

	CONSTRUCTION PHASE HEALTH AND SAFETY PLAN	MAR 2017
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SITE LOCATION

SECTION 1. PROJECT DETAILS

- | | | |
|------|------------------------|---|
| 1.1. | NAME and ADDRESS | Church Farm Holiday Park
Church Lane
Pagham
Near Chichester
West Sussex
PO21 4NR |
| 1.2. | SCOPE OF WORK | Development of 22 Caravan Bases and associated Landscaping |
| 1.3. | CLIENT | Bourne Leisure Limited
1 Park Lane
Hemel Hempstead
Herts
HP2 4YL
Tel: 01442 230300
Contact: Paul Andrews |
| 1.4. | DESIGNERS | Principal Designer-
A & M Architectural Partnership LLP
40 Cambridge Road
Hastings
East Sussex
TN34 1 DT
Tel: 01424 200222
Contact: Steve Morgan |
| 1.5. | HEALTH AND SAFETY FILE | There is no existing Health and Safety File |
| 1.6. | LOCAL AUTHORITY | Arun District Council |
| 1.7. | HSE OFFICE | Dorset |
| 1.8. | DURATION | To be agreed. |

SECTION 2. CONTROL OF HEALTH AND SAFETY

2.1. HEALTH AND SAFETY OBJECTIVES OF.

We regard the promotion of health and safety measures as a mutual objective for both employees and ourselves at all levels.

It is therefore our policy to do all that is reasonably practicable to prevent personal injury and damage to property; and to protect everyone from foreseeable work hazards; including the public in so far as they come into contact with our work activities.

Our principle objectives will be to:

- Provide and maintain safe and healthy working conditions.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available all necessary safety devices and protective equipment and to supervise their use.
- Maintain a constant interest in health and safety matters applying to work on the project by consulting with employees whenever possible.

We also remind our employees that they have a duty to co-operate with us in our efforts to implement the Policy, by:-

- Working safely
- Meeting their statutory duties
- Reporting incidents that have led or may lead to injury or damage
- Following our safety procedures and safe systems of work

2.2. GENERAL

This project is subject to the CDM Regulations 2015 and this document sets out the Principal Contractors objectives to comply with these Regulation's.

The works will be carried out according to the principles set out in our Health and Safety Policy.

The Pre-construction Information Pack will be developed as the design is prepared incorporating any aspects of the design identified in accordance with Regulation 11.

The Construction Phase Health and Safety Plan will be continually monitored and updated as work progresses and further information becomes available in accordance with Regulation 12.

Principal Contractor, will be responsible for ensuring that all sub-contractors comply with and adhere to the approved health and safety plan.

Sub-contractor's health and safety performance will be monitored and assessed on a continual basis. Prior to starting work on site all Sub-Contractors will submit a Safety Method Statement and Risk Assessments setting out the agreed sequence of work and other relevant information. These statements will then be incorporated into this Healthy and Safety Plan.

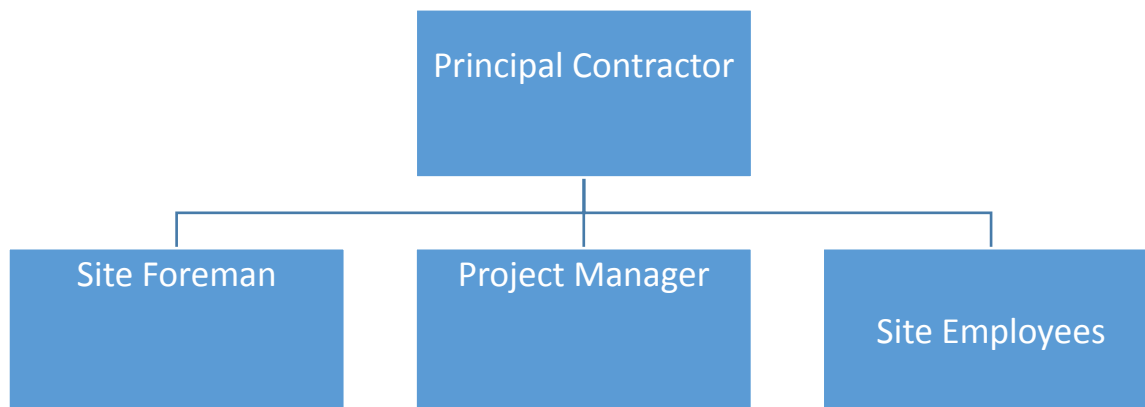
Weekly meetings (or at other suitable frequencies) will be held on site to assess both performance, safety record and discuss safety matters in general. Any changes identified as necessary will be immediately implemented.

2.3. MANAGEMENT OF HEALTH AND SAFETY ON PROJECT SITE

2.3.1. ORGANISATION CHART

Company Health and Safety matters

The Project Manager will be responsible for the day-to-day safe working of the site and for carrying out risk assessments on planned operations.



