

RISHMAN CONSTRUCTION

HEALTH & SAFETY MANAGEMENT PLAN

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form C3 Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

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Section 1

HEALTH & SAFETY PLAN

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form Student Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

Health and Safety Plan

Prepared by:

Name: Nigel Baker

Signature:



Date: 1ST December 2021

Approved by:

Name: Steven Rishman

Signature:



Date: 1st December 2021

Number	Reason for revision	Date
1	Review Update	1 st March 2022
2		
3		
4		
5		
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1. INTRODUCTION

1.1 Site Address & Description of the Project

Site address: Former Prince of Wales Public House, 1 Highfield Road, Bognor Regis, West Sussex PO22 8BQ

Project Description

- Conversion and Extension of Property to Form New Student Accommodation

This will include:

- Site setup, provision of site welfare facilities
- Secure work areas to prevent unauthorised access
- Survey existing property to establish any structural defects & service locations
- Strip/remove all existing fixtures & Fittings
- Remove roof of side extension and prepare for construction of new first floor & roof
- Remove all waste materials
- Convert existing main building into student accommodation
- Construct new first floor to side extension and convert all to new student accommodation
- Site clearance on completion

1.2. Health and Safety Objectives

The safety and welfare of contractors (and where applicable the Client & members of the public) will be considered fully.

All management will enforce all reasonable measures in the execution of site works to ensure the safety of all individuals. Whether they are employed on the site or occupy properties adjacent to the site.

Throughout the duration of the works all due consideration will be given to Health and Safety

At no time will any operation be consciously planned or executed in a manner which is likely to cause or lead to the injury of any person either on or adjacent to the works.

Any and all persons involved will be expected to comply with all current appropriate legislation and specific site rules and method statements.

Any matter not specifically referred to in the Health and Safety Plan is to be dealt with in accordance with the Principal Contractors Health and Safety Policy. This does not negate the requirement to monitor the works and to implement control factors appropriate to any unforeseen works.

If any event or instance occurs which is not covered by the Safety Plan, the Site-specific Method Statements or Risk Assessments or the Principal Contractors Health and Safety Policy. Then the Senior Management are to be contacted and guidance sought. This project from the onset will subscribe to the Considerate Contractors Scheme and comply with the Control of Pollution Act 1974, the Environmental Protection Act 1990 and Environmental Act 2005.

All works are to be carried out in such a way and using such materials that any person returning to or occupying the property, for whatever reason, is not subject to any unreasonable risk of harm or injury.

1.3. Restrictions Affecting Work

Existing environment:

The existing building is a former pub.

It is situated in a residential area.

All areas within the building will be fully secured to prevent unauthorised access. Specific secure storage areas for waste & building materials will be set up. The welfare facilities within the building will be exclusively available to the contractors work team.

Planning Restrictions :

Not applicable

Parking Restrictions :

On Road parking only is available.

2. MANAGEMENT STRUCTURE

2.1. Management structure and responsibilities

2.1.1. Client – Fresh Invest

2.1.3. Principal Contractor – Rishman Construction Ltd

Responsibilities: When arranging for designers or contractors to carry out their work, the principal contractor should ensure that they are competent.

Where there is overlap with day to day activities and construction work, the Principal Contractor should ensure that compliance with the appropriate Health and Safety legislation is achieved.

Once the Health & Safety File is completed, it should be kept available for inspection, Regulations 10, 11 and 12 of the CDM Regulations 2015, if applicable

2.1.2 Client's Agent - Not Applicable

2.1.3 Principal Designer – JJR Designs

2.1.4 Quantity Surveyor – Not Applicable

2.1.5 Structural Engineers – Not Applicable

2.1.6 Principal Contractor

Rishman Construction Ltd
Suite 6, Church House
94 Felpham Road
Felpham
West Sussex PO22 7PG

Main Contacts : Steven Rishman

Nigel Baker

Responsibilities:

- Develop the Initial Stage Health and Safety Plan into the Construction Phase Health and Safety Plan.
- Ensure that all parties involved with the project operate with regard to Health and Safety.
- Ensure that all parties comply with the Safety Plan.
- Restrict access to the site to authorised personnel
- Display on site the F10, if required
- Provide information to the Planning Supervisor
- Once the Health & Safety File is completed, it should be kept available for inspection, Regulations 10, 11 and 12 of the CDM Regulations 2015, if applicable

2.1.7 Contracts Manager

Nigel Baker

Responsibilities:

- Ensure that all material or equipment purchased is of the appropriate standard.
- Ensure that all suppliers provide full information regarding hazards and that this information is forwarded to the relevant persons.
- Ensure that all subcontractors show adequate awareness and observance of Health and Safety matters.

2.1.8. Project Manager/Site Manager

Steven Rishman

Responsibilities:

- Carry out Site Induction for all personnel.
- Organise the site so that work is carded out to the required standard in such a way that the risk of harm to any persons is either removed or is within an acceptable controlled level.
- Ensure all persons comply with appropriate statutory requirements and specific site rules Method Statements and the Health and Safety Plan.

2.1.9. Sub-Contractors

Sub-contractors may be used throughout the project, all sub-contractors will be vetted through the selection process and all relevant health & safety documentation provided prior to commencement of works. See section 5.1

2.2. Direction and co-ordination of sub-contractors

Site and visiting management will be aware of the requirements of the Specification and the Health and Safety Plan and as such will be aware of all potential risks and constraints procedures.

All management will monitor site procedures and carry out Site Safety Reports,

3. HEALTH AND SAFETY STANDARDS

3.1 All works will be undertaken in compliance of the statutory requirements

As Follows, where applicable;

- The Health and Safety at Work Act 1974
- The Construction [Design and Management] Regulations 2015. The Management of Health and Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998 Manual Handling Operations Regulations 1992
- Construction Health, Safety and Welfare Regulations 1996 Electricity at Work Regulations 1989 LOLER Regulations 1998
- All other relevant Statutory Provisions

3.2. Site rules or procedures required by the client:

- All operatives working on site must be required to wear safety shoes and wear Contractor's identification clothing at all times
- No smoking will be permitted on site
- No radios will be permitted on site
- Assessments must be made under the COSHH Regulations Act 1994 prior to the use of paints and other applicable substances

4. INFORMING CONTRACTORS OF RISKS

Where risks can be identified at an early stage or prior to the commencement of work, these risks will be brought to the attention of the operatives and management involved in that work. If subcontractors are to be employed in respect to any such work they will also be informed.

Where unidentified risks become apparent or the works disclose unforeseen risks, then further risk assessments and 1 or method statements will be carried out, Communication Sheets will implement any new or additional control measures.

The Construction Phase Health and Safety Plan will be available on site for inspection by all parties.

All site personnel may be requested to read the Safety Plan.

All personnel will receive an initial induction talk from the Site Manager/Supervisor.

5. SELECTION PROCEDURES

5.1. Sub-contractors

The selection process for new contractors is carded with the assistance of a competence assessment form. All new sub-contractors must complete the questionnaire before an order is issued. All contractors must have provided a Company Health and Safety Policy (if more than 5 persons are employed) before commencing works on site and must have provided project specific Risk Assessments and Method Statements before carrying out the works, if, they are necessary.

Safety issues will be discussed with Subcontractors on an ongoing basis.

Orders will only proceed with sub-contractors who, in the opinion of the Employing Contractor satisfy all criteria.

5.2. Materials

All Sub contractors are requested to supply any COSHH assessments for any materials that they intend to use prior to commencement of those works.

All suppliers will be requested to supply the manufacturers Health and Safety data for:

Paints/Solvents Preservative Treatments Fungicides/Basecoats Cements, Sealant etc

COSHH Sheets are not included within the Health and Safety Plan

5.3. Plant

All plant and tools will be checked upon delivery, prior to use and on a regular basis.

Any faults should be reported to the Site Manager/Supervisor and that item will not be used until the fault has been rectified.

5.4. Training

All personnel prior to entering the site will receive an induction talk. This may be updated if changes in site conditions occur.

They will thereafter be monitored to ensure that an awareness of Health and Safety is being displayed and that they are complying with any specific conditions placed upon the execution of their works.

6. COMMUNICATION & CO-OPERATION

6.1. Communication amongst the Project Team (where applicable)

Project meetings will consider Health and Safety and CDM issues, where applicable, as a fixed item on the agenda.

6.2. Co-operation between contractors (where applicable)

Health and Safety issues will be discussed with all sub-contractors prior to their commencement on site and throughout the course of the project, and as directed by the Principal Contractor.

6.3. Ensuring Health and Safety objectives are achieved

Sub-contractors to Rishman Construction Ltd are made aware at their appointment of the requirement to fully co-operate on health & safety. Their performance is subsequently monitored and reviewed. Design work will require the relevant drawings, schedules etc. to be viewed for approval. A copy of the work will be circulated to the design team as appropriate and also to the Planning Supervisor. A design/drawing production programme may be agreed at pre-order stage, to ensure sufficient time is allowed- for approvals and the incorporation of comments prior to works commencing on site.

6.4. Continuing liaison with designers

Any substantial design changes should be examined by the Designer for Health and Safety implications, hazards identified, risks assessed, and consideration given to avoiding, minimising or controlling risks in accordance with CDM Regulations and The Approved Code of Practice.

Details of proposed substantial design changes must be submitted to the Principal Designer & Design Team to ensure compliance with the regulations. In respect of this the Client must be prompt in the issuing of variations and have realistic expectations regarding the completion period of any such work.

The principal contractor and where applicable the sub-contractor, shall re-examine the Health and Safety implications of any substantial design changes and implement all necessary measures to deal with those changes.

Non-design generated work site developments (which had not or could not have been envisaged) necessitating a revised approach, must be evaluated by the Designer.

The Designers resolution of any such unforeseen circumstance must be submitted to the Planning Supervisor to ensure compliance with the regulations.

7. ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

7.1 Site Compound

Risk of public/unauthorised access to works/building, please refer to Section 3 and for unauthorised access risk assessment Section 4

7.2. Risk Assessment Summary.

General movement of items of equipment within the site and the general delivery of materials to site;

- Movement of materials on site
- Use of power tools
- Fire, emergency plans and hot working
- Asbestos awareness and asbestos materials in situ (See section 4)
- Unauthorised access to work areas
- Nearby occupied buildings
- Working with electricity
- Working at height
- The removal of waste/debris from site

Note: Risk assessments are not included within the Health and Safety Plan, please refer to section 3

7.3. Method Statement Summary

- Secure all work areas to prevent unauthorised access
- Removal of the side building roof
- Site preparation for new construction works
- Site preparation for conversion works
- Construct new first floor and roof to side building
- Undertake all conversion works
- Movement and application of materials within the proposed site
- Maintain & manage debris/waste removal

Note: Method Statements are not included within the Health and Safety Plan, please refer to section 2

8. EMERGENCY PROCEDURES

All Emergency Procedures are to be co-ordinated by the Site Manager and/or designated Site Supervisor.

FIRE

An "Electrical Permit to Work" and/or Hot Works Permit procedures will be always implemented, where applicable.

For each work area escape routes must be established and agreed with operatives. All means of escape must be maintained

Fire extinguishers are to be maintained on site for dealing with any minor fire. If such an incidence occurs the Site Supervisor is to be immediately informed, who will prepare a written report. If a "minor" fire has occurred and there is any concern that there is a risk of re-ignition the Fire Brigade is to be contacted.

In the event of a significant fire the Fire Brigade should immediately be contacted.

If a significant fire is experienced the first priority is to ensure that the occupants of the property are notified and evacuated.

ACCIDENTS

Minor accidents should be treated on site using the first aid box, if an accident is serious or there is continued concern the Ambulance Service should be contacted.

All accidents are to be recorded in the accident book.

In all cases the nearest phone available should be used

All accidents, however minor, are to be reported to the Site Manager.

The nearest A&E Department is St Richards Hospital, Spitalfield Lane,
Chichester, PO19 6SE. [REDACTED]

9. REPORTING ACCIDENTS

All accidents are to be reported to the Site Manager who will complete an accident report form and an accident investigation form.

Any occurrences reportable under RIDDOR will be reported using the HSE form F2508 and F2508A.

10 WELFARE

The use only of facilities supplied by Rishman Construction, the principal contractor, or agreed with the Client

11. INFORMATION AND TRAINING ON SITE

All personnel whether site based or visiting will be given an initial induction talk when first visiting the site by the Contract and/or Site Manager prior to commencing any works. This may require to be updated if the site conditions change significantly.

This talk will include:

- a) Safe access/egress.
- b) Site restrictions.
- c) The latest COVID-19 regulations, site working procedures, personal hygiene
- d) Identification of specific risks/hazards including awareness of Asbestos Containing Materials, see Section 4 for further information
- e) Emergency procedures.
- f) Welfare.
- g) Requirement of and for method statements.
- h) Identification of further training needs, if required
- i) Site rules.
- j) Health and Safety Plan. Copy always available on site for viewing

These induction talks will be recorded.

Toolbox Health and Safety talks may be requested by the Contract and/or Site Manager to address specific items of work or areas of concern.

Statutory notices will be displayed on the site. These notices include the Form 10 Notification to the HSE, the Health & Safety at Work Act and proof of Public Liability cover

12. CONSULTATION WITH PEOPLE ON SITE

Any person on site or otherwise involved or affected by the works should initially approach the Contracts or Site Manager with regard to any concerns regarding Health and Safety.

Any such approach will be recorded. If appropriate, such actions or alterations to methods of working should be taken to alleviate or obviate the expressed concern.

Any person who has concern that matters are not being attended to should contact Rishman Construction Ltd at their Head Office, Suite 6, Church House, 94 Felpham Road, Felpham, West Sussex PO22 7PG.

Any and all matters will be treated seriously.

13. GENERAL SITE RULES

See section 3.2 for specific Site Rules and Client requirements.

- 13.1 At all times take all reasonable precautions to prevent unauthorised access to the site.
- 13.2 Any safety provisions and procedures, including those relating to materials which may be detrimental, which may affect the Clients representatives when visiting site are to be advised to the Contract Administrator.
- 13.3 If any work discloses any material which is suspected of having an ASBESTOS content, then that work is to be immediately suspended and the Contracts Manager advised and guidance sought. The work area affected is to be closed off to prevent access and corporate asbestos advisor notified. Please refer to section 4 property asbestos register

13.4 Noise

The potential for noise and vibration during the construction operations of the proposed development have been considered to the nearest noise-sensitive properties surrounding the site including:

- 13.4.1 Site location in relation to nearby noise-sensitive premises.
- 13.4.2 Noise and vibration generated by plant and equipment being used for the Construction operations.
- 13.4.3 The periods of operation/duration of the plant or any potential noise/vibration source.
- 13.4.4 The distance between the noise/vibration source and the receptor.
- 13.4.5 Reflections of noise/vibration due to the presence of hard vertical faces such as walls.
- 13.4.6 Working hours of some activities that might create nuisance to the adjoining properties
- 13.4.7 Lack of training of the operatives to employ appropriate techniques to keep noise to a minimum.
- 13.4.8 Banging from sledgehammers and hammers.
- 13.4.9 Cutting, grinding, drilling, etc.
- 13.4.10 Filling waste contractors skips.
- 13.4.11 All compressors, percussion tools and vehicles are to be fitted with effective silencers
- 13.4.12 No radios or other audio equipment are to be used at any time

13.5. Pollution

Take all reasonable measures to prevent pollution of the site and the surrounding environments.

13.6 Nuisance

Take all necessary precautions to prevent nuisance from noise, smoke, dust, rubbish, vermin and any other source.

13.7 Waste

Remove waste, debris, surplus material and spoil regularly and keep the site and works clean and tidy at all times.

Remove all rubbish, dirt and any residues from voids and cavities in the construction before closing in.

13.8. All personnel must be fully and suitably dressed at all times,

13.9. No foul language will be permitted

13.10. Hard hats and protective footwear are to be always worn. Unless a deregulation notice has been issued.

13.11. All operatives and personnel are to wear and or use any P.P.E. appropriate to their activity.

13.12. First Aid

First Aid supplies will be located within company vehicles/designated first aid station, and assistance will be provided by the Contract Manager /Site Manager

13.13. The whole of the Site is designated as a "NO SMOKING" area, except for any designated smoking areas.

13.14. Working Hours

Normal site working hours are 08.00 – 17.00 hours, Monday to Friday

Weekend work must be authorised by the Site Manager prior to commencement of works and are subject to school opening hours.

13.15. Hot Working

Any 'Hot' work must be undertaken with an appropriate fire extinguisher immediately to hand. All hot working will require a "Hot Working Permit" prior to commencement of works

13.16. Parking

On street parking only is available with due consideration for surrounding users

Emergency access routes **MUST** be maintained at all times.

13.17. All personnel are to wear I. D. Clothing and/or Badges

14. HEALTH AND SAFETY FILE

The requirement to forward information for the Health and Safety Plan and File is included in all sub-contract orders and all reasonable measures will be taken to ensure co-operation.

All members of the project team are responsible for forwarding any relevant information to the Contracts Manager.

All such information will be collated and forwarded as soon, as is reasonably practical

15. MONITORING PROCEDURES

15.1. Sub-contractors and other employees

The performance of employees and subcontractors will be monitored on a regular basis.

The site will be visited, and safety audits will be carried out and written reports prepared by the Contracts Manager

15.2. Selection of appropriate sub-contractors

Sub-contractors will be assessed against the information given on their competence assessment forms and other Health and Safety documents.

16. PROJECT REVIEW

The performance of all persons on site in respect to Health and Safety will be continually monitored throughout the course of the contract and can be specifically addressed at the Project meetings.

HEALTH & SAFETY
MANAGEMENT PLAN

SECTION 2 – METHOD STATEMENT

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form Student Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

METHOD STATEMENT

Page 1 of 6
Date: December 2021
Revision: 1

Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

Objective

The objective of this method statement is to provide and document a safe working procedure for employees of Rishman Construction. Consideration has also been given in respect of persons who may be affected by our work.

Scope

This method statement encompasses the scope of work at the Former Prince of Wales Public House.

General

This method statement must be read in conjunction with the associated risk assessment.

This method statement will be revised when there is a requirement to change the working method for any reason including nonstandard activities.

The information contained in this method statement and associated risk assessment will be imparted to the employees during the site-specific induction course and thereafter will be reinforced at Daily toolbox talks.

Due consideration has been given to the competency of our work force who we consider having adequate training, knowledge, experience, and the appropriate personal qualities to carry out the work specified within the scope.

All employees and sub-contractors will comply with this method statement and the requirements of the Health & Safety at Work Act 1974. They must also comply with all other relevant health and safety legislation, any specific site rules, our safety policy and construction phase health and safety plan.

On behalf of Rishman Construction

Name: Nigel Baker

Signature:



METHOD STATEMENT

Page 2 of 6
Date: Dec 2021
Revision: 1

Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

Description of Works to be Undertaken

The tasks covered by this method statement will include

- Secure work area(s) to prevent unauthorised access
- Prepare site for construction process
- Prepare each Work Area due for conversion works
- Undertake new build construction works
- Undertake specified conversion works
- Clean & clear site

1. Method of Work

The method of work which will be employed is broken down into the following Areas, the building will not be occupied whilst works are completed: -

- Site Access
- Survey of existing building to identify any structural and/or asbestos issues
- Off-loading and storage of materials
- Transit of materials from storage to each workplace
- Preparation of each work area for conversion works and new structural elements
- Undertake new structural works required
- Undertake specified conversion works
- Inspection of finished areas
- Clean & Clear site on completion
- Personal protective equipment, first aid and emergency procedures
- Tools and equipment used
- Supervision
- Training
- Safety of third parties
- Environmental control

On behalf of Spindler Builders

Name: Nigel Baker

Signature:



Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

2. Preparation of Work Area for Construction Works

- Secure work area to prevent unauthorised access
- Setup site compound for temporary storage of new material and removal of waste
- Setup arrangements for delivery vehicles
- Setup arrangements for trades vehicle parking
- In conjunction with plans and works schedules provided, survey actual works required and material schedules. If there are any significant changes to the original schedules, update the site master plan and inform the Contract Manager

3. Off Loading & Storage of Materials

3.1 Off Loading

Materials may be delivered to the site between 10.00 hours and 14.00 hours Monday to Friday. Extreme care must be exercised in the unloading of materials to the designated area, their subsequent movement to the work areas and waste materials from each work area back to the loading point for subsequent removal.

When large vehicles, equipment, materials or objects obscure a handlers view the access area should be either cordoned off or a lookout employed for the duration of the work

All public areas adjacent to work areas will be cleared/swept of any debris resulting from the above activities

3.2 Storage of Materials

All materials where practical must be stored in the designated storage area. Materials must be stored in a manner that will allow:-

- Tradesman clear access through the work site for emergency exits.
- Clear access to works being undertaken
- Materials must be stored in accordance with manufacturers/COSHH instructions

On behalf of Rishman Construction

Name: Nigel Baker

Signature:



Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

4. Transit of Materials from Storage to Workplace and within Workplace

Extreme care must be exercised at all times for the safety of tradesman, site visitors and members of the public when moving materials to the place of work. For materials likely to exceed 20kg or for external works where materials are to be lifted by mechanical means prior guidance must be sought from the site manager.

Where goods are to be lifted by mechanical means the area affected must be cleared of all site personnel and the area cordoned to restrict unauthorised entry

5. Permit to work

Where it is necessary to use flame heat to solder plumbing joints, permission must be sought from the Site Manager prior to works starting, and appropriate fire extinguishers must be available within the work area affected. In addition a permit to work is also required for lone working.

6. Access

All tradesmen and visitors to site must report to the site office or designated site control point to sign in on arrival and on leaving to sign out

At the end of each day all work areas will be secured to prevent unauthorised access.

7. Sequence of Works

7.2 External Works

- Secure work areas with barrier fencing & appropriate signage
- Erect scaffold where necessary
- Complete Survey of Building Asbestos Records
- Clear & prepare each work area
- Complete external construction works
- Complete external landscaping requirements
- Complete external drainage/utility services ground works and connections
- Clean and away waste to designated areas/containers for collection

7.3 Internal Works

- Secure each work area
- Check asbestos records and visual checks
- Clear and prepare each work area
- Complete conversion works specified
- Clean and clear on completion

On behalf of Rishman Construction

Name: Nigel Baker

Signature:



Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

8. Installation/Application of Materials

8.2 Daily Work Schedules

Daily work schedules will be agreed with the Project Manager prior to commencement of works .Agreement will include

- Works to be undertaken
- Work areas effected
- Specific health and safety issues likely to arise from the day's activity effecting tradesmen, visitors, and/or the public.

8.3 Construction & Conversion Works

- Construction of building structural changes
- Internal conversion works
- Removal of waste from work areas to designated waste collection areas
- Work areas effected must be screened of to prevent dust ingress to other adjacent areas.
- The use of noisy equipment will be limited and only undertaken with prior agreement with the Site Manager

9. Personal Protective Equipment, First Aid, COVID-19 and Emergency Procedures

A daily assessment will be made by the Site Manager regarding personal protective equipment that must be required from time to time and specific COVID-19 requirements prevailing at the time.

The initial project briefing, subsequent briefing for new operatives to the site, and toolbox briefings will inform all operatives of changes to emergency procedures and updates regarding COVID-19 regulations affecting tradesmen, the workplace and specific individuals

10. Tools and Equipment Used

Operatives must consult with the Site Manager prior use of equipment to ensure operatives are appropriately trained in there use and they are appropriate for the works to be carried out.

All tools' plants and equipment hired must be obtained from an approved supplier and all relevant health and safety information is supplied or attached

The use towers/scaffold etc must conform to controls required for working at height

On behalf of Rishman Construction

Name: Nigel Baker

Signature:



Company Name: Rishman Construction Ltd

Description of Work: Conversion & Extension of existing Property to Student Accommodation

Location of Work: The Former Prince of Wales Public House, Highfield Road, Bognor Regis

11. Supervision

The Site Manager will be Steven Rishman, the Site Supervisor will be Matt Rimmer. They will ensure that the safe means of working contained in this method statement for employees and sub contractors are achieved.

12. Training

All operatives must attend an induction briefing from the Site Supervisor prior to commencing work.

All employees and sub-contractors will be experienced and appropriately trained with relevant proof of documentation where necessary (Gas Safe and NICEIC operatives must give registration details for checking). A training needs assessment will be conducted at regular intervals and appropriate in-house or outsourced training provided where appropriate

13. Safety of Third Parties

Daily site management review meetings will be held, if appropriate, to discuss all site health and safety issues regarding operatives.

All employees and sub-contractors will be made aware at the site induction briefings of the risks to themselves from general works being undertaken and the risk to others from their work.

Work will only be undertaken following appropriate risk assessments and adequate protection is in place.

14. Environmental Controls

Every effort will be made to keep noise, dust and waste levels to a minimum, and to ensure that they do not cause a hazard or become a nuisance to others. All work areas will be kept clean and tidy and waste containers provided emptied regularly

On behalf of Rishman Construction

Name: Nigel Baker

Signature:



RISHMAN CONSTRUCTION Ltd

HEALTH & SAFETY MANAGEMENT PLAN

SECTION 3 – RISK ASSESSMENTS

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form Student Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

Construction Site Safety

Specific Risk Assessments

The following specific risk assessments are attached to this document

- Movement of materials
- Unauthorised Access
- Use of equipment & power tools
- Fire
- Scaffold/Working Platforms
- Working at height
- Controlling Noise
- Waste storage and removal
- COVID-19 (See Section 5 for Company Policy and Compliance)

Observation Checklist

1. THE WORKER

1.1 Is the worker able to obtain & correctly wear personal protective equipment such as;

- Gloves
- Clothing
- Boots
- Helmets
- Goggles
- Ear defenders

1.2 Is the worker aware of safeguards, which exist in relation to:

- Use of Warning Notices
- Alarm Systems
- Safety Equipment
- First Aid Training

1.3 Is the worker aware that they must exercise good behaviour at work whilst paying attention to the following:

- Speed of working
- Distractions
- Use of Machinery
 - Plant
 - Power tools
 - Hand tools
 - Transport
 - Access equipment
 - Working platforms
 - Hazardous activities

1.4 When handling material, does the worker take into account the following:

- Manual handling and lifting
- Mechanical method employed
- Proper staking
- Correct storage
- Transporting and moving loads
- Loading and unloading
- Dangerous materials

1.5 When working in hazardous areas, is the worker competent to work:

- At heights
- Near water
- Near electricity
- In confined spaces
- In excavation, tunnels and shafts
- With other hazardous activities

1.6 Is the worker aware of, and using, welfare facilities which are provided relating to:

- First aid
- Changing rooms
- Canteen
- Washing
- Seating
- Toilets
- Drinking water
- Drying facilities
- Workspace

2. The Workplace and Work Method

2.1 Is the working environment satisfactory in relation to:

- Ventilation
- Temperature
- Lighting
- Noise
- Dust
- Fumes

2.2 Is the condition of machinery, plant and equipment, tools and materials acceptable as far as the following are concerned

- Machinery
- Workplace
- Working platforms
- Tools, equipment appliances
- Hazardous work areas

2.3 Are adequate fire precautions in place including:

- Exits
- Extinguishers
- Alarms
- Procedures

2.4 Are safety notices displayed, relating to:

- Warning signs
- Signs
- Colour coding
- Work methods
- Adequacy of: information
Instruction
Supervision
Work procedures

2.5 Is good housekeeping a part of normal procedure when considering

- General layout
- Site conditions
- Ground floor conditions
- Storage areas
- Gangways, walkways
- Access, egress

ASSESSOR:	N.BAKER	DATE:	DEC 2021
EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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MOVEMENT OF MATERIALS					
WHAT equipment is to be used?					
Delivery Vehicles, Wheelbarrows, Waste collections,					
WHAT are the hazards? (number boxes – see over for details)					
Gravity/Acceleration	Y	Electrical		Ergonomics	
Mechanical	Y	Radiation		Vibration	
Pressure		Noise	Y	Hot Working	
Thermal		Chemical			
Biological		Explosive			
Others - state					

EXISTING CONTROL MEASURES
1. Access routes to designated storage areas and materials to be kept clear at all times
2. Delivery vehicles to notify contractors supervisor on arrival prior to entering site
3. All on site delivery/collection vehicles must have a look out for on-site movements
4. All loading & unloading to be supervised by look out to ensure safety Of loading personnel and others in the vicinity
5. All items above 20kg to be risk assessed for either multiple person lifting and/or mechanical lifting, such as telehandler, prior to movement
6. Delivery times restricted to normal site working hours, mon – fri 08.00 to 17.00, daily liaison with Site Management needed to ascertain restrictions and times to be Avoided

INITIAL ASSESSMENT OF OVERALL RISK	Low	Y	MEDIUM		HIGH	
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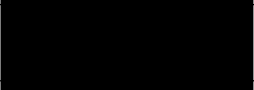
RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
- Gravity and Acceleration: - Mechanical: - Pressure: - Thermal: - Electrical: - Radiation: - Noise and Vibration: - Chemical: - Biological: - Explosive:	- Falls, falling objects, carrying/lifting, kinetic energy, height. - Crushing, breaking, shearing, cutting, straining and rotational energy, punching and hitting. - Effect of leaks, rupture, implosions, explosion, volume. - Fire, burns, heat, stress, effect of cold. - Include static electricity, arcing. - Electromagnetic, ionising, infrared, ultraviolet, microwave, laser and visible light. - Hearing damage, loss effect on concentration, reliable communication, soft tissue injury, metal fatigue of structures. - Consider effect on people and effect on other structures allowing another energy release e.g. corrosion. Gas, dust, fumes, liquid, solid. - Infectious virus, bacteria, fungi, insects, animals, plants, humans. - Fire and explosive hazards.

Risk Assessment Circulation list (tick box)					
Employees	Y	Management	Y	Contractors	Y
Other – Specify:					
Signature of responsible person:				Date:	
N.Baker				DEC 2021	
Assessor:	N.Baker	Signature:			
Date Assessed:	DEC 2021	Review Date:	To be Advised		

ASSESSOR:	N.BAKER	DATE:	DEC 2021
EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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UNAUTHORISED ACCESS					
What Risks?					
Risk from injury from unauthorised access to contractors work areas & site compound					
WHAT are the hazards? (number boxes – see over for details)					
Gravity/Acceleration	x	Electrical	x	Ergonomics	
Mechanical	x	Radiation		Vibration	
Pressure		Noise			
Thermal		Chemical			
Biological		Explosive			
Others – state					

EXISTING CONTROL MEASURES
1. All staff, sub-contractors and visitors to site to report to the site office to sign in on arrival and sign out on departure
2. All contractors work areas to be clearly marked and appropriate signage displayed
3. All contractors personnel to be vigilant for any unauthorised access
4. Liaison with Client and reporting of any unauthorised access
4. All contractors staff to wear contractors' identification clothing
5. All reasonable steps to be taken to ensure site security and daily checks by designated site supervisor

INITIAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH	
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RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
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ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
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Risk Assessment Circulation list (tick box)					
Employees	Y	Management	Y	Contractors	Y
Other – Specify:					
Signature of responsible person:				Date:	
N.Baker				DEC 2021	
Assessor:	N.Baker	Signature:			
Date Assessed:	DEC 2021	Review Date:	To be Advised		

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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INITIAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH
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RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
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LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
- Gravity and Acceleration: - Mechanical: - Pressure: - Thermal: - Electrical: - Radiation: - Noise and Vibration: - Chemical: - Biological: - Explosive:	- Falls, falling objects, carrying/lifting, kinetic energy, height. - Crushing, breaking, shearing, cutting, straining and rotational energy, punching and hitting. - Effect of leaks, rupture, implosions, explosion, volume. - Fire, burns, heat, stress, effect of cold. - Include static electricity, arcing. - Electromagnetic, ionising, infrared, ultraviolet, microwave, laser and visible light. - Hearing damage, loss effect on concentration, reliable communication, soft tissue injury, metal fatigue of structures. - Consider effect on people and effect on other structures allowing another energy release e.g. corrosion. Gas, dust, fumes, liquid, solid. - Infectious virus, bacteria, fungi, insects, animals, plants, humans. - Fire and explosive hazards.

Risk Assessment Circulation list (tick box)					
Employees	Y	Management	Y	Contractors	Y
Other – Specify:					
Signature of responsible person:				Date:	
N.Baker				DEC 2021	
Assessor:	N.Baker	Signature:			
Date Assessed:	DEC 2021	Review Date:	To be Advised		

ASSESSOR:	N.BAKER	DATE:	DEC 2021
EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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WORK EQUIPMENT					
WHAT equipment is to be used?					
Appropriate fire extinguishers					
WHAT are the hazards? (Number boxes – see over for details)					
☐	Gravity/Acceleration	☐	Electrical	☐	Ergonomics
☐	Mechanical	☐	Radiation	☐	Vibration
☐	Pressure	☐	Noise	☐	Hot Working
☐	Thermal	☐	Chemical	☐	
☐	Biological	☐	Explosive	☐	
☐	Others - state				

EXISTING CONTROL MEASURES
1. Appropriate fire extinguishers to be kept in each work area
2. No hot working without permits
3. Liaison with Staff & Sub-contractors for compliance with emergency plan
4. Work area emergency plan formulated & operatives advised of plan
5. All fire exits adjacent to work areas to be kept clear
6. All temporary fire exits to clearly signed and lit
7 All fire alarm works only to be carried out following full consultation with Site Management
8. Site Log to record persons on site and in buildings each day
9. All staff to wear contractors logo'd PPE

INITIAL ASSESSMENT OF OVERALL RISK	Low	☐	MEDIUM	☐	HIGH	☐
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RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
Rating	SEVERITY of injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
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LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
- Gravity and Acceleration: - Mechanical: - Pressure: - Thermal: - Electrical: - Radiation: - Noise and Vibration: - Chemical: - Biological: - Explosive:	- Falls, falling objects, carrying/lifting, kinetic energy, height. - Crushing, breaking, shearing, cutting, straining and rotational energy, punching and hitting. - Effect of leaks, rupture, implosions, explosion, volume. - Fire, burns, heat, stress, effect of cold. - Include static electricity, arcing. - Electromagnetic, ionising, infrared, ultraviolet, microwave, laser and visible light. - Hearing damage, loss effect on concentration, reliable communication, soft tissue injury, metal fatigue of structures. - Consider effect on people and effect on other structures allowing another energy release e.g. corrosion. Gas, dust, fumes, liquid, solid. - Infectious virus, bacteria, fungi, insects, animals, plants, humans. - Fire and explosive hazards.

Risk Assessment Circulation list (tick box)					
Employees	Y	Site Management	Y	Contractors	Y
Other – Specify:					
Signature of responsible person:				Date:	
N.Baker				DEC 2021	
Assessor:	N.Baker	Signature:			
Date Assessed:	DEC 2021	Review Date:	To be Advised		

ASSESSOR:	N.BAKER	DATE:	DEC 2021
EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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WORK EQUIPMENT					
WHAT equipment is to be used?					
Scaffold, External Towers					
WHAT are the hazards? (Number boxes – see over for details)					
Gravity/Acceleration	Y	Electrical		Ergonomics	
Mechanical	Y	Radiation		Vibration	
Pressure		Noise		Exhaust Fumes	
Thermal		Chemical			
Biological		Explosive			
Others - state					

EXISTING CONTROL MEASURES
1. Full access Scaffold or Working Platforms to be deployed as necessary
2. Daily liaison between Site Management and all tradesman
3. All unnecessary tools, equipment, and materials to be cleared on an ongoing Basis
4. Double boarding and double handrails, and debris netting/sheeting where appropriate
5. No working below without look out and prior permission from site supervisor
6. Tower units /scaffold to be used for internal working at height
7. Statutory scaffold inspections will be carried out by Scaffold Contractor
Handover and 7-day inspection certifications

INITIAL ASSESSMENT OF OVERALL RISK	Low	Y	MEDIUM		HIGH	
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RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
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LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
Treble Handrails on high lifts	N.Baker	T.B.A

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW	Y	MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
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Risk Assessment Circulation list (tick box)					
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EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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WORK EQUIPMENT					
WHAT equipment is to be used?					
Skips, Skip loaders, Grab & Tip Boarded Areas – if required					
WHAT are the hazards? (Number boxes – see over for details)					
Gravity/Acceleration	Y	Electrical		Ergonomics	
Mechanical	Y	Radiation		Vibration	
Pressure		Noise			
Thermal		Chemical			
Biological		Explosive			
Others - state					

EXISTING CONTROL MEASURES
1. Access routes to skip and storage areas to be kept clear at all times
2. Delivery vehicles to notify Site Supervisor on arrival prior to entering site
3. All on site delivery/collection vehicles must have a look out for on-site movements
4. All loading & unloading to be supervised by look out to ensure safety Of loading personnel and others in the vicinity
5. Skips to be enclosed, where practical, and filled to recommended levels
6. Materials for grab vehicle removal to be stored on boarded/specified areas only
7. Delivery & collection times restricted to normal site working hours, mon – fri 08.00 to 17.00
8. Waste types must be stored or deposited in the appropriate skip/area

INITIAL ASSESSMENT OF OVERALL RISK	Low	Y	MEDIUM		HIGH	
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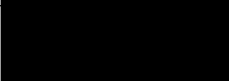
RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
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ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	
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Note: Re-Assessment Required if Overall Residual Risk is High

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Other – Specify:					
Signature of responsible person:				Date:	
N.Baker				DEC 2021	
Assessor:	N.Baker	Signature:			
Date Assessed:	DEC 2021	Review Date:	To be Advised		

RISHMAN CONSTRUCTION Ltd

HEALTH & SAFETY MANAGEMENT PLAN

Section 4 - ASBESTOS AWARENESS

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form Student Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

ASBESTOS AWARENESS – Guidance for Site Workers

Introduction

- The Company is fully aware of its responsibilities under the Health and Safety at Work Act and in particular the Control of Asbestos Regulations 2012. To meet those responsibilities Rishman Construction places a strong priority on health and safety that includes protecting workers with safe working practices in premises that may or may not contain asbestos. The following information details the company arrangements for guidance to its site workers

Guidance - Legislation

- The main overriding legislation is the Health & Safe at Work Act 1974
- All work with Asbestos is covered under the Control of Asbestos Regulations 2012
- The Health & Safety at work Act requires the Company as your employer to protect you whilst you are at work and to carry out risk assessments of your work activities to identify if the presence of asbestos is known or unknown, so as to prevent your exposure
- There is also a legal requirement for workers/employees to inform the employer if you suspect asbestos to be present preventing exposure and prevent asbestos related diseases

Guidance – Asbestos Overview

- There are two main groups of mineral Amphiboles & Serpentine
- Asbestos by Definition –
 - Blue asbestos (Crocidolite) – Sharp needle like fibre
 - Brown asbestos (Amosite) - Sharp needle like fibre
 - White asbestos (Chrysotile) – Most commonly found in building materials – softer curly like fibre
- Asbestos was used due to its properties these being chemical resistant, fire protection, strength and electrical
- Exposure to asbestos can lead to asbestos related diseases, such as Mesothelioma, Lung Cancer and Asbestosis. Current estimates are that 5,000 people in the UK die every year from asbestos including approximately 25 tradesman each week

Guidance – Asbestos Containing Materials (ACM's)

- Types of Asbestos containing Materials
 - Loose fill (100%)
 - Spray Coatings (>85%)
 - Thermal Insulation/Lagging (>85%)
 - Fire resistant boards (16-40%)
 - Asbestos Textile Materials (>100%)
 - Asbestos papers (>100%)
 - Cement sheeting (10-15%)
 - Cement facias and soffits (10-15%)
 - Vinyl floor tiles, Linoleum etc (.25%)
 - Textured Coatings (Artex) (3-5%)
 - Composites, Toilet Cisterns etc (10-15%)
 - Asbestos Plastics etc (<10%)
- Asbestos can be found in buildings up to year 2000 when the use of all ACM's was banned
- Asbestos fibres cannot be seen by the human eye or identified by colour

Guidance – Avoiding the Risks of Asbestos

- You must assume that all work settings built prior to the year 2000 may contain asbestos
- The company will conduct either a Management Survey or a Refurbishment Survey in advance of commencement of works. All new refurbishment/demolition projects will require a refurbishment and demolition survey. Maintenance works would normally have a management survey.
- Works requiring a refurbishment/demolition survey would be undertaken by a licenced asbestos removal company and any asbestos found would be removed by a third party licensed contractor prior to commencement of works.
- All commercial and multiple occupancy residential premises must have asbestos registers stating each area where asbestos is known to clear, asbestos is known to be present and areas where it is unknown to be present
- All workers must consult with the asbestos surveys and or asbestos register for each premises before commencement of works. A Pre-Work Assessment is Attached at Annexe A10a
- All workers must assume asbestos may be present in any area.
- If you accidentally disturb asbestos, follow the emergency procedures described later in this guideline briefing at Annexe A10b
- If you are unsure of what you are working with and/or suspect the presence of asbestos you must STOP work, presume the material to be asbestos, NOTIFY your employer and evacuate the building. You MUST not get into a vehicle but wait for further instructions.
- Samples of possible ACM's would be sent to testing to determine if they contain actually contain asbestos. This is the only method of confirming the presence and type of asbestos
- You cannot continue work until clearance is given directly by your employer
- This guidance is continuously monitored but, in any event, will be reviewed, updated and revised as necessary every 12 months in order that its relevance is ensured.

Nigel Baker – Director – Rishman Construction Ltd

Last Review Date: 1st March 2021

RISHMAN CONSTRUCTION Ltd

HEALTH & SAFETY MANAGEMENT PLAN

Section 5 - COVID-19 POLICY & COMPLIANCE

Site: The Former Prince of Wales Public House

Project: Conversion and Extension of Property to
Form Student Accommodation

Address: 1 Highfield Road
Bognor Regis
West Sussex PO22 8BQ

Client: Fresh Invest
Unit A, Hills Barns, Appledram Lane
Chichester West Sussex PO20 7EG

Our Project Reference: P9546

Date: 1st December 2021

Contents

1. Company Policy
2. Government Guidance - Site Operating Procedures
3. Risk Assessment

1. Coronavirus (COVID-19) company policy

This company policy applies to all employees of the company, all sub contractors employed by the company and all visitors to our various offices and sites.

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) and construction sites. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees, sub-contractors and visitors should take to protect themselves and their co-workers from a potential coronavirus infection.

Direct Employees - Sick leave arrangements:

- For direct employees If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests :

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on government announcements), we'll ask you to work from home for 14 calendar days and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you must stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. Architects, Contract Administrators, Sub Contractors).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

Sub-Contractors & Visitors:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, we request you do not attend our construction sites to work or visit our offices.
- You are requested to contact our offices or relevant site manager by email, text or phone to inform us of your situation
- If you have a positive COVID-19 diagnosis, you can return to sites only after you've fully recovered, with a doctor's note confirming your recovery.
- If you have recently returned from areas with a high number of COVID-19 cases (based on government announcements), we'll ask you to work from home for 14 calendar days and return to our construction sites only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you must follow government guidelines regarding self-isolating. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules -- For all Staff, Sub-Contractors & Visitors

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office or site Office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as seeking medical advice).

1st April 2021 – Revision/Update R3

N.Baker

Director

For And on behalf of Rishman Construction Ltd

2. Government Guidance -Construction Sector

Site Operating Procedures

(Protecting Your Workforce During Coronavirus (Covid-19)

Introduction -

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Government guidance on Working safely during coronavirus (Covid-19) - Construction and other outdoor work; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

Where workers enter people's homes, they should follow the Government guidance on Working in Other People's Homes.

The HSE is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

When to Travel to Work

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Compliance Rules

Social Distancing

Workers in the construction industry should follow the guidance on Staying Alert and Safe (Social Distancing). Where they cannot work from home, they must follow guidance on Staying Safe outside your Home while travelling to and from work and while at work.

Self Isolation

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.

Person at Increased Risk

Anyone who is clinically vulnerable to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..

Persons Defined on Medical Grounds as Extremely Vulnerable

Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19 .

Living with a Person in One of The above Groups

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.

If Someone Falls Ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Guidance For Sites

Travel to Work

Wherever possible workers should travel to site alone using their own transport.

If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

Sites should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

Site Access and Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible

- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users wherever possible. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

In line with Government guidance, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population

Reduce

Where the social distancing measures (2 metres) cannot be applied:

- Minimise the frequency and time workers are within 2 metres of each other
 - Minimise the number of workers involved in these tasks
 - Workers should work side by side, or facing away from each other, rather than face to face
 - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces
 - Workers should wash their hands before and after using any equipment

Isolate

Keep groups of workers:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible

Control

- Consider introducing an enhanced authorisation process
- Provide additional supervision to monitor and manage compliance

PPE

Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

3. RISK ASSESSMENT

RISK ASSESSMENT – COVID-19

THE PRINCE OF WALES

ASSESSOR:	N.BAKER	DATE:	DEC 2021
EQUIPMENT:			

PERSONS AFFECTED BY ACTIVITY:	ALL BUILDING TRADES, VISITORS, & THE GENERAL PUBLIC
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WORK EQUIPMENT					
WHAT equipment is to be used?					
Not Applicable					
WHAT are the hazards? (Number boxes – see over for details)					
	Gravity/Acceleration		Electrical		Ergonomics
	Mechanical		Radiation		Vibration
	Pressure		Noise		Exhaust Fumes
	Thermal		Chemical		Viral Infection
	Biological	Y	Explosive		
	Others - state				

EXISTING CONTROL MEASURES
1. Provision of Welfare facilities for to maintain appropriate hygiene requirements
2. Daily liaison between Site Management and all tradesman on Covid-19 issues
3. Provision of soap and water to wash hands for recommended 20 seconds
4. Provision of hand sanitisers at strategic locations
5. Provision hand tissues and bins for disposal after washing
6. Provision of appropriate PPE including face coverings
7. Use anti-viral wipes to wipe down all work area surfaces after door replacement
8. Daily wipe downs (Minimum twice a day) of all handrails & equipment surfaces
9. Maintain 2-meter social distancing when and wherever possible
10. Different Work groups must always maintain social distancing
11 Where possible canteens should only be used for obtaining refreshments only
12 Consumption of food and drink at break times must always exercise the 2m rule
13 All site meeting should adhere to social distancing guidelines or use of IT alternatives

INITIAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	Y
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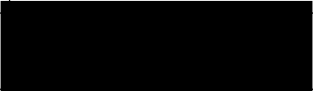
RISK RATING = HAZARD + SEVERITY x LIKELIHOOD		
Rating	SEVERITY of Injury/disease	LIKELIHOOD of occurrence
HIGH	Fatality; major injury or illness causing long term disability	Certain or near certain to occur
MEDIUM	Injury or illness causing short term disability	Reasonably likely to occur
LOW	Other injury or illness	Unlikely to occur

ADDITIONAL CONTROL MEASURES - (IF APPLICABLE)	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
Any suspected person with illness that is Covid-19 related must be isolated and the work group until A positive or negative test outcome is known	N.Baker	T.B.A
Compliance with the government 14-day isolation rule is mandatory before any positive cases can be considered for a return to work.		
The above will also apply to co-workers in the same work group		

RESIDUAL ASSESSMENT OF OVERALL RISK	LOW		MEDIUM		HIGH	Y
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Note: Re-Assessment Required if Overall Residual Risk is High

HAZARD CLASSIFICATION:	
- Gravity and Acceleration: - Mechanical: - Pressure: - Thermal: - Electrical: - Radiation: - Noise and Vibration: - Chemical: - Biological: - Explosive:	- Falls, falling objects, carrying/lifting, kinetic energy, height. - Crushing, breaking, shearing, cutting, straining and rotational energy, punching and hitting. - Effect of leaks, rupture, implosions, explosion, volume. - Fire, burns, heat, stress, effect of cold. - Include static electricity, arcing. - Electromagnetic, ionising, infrared, ultraviolet, microwave, laser and visible light. - Hearing damage, loss effect on concentration, reliable communication, soft tissue injury, metal fatigue of structures. - Consider effect on people and effect on other structures allowing another energy release e.g. corrosion. Gas, dust, fumes, liquid, solid. - Infectious virus, bacteria, fungi, insects, animals, plants, humans. - Fire and explosive hazards.

Risk Assessment Circulation list (tick box)					
Employees	Y	Management	Y	Contractors	Y
Other – Specify:					
Signature of responsible person:				Date:	
				Dec2021	
Assessor:	N.Baker		Signature:		
Date Assessed:	DEC 2021		Review Date:	To be Advised	