USE THE BEST TOOL FOR THE JOB
- Δ ALWAYS FOLLOW THE SAFETY OPERATING INSTRUCTIONS SUPPLIED WITH THE EQUIPMENT

(v) exposure to UV radiation (from the sun)

ADSTON UK will ensure that at all times all operatives wear appropriate clothing to avoid exposure to UV Radiation

(vi) DUST

The purpose of this procedure is to detail the Management Systems for controlling Construction Dust emissions during company Projects.

Construction Dust is a general term used to describe the types of dust that may be generated on a Construction Site.

There are (3) three main types of Construction Dust !-

o Silica Dust - Silica is a natural mineral present in many natural and manufactured Construction materials

o Wood Dust - Wood is widely used in Construction and is found in two main forms; soft wood and hard wood

o Low Toxicity (Non Silica) Dust - there are a number of Construction products where silica is either not found or present in very low amounts the most common being gypsum, cement and dolomite etc. Nuisance dust generated from activities such as vehicle movements and excavations may also be included in this category providing the dust does not contain Silica.

The table below provides typical amounts of the Silica content found in some common Construction type materials :-

Material Type	Content Percentage
Plastic Composites	Up to 90%
Sandstone, Gritstone, Flint	More than 70%
Concrete & Mortar	25% - 70%
Tiles	30% - 45%
Slate	Up to 40%
Granite	Up to 30%
Brick	Up to 30%
Basalt, Dolerite	Up to 5%
Limestone, Chalk, Marble	Up to 2%

GENERAL CONTROL MEASURES

Sub-Contractors must ensure that all work, where the creation of Construction Dust are carried out in accordance with the documents listed below.

Sub-Contractors must ensure that Risk Assessments and Method Statements make specific reference to the elimination and control of all dust where it is foreseeable that it will be generated.

Eliminate the Creation of Construction Dust

It is essential that where practicable we eliminate the creation of dust at the Design Stage of the Project. This can be achieved by specifying materials and work methods that will not generate Construction Dust i.e. use of rebated blocks instead of chasing walls, use of the right size of building materials to avoid cutting and using direct fastening techniques rather than drilling holes.

Control and Minimise the Amount of Construction Dust Generated

Where elimination cannot be achieved Sub-Contractors must limit and control the amount of Construction Dust generated, this can be achieved a number of ways :-

- o Water Suppression - Water suppression damps down dust clouds and will prevent 90% of Construction Dust from becoming airborne however it must be used correctly ensuring enough water is used for the whole of the time the task is being carried out (a minimum of 0.5 litres/minute during cutting of brick and concrete).

- o On Tool Extraction & Vacuuming - On tool extraction is a type of Local Exhaust Ventilation (LEV) system where specially designed tools can be fitted with an industrial vacuum unit that sucks away the dust as it is being created and stores it until it can be emptied. It is essential that the correct equipment for the task in hand is chosen and that it is maintained in line with the manufacturer's requirements. Where practicable, vacuuming of dust will be chosen over dry sweeping.

Note: L Class filters are suitable for Low Toxicity Dusts only, M and H class filters should be used Silica & Wood Dusts.

Housekeeping procedures

- ð Dry sweeping and the use of compressed air are prohibited for removing dust and debris. Work areas and equipment covered by dust will be cleaned at the end of every shift using a HEPA filter vacuum.

- ð Wet clean up may also be used to remove dust.

- ð Waste material will be placed in a dumpster and will be removed at least weekly. The location and method used to store waste will not allow silica-containing dust to re-enter the workplace.

- ð Supervisors are responsible for ensuring that work areas are free from dust at the end of each shift.

* Controlling Dust from Transport Movements - Vehicle movements can create high levels of dust during dry and windy conditions. There are a number of control measures that can be implemented to ensure the creating of dust is kept to a minimum.

- ¿ Provision and use of a wheel and chassis washing facility.
- ¿ Fine mist water spraying on all Construction Site Haul roads.
- ¿ Sheeting of vehicles transporting materials to and from site.

- ζ Provision of regular road sweepers
- ζ Ensuring the compliance to site speed limits and ensuring engines are switched off when vehicles are not in use.

* Controlling Dust from Excavation & Ground Works - Excavation and ground works can generate dust during digging out and also from stored and stock piled materials.

Spoil heaps must, as a minimum be covered and sealed and where practicable seeded to prevent dust being generated. During dry and windy conditions it will be necessary to keep spoil heaps damp using a water mist spray.

At all times during the Construction work provision will be made to monitor and record weather conditions such as wind speed, direction and temperatures etc. visual monitoring of dust levels on the Construction Site will be undertaken on a daily basis by the Project Construction Team.

RESPIRATORY PROTECTIVE EQUIPMENT (RPE) REQUIREMENTS

Recent HSE research has estimated that Silica may be responsible for the deaths of over 500 hundred each year who have worked in Construction. The HSE also estimates that around 4000 people die each year from Chronic Obstructive Pulmonary Disorder (COPD) linked to work. The Control of Substances hazardous to Health (COSHH) regulations limits the amount of dust that can be breathed; these are called Workplace Exposure Limits (WEL's.) The limits set are the legal limits we can breathe AFTER the correct control measures have been used. It is therefore anticipated that Task Specific RPE will be required during certain tasks in addition to the PPP3 Project minimum PPE requirements.

Where RPE is used as a control measure it is vital that the selected RPE is adequate and suitable for the task in hand i.e. a nuisance grade dust mask will not offer any protection to individual's lungs. To ensure that the selected RPE has the potential to provide adequate protection for individual wearers the Approved Code of Practice (ACoP) supporting the Control of Substances Hazardous to Health (COSHH) Regulations stipulate that tight fitting RPE MUST be fit tested as part of the selection process to ensure that all reasonable steps have been taken to prevent exposure to substances hazardous to health or whereby prevention is not possible, reduce to exposure to the lowest level reasonably practicable.

Note: A tight fitting face piece is full face mask, a half face mask or a filtering face piece (commonly known as a disposable mask.)

Training - For RPE to be suitable it must be matched to the task being undertaken, the environment, the anticipated airborne contaminant exposure level and the wearer therefore every individual required to wear tight fitting RPE must undergo Face Fit Testing for each different type of RPE they are required to wear and records retained by their Employer.

There are two basic types of RPE Face Fit Testing - Qualitative and Quantitative :-

o Qualitative - A simple pass / fail test based on the wearers subjective assessment of leakage via the face region, of a test agent (bitter / sweet) or odour compound. These tests are suitable for half mask and filtering face piece (disposable) masks.

o Quantitative - Provides a numerical measure of the fit that is called a fit factor. These tests give an objective measure of face fit, require special equipment and are required for full face masks (but can also be used for half face etc).

Note: RPE Fit Testing should only be conducted by a competent person.

MONITORING & REVIEWS

It is essential that all control measures relating to the control of Construction Dust are monitored to ensure they are being adhered to, they are suitable and that they adequately protect individuals and the surrounding environment. Management Systems shall be in place to ensure monitoring and reviews are undertaken.

Repeat RPE Face Fit Testing should be undertaken in the following circumstances

Where the wearer :-

- ¿ Loses or gains weight.
- ¿ Undergoes any substantial dental work.
- ¿ Develops any facial changes (scars, moles etc) around the facial area.
- ¿ Where the Employers Health & Safety Policy requires it.

The employer is responsible for the following:

- ¿ Ensure that the materials (i.e., tools, equipment, and personal protective equipment [PPE]) and other resources (i.e., worker training) required to fully implement and maintain this DCP are readily available where and when they are required.
- ¿ Ensure that all required tools, equipment, and PPE are readily available and used as required by the DCP.
- ¿ Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- ¿ Maintain records of training, fit-test results, crew talks, and inspections (for equipment, PPE, and work methods and practices).
- ¿ Conduct a periodic review of the effectiveness of the DCP. This includes a review of available dust control technologies to ensure these are selected and used when practical.
- ¿ Coordinate the work with the prime contractor and other employers to ensure a safe work environment.

Supervisors are responsible for the following:

- ¿ Provide adequate instruction to workers on the hazards associated with the cutting, grinding, drilling and polishing of dust generating products.
- ¿ Select and implement the appropriate control measures.
- ¿ Ensure that workers using respirators have been properly fit-tested and that the results are recorded.
- ¿ Direct the work in a manner that ensures the risk to workers and others is minimized and adequately controlled. This includes ensuring that workers use appropriate engineering controls and wear the necessary PPE.

Workers are responsible for the following:

- ¿ Use the assigned protective equipment in an effective and safe manner.

- ¿ Follow established work procedures as directed by the supervisor.
- ¿ Report any unsafe conditions or acts to the supervisor.
- ¿ Report any exposure incidents or any signs or symptoms of illness.

(vii) COVID19

- ¿ The Company is aware of the outbreak of Coronavirus, named COVID-19. See below for latest advice.
- ¿ The incubation period of COVID-19 is between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.

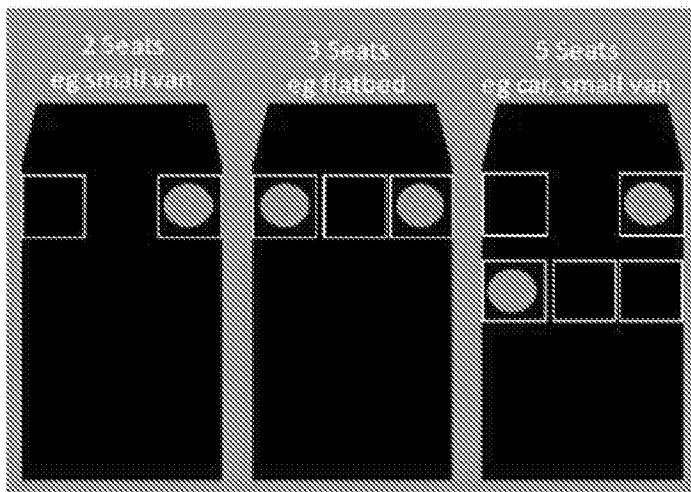
Travel to work

- ¿ Where a worker exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.
- ¿ Wherever possible, workers should travel to site alone using their company vehicle or their own means of transport.

Suggested arrangements are as follows:

- o Single occupancy of vehicles is preferable.
- o Sit as far apart as the vehicle allows.
- ¿ Where public transport is the only option for workers, then regular toolbox talks outlining how to reduce the possibility of infection should be considered.

RECOMMENDED MAXIMUM ROAD VEHICLE OCCUPANCY



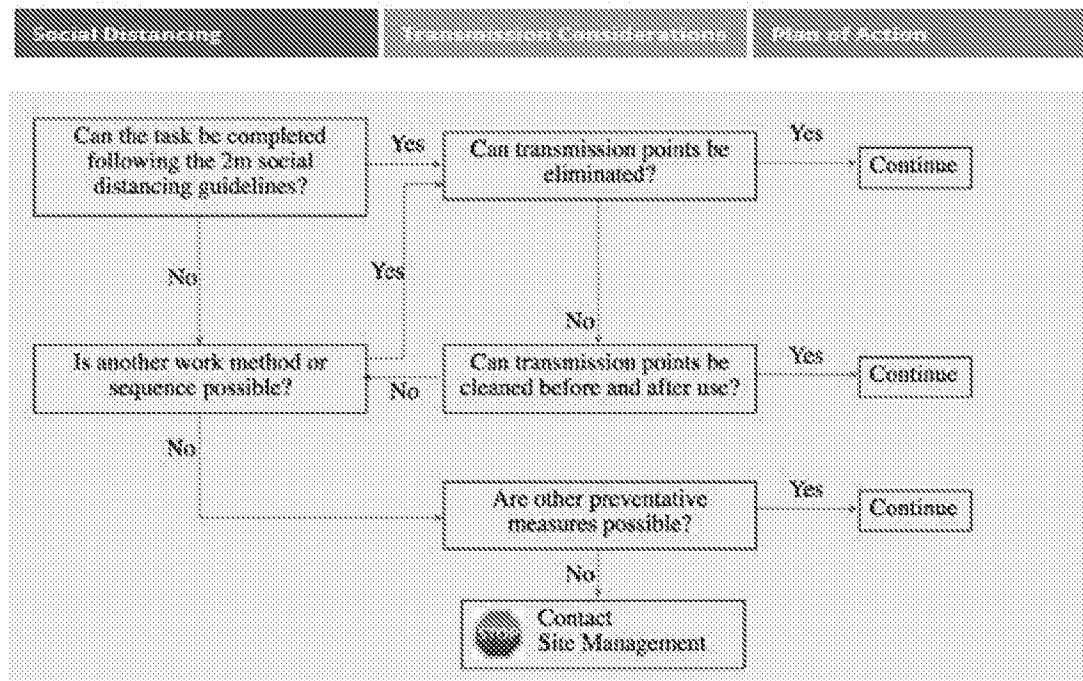
When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.