2.4. COMMUNICATIONS

All communications and information will be directed through the Company's main office to ensure that all parties are kept advised of all matters affecting health and safety.

2.4.1. Liaison Between all Parties

All representatives are to be present at monthly Design team meetings to ensure that all aspects are been covered from the Health and Safety and to promote feedback from all personnel.

2.4.2. Handling Design Changes

Any changes or amendments that are to be made to the design of the project must be made available to the Client, Project Manager and CDM Advisor. The information will then be assessed for the impact it will have on the Health & Safety for the rest of the project. The assessment of the current Risk Assessments and Method Statements may need to be altered to suit the changes to the design.

2.5. MANAGERIAL RESPONSIBILITIES

2.5.1. Project Manager

The Project Manager will be directly responsible for the implementation of the Construction Phase Health and Safety Plan on the project site. His responsibilities will include:

- The health and safety standards to which the project will be carried out
- The maintenance of good and effective communications between the workforce and management, to ensure common understanding and agreement in the management of health and safety.
- The identification and management of activities with risks to health and safety that which may be specific to a particular trade or apply to the whole of the site.
- Emergency procedures and arrangements.
- The investigation and reporting of accidents including the requirements of *The Reporting of*

Injuries and Dangerous Occurrences Regulations 2013

- The provision and maintenance of welfare facilities.
- Health and Safety Information and Training.
- Consulting with and co-ordinating the views of all people on site.
- The implementation of Site Rules.
- Passing information to the CDM Advisor for inclusion in the Health and Safety File.
- Health and Safety Monitoring.
- Periodic review of the Project in terms of standards set and those achieved.
- Check over working methods and precautions before work starts.
- Ensure, so far as reasonably practicable, that work is carried out as planned and that a record is taken of unforeseen conditions as work proceeds.
- Ensure, so far as reasonably practicable, that work is carried out in accordance with the Safety Method Statements, Health and Safety Plan, the Construction Regulations and relevant statutory requirements.
- Ensure that the noise of any plant installed on site or any other noisy activity takes into account its effects on the public, and the recommendations of *BS 5228 The Approved Code of Practice for Noise Control on Construction and Demolition Sites*.
- Assess the risks in unusual situations not covered by the Health and Safety Plan, and discuss them.
- On the Monday of each week, for the duration of the Project, the Project Manager will complete the Site Health and Safety Checklist

2.6. CONTROL AND CO-ORDINATION OF SUB-CONTRACTORS

2.6.1. Health and Safety Standards

Sub-contractor's shall throughout the progress of their work on the Project be required to comply with their duties under the Health and Safety at Work Act 1974, and any associated health and safety regulations. Where no specific legislative requirements apply, the sub-contractor shall comply with guidance given in relevant British Standards, HSE Guidance Notes and Codes of Practice as a minimum standard of safety.

2.6.2. Information for Sub-contractors

The Project Manager will ensure that the arrangements for the Health and Safety Management of the construction work are made clear to Sub-contractors, including Site Rules and Procedures and the arrangements made for monitoring.

2.6.3. Safety Method Statements

Sub-Contractors will be required to submit a Risk Assessment covering all their activities and, where the assessment highlights potential hazards, relevant Safety Method Statements on how they intend to control and manage those risks.

The sub-contractor will be required to base the Safety Method Statement on the assessment of the risks to their employees and others.

The Project Manager will ensure that Sub-Contractors are fully briefed on the anticipated construction methods and the site or design factors, and the relevant parts of this Health and Safety Plan.

The Project Manager will check Safety Method Statements to ensure:

- All the risks to health and safety have been assessed
- Adequate health and safety arrangements have been specified
- The Safety Method Statement is compatible with the Health and Safety Plan
- The Safety Method Statement is compatible with the work of other Sub-contractors
- In particular a Safety Method Statement will be required for items rated "M" and "H" on the General Assessment Sheet.

2.6.4. Sub-Contractors Checklist

Before authority is given to a sub-contractor to start work, the Project Manager will ensure that where appropriate the following checks are made:

- Risk Assessments received,
- Safety Method Statement received and agreed,
- Organisation Chart received,
- The Contractor's Safety Manager appointed,
- Skill Certificates checked,
- COSHH Assessments received,
- Kick off meeting attended.
- A record will be kept by the Project Manager on the Sub-contractor's Checklist

2.7. SITE RULES (enforcement)

Any operative, whether directly employed, or by a Sub-Contractor or by any other Contractor directly engaged by the Client who fails to meet the standards required will be removed from the site.

2.8. MANAGEMENT AND CONTROL OF RISKS

The requirements of the Health and Safety at Work Act 1974, its Regulations and Codes of Practice will be complied with in all aspects of construction work.

2.8.1. Risk assessment

Due to the nature of this contract, detailed risk assessments for all operations are not available at the commencement, these will be carried out at the appropriate time. A copy of the preliminary general risk assessment is included in this Plan. Any item rated as "M" or "H" will be further assessed and a Safety Method Statement or other action will be taken at the appropriate time.

2.9. ACCIDENT REPORTING

2.9.1. Site reporting procedure

All accidents to employees, visitors, contractors, or members of the public who may perhaps be injured as the result of our activities, will be first reported through the Site Reporting Procedure, as follows:

The Project Manager will investigate all accidents. The accident will then be reported on the Accident Report Form and the form then sent to Head Office. In the event of a serious accident or an accident which may result in time being lost from work the possible implications of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations must be considered and the Head Office alerted.

Accident details will be entered in the Accident Book kept in the Site Office. Wherever possible the person having the accident will make the entry. When this is not possible their immediate superior may make the entry on their behalf.

2.10. RECORDS OF ACCIDENTS AND DANGEROUS OCCURRENCES

Records will be kept of injuries, and dangerous occurrences.

2.11. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGS. 2013

An accident is notifiable by telephone and also reportable to the Health and Safety Executive on form F2508 where any person, as the result of an accident arising out of or in connection with work, dies or suffers any of the injuries or conditions listed in the Regulations or is away from work for more than 3 consecutive days

2.12. FIRST AID

2.12.1. First aiders

People on site will be informed of the name and usual whereabouts of the first-aider.

Where the first-aider is unforeseeably absent, a person will be appointed to take charge in an emergency, i.e. to summon an ambulance. The appointed person will not render first-aid treatment unless trained to do so. Where practicable the appointed person will be trained in basic first-aid.

2.12.2. First aid box

A first aid box will be located in the Project Manager's office. The box will be constructed to protect the contents from dampness and dust and will be clearly marked with a white cross on a green background and will be regularly checked to ensure that its contents comply with the appropriate Regulations.

2.13. FIRE & EMERGENCY

2.13.1. Fire Safety Procedures

All procedures will be in accordance with the Regulations 30/32 of Construction, Design Management Regulations 2015.

- Fire Points will be designated and recorded
- Provide the appropriate fire extinguishers and record their locations and serviceability.
- Contact details for the site foreman and the site fire safety coordinator.
- Inspections and maintenance records will be maintained and held on site and will be conducted weekly.

All sub-contractors are responsible for the fire prevention equipment and no work will be allowed without the correct fire procedures in place and approved by the fire safety coordinator.

2.13.2. Fire Plan

- Organize of roles and responsibilities for fire safety
- General site precautions
- Fire Detection
- Hot works permit requirement
- Site welfare facilities
- Fire escape and communications
- Access for the Fire Brigade
- Fire drills and training
- Security for the prevention of arson
- Storage of materials and the control of waste

2.14. Site Layout.

2.14.1. See Appendix A

2.15. INFORMATION AND TRAINING

2.15.1. Induction training

All employees, contractors and self-employed must attend an induction session when first joining the Project. The Project Manager will conduct the Induction sessions. Those attending the induction will be made aware of the following Site Rules and conditions specific to the Project.

Employee responsibilities for reporting defects in plant and equipment to the senior person on site

Safe practices in relation to work content, discuss risks identified in the H & S Plan, and Safety Method Statements

Policy on Safety Helmets, alcohol, drug abuse, horseplay

First aid arrangements and accident reporting

Welfare provisions

Emergency Procedures

Requirements for personal protective equipment related to tasks and issue procedures for eye, hand, respiratory protection, etc.

Define procedure for debris and materials control

Policy regarding operation of specific plant

2.16. SUB-CONTRACTORS

All sub-contractors operatives are to be inducted by the Project Manager.

Sub-Contractors are to keep a responsible person on site at all times who will notify Principal Contractor of the names of all people who have been properly trained to safely carry out that sub-contractor's work and have been inducted into this sites particular Site Rules

2.17. SAFETY CO-ORDINATION MEETINGS

Regular meetings shall be conducted by the Project Manager during the Project each lasting approximately fifteen minutes. The first will be held after a period of a month has elapsed into the Project. The objective of the meetings will be to co-ordinate the views of all people on site.

2.18. HEALTH AND SAFETY MONITORING

On the Monday of each week, for the duration of the Project, the Project Manager on site will fill out the Health and Safety Checklist. Where he is not able to resolve any of the deficiencies himself, he will report the matter at once.

2.19. HEALTH AND SAFETY FILE

2.19.1. Responsible person

The Project Manager will be responsible, where necessary, for passing information, data or documents to the CDM Advisor for inclusion in the Health and Safety File.

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2.20. EMERGENCