

Project / Job Address:	South Bersted Garage Shripney Road Bognor Regis PO22 9LN
Company:	Myacasa Construction
Client:	Enterprise Rent-a-Car
Description of works:	Demolition of existing building on site by Hughes Waste. Construction of single storey timber frame building with concrete floor slab and flat timber roof to provide new car rental office and customer focused area. Works also included connection to services, provision of car wash bay and canopy, landscaping and drainage.
Principal Contractor:	Myacasa Construction
Architect:	LMA Architects
Construction Manager:	Andy Young - [REDACTED]
Area of work:	Within the demarcated boundary of the site
Timescale:	Start Date: Expected September/October Finish Date: 8 Weeks after start date Estimated Max Person on site: 8
Site Supervisor:	The site supervisor is: Greg Joyner - [REDACTED] They will be the main point of contact for coordinating works on site between trades and the client. Act on any instruction or direction given by the same. If you are unsure of anything report to the site supervisor.
First aider/s:	Name: Greg Joyner Location of facilities: Welfare uit (see site plan for location on site)
Location of welfare:	West boundary
Emergency plan and muster point confirmed:	Person responsible for coordinating emergency: Greg Joyner Muster Point: See plan - other side of road
Induction arrangements:	Report to the Site Supervisor for an induction.
Cooperation & coordination	Induction: Greg Joyner Pre start meeting: Greg Joyner Contractor pre start meeting: Greg Joyner Daily briefings: Greg Joyner

Identified hazards on site What are the main dangers on site?	Hazard Present Yes/No	Control measures to be put in place if hazard is present on site
Falls from height:	Yes	- Make sure ladders are in good condition, at the correct angle and secured - Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards
Electricity:	Yes	- Turn electricity supply and other services off before drilling into walls - Do not use excavators or power tools near suspected buried services
Exposure to asbestos:	No	- If you suspect that asbestos might be present, don't start work until a suitable survey has been carried out and reviewed - Make sure everyone on the site is aware of the results
Exposure to building dusts	Yes	- Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask
Collapse of structures	No	- Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person
Activities or workers requiring supervision	Yes	- See site manager who will be supervising all works on site.
Risks to members of the public, the client and others	Yes	- Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes
Collapse of excavations	Yes	- Shore excavations; either cover or barrier excavations to stop people and plant falling in
Other task or site hazards: Shallow trench excavations	Yes	- All open trenches to be cordoned off to prevent accidental falls
Task Statement:		

Accurately describe the safe method of working that will be adopted:

(Explain how the work is going to be done, include things such as plant, materials, access to the work area, manual handling, sequence of work, any limitations, protection to building users, members of public etc.)

- All work to be carried out by trained personnel under the supervision of the site manager.
- Area to be cordoned off to prevent unauthorised access to the area while work is being carried out.
- Site operatives will work according to their specific Risk Assessments and Method Statements.
- Site agent to check all operatives RAMS and to ensure that work is being carried out in accordance with these RAMS.
- Permits to be issued to operatives working with electrics, hot works, and ladders/step ladders.
- Appropriate PPE for the task at hand to be worn at all times.
- Diggers, auger and peckers to be operated by trained personnel only.
- All excess material to be removed from site on completion of works.
- Construction vehicle routing - The whole area will be fenced and there will be a gate for vehicles to enter the site, with onsite turnabout and exit is through the same gate. There will be a sign showing where deliveries vehicles will enter the site.
- Delivery times will be between 10am and 4pm Monday to Friday.
- All offloading and loading will be on site (off the road) to a designated store point.
- Wheel wash facilities - There will be a power wash by the exit to clean off wheels with signage to ensure drivers stop and use this facility. Any site material to escape the site will be cleaned at the end of every day.
- There will be a designated site office/welfare unit on site and an area for contractors vehicle parking. This is all shown on the site plan.

Risk Assessment and Site Arrangement Checklist:		
Emergency and security	Are barriers and signs needed to separate the work area?	Yes
	Do you know the location and procedures for fire exits / muster points / first aid etc.	Yes
	Do power supplies / fire detection systems need isolating?	No
Safety Equipment	The following PPE is required for this task (mark which is applicable): ☒ Safety Footwear ☒ Safety Helmet ☒ Gloves ☒ Eye protection ☐ Dust mask ☒ Hi viz vest ☐ Hearing protection ☐ Other (state).....	
Plant and Equipment	List all items of plant / tools that will be used on the project: Excavator Fork lift	
Site tidiness and work area	Is there space in the work area to stack / store materials safely and allow access?	Yes
	Are all materials segregated from building users and the public?	Yes
	Is the area suitably lit to carry out the work safely?	Yes
	Are the ground / floor conditions suitable for the work to be carried out?	Yes
Environment	Are there facilities for the disposal of waste materials?	Yes
	Is there any risk to trees or other ecology?	No
	Has consideration been given to prevention of nuisance from dust / noise to neighbours	Yes
	Are there facilities for separating waste?	NA

Appendices:

A – Asbestos Survey

B – COSHH Assessment

C – Manual Handling Assessment