- Keep windows at least partially open.

- Keep personal items (PPE, clothes, lunch boxes etc.) separate.
- Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent.
- Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
- If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
- Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey.

Tools, Equipment and Plant

- ¿ All tools and equipment should be properly sanitised to prevent cross contamination.
- ¿ Arrangements for one individual to use the same tool, equipment and plant as much as possible.
- ¿ Make available cleaning material for all tools to be wiped down with disinfectant between each user. Organise work practices to reduce eliminate or reduce transmission points and coach site personnel on the same.



Signs and symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- ¿ new continuous cough
- ¿ difficulty in breathing

- ¿ fever
- ¿ loss of or change in normal sense of taste or smell

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

If you are concerned about your own health and the work you do, contact NHS 111, your GP / a medical practitioner and/or THE COMPANY Occupational Health.

CORONAVIRUS & WORKING ON SITE

Site Entry

ø ADSTON UK will endeavour to Stagger entry and exit. _ For site staff different start and finish times

ø ADSTON UK Site staff must not congregate in numbers.

ø ADSTON UK will Stop working in close contact with one another in high traffic zones

ø ADSTON UK will Ensure all site staff are provided with hand sanitizer & hand-washing stations.

ø ADSTON UK Staff to wash their hands/ use hand sanitiser before entry to the site

ø ADSTON UK staff to Wash hands before eating drinking smoking or vaping

Vehicles

ø ADSTON UK will Clean tools at the end of the day and use antibacterial spray

ø ADSTON UK will Ensure that all PPE is cleaned, stored and maintained as recommended by the manufacturer

PPE

ø ADSTON UK will Ensure all PPE/ RPE is cleaned, with an antibacterial wipe or if disposable thrown away each day.

ø ADSTON UK will ensure Waste should be bagged and disposed of in the correct way

What you can do to reduce the risk of catching Coronavirus

- ¿ all operatives to be distanced at least 2 metres from each other at all times
- ¿ Do not share tools or materials unless these have been heavily sanitized after each use
- ¿ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See Catch it. Bin it. Kill it.
- ¿ Put used tissues in the bin straight away.
- ¿ Wash your hands with soap and water often ~ use hand sanitiser gel if soap and water are not available. See hand washing guidance.
- ¿ Try to avoid close contact with people who are unwell.

- ¿ Clean and disinfect frequently touched objects and surfaces.
- ¿ Do not touch your eyes, nose or mouth if your hands are not clean.

You can get detailed information on recommended precautionary measures from gov.uk and the NHS. We've included the most highly recommended measures which everyone can benefit from.

- ¿ Hand hygiene -Washing hands has been named as the most effective way of preventing the spread of infection. Ensure that all your staff have the access to soap and running water where possible, as well as the provision of hand sanitisers where water is not available (e.g. in reception areas and offices)
- ¿ Train your staff in the correct process of hand washing. Effective hand washing should take 20-30 seconds and cover all areas of the hands using lathered, soapy water. Consider putting up posters at hand washing stations so that employees have everything they need to protect themselves and those around them.
- ¿ Surface sanitising - Regularly sanitise surfaces with a general-purpose detergent such as washing-up liquid, followed by a chlorine-based sanitiser. We'd recommend chlorine sanitising tablets dissolved in water at a level above 1000ppm available chlorine. (1 tablet per litre of water should be sufficient, but always check the label). Simply dilute into a mop bucket to carry out a deep clean or into a trigger spray bottle for regular daily cleaning efforts.
- ¿ Sanitise all hard surfaces and concentrate especially on high-traffic areas such as door handles, lights switches, reception desks. These areas should generally be sanitised twice a day, but tailor this based on the risks you have identified.
- ¿ When create a cleaning procedure, ensure you understand cleaning chemical contact times. Generally a bleach-based sanitiser should be left for 5 minutes to safely kill bacteria and viruses. Check the label or safety data sheet for any specific products you are using.

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

It is normal to be feeling concerned and anxious about the Coronavirus outbreak, especially if you or those you know are directly affected by it - it is an evolving and uncertain situation.

The best thing to do is keep yourself informed and up to date with the relevant information and to follow the official guidance.

What to do if you become unwell and believe you may have been exposed to Covid-19

- ¿ The unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, do so for ventilation.
- ¿ The individual who is unwell should call NHS 111 (or medical provider), or 999 if an emergency (if they are seriously ill or injured or their life is at risk) and explain which country they have returned from in the last 14 days and outline their current symptoms.

- ¿ Whilst they wait for advice from NHS 111 or an ambulance to arrive, they should remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
- ¿ If a person becomes ill in a shared space, contact Workplace Manager and request the workplace be cleaned using disposable cloths and household detergents, according to normal procedures.
- ¿ If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.

General advice for staff - Guidance on facemasks

- ¿ Employees are not recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus.
- ¿ Facemasks are only recommended to be worn by people who have symptoms of COVID-19 and for those caring for individuals who have symptoms, such as cough and fever.
- ¿ The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.

5.0 EXISTING DRAWINGS

ADSTON UK WILL REFER TO THE CLIENT/CLIENTS AGENT IN RESPECT OF EXISTING DRAWINGS AS AND WHEN REQUIRED

6.0 DESIGN

ADSTON UK will on all occasions follow the instructions and procedures contained in the contract documents.

Temporary Works

ADSTON UK will ensure suitable safe systems for all temporary works.
ADSTON UK will appoint a temporary works co-ordinator, temporary works supervisor(s) and maintain a temporary works register

7.0 ISSUES REQUIRING PARTICULAR CONSIDERATION

Any COSHH information and requirements appertaining to included materials shall be strictly adhered to and any necessary Risk Assessments carried out.

7.1 Construction Materials

Typical examples of substances hazardous in contact with the skin:

- ¿ Brick, stone, plaster dust
- ¿ Cement
- ¿ Oxyacetylene gas
- ¿ Diesel oil and fume
- ¿ Fume from site cutting
- ¿ Rat poisons/pest control chemicals

The Contractor's attention is drawn to the need for precautions to be taken in accordance with manufacturers' information and statutory requirements with regard to

the use of potentially hazardous construction materials. Risk Assessments and Method Statements for dealing with any such materials are required.

7.2 Hazard Identification & Risk Analysis.

The Following areas have been identified by the Designer as possibly presenting a risk to the Health and Safety of Construction Workers. Detailed information will be required from the Principal Contractor as to how these problems will be managed:-

- ø Demolition
- ø Excavations
- ø Ground conditions that require stabilisation
- ø Crane / lifting operations using a telescopic handler
- ø Loading and unloading / movement of equipment
- ø Manual handling / heavy lifts / handling of materials and equipment
- ø Heavy plant and equipment working in common areas
- ø Working in the vicinity of biological hazards, i.e. vermin (rats etc.)
- ø Work involving the assembly of heavy prefabricated components.
- ø Interface with the public.
- ø Installation of roof trusses
- ø Temporary works

Method Statements will be produced for all the above items by the Site Agent or Sub Contractors as and when required before work commences.

No work, which will affects the operation of existing works, shall be carried out until a Method Statement has been submitted and approved by the client/Principal Designer.

A full and up to date copy of the specifications together with all current site plans will be available for inspection in the site office.

7.3 Contractors Risk Assessments & Method Statements

ADSTON UK (including sub contractors and self employed persons) carrying out construction work on this project shall identify from general Health and Safety Legislation and particularly from the Project Health & Safety Plan, those hazards and risks associated with their work on this project.

Method Statement.

	Title	Number/Date	Revision.
1			
2			
3			
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10			
11			
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8.0 SITE SET UP

8.1 Site Access/ Egress

The site is accessed from a newly formed road (unnamed) that serves the Rolls Royce Facility, the access road is accessed from a roundabout separating the A259 and A29, both roads are restricted to 40mph. Vehicles be directed to the unloading zone on site, this will not cause any congestion or safety issues for pedestrians, as the route in is via public and private highways.

When appropriate delivery vehicles will drive directly onto site where possible or be reversed onto site by the vehicle Banksmen and unloaded. The vehicles will egress the site in a forward direction in and where possible drivers to turn vehicles around and leave in the forward direction.

The foot path outside and opposite the site will be marshalled by a vehicle Banksmen during working hours. There are a number of commercial activities within the vicinity and due care and attention will be given to these, this includes various delivery lorries

Pedestrian Access will be used for the welfare and offices for site with very limited need for vehicular access but when in use will be controlled by a banksmen.

All personnel must sign in upon arrival to the site and they must also ensure that they sign out when leaving the site.

8.2 Site Induction Procedure

All persons must have attended a site induction before they commence work. This will be recorded, signed for and kept adjacent to the Health and Safety Plan. (See Appendix A). ON SIGNING IN ALL OPERATIVES WILL TAKE THEIR TEMPERATURE

8.3 The Storage and Distribution of Materials:

All materials to be stored in the compound, in an area to be agreed with the client.

8.4 The Movement of Vehicles on Site, particularly as this affects pedestrian and vehicular safety

Loading of lorries to be carried out with great care and awareness for other road users and persons on site and inline with the Traffic Management Plan.

8.5 Control and Disposal of Waste

Delivery of materials etc will be carried out via the front access. Consideration will be given at all times to members of staff. Delivery's and removal of waste will be carried out at the front of the building schedules are required to minimize disruption. All rubbish to be placed in skip containers and removed on a regular basis.

8.6 The Provision and use of Common Mechanical Plant

Full protection to be afforded to our areas of working. Our working area to be fully demarcated, protected and well signposted.

All plant to be well maintained and checked on a regular basis, only those personnel qualified to do so may use mechanical plant. A careful and sympathetic approach will be adopted with regard to noise and vibration levels.

8.7 The Provision and Use of Temporary Services

Temporary electric's to be 110 volt only.

8.8 Permits to work

Permits to work will be issued for the following operations and will be overseen by ADSTON UK at all times, these permits will be signed off at the end of the shift by the issuing person.

1. Live services
2. Live electrical systems
3. Hot Works
4. Work at Height ~ Mobile Tower/Steps

8.9 Exclusion of Unauthorised Persons

ADSTON UK will ensure that all visitors, contractors and suppliers are aware where they must report to the site office to receive further instructions.

As part of the Site Induction personnel will be encourage to direct visitors to the site office.

8.10 Welfare facilities

ADSTON UK will install an office, mess room, Toilet & drying facilities and situate these in an area within the site. These facilities will be maintained on a regular basis to ensure compliance with the Construction (Design and Management) Regulations 2015 and Schedule Two for the duration of the works which will include but not limited to:

A Microwave as a means of heating food, seating with Back Support & tables,

Provision of Kettle or Burco Boiler for the provision of making hot drinks.

Due to Covid-19 use of the welfare facilities will be restricted to ensure social distancing can be maintained. Personnel are encouraged to bring their own food to avoid the need to leave site to visit local shops. They will be advised of maximum numbers permitted at any one time; contractors will be designated authorised times available for their personnel. Touch points within the welfare facilities will be regularly cleaned with individuals advised to sanitise before and after use. Personnel must wash their hands before eating, drinking or smoking.

8.11 Fire precautions

Facilities provided by ADSTON UK shall be equipped with sufficient and suitable fire extinguishers, and all personnel will be trained in their use.

As the works progress and the fire risk increases ADSTON UK shall provide adequate precautions to ensure safe egress from the construction works.

Any hot works which require a heat source must be closely monitored during and for at least one hour after completion of the operations by the sub contractor carrying out such work, and suitable fire precautions and fire extinguishers must be provided by that sub contractor. ADSTON UK will issue hot works permits for the element of these works.

8.12 Highly Flammable Liquids (HFL) and Liquefied Petroleum Gas (LPG)

All contractors bringing HFL or LPG onto site shall ensure that they are stored and used in compliance with the requirements and prohibitions of the relevant statutory provisions, in particular the HFL and LPG Regulations, and the Pressure Systems and transportable Gas Containers Regulations 1989.

Hot Works Permits will be issued prior to commencement of cutting operation and will be issued by the Site Agent.

8.13 Overlap with clients undertaking

ADSTON UK are aware that they have sole use of works location during the contract period, but close liaison with adjacent site operations is imperative to the successful undertaking of the works.

9.0 INFORMATION AND TRAINING FOR PERSONS ON SITE

a) Health and Safety Information

All relevant Health and Safety information including this plan will be clearly displayed in the Site Office. ADSTON UK will provide an induction to each operative, staff and visitor prior to their commencement on site. Site rules will be made a part of the induction and the operatives will sign for the rules.

b) Tool-Box or Task Health and Safety Talks

Prior to any operation being carried out, the health and safety aspects shall be considered and discussed. The Site Agent will be not let any task be carried out until he is satisfied that the operative fully understands and is competent at the task.

c) The Display of Statutory Notices.

To be clearly displayed on the Site Notice Board.

e.g. Insurance Certificate
First Aid Posters
HSE Law Posters
F10
Emergency Notice

10.0 SITE RULES

Arrangements for Making Site rules and for Bringing Them to the Attention of Those Affected.

Specific Site Rules shall be set by the Site Agent in consultation with the Managing Director and Safety Officer and will be agreed with the Client. The majority of Site Rules are related to all schemes and these are based on past experience, knowledge and common sense, these are set out within the Health and Safety Plan. Should any additional rules become necessary to this project then these rules shall be posted on the Site notice board and incorporated within the Health and Safety Plan.

General

1. Observe all Health and Safety Matters & Site rules
2. Follow Covid-19 Procedures and controls at all times while on site
3. No drinking or alcohol allowed on site.
4. No parking or vehicles allowed on site unless a parking compound is provided.
5. Safety equipment to be used at all times.
6. At all times use the Welfare facilities provided.
7. No horse play on site.
8. Check that all road traffic signs are correctly placed.
9. Only authorised/qualified persons allowed to use plant/equipment.
10. No 240 volt equipment to be used on site.
11. No misuse or abuse of any safety equipment or of mechanical plant.
12. Report all incidents/accidents to the site agent.
13. Report any breach you may be aware of regarding Health and Safety Matters or Site Rules.
14. There will be controlled access into confined spaces.
15. No smoking except in designated areas.

Covid-19

- ¿ Do not attend work if you have any of the following symptoms:
 - o New continuous cough
 - o High temperature
 - o Loss of or change in normal taste or smell
 - o A member of you household has tested positive for covid-19
- ¿ Regularly wash your hands for at least 20 seconds and use hand sanitiser; this includes when arriving to work, before eating, drinking or smoking etc.
- ¿ Do not share tools or other items (items should be sanitised before use)
- ¿ Adhere to staggered start / finish times, break and lunch times
- ¿ Do not touch your face
- ¿ If you cough or sneeze do so into a tissue or the crook of your elbow. Dispose of tissues in bins provided and wash your hands afterwards
- ¿ Clean touch points e.g. handles, switches (kettle / water dispenser), tables and chairs in the canteen, before and after use
- ¿ Maintain social distancing while entering / leaving site and during works - if you have difficulties maintaining social distancing with a particular task speak to your supervisor
- ¿ Where you would normally sign your name this will now be recorded by the supervisor to prevent multiple handling of pens / paperwork etc.

Personal Protective Equipment

- a) Safety footwear and safety helmets must be worn when operating outside the Site Office.
- b) If you are engaged in or exposed to any hazardous activity then you must understand the Risk Assessment for that activity, and comply with any requirements to wear eye, ear, respiratory, hand or other protective clothing or equipment.
- c) Hearing protection must be worn whilst operating or working near excessively noisy equipment, this includes airlines, stihl saws, breakers, scabblers, most

vibrating equipment, dumpers and some generators/pumps. Noise assessments can be made available, if necessary.

- d) Eye protection must be worn when cutting, drilling or using air tools.
- e) When using hazardous substances, or if you are liable to be exposed to hazardous substances you must wear protective equipment detailed in the relevant COSHH assessment. Details available for the site office.

Access

- a) You must maintain safe access for others in your working area. This means not leaving materials, cables or debris in the area. Surplus materials must be cleared daily.

Plant/Machinery

- a) Any plant or machinery brought on to site must be accompanied by the appropriate registers and certificates. Copies of these must be provided to the Site Agent.
- b) You must not operate any plant or equipment unless you have been trained to do so.
- c) If you are responsible for examining a lifting appliance, you must ensure that you complete the correct paperwork on arrival and every seven days thereafter. In addition a copy must be left in the site office.
- d) You must not ride as a passenger in any dumpers. JCB or other mobile plant unless they are designed to carry passengers.
- e) Vehicles must not obstruct escape routes or access for emergency vehicles.
- f) Touch points of machines should be sanitised regularly

Delivery of Materials

All deliveries must report to the Site Office where a competent person will be instructed to supervise delivery and unloading etc.

Hazardous Materials

Any hazardous substance brought on to site must be accompanied by a hazard data sheet and COSHH assessments. Copies of these must be given to the Site Manager.

Hot Works

All hot work (Welding, burning or use of an open flame) must be covered by a 'Permit to Work' issued by the Site Agent. The Permit, any COSHH assessment requirements and fire procedures must be complied with. Acetylene equipment must be fitted with flame arrestors and non-return valves and must be used when vehicle mounted.

Electricity

- a) All tools used on site must be 110v or less unless otherwise cleared by the Site Agent.
- b) Generators must be properly earthed in accordance with the suppliers recommendations.
- c) No tools, equipment or cabin appliances may be used unless they have been inspected during the previous 3 month period, and a copy of an inspection given to the Site Agent, this includes hire equipment.

Systems of Work

- a) All 'Permits to Work' and method statements must be complied with.
- b) Alteration/adaption must be agreed with the Site Agent before implementation.

Accidents

All accidents must be reported to the First Aider/Site Manager. First Aid facilities are under the control of the Site Agent and are situated in the Site Office.

Visitors

Visitors must pre arrange their visit by appointment.

Public Danger

An enquiry from a member of the public about the site must be referred to the Site Agent.

Responsibilities

- a) All personnel have a responsibility for their own safety and that others affected by their activities. You must conduct yourself accordingly.
- b) All incidents or potential hazards must be reported to the Site Agent.

11.0 EMERGENCY PROCEDURES

Emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences

The emergency procedures will be clearly set out on the site notice board. They shall include emergency procedures for injuries, such as:-

Nearest Hospital
Location and contents of First Aid Box - Site Office
Name of First Aider - JOSEPH FARRELL
Location of Accident Book
Emergency Contacts - See Attached List

Emergency Procedures for dealing with Fire

Site Area

1. Raise the alarm by shouting by using the audible Bells sited around the site.
2. Call the Fire Brigade, giving directions of Site, and the shortest route, position of Fire and the likelihood of any flammable items or dangerous gases so that the Fire Brigade can ready themselves and save time on site.
3. On hearing the alarm
 - a) Personnel to meet on open area within compound
 - b) Site Agent to take charge and ensure all personnel are clear of fire.
 - c) Do not stop to collect belongings/tools.
 - d) Turn off all generators and power tools.
 - e) Attack fire with equipment provided in the site office, if it is safe do so.
 - f) Obey all instructions from the Site Agent and Fire Brigade.
 - g) Do not re-enter the site until told to do so.
 - h) Look outs to be posted to direct emergency services on correct route.

Generally, the Site Agent shall be in the possession of a mobile phone for the use of all Employees and Sub-Contractors in the event of an emergency.

Site Manager to draw up a Fire Plan at start of project and update as works progress, plan to be displayed on the site notice board.

11.1 Reporting of Accidents

Arrangements for Passing Information to the Principal Contractor regarding Accidents, Ill Health and Dangerous Occurrences.

An accident book shall be held in the Site Office and any accidents, ill health or dangerous occurrences should firstly be written in this book. The Safety Officer should be immediately notified and he will then immediately complete a R.I.D.D.O.R Report Form for onward transmission to the Health & Safety Executive.

All incidents and Accidents will be reported through to the Iidl Construction Manager and to SAFETYFORM.

11.2 Emergency Contacts

Emergency Contacts

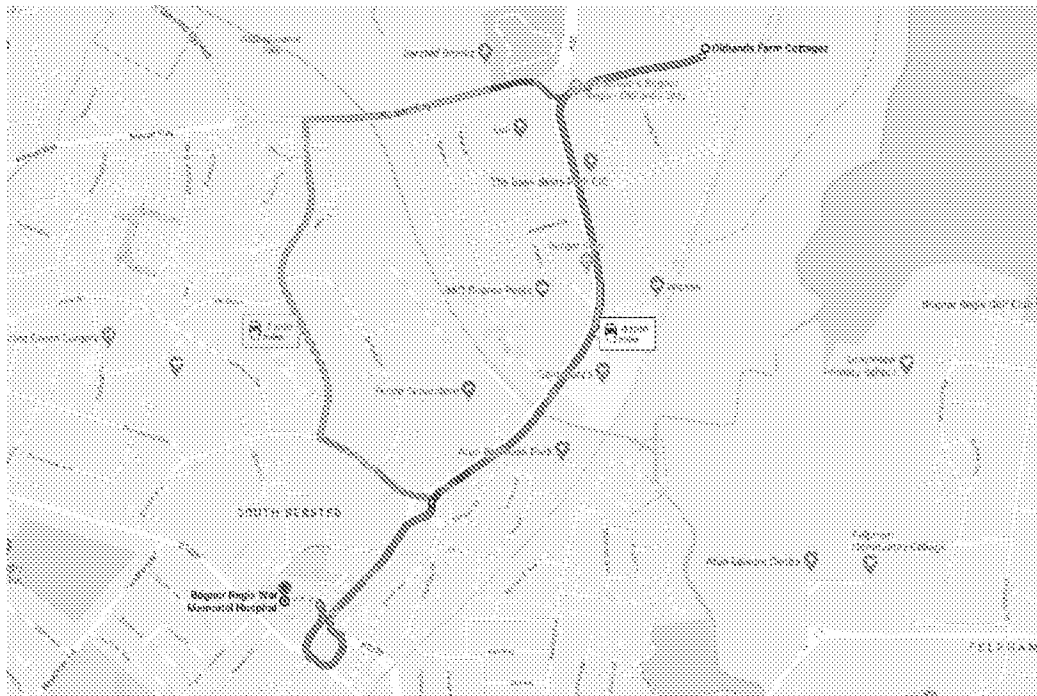
Name & Address

Tel No.

Hospitals

Bognor Regis War Memorial Hospital
Shripney
Road
Bognor Regis
PO22 9PP

Approximate travel time from the site is 4 minutes by car



12.0 SUMMARY FOR PROCEDURE FOR MANAGING HEALTH & SAFETY ON SITE

12.0 Roles and Responsibilities for Health & Safety.

- 12.1 The on-site management of employees' health and safety shall be the prime responsibility of individual employers and self employed persons. ADSTON UK shall have responsibility and authority for ensuring the overall control and co-ordination of health and safety across all construction work activities.
- 12.2 Where it is foreseeable that the health and safety of the general public or other contractors may be put at risk by contractors' or employees' work activities, ADSTON UK must be informed by the contractor or contractor's employee before the activity is progressed.
- 12.3 ADSTON UK shall, in consultation with the parties involved, carry out a Risk Assessment and introduce suitable and effective preventative and/or protective measures by means of toolbox talks and Method Statements displayed in the site office.
- 12.4 **Procedures of Auditing Health & Safety on Site**
ADSTON UK shall arrange for regular inspections of work activities to ensure compliance with relevant statutory provisions and this Project Health and Safety Plan, by M G health and Safety (UK) Limited.
- 12.5 **Employees Information, Instruction and Training**
ADSTON UK will give health or safety information, instruction or training before they commence on site by means of toolbox talks and site induction talks when new persons start on site.
- 12.6 **Advice From and Views Of Persons at Work on Site**
ADSTON UK shall establish an appropriate on-site procedure whereby persons at work on the site and persons affected by the construction site activities may offer health and safety advice to, and discuss health and safety problems with ADSTON UK
- Where ADSTON UK accepts the health and safety advice or is convinced that a health and safety problems exists they shall then take whatever measures they consider necessary to resolve the situation.
- 12.7 In the event of unforeseen eventualities which may result in significant changes to design/programme/resources, a meeting shall be arranged as soon as possible to be attended by the Principal Designer, Designer, Principal Contractor and any other relevant party with a view to resolving the problem with due regard to Health and Safety cost and time.

13 SAFETY FILE:

13.1 Procedure Frequency of Meetings

Regular meetings are to be organised with subcontractors to ensure that adequate information is provided regarding design changes, drawing revisions or materials being used, enabling this information to be provided to the Principal Designer for the ongoing development of the Safety File. All information will be collated by the Project manager.

13.2 Principal Designer Meetings

The Principal Designer will determine the frequency which he considers necessary for a meeting with the Principal Contractor to collate this information and, if necessary, to hold meetings with the subcontractors to co-ordinate design changes.

13.3 Relevant Information for the Health and Safety File

The Health and safety file will be developed as required by the client and will include but not be limited to;

Record of as built drawings and plans used and produced throughout the construction process.

The design criteria.

General details of the construction methods and materials used.

Details of the equipment and maintenance facilities within the structure.

Maintenance procedures and requirements of the structure.

Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure.

Details of the locations and nature of utilities and services, including emergency and fire fighting systems.

LIDL Health & Safety File Requirements

BA-No:

Store Name: LIDL BOGNOR REGIS

Main Contractor: ADSTON UK

Date:

A Main Contractors Manual Ok () / not ok (please comment) Comments

1. Description of project

2. Project Directory/ List of all sub-contractors, suppliers, consultants with addresses and telephone numbers

3. Residual Hazards

4. Key Structural Principles

5. Removal of Plant & Equipment

6. Project Inspection Report - completed by contractor

7. Structural Analysis

8. As Built Drawings

8.1 Elevations

8.2 Site Layout & Landscaping

8.3 Site Drainage & Services

8.4 Store Layout

8.5 Sectional Drawings

8.6 Foundation

8.7 Roof Design

9. Information from all subcontractors and suppliers

9.1 Auto doors

9.2 Aluminium shop fronts

9.3 Steel doors, laminate doors

- 9.4 Sectional door
- 9.5 Rapid roll/ flip flap doors
- 9.6 Mini Dock
- 9.7 Attic access hatch and ladder _ If Applicable
- 9.8 Locks, padlocks, key suiting, code lock
- 9.9 Bricks, blocks, concrete panels, wall insulation etc
- 9.10 Internal/ external plaster/ render/ finishes
- 9.11 Roof coverings, membranes, insulation
- 9.12 Zinc fascia, aluminium cladding, gables, soffits, rainwater goods
- 9.13 Drainage, pipes, chambers, pumps
- 9.14 Underground drainage storm water tanks, petrol/ oil separators
- 9.15 Boundary fences, gates and acoustic fences
- 9.16 Floor/ Wall tiles
- 9.17 Timber roof trusses, steel structure

10 Electrical

- 10.1 Brief description of system
- 10.2 Layout drawing
- 10.3 Distribution Board & Circuit Layout
- 10.4 Fruit and vegetable/ cosmetic lighting layout
- 10.5 Lighting information, Lux plot
- 10.6 Site Plan Externally
- 10.7 N.I.C.E.I.C certificates
- 10.8 Emergency lighting certification
- 10.9 Manufacturers Literature

11 Mechanical Manual

- 11.1 Brief description of System
- 11.2 Layout drawing
- 11.3 Main boiler information
- 11.4 Water heater
- 11.5 Supply and extract ventilation information
- 11.6 Unit heater (warehouse/information)
- 11.7 Recirculating fans/ heater, etc
- 11.8 Pump, valves, controls information
- 11.9 Cofely panel manual
- 11.10 Test & commissioning data _
- 11.11 Gas Safe Register certificate for gas installation _
- 11.12 Kitchen equipment (Fridge, dishwasher) _

12. Certification

- 12.1 Air Pressure Test
- 12.2 EPC
- 12.3 Building Regulation - Final Certificate

13. Non Standard

- 13.1 Ground Source Heat Pumps
- 13.2 Foul Water Pump, Storm Water Pump
- 13.3 Fuel Interceptor
- 13.4 Goods Lift
- 13.5 Passenger Lift & Travellator
- 13.6 Air Conditioning, Air Curtain
- 13.7 Bakery
- 13.8 Entrance Gate

14 Asbestos

- 14.1 Re-Occupation Certificate
- 14.2 Asbestos Report & Register

15 Demolitions

- 15.1 Residual Hazards
- 15.2 Structural Details
- 15.3 Fuel Tanks or Voids

15.4 Any Structure Left in Situ
15.5 Soil or Any Contaminants
15.6 Environmental Issues

16 Highways
16.1 As Built Drawings
16.2 Services Drawings
16.3 Bollards
16.4 Lighting & Signage

Layout & Format

The file will be produced in an electronic format. The file will contain as per what is above to satisfy

the CDM 2015 requirements.

- ☐ ☐ A brief description of the work that was carried out
- ☐ ☐ Any residual hazards which remain and how they have been dealt with
- ☐ ☐ Key structural principles
- ☐ ☐ Hazardous materials used
- ☐ ☐ Information regarding the removal or dismantling of plant and equipment
- ☐ ☐ Health and safety information about equipment provided for cleaning and maintaining the structure
- ☐ ☐ The nature, location and markings of significant services
- ☐ ☐ Information and as-built drawings associated with the project.

All contractors will provide any necessary information as required in relation to the completion of the Health and Safety File.

Arrangements for the Collection and Gathering of Information

Information will be collected and gathered by the Principal Contractor on behalf of all other contractors in liaison with the Principal Designer.

Submission requirements

The Health and Safety File format will be approved by SAFETYFORM on behalf of the client.

- ☐ ☐ The PC will within an agreed time submit electronically the required information direct to:

SAFETYFORM

- ☐ ☐ Failure to submit the H&S file will be escalated to the client since it is a legal obligation under CDM 2015 to ensure the H&S file has been created and made available to those who need it.

- ☐ ☐ SAFETYFORM will request the information twice before escalating to the client.

Storage of Information

The Health and Safety File will be stored and retained by the CDM Client on completion of the project.

The format of the Health and Safety will be held electronically by the PC on behalf of the CDM Client throughout the duration of the Project.

The content of the Health and Safety File shall follow the list of contents as set out in Appendix 4 CDM 2015 guidance document L153.

APPENDIX A

Site Induction Procedure

INDUCTION

It is the company Policy of ADSTON UK to ensure that all operations to be carried out are within the requirements of the Health & Safety at work Act 1974 and other relevant statutory provisions and codes of Practice.

ADSTON UK shall ensure a high standard of Health & Safety at the workplace. To ensure this high standard, co-operation is required from all operatives on site.

The Health & Safety at Work Act 1974 - Section 7

All employees shall ensure the Health, Safety and Welfare for themselves and for others that may be affected by their omissions. All employees shall co-operate within their employers to ensure safe place of work.

The Health & Safety at Work Act 1974 - Section 8

It is the duty of all persons not to interfere or misuse anything in the interest of Health and Safety.

GIVE BRIEF DESCRIPTION OF THE SITE AND HAZARDS INVOLVED WITHIN THE SAFETY PLAN.

SITE RULES.

All operatives shall adhere to method statements and risk assessments on site.

1. Covid-19 control measures as noted within induction and site rules must be adhered to at all times.
2. All personal transport must be parked in the delegated area.
3. Hard hats must be worn on site at all times, with the exception of the canteen and offices or unless written confirmation is given by the Site Manager.
4. Suitable and sufficient footwear must be worn at all times that will protect the operative from foot injury.
5. Only competent persons with certification shall operate heavy plant. Passengers are not permitted on machinery unless an appropriate seat is fitted.
6. Only competent persons shall mount abrasive wheels that is registered within the Site Office.
7. Only competent authorised persons shall install and alter temporary earthworks support.
8. The welfare facilities on site are provided to ensure that personal hygiene is maintained.
9. Urinating on site (outside of the toilet) is prohibited.
10. Smoking is only permitted in designated areas by the Site Manager.
11. Any person consuming alcohol or/and taking of illegal drugs is prohibited and will result in instant dismissal.
12. Violent behaviour is prohibited and will result in disciplinary action by the Site Manager.
13. Any injuries, however minor, shall be reported and recorded in the accident book located in the Site Office.

14. Personal Protective Equipment supplied by ADSTON UK shall be used correctly and any faults shall be reported to the Site Manager.
15. Areas around the site, identified by the Site Manager, must not be accessed by unauthorised persons - i.e. excavations.

ANY PERSON FOUND NOT COMPLYING TO THE ABOVE SITE RULES,
DISCIPLINARY ACTION WILL BE TAKEN BY THE SITE MANAGER.

.....

I have understood the site induction explained to me, by the Site Manager.

Name:.....(block)

Signed:.....

Date:..... Company

Name:.....

Site Manager:.....

Date:.....

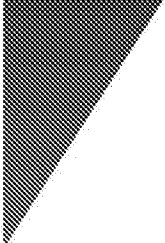
PRINT NAME:.....

DATE:.....

To ensure that ADSTON UK employ competent persons, we request that all employees/ operatives list appropriate qualifications/ certificates, achieved and still hold to date:-

Qualification/ Certificate	Date of Achievement	Expiry Date

APPENDIX B SITE PLAN

A large, dark, hatched triangle pointing downwards, located in the top-left corner of the page.

SITE PLAN

PROJECT METHOD STATEMENT

Site Name / Location of work to be carried out:

LIDL BOGNOR REGIS

Nature of work to be carried out or Project Title:

GENERAL PROJECT & SITE ORGANISATION, PLANNING & PREPARATION

Date(s) work is to be carried out: J ULY 2020

Detailed description of how the work is to be carried out:

This PROJECT METHOD STATEMENT should be read in combination with the relevant individual TRADE METHOD STATEMENT(S) as appropriate to this project that should be attached.

PRE-PROJECT & ONGOING ORGANISATION & PLANNING TO MINIMISE DISRUPTION

- Our health and safety principles objectives for this and all our projects are:

NO ACCIDENTS, NO HARM TO PEOPLE AND NO DAMAGE TO THE ENVIRONMENT.

- Pre-Start Meeting between ADSTON UK (The Company) Director or Manager & Client's Representative(s) & other parties as necessary.

- Complete project or aspects of project assigned wholly to Company will be permanently supervised on-site by a Company Site Supervisor as a minimum, at all stages including input by specialist contractors, if any.

- Designated Director or Company Manager or Site Supervisor will liaise and co-ordinate with Client's Representative and other contractor(s) on site at all time during works to ensure all authorised personnel on site are made aware of hazards and risks associated with the works and measures to be taken to minimise / eliminate same.

- Designated Director or Company Manager or Site Supervisor will ensure that where appropriate, relevant Work Permits / Clearance Certificates are obtained prior to the works concerned.

- The Company will ensure that all Operatives assigned to all work are competent by virtue of experience or training or both to carry out all work assigned to them. For relevant, high-risk work, the Operative will be working under appropriate, industry or government recognised certification e.g. NICEIC for electrical work; CITB or equivalent

- Where work and access / egress to, from and through the works area(s) will require the use of shared car parks, drive ways, footpaths, corridors, halls and rooms, the dates and timings will be agreed in advance and on an ongoing basis with the relevant Client's Representative(s).

- Where the work necessitates noisy or dust-generating activities, the dates and timings will be agreed in advance and on an ongoing basis with the relevant Client's Representative(s). Refer also to CoSHH

- Where required or if considered appropriate, a designated new materials supply drop-off and pick-up point and waste materials collection point, as close as practicable to the work area is to be agreed with the relevant Client's Representative(s).

- Operatives, where necessary depending on the sizes / volumes / shapes and types of materials to be handled will use hand barrows / trolleys / other mobile containers e.g. roller cages, as appropriate and will handle and co-ordinate materials load movements between the works area and designated pick-up / drop-off point so as to minimise the hazard potential to other personnel and to minimise the potential for damage to the premises fabric and decorations in the areas traversed.

- A van or lorry and / or skip or other container will occupy the designated drop-off / pick-up point at previously agreed times only, into which waste materials will be placed or from which new materials will be off-loaded.
- All waste to be removed from site by a Client / Site / Local Authority approved and registered waste carrier. All waste will be, if reasonably practicable, loaded to lorry by machine to minimise manual handling. Duty of Care /Waste Transfer Notes if required will be provided to Client's Representative.
- Emergency routes e.g. pathways or temporary alternative routes that will be clearly marked / signed and existing Fire Evacuation Assembly points, will be kept clear at all times throughout the project.
- Wet and Dry Risers, Foam Inlets, Extinguisher Points and Hydrants for emergency use must be kept clear and accessible at all times

SITE PREPARATION & ONGOING WORKS - PRECAUTIONS COMMON TO ALL TRADES

- Compound and Mess Areas
- Any Company compound area necessary outdoors, subject to agreement with the Client at Pre-Start Meeting, will be kept secure by use of fencing of an appropriate height with lockable gate and if appropriate, under cover depending on the types materials and equipment to be stored.

- Cordoning Off of Work Areas and Warning Signage

Cordon off work area(s) with barriers or bollards or warning tape, as appropriate and so far as reasonably practicable, making allowance for and with particular attention to each area if / where use is to be shared with the Client's normal undertaking / personnel / public i.e. shared car parks, drive ways, footpaths, corridors, halls and rooms.

Erect warning signs in prominent locations to raise awareness of the works, type(s) of works and the associated hazards.

- All signage will comply with BS 873 and BS 5499.

- Children - including Teenagers / Young Adults

If it is reasonably foreseeable that children / teenagers / young adults will be present within the shared parts of the premises or if they may reasonably be expected to attempt entry to the works areas, the following additional precautions will be taken:

- All equipment, tools, materials, etc. must be kept out of the way of children to prevent accidents to them, if necessary.

Locking the items away and out of sight for the duration of non-use.

- Deliveries if unavoidably occurring when children are present, a Banksman MUST be employed to ensure deliveries and vehicle movements are carried out totally safely in respect of all people but particularly children who are apt to dash out suddenly / unpredictably into potential danger zones.

- If any trenching, scaffolding, storage / compound areas are created, then these must be suitably fenced off / protected to ensure children do not attempt to use them as 'adventure playgrounds' and ensure there is no risk of children accessing areas where there is any risk of falling items.

- The Site Supervisor will monitor the site routinely and regularly to ensure all reasonably practicable precautions are taken to prevent children and others being harmed by the works.

- Existing Fire Emergency Systems

- Where dust / fume creating activities are undertaken in such a way that the existing smoke detectors are likely to be activated as false alarms, then only the individual detectors in the areas concerned will

be isolated (using plastic wrapping) while works are in progress with the wrapping removed on completion of works each day / shift.

- Waste skip and its location

Delivery of materials and removal of waste etc will be carried out via the front access. Consideration will be given at all times to members of the public and staff. Delivery's and removal of waste will be carried out in the existing loading bay at the front of the building and restricted to before 8.30am and after 5.00 pm. Close liaison with local bus service schedules are required to minimize disruption.

A secure i.e. lockable lid, waste skip will be sited (exact location to be confirmed)

Asbestos

A Refurbishment Demolition survey has been undertaken and will be instigated prior to commencement of works

- In the event that asbestos or suspected asbestos is found during the course of the works, this must be reported immediately to the Director or Company Manager or Site Supervisor who will then advise the Client and instruct that all work in the area concerned must cease immediately until authorisation is given by the Client that it is safe to resume work.

- Prior to all drilling and cutting / chasing, the Director or Company Manager or Site Supervisor will advise all Operatives concerned of the known or suspected location(s) of asbestos based materials in the relevant works area(s). Asbestos removal works, if found to be necessary prior to the main works being conducted, will be undertaken by a specialist asbestos removal contractor appointed by the Client.

- Under no circumstances is asbestos (or material suspected of being or containing asbestos) that forms part of the fabric of the building to be handled by anyone other than a specialist asbestos removal contractor. If small items of equipment are to be removed that contain asbestos as part of their mechanics / assembly then safe methods will need to be developed with the Client prior authorisation for their removal and safe permanent disposal within the local authority guidelines, by the appropriate contractor(s).

- If in doubt on any of the above issues concerning asbestos, contact the Company Director for advice.

- Refer also to CoSHH

Lead

Where lead is to be worked with, e.g. even if only handling and removal from site, then this work is only be carried out:

- By appropriately trained and experience Operatives using PPE (personal protective equipment) including, as appropriate: gloves, barrier creams, overalls, face / mouth / eye / nose masks, etc. that will be provided by the Company.

- The requirements of the Control of Lead at Work Regulations will be adhered to at all times.

- In segregated areas where such work will not cause a hazard to any other person.

- If in doubt on any of the above issues concerning lead, contact a Company Director for advice.

- Refer also to CoSHH.

Dust & Debris Ejected by the Works

Dust will be or is likely to be created from the different types of cutting and drilling works necessary in the building fabric or fixtures / fittings.

- Appropriate PPE (personal protective equipment) including face / eyes / mouth / nose masks (and powered respiratory equipment if necessary where there is inadequate natural ventilation) will be issued to all Operatives involved in such work and must be used in the appropriate circumstances, according to the training and experience of the Operatives or as directed by the Company Director or Manager or Site Supervisor.

- Dust Sheets (and supporting framework if necessary to completely enclose or fence off parts of an area) will be erected in each area where demolition, stripping-out, cutting and abrasive work could create atmospheric dust that could migrate into areas shared with or in use by the Client's normal undertaking.

- Protective Heavy Duty Curtains (and supporting framework if necessary to completely enclose or fence off parts of an area) to be erected around cutting work areas where debris could be ejected into the path of people outside the immediate work area and around areas where hot work / welding is to be carried out that could be hazardous to people outside the immediate work area (e.g. in terms of hot materials ejection or blindingly incandescent light).

- There will be a number of Vacuum Cleaners on site at all times and will be used to continually vacuum away dust created by the works so as to further minimise the risk of dust migration

- Refer also to CoSHH.

Weils Disease / Leptospirosis

This disease is known to be transmitted to humans through contact with urine of infected rats.

- The first aid facilities made available on site must be used immediately to clean and dress any wounds to skin / eyes that may occur in order to prevent infection.

- If it is suspected that rat's urine or other material that may have been in contact with rats has entered through any cuts / abrasions, this must be reported to the Company Director or Manager or Site Supervisor immediately who will institute the appropriate accident / emergency measures as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

- As preventive measures, toe protectors or similar footwear should be worn by all Operatives along with full leg length trousers / overalls, etc. when working on the premises.

CoSHH (Control of Substances Hazardous to Health) - including Dust created by the Works

Virtually all type of work carried by all trades people will require or have the potential to require the use of products that fall under the CoSHH regulations i.e. products which are or which contain substances that are hazardous to health e.g. adhesives, cements, mortars, aggregates, sealants, putty, paints, paint thinning and cleaning substances, other surface finish substances such as plaster, tarmac, bitumen and vehicle / engine / generator related substances such as lubricants, petrol, diesel and materials such as lead, fibrous insulation products and dry lining boards are also applicable under the regulations.

- The Company (and other contractors, if any involved under our management) are required to provide a Manufacturer's / Supplier's Safety Data Sheet (and where appropriate a CoSHH assessment relating to the actual proposed usage of or work on the material) for each applicable material used and each existing material within the premises where reasonably foreseeable or practicable upon which work is to be carried out that may give rise to fumes, dusts, etc. that could create a safety hazard to the operatives involved and others.

The above documents to be available to all persons concerned at site to be referred to in case of emergency e.g. spillages, contamination, and need for first aid treatment.

- The above documents to be forwarded to Client's representative upon as and when required.
- Warning signs will be used to warn of hazardous substance use where there is any risk of proximity to personnel other than the operative(s) involved. Operative(s) will as a minimum, use appropriate gloves, overalls, and if considered necessary, goggles and appropriate respiratory equipment depending on ventilation in areas concerned.

Noisy / Vibration Works

Various types of work will generate noise and sometimes low frequency vibration which may be disturbing to some people and which can harm the Operative involved, particularly caused by the use of electrical equipment / tools for cutting and drilling and when using hand tools e.g. cold chisels with hammers on masonry work.

- People sharing or nearby to the workplace will be advised by the Operative when noisy / vibration works are to start and will be advised to stay as far away as possible until finished.
- All Operatives will be provided with and will use ear defenders when engaged in noisy works and Visitors are to issued with ear defenders when noisy works are in progress
- Operatives using impact type tools including powered hammers will take frequent breaks and only use the equipment for short periods to prevent 'vibration white finger'.

Manual Handling

Manual handling for the purpose of this method statement and for all trades should be taken to include the use of barrows of all types, trolleys and other aids that still require loading / unloading by hand and which require physical effort to push / pull / manoeuvre them from location to location.

It should also be taken to include handling all types of hand tools including shovels, forks, etc. used for digging and mixing masonry materials e.g. cements, mortars, etc. and the use of all hand-held powered equipment such as electrical and pneumatic and hydraulic drills, angle grinders, etc. Work that requires muscular use and that may necessitate prolonged or repetitive body actions / static loading of muscles and unnatural postures / working positions are included as manual handling operations.

- As part of induction and regular refresher briefings - operatives advised and reminded of good lifting techniques, to use the legs not the back etc. To use mechanical aids wherever practicable.
- Any loads of 25Kg or greater will not be moved manually by any single Operative without prior risk assessment and reasonably practicable mechanical methods being adopted to minimise the strain on Operatives if loads cannot be broken down into smaller units.
- Operatives required to avoid manual handling which they believe may cause them injury - beyond their capacity. To make use of lifting aids, hoists etc. wherever practicable. To seek assistance from colleagues (team work) for heavy/awkward tasks.
- Operatives may only use mechanical devices such as goods hoists after receiving formal training in their correct use. Provision of mechanical aids must be suitable for the job and site. Hoists to be inspected weekly, examined every 6 months (entry on Statutory Register).
- Poor access arrangements, poor lighting, inability to find firm footing, etc. may impose additional constraints on good manual handling - to be reviewed by the Company Director or Manager or Site Supervisor and arrangements made to minimise the impact on operatives.
- Back support belts may be used, but should not be taken to warrant increasing the weight an operative may safely lift considering his personal capacity.

Buyers and Contract Managers to review the materials ordered, and where practicable purchase in suitable sizes for handling (i.e. 25kg bags of a material rather than 50kg bags). Site design to establish storage areas close to work, to minimise handling distances.

Use of Electrically Powered Equipment / Tools

- All electric power tools should be to BS 2769 or equivalent.

Appropriate protective clothing should be worn.

- Only qualified electricians must install, maintain and repair electrical supplies.
- Trailing electrical leads must be fixed in an overhead position or suitably protected.
- All portable electrical equipment must be tagged, registered and tested at regular intervals, the interval frequency depending on amount of use.
- 110 volt electrical system conforming to BS 4343 must be used. 240 volt electrical systems must not be used.

Refer also to Noisy / Vibration Works.

USE OF DISC CUTTER TOOLS

Mechanical and Hand Cutting of existing and new materials:

- If electrical cutting equipment is to be used, e.g. wet cutters, saws, drills, angle grinders, then 110 volt electrical system conforming to BS 4343 must be used. 240 volt electrical systems must not be used and the Operative will be provided with and will when appropriate, wear PPE:
- Heavy duty gloves of a type that will provide a suitable barrier to very hot metal and cuts
- Face hugging goggles and if appropriate, nose / mouth mask to prevent dust contamination to the eyes and nose.
- Use of hand cutting tools will be required e.g. hand saws, knives, drills, abrasive materials, etc.
- The operative carrying out this work will be provided with and apply dust sheeting (water proof if appropriate) to floors and to other areas as necessary to prevent dust migration to other areas. Appropriate sheeting will also be applied to furnishings if unavoidably present in / close to the work area.

Dust will be swept / vacuumed up as appropriate, bagged and sealed and removed from the work area. Operatives will be trained to change abrasive wheels and discs. Correct type of wheels/discs to suit the type of work and spindle speeds, etc will be available.

Wherever practicable, abrasive wheels will be fitted with working guards designed to contain every part of the wheel if it fractures. Abrasive wheels will be stored in a dry area that is not susceptible to extreme temperatures. All new discs will be inspected for damage before being fitted. All cutters and grinders will be regularly maintained. No loose clothing will be worn. Eye protection and hearing protection to the current standards will be worn.

The use of respiratory equipment and head and foot protection will be considered
Dispose of waste materials as specified above

Ladders

If a ladder is to be used, it must be used for short term working only and only because its use is unavoidable

e.g. due to space restrictions preventing use of other structural or mechanically assisted raised platforms or because it is otherwise not reasonably practicable to use an alternative. Where it is then decided to use ladders, the following background information, guidance and practical measures should be considered and applied as appropriate:

- Ladders are suitable for light work only
- Ladders must only be used if work can be reached without stretching
- Ladders should be fixed to prevent slipping (particularly where a 2nd Operative is unavailable to hold the ladder steady and to prevent slipping)
- Ladders should only be used where a good hand-hold is available
- Work tools must be attached to belt or shoulder bag, leaving hands free for climbing
- Ladders must not be used for lifting bulky or heavy loads. A gin wheel or other lifting equipment must be used in conjunction with ladder use for such loads.
- Before use, the Operative must check to ensure stiles, rungs and safety feet are correct and sound and must also check the instructions supplied with any extending or folding ladders to ensure they are set up correctly before mounting
- No home-made ladders or makeshift repairs to damaged ladders will be used on site - damaged ladders must either be made unusable and disposed of safely by the Company or repaired, if repairable, by an appropriate specialist
- Painted ladders will not be used (paint hides faults from checkers)
- Only heavy duty ladders will be used i.e. those intended for frequent industrial or commercial use
- Ladders will not be used when placed on loose bricks or packing. They will only be placed on firm level surfaces to minimise slippage
- To minimise risk, the ladder angle would best be set at one foot out for every four feet up
- The top of the ladder must rest against a solid surface (e.g. NOT against guttering or other loose or weak items that could cause the ladder to slip, twist or become unstable in any way
- A ladder longer than 3 metres (9 feet and ten inches), used as a way to and from a workplace must be fixed at the top, or if this is not possible at its base. If the ladder cannot be fixed someone will foot the ladder during use - (this applies during fixing)
- The ladder should extend to 1.05 metres (3 feet and 6 inches) above any landing place where people will get on and off it unless some other adequate hand hold is available
- Step ladders, Folding Steps, Platform Steps and Trestles: These all require special care in use - never use the top step unless it has specially signed hand holds and check that hinges, cords or restraining stays are in good order before use
- No materials or tools or equipment will be thrown or dropped by an Operative working on a ladder

For ladders on roofs, a safe means of moving across the roof must be installed e.g. roof ladders or crawling boards etc as appropriate

- Safety Harnesses: Safety harnesses will be provided where their use is considered necessary by the Company. They must be worn when instructed and when the Site Supervisor considers everyone knows how to check, wear, adjust and attach their harness before use. A shock absorber will be supplied and fitted to the harness lanyard which will allow for a free fall distance of no more than 2 metres. Wherever harnesses are worn the Company will consider and supply any additional equipment required to recover anyone who does fall.

- Ladders must not be used in high wind conditions or in excessively wet / rainy conditions. If limited wet working is essential, ensure suitable non-slip footwear is worn and that another Operative is available to ensure ladder does not slip and to help as necessary.

Working Outdoors / Poor Weather Conditions

- If practicable, do not carry out the work until the weather conditions are good enough to allow the work to be conducted efficiently, effectively and with the minimum possible risk.

- The Client and other contractors involved in the works must be consulted to gain their authorisation if the work is to be carried out in poor weather conditions.

- The Client may decide NOT to allow the work to be carried out in these conditions once they are appraised of the local weather conditions.

- Do not assume that the Client will want the work to be done in weather conditions which make the work and work site unsafe.

- Check with the Client before proceeding with work which may have to be carried out in unsuitable weather conditions.

- If work is urgent and must be done during poor weather conditions:

- Then the Site Supervisor is responsible for gaining approval to proceed with work from our Contract Manager and is then responsible for ensuring that all appropriate and adequate precautions are taken to prevent or to minimise the risks involved e.g:

- Appropriate clothing to be worn by all personnel concerned to minimise effects of dampness and cold on human body.

- Appropriate footwear to be worn by all personnel concerned with high grip soles (as appropriate to the surface to be trodden) to minimise risk

- Other appropriate protective equipment to be worn by all personnel concerned

- Carry out the Work at a pace which will minimise the risk of accidents and will ensure ongoing synchronisation of the work team

- Appropriate rain/snow/hail protection to be provided to cover the area of works if available and as practicable in the circumstances

- Other measures as deemed appropriate to suit the circumstances in consultation with: the Client, our Contract Manager/Head Office; other Contractors working on site

Housekeeping, Cleanliness and Tidiness

- During the course of works, particularly where work is conducted in shared areas, all Operatives will maintain the workplace and areas used for shared travel as clean and tidy as reasonably practicable. Where it is unavoidable to temporarily store tools / equipment and materials in shared travel areas, causing obstructions, signage and barriers or bollards or warning tape will be erected to minimise the risk to all person using those areas.

- At the end of each working day and on completion of the works, the site will be left clean and tidy with all waste materials and tools, etc. removed.

First Aid

A First Aid Kit including eyewash should be to hand at the workplace and fresh clean water should be immediately accessible should it be required as per CoSHH Data Sheet / Assessment for washing eyes or for drinking to flood the stomach, bearing in mind that water is not always the correct liquid for such situations.



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Contract:	LIDL BOGNOR REGIS		
Details:	Site Manager - Joseph Farrell		
	Banksman -		
Distribution:			
Originated by:	M GREATBATCH	Reviewed by :	
Date: 16/06/20		Date :	

Scope of Works

Traffic Operations in conjunction with the unloading and distribution of all materials

Traffic Management Plan

The site is accessed from a newly formed road (unnamed) that serves the Rolls Royce Facility, the access road is accessed from a roundabout separating the A259 and A29, both roads are restricted to 40mph. Pedestrian access to the site will be obtained from the adjoining footpath.

When appropriate delivery vehicles will drive directly onto site where possible or be reversed onto site by the vehicle Banksman and unloaded. The vehicles will egress the site in a forward direction in and where possible drivers to turn vehicles around and leave in the forward direction.

The foot path outside and opposite the site will be marshalled by a vehicle Banksman during working hours. The site access is large enough to accommodate all construction traffic. There are a number of commercial activities within the vicinity and due care and attention will be given to these, this includes various delivery lorries

Pedestrian Access will be used for the welfare and offices for site with very limited need for vehicular access but when in use will be controlled by a banksman. Immediately upon commencement, all deliveries, operatives and visitors to the Project will report to the security gate. This will be communicated to all early works contractors at their Pre-start meeting.

They will be inducted by Company staff, and be informed of Emergency procedures, assembly points, first Aid, site rules, location of welfare facilities, etc. at this time. They will be instructed to sign in and out at the security gate each day. PPE appropriate to the tasks being

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Contractors, visitors and staff will use existing pedestrian pathways until such time as the sites are enclosed and access control is operational.

All contractors are requested to give details of proposed timing of material deliveries to the site

Adston will ensure the traffic Management Plan therein are included within all trade contractor tender enquiries to ensure early understanding and acceptance / compliance with the rules that will be enforced.

No lorries will be allowed to lay-up in surrounding roads

Labour requirements

Banksman/Site Supervisor controls all coordination of the Traffic.

All deliveries and loads accepted by Banksman and organized appropriately, All deliveries scheduled and listed in Site Managers Office.

Discussions on deliveries and distribution of materials held with Site Manager this then developed further with site team.

All banksman to have the required training on the site traffic management plan.
hi viz worn by All operatives

Communication

No traffic movement will commence until instructed by the Banksman.

Traffic management Plan

Hazards

Poor Planning

Poor Visibility

Physical Obstructions

Untrained Banksmen

Proximity of other employees/public

Poor maintenance, examination & testing

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Method Statement for Traffic mangement, Lifting & Placing Materials

PPE

All operatives required to wear head protection and safety footwear at all times.
Banksman to wear orange hi - viz.

Note: Each operative is responsible for ensuring the good condition of his PPE.
The Site Manager/Site Supervisor will monitor all PPE on a daily basis as part of the ongoing Health & Safety programme.

Works Procedure

- 1.0 Operatives to be fully conversant with the safe system of working intended for the works
- 2.0 Good means of access & egress to be maintained to the working area at all times
- 3.0 All vehicles being unloaded are to be controlled by a designated Banksman.
- 4.0 Site Supervisor will ensure compliance with the operatives and procedures described above.

Delivery of materials

1. Materials to be delivered to site by lorry and unloaded from the designated area
2. All lorries delivering should park outside and report to site office
3. Banksman then assist lorry into loading area to unload
4. Materials to be lifted one at a time.
5. Materials to be lifted in horizontal position only.

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6. Great care and attention to be given to the interaction with pedestrians
7. Materials not to be lifted/unloaded until Banksman has signalled to do so.
8. Materials to be placed in required position.
9. With materials in position banksman to bank the vehicle from the site
10. This process to be repeated for all deliveries.

Removal of Waste

1. Waste Materials to be removed from site by lorry and loaded from the designated area at front of building in loading bay
2. All lorries should park outside and report to site office
3. Banksman to assist lorry into loading area to load
4. Waste Materials to be lifted one at a time.
5. Great care and attention to be given to the interaction with pedestrians
6. Waste Materials not to be lifted/loaded until Banksman has signalled to do so.
7. Materials to be placed in required position.
8. With waste materials in position banksman to bank the vehicle from the site
9. This process to be repeated for all waste removal.



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Method Statement / Risk Assessment Record Sheet

I have read and understood the Method Statement / Risk Assessment for the Traffic Management, lifting and placing of materials and removal of waste at the above development.

Name	Signature	Date

Checked by Site Manager/Site Supervisor ů ů ů ů ů ů ů ů ů ů ..



SECTION OF WORK: LIDL BOGNOR REGIS

Risk assessment for: Delivery and waste movements to Site

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Vehicle movements	Pedestrians, vehicle operators	Untrained drivers	4	4	16	All drivers should be fully trained and authorised to drive vehicles. Supervisors should monitor driving standards at all times to ensure all operations follow site safety rules.	2	4	8
Vehicle movements	Pedestrians, vehicle operators	Contact with Persons	4	4	16	A banksman will be in attendance for all deliveries, These will be carried out as per the health & safety plan. Supervisors should monitor driving standards at all times to ensure all drivers follow directions.	2	4	8
		Falling materials from vehicles	4	4	16	All vehicles will be roadworthy and loads secured prior to travelling away	1	4	8
		Dust/debris being raised in the air by vehicle movement	3	3	9	Drivers to be briefed to reduce speeds to as low as possible. Haul road to be cleared on a regular basis to reduce debris	1	3	6
		Site Operatives	4	4	16	Clear signage for contractors with dedicated access points with pedestrian crossing points where practicable. Signs and warning lines to clearly indicate safe areas and where vehicle movements are prohibited.	2	3	6

LIKE LIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)

SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)

Degree of Risk (DR) = LIKE LIHOOD x SEVERITY

* Residual risk is the levels of risk that remain, after suitable and sufficient control measures are introduced

Originator MARK GREATBATCH

Date completed 16/06/20

Job title HEALTH AND SAFETY ADVISER.....

Date for revisionůůůsignificant changeůůůůůůůůůůůů.

Semi-Generic Risk Assessment & Action Required

Assessment location	Assessment date	Date of last Assessment
LIDL BOGNOR REGIS	J JULY 2020	

Activity / situation

This Assessment has been formulated to cover the core Company activities for which Policy procedures and support documentation have been produced. Activities / situations which fall outside of this Assessment will require to be additionally assessed and all appropriate controls put in place to minimise risks and hazards.

HAZARDS IDENTIFIED		TYPES OF PERSONS AT RISK					WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					LEVEL OF RISK WITHOUT ADDITIONAL CONTROL MEASURES IN PLACE
		EMPLOYEES	YOUNG PERSONS	CONTRACTORS	PUBLIC	VISITORS	FATAL INJURY	MAJOR INJURY	ILL HEALTH OR DISEASE	MINOR INJURY	PLANT ENVIRONMENT	LIKELY / FORESEEABLE	PROBABLE	POSSIBLE	REMOTE	IMPROBABLE	
Ref	General description of risk																
1	site compound access and egress. Tripping, slipping, poor housekeeping, stacking and storage of components and materials, insufficient illumination, congestion, soft and uneven ground, gradient slopes, pedestrian pavement cross-overs.	V	V		V	V	V						V				Med
2	Security. Risk to trespassers, damage caused by trespassers.		V		V			V						V			Med
3	Accessways. Unsafe obstructions. Cross contamination of other works, uneven surfaces, trips, slips and falls, congestion, vehicle manoeuvres.	V		V		V		V					V				Med
4	Driving lorries/vans and company cars. Qualified drivers required, tiredness, road rage, driving under the influence of alcohol and drugs, speeding, cab tidiness, vehicle maintenance, security of loads, weight distribution, snow, rain and icy weather.	V	V	V	V	V	V							V			High
5	Loading & unloading lorries/vans. Competent plant operators & banksmen, risk of lifting appliance or gear failure, manual handling, windy conditions, conveying materials, gradient slopes.	V		V	V			V					V				Med
6	Working at height. Fall of persons or tools/equipment/components, suitability & condition of access equipment & working platforms, bad weather conditions, rain, wind, snow, ice & hot weather.	V		V			V					V					High
7	Ladders. Persons falling off ladders - main causes are:- unsecured, stability, strength, size, type, condition, incorrect angle, inadequate hand-hold and over-stretching.	V		V			V						V				High
8	Working with lifting appliances and lifting gear. Unsuitable lifting appliances with regard to SWL, reach and working environments, incompetent operators, insufficient or unsuitable lifting gear, unsafe condition of plant and lifting gear, congested working environment, overhead hazards, uneven surfaces, soft ground, incorrect slinging and signaling, loads striking other objects, problems with communications, slewing hazards.	V		V	V		V					V					High
9	Electrical risks for installation works. Risks of electrical shocks, burns & fires, failure of systems and equipment.	V		V			V						V				High

10	Manual Handling. Heavy lifting, awkward shapes and sizes, team lifting, sharp edges, manouvring of equipment and components, unsuitably fit employees, etc.	V		V				V				V				Med
11	Using power tools, machines & plant. Others not keeping a safe distance, congested working environment, noise, dust, electrical shocks, cuts, abrasion, entrapments, amputation, eye damage, insufficient guarding, equipment failure, poor maintenance, incompetent operator.	V		V			V			V			V			High
12	Foundation/Excavation works. Ground collapses and gases, falling into excavations, safe access and egress.	V		V			V					V				High
13	Environmental hazards. Chemical contamination & biological hazards, unknown underground services & safe access. Neighbouring premises risks & hazards. Neighbourhood risks, noise, dust, vegetation damage, mud on roads, etc.	V		V		V	V			V			V			Med
14	C.O.S.H.H. Using substances or carrying out processes with substances which could be hazardous to health, i.e., inadequate safety controls and the reliance of wearing suitable PPE.	V		V				V				V				High
15	Housekeeping. Untidy working areas causing unnecessary obstructions/ hazards and stability of stacked materials/components. Build-up of rubbish increases risk of fire.	V		V			V					V				Med
16	Noise. Plant & machine operation noise levels exceeding acceptable levels for employees & environmental levels. Employees subjected to other contractors or environmental noise.	V		V		V		V				V				Med
17	Hot Works. soldering pipes, angle grinding, etc.	V		V		V	V					V				High
18	Biological hazards. Hygiene standards with regard to canteens, clothing and environmental working conditions.	V		V			V						V			Med
19	Stacking & storage of materials & components. Stability, floor loading, potential obstructions, ergonomics, accessible locations.	V	V	V	V	V	V					V				Med
20	Lone Workers. Violence, manual handling, working unsupervised, environment hazards.	V		V			V						V			High
21	Confined Spaces. The build-up of toxic or flammable gases, oxygen deficient atmospheres, inadequate ventilation, etc., in environments such as basements, sewers, tanks, excavations, inadequately ventilated rooms.	V		V			V				V					High

REF No.	EXISTING CONTROLS & INFORMATION	CONTROL MEASURES SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
1	Site compound access and egress. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure Site and compound entrance signs are well displayed, i.e., 'Caution - Entrance' and 'Danger - Keep Out - Authorised Persons only'.	On-going - Manager in charge of premises/works		Low
		Ensure the entrance to the site is well illuminated during dark hours of working.	On-going - Manager in charge of premises/works		Low
		Ensure that lorry drivers are regularly reminded to be careful when entering and leaving the site, i.e., to be aware of pedestrians and other road users safety.	On-going - Manager in charge of premises/works		Low
		Regularly check the condition of the cross-over between the site/compound entrance and the road to ensure that it is kept in safe order.	On-going - Manager in charge of premises/works		Low
		Ensure that difficult lorry manoeuvres are assisted by competent banksmen wearing fluorescent garments and that safe distances are maintained by personnel for lorry manoeuvres.	On-going - Manager in charge of premises/works		Low
		Personal protective equipment is normally required to be worn in these areas. The type of PPE will depend very much on the site and site compound activities.	Manager in charge of premises/works		Low
2	Security. Refer to Security Contractors arrangements and any security device handbooks.	Ensure that the fencing is kept in good secure order.	On-going - Manager in charge of premises		Low
		Ensure that site gates are securely locked when the premises are being worked in. Regularly check that security devices covering the premises are operational.	On-going - Manager in charge of premises		Low
		Ensure 'Danger - Keep Out - No Unauthorised Persons' signs are displayed around the fencing/hoarding and gates around sites.	On-going - Manager in charge of premises		Low
3	Accessways. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure that accessways are demarcated clearly and are not unsafely obstructed by works/operations and that storage and parking do not cause an obstruction. Accessways should also be kept in good condition, well illuminated during hours of darkness, firm and without surface trips and slipping hazards. Consideration should be given to bad weather, particularly with regard to wet and freezing conditions.	On-going - Manager in charge of premises & Supervisor		Low
		Give regular Tool Box Talks to the works personnel and inform visitors with regard to keeping accessways free from unsafe obstructions.	On-going - Manager in charge of premises & Supervisor		Low
		Any obstruction of accessways should be removed immediately. Investigate the reasons obstructions occurred and eliminate the problem at source where possible or provide additional provisions to prevent obstruction problems from reoccurring.	On-going - Managers & Supervisor		Low

4	Driving lorries/vans and company cars. General arrangements covered in the Company Safety Policy Safety Procedures.	Company Induction for new lorry/van/company car drivers should include all appropriate safety rules. Ensure that any drivers licences are in order and vet the arrangements of sub-contracted haulagers to ensure their arrangements are in order, i.e., qualified drivers and that their vehicles are being maintained in good order and are appropriate for what is being transported.	On-going - Managers who have responsibilities for transport or employees driving company vehicles		Low
4		Ensure that lorry/van/company car drivers receive regular Tool Box Talks on road safety, good driving practices, loading and unloading lorries/vans, PPE and vehicle maintenance.	On-going - Managers who have responsibilities for transport		Low
		All drivers of company vehicles must be regularly reminded not to drive under the influence of alcohol or drugs, or when they have had insufficient sleep and are suffering from tiredness, or any health ailments that will affect safe driving.	On-going - Managers who have responsibilities for transport or employees driving company vehicles		Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	On-going - Managers who have responsibilities for transport or employees driving company vehicles		Low
5	Loading and unloading lorries/vans. Refer to the following Sections contained in the Company Health & Safety Policy:- Manual handling; Lifting Appliances and Lifting Gear.	Ensure that lorries/vans are not overloaded and materials and equipment do not overhang the vehicle. Ensure that the loads are secure and weight is distributed safely in accordance with the design capabilities of the vehicle.	When loading lorries/vans - Lorry/Van Drivers, Personnel assisting, as well as Managers responsible for transportation		Low
		Check that vehicles are in good safe order and tidy before setting off.	On-going - Lorry/Van Drivers		Low
		Ensure when loading and unloading vehicles that there is sufficient room around the vehicle to prevent cross contamination of risks with other persons, in particular ensure that accessways are not unsafely obstructed.	Managers responsible for transport, Lorry/Van Drivers & Yard Personnel		Low
		Ensure that ground conditions are suitable for loading vehicles, i.e., hard-standing areas without pot-holes and if there are gradients, all necessary precautions are taken such as the application of handbrakes and chocking of wheels.	Managers responsible for transport, Lorry/Van Drivers & Yard Personnel		Low
6	Working at height. General arrangements covered in the Company Health & Safety Policy	Wherever possible, risks and hazards must be eliminated. Where risks and hazards remain, all necessary control measures must be provided. Working at height operations must always be supervised by a competent person. All persons required to work at height must be competent. Work above an excavation is considered Work at Height.	Contracts Manager & Supervisor		Low
	Work At Height Regulations 2005.	Persons working at high levels must not put themselves at risk from falling, or put persons who may be in the vicinity at risk from falling materials or equipment.	Contracts Manager & Supervisor		Low
		Working in windy conditions will involve greater safety control measures to be employed to protect persons and materials, etc., from falling.	Contracts Manager & Supervisor		Med

		Wet conditions - extra care and control taken to prevent slipping.	When raining - Supervisor		Med
		Operatives are not to work where it could be possible for them to fall in icy or snowy conditions.	When icy or snowing - Supervisor		Low
		Where there is the potential for persons to fall, there must be adequate prevention protection in place. There should also be adequate protection to prevent materials and debris etc., from falling.	Before work starts - Supervisor		Low
		Ensure a Safe Method of Work and arrangements are in place and communicated to persons who will be carrying out high level works.	Before work starts - Supervisor		Low
		Ensure adequate safe access to high level works is provided.	Before work starts - Supervisor		Low
7	Ladders. General arrangements covered in the Company Safety Policy Safety Procedures. Work At Height Regulations 2005. HSE Guidance - Safe Use of Ladders and Stepladders.	Working off ladders constitutes working at height. Ladders should be considered as access equipment only wherever possible. If persons have to use ladders as access or to work from, the ladder must be adequately secured in place at the correct angle. Wherever possible both hands should be free for adequate hand-hold, otherwise provisions such as a safety belt / fall arrest system should be utilized to prevent persons from falling off the ladder when their hands are occupied. In addition, persons using ladders should not overstretch.	Before work starts. Contracts Manager & Safety Consultant		Med
		Carrying materials up and down ladders increases the risk of falling and therefore should be avoided wherever possible so that both hands can be used for adequate hand-hold. Small tools and materials could be clipped to tool belts etc., to keep hands free providing they do not hinder or obstruct the climb or descent from a ladder.	Before work starts. Contracts Manager & Supervisor		Low
		The correct type of ladder should be used dependent upon the circumstances. The ladder should be strong enough and durable so they withstand being easily damaged. Note: Lightweight ladders have the advantage of being easily carried and manoeuvred, but the disadvantage is that they are susceptible to damage.	Before operatives start work on site. Contracts Manager & Supervisor		Med
		Any person required to use a ladder in connection with their work should be trained in the safe use of the type of ladder and any associated equipment to safeguard them from the risk of falling. Note: Persons using heavy and long ladders will require manual handling training. All persons working from ladders must be medically fit and must not suffer from medical conditions such as black-outs and dizziness.	Before operatives start work on site. Contracts Manager & Supervisor		Med
		Environmental and weather conditions can increase the risk when using ladders, i.e., mud, uneven and soft ground, obstructions, snow, ice, rain, etc. When these elements are present precautions should be taken to eliminate these risks which could cause hazards to ladder users.	Before operatives start work on site. Contracts Manager & Supervisor		Med
		All ladders used must be in good order. They should be checked regularly to ensure they are kept in good order.	Before operatives start work on site. Contracts Manager & Supervisor		Low

REF No.	EXISTING CONTROLS & INFORMATION	CONTROL MEASURES SAFE METHOD OF WORK STATEMENT PROCEDURES	TARGET DATE & ACTION BY	COMPLETED	RESIDUAL RISKS
8	Working with lifting appliances and lifting gear. General arrangements covered in the Company Safety Policy Safety Procedures. Manufacturers and Hire Information.	Competent persons must plan and supervise lifting operations. Arrangements to be checked before commencement of works, i.e., lifting appliances and lifting gear test certificates, Safe Working Loads, radius lifts and weight of materials to be lifted.	Before lifting operations are carried out. Contracts Manager & Safety Consultant		Low
	Lifting Operations & Lifting Equipment Regulations 1998, Lifting Assessment & Lifting Plan, Test Certificates and Records of repairs and maintenance.	All lifting operations must be planned in advance of the work being carried out and managed by a competent person.	Contracts Manager & Supervisor		Low
	The Provision & Use of Work Equipment Regulations 1998. Work At Height Regulations 2005.	To aid safe lifting, loads to be lifted wherever possible should have the load weight clearly marked-up and provisions for safe lifting should be provided, i.e., securely palletted, fitted with lifting eyes or other safe provisions for attaching lifting gear.	Contracts Manager & Supervisor		Low
	The Personal Protective Equipment Regulations 2002.	Competent Certificated Operatives to be used. Check arrangements before commencement of work.	Contracts Manager & Supervisor		Low
	Manufacturers / Suppliers Specification & Guidance.	PPE Assessments are required to be carried out for persons involved or affected by lifting operations.	Contracts Manager & Supervisor		Low
9	Electrical risks for installations & works. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to M & E drawings. The Electricity At Work Regulations 1989. The Electricity Supply Regulations 1988. The Low Voltage Electrical Equipment (Safety) Regulations 1989. The IEE Wiring Regulation (Code of Practice) 17 th Edition.	A competent person must plan, supervise, test and inspect all electrical works and installations. Arrangements to be checked, i.e., service drawings. Detailed Safe Method of Work Statement required for working safely with electrical systems. Competent qualified Electricians (ECA or CEE) to be engaged on electrical systems in excess of 110v. Check qualifications of personnel.	Before electrical work starts. Contracts Manager & Safety Consultant Before electrical works start. Contracts Manager & Supervisor		Low
		Test installation.	Initial and every 5 years or after any alteration - competent Electrician.		Low
		PPE Assessments are required to be carried out for persons involved in electrical works.	Contracts Manager & Supervisor		Low
10	Manual Handling. General arrangements covered in the Company Health & Safety Policy.	Provide adequate instruction on minimizing manual handling and good manual handling techniques.	Minimum refresher training every three years to be arranged by Management		Low
	Refer to Manual Handling Regulations and Code of Practice.	Provide manual handling aids wherever reasonably practicable.	Managers & Site Managers		Low
	HSE Guidance.	Ensure that personnel who have to carry out manual handling operations are suitably fit.	Managers & Site Managers		Low
		Ensure personnel carrying out manual handling are aware of the weights involved.	Managers & Site Managers		Low
		Carry out Manual Handling Assessments - refer to Manual Handling Assessment sheet contained in the Appendices section of the Company Health & Safety Policy.	Managers & Site Managers		Low

		Where loads are in excess of 25kg and there are no suitable lifting aids that can be utilised safely, team lifting may be necessary. All persons involved in team lifting will need to be coached with regard to the additional techniques necessary for safe team lifting.	Managers & Site Managers		Med
		PPE Assessments are required to be carried out for persons involved in manual handling.	Managers & Supervisor		Low
11	Using power tools, machines and plant. General arrangements covered in the Company Safety Policy Refer to Manufacturers guidance.	Operators of power tools, machines and plant must be competent and suitably trained and instructed on their safe use and general safety awareness with regard to how this equipment could affect others safety. Check that operatives using power tools, machines and plant are competent.	Senior Management & Supervisor		Low
	The Provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety At Work Regulations 1999, The Control of Noise At Work Regulations 2005. Approved Code of Practices for the Safe Use of Woodworking Machines. HSE Guidance Notes.	Ensure that power tools, machines and plant are in good order before issue and use. All guards must be in place and equipment which generates dust should be of the design to suppress dust or have dust collection devices fitted. The Method of Work when using power tools etc., must be fully considered to minimise dust, noise and dangers from moving parts or fragments flying-off of material being worked on.	Supervisor & Operator		Low
		Ensure power tools, machines and plant are properly maintained and a record kept of servicing and repairs.	Supervisor		Low
		Ensure the correct power tools, machines and plant are used for the job. Equipment that has been designed properly for a job will minimise the risks and hazards, but there will always be a need to take into account the environment where equipment is used and how that may affect the operator or others in the vicinity.	Supervisor		Low
		Machines and plant being maintained or repaired must be safely isolated, locked-off where there could be a possible risk of entrapment or electrical hazards, etc. This should be carried out under a Permit to Work.	Supervisor & Maintenance Engineer/Plant Operator		Low
		Machines must be properly installed in accordance with the Manufacturers specifications	Senior Management & Supervisor		Low
		To minimise the risks of electrical shock when using electrically powered tools, battery powered tools should be used wherever possible or 110v. Battery powered tools additionally eliminate trailing lead hazards.	Senior Management & Supervisor		Low
		Inspection and PAT testing of portable appliances, keeping maintenance records and manufacturers data sheet information.	In accordance with manufacturers usage terms - competent Electrician		Low
		PPE Assessments are required to be carried out for persons using power tools, machines and plant.	Managers & Supervisor		Low

12	Excavation works. General arrangements covered in the Company Safety Policy Procedures. Preliminary and Construction Health & Safety Plan Check Service Drawings for the area. Refer to BS Standards & HSE Guidance.	Detailed Safe Method of Work Statement required for the foundation/excavation aspects of a contract. This should include details of temporary support of the ground and safeguarding others who could be affected by the works. This work should be carried out under the operation of a Permit to Dig to ensure all necessary safeguards are in place.	Senior Management & Supervisor		Low
		Check competency of personnel carrying out this work.	Management & Supervisor		Low
		Use an underground services locating tool to survey an area where excavation works are required. Mark clearly any located services and do not use mechanical tools within X metre of any live service.	Supervisor		Med
		PPE Assessments are required to be carried out for persons carrying out foundation / excavation works.	Managers & Supervisor		Low
13	Existing building hazards. General arrangements covered in the Company Safety Policy.	Before any works commence a survey and investigation of the working areas and accessways should be carried out to ensure that all hazards are identified and that all necessary control measures are included in the Health & Safety Plan and Safe Method of Work Statements.	Senior Management, Supervisor & Safety Consultant		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & the workforce		Low
14	Environmental hazards. General arrangements covered in the Company Safety Policy, Parts 1, 2 & 3. Environmental Regulations. Local Authority requirements.	Careful consideration should be given to operations to ensure that all environmental issues are complied with and that there is the least amount of effect on the environment.	Senior Management & Supervisor		Low
		Competent persons must carry out Surveys to ascertain whether there are any environmental hazards such as hazardous materials or hazardous contaminations. If environmental hazards are present, competent persons must carry out an Assessment and plan and supervise the works.	Management, Supervisor & the workforce		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & the workforce		Low
		PPE Assessments are required to be carried out for persons carrying out works in areas where environmental hazards are present.	Managers & Supervisor		Low
15	Control of Substances Hazardous to Health (C.O.S.H.H). General arrangements covered in the Company Safety Policy Safety Procedures. Refer to COSHH Assessment and Manufacturers Data Sheet information.	Assessments to be carried out for substances used by the Company which could be hazardous to health.	Before use. Contracts Manager, Supervisor, Safety Consultant & Sub-contractors		Low
		Ensure COSHH Assessments are conveyed to persons who are using potentially hazardous substances and that adequate instruction and safeguards are in place to prevent ill health and hazards.	Senior Management & Supervisor		Low
		Any potentially hazardous substances should be substituted for safer substances wherever possible.	Senior Management & Supervisor		Low
		PPE Assessments are required to be carried out for persons working with substances which could be hazardous to health.	Managers & Supervisor		Low
16	Housekeeping. General arrangements covered in the Company Safety Policy Safety Procedures.	Ensure personnel are made aware of the importance of the arrangements for housekeeping during Inductions and Safety Tool Box Talks.	On-going. Office Manager, Contracts Manager & Supervisor		Low

17	Noise. General arrangements covered in the Company Safety Policy Safety Procedures. Refer to HSE Guidance Notes. Local Authority requirements. The Control of Noise At Work Regulations 2005	Ensure that Noise Assessments are carried out for all operations which generate noise levels which could affect persons hearing and where levels of noise could be in breach of Local Authority conditions. Noise Assessment form contained in the Appendices section of the Company Health & Safety Policy.	Before Contract starts & On-going. Contracts Manager & Supervisor		Low
		Company personnel who could be affected by noise levels should receive adequate information regarding safeguarding their hearing. This information should be given during Induction and regular Safety Tool Box Talks.	On-going. Contracts Manager & Supervisor		Low
		Ensure that noise suppression techniques are employed where appropriate.	On-going. Contracts Manager & Supervisor		Low
		PPE Assessments are required to be carried out for persons who may be subjected to noise levels above 80 dBA.	Managers & Supervisor		Low
18	Hot works. General arrangements covered in the Company Safety Policy Safety Procedures.	Risk Assessments for hot works must be carried out by competent persons. Working environments which could be at risk from hot works must be under the control of a Hot Works Permit. Careful consideration and provisions must be given to the risk of fires.	Senior Management & Supervisor		Low
		All persons should be informed of hazards and control measures in the form of Induction and Tool Box Talks, etc.	Management, Supervisor & the workforce		Low
		PPE Assessments are required to be carried out for persons involved in hot works operations.	Managers & Supervisor		Low
19	Stacking and storage of materials and components. General arrangements covered in the Company Safety Policy Safety Procedures.	Detailed arrangements for the safe storage and stacking of materials to be made, in particular safe storage areas and the stability of stacked materials, etc. Personnel are to be made aware of the stacking and storage arrangements for site operations.	Before a Contract starts and on-going with regards to workshop arrangements. Contracts Manager & Supervisor.		Low
20	Lone Workers. General arrangements covered in the Company Safety Policy, .	Lone workers should not be subjected to high risk activities or environments such as working in dangerous structures, working at height, working in confined spaces and deep excavations without other suitable persons being present, i.e., Contractors or Clients Management. An additional issue that needs to be considered would be where attacks on persons frequently occur. Where risks to lone workers may be present, a specific Risk Assessment for projects or tasks will be required to identify all the important factors that could put a lone worker at risk. Necessary control measures to minimise risk will need to be put in place.	Company Management, Clients & Contractors Management		Med
		Persons required to work alone in potentially hazardous situations should be made aware of all important safety issues to eliminate risks wherever possible.	Company Line Management		Med
		Ensure the competency of Company personnel who may be required to work alone.	Company Line Management		Low
		Lone workers must be made aware of suitable emergency arrangements, i.e., what they should do if they injure themselves, knowledge of first aid, regularly reporting in, being contactable by mobile phone, etc.	Company Line Management		Med
		Monitor lone workers and working environments regularly.	Company Line Management		Low

21	Confined Spaces. General arrangements covered in the Company Safety Policy Safety Procedures.	Any works carried out where access and egress is limited, where there is the potential for toxic, asphyxiating or explosive atmospheres could occur, this work must be carried out under a Permit to Enter/Confined Space Permit.	Before the contract starts. Contracts Manager & Safety Consultant		Med
		All appropriate safety measures must be in place to safeguard any persons required to work in a confined space. This includes proper training and instruction for confined space workers and emergency rescue arrangements.	Before the contract starts. Contracts Manager, Safety Consultant & workforce		Med
		PPE Assessments are required to be carried out for persons working in confined spaces.	Managers & Site Managers		Med

Explanatory notes for the level of risk:

High: Any risk factors which are given this evaluation should be given priority to resolve or to minimise to a lower category of risk using necessary controls.

Medium: This risk evaluation is secondary to the higher risk factors, but nevertheless must be resolved to a lower category risk using necessary controls.

Low: A low risk evaluation does not mean 'safe' - it means the risks have been reduced to the practicable minimum. It will be necessary to ensure all appropriate control measures are in place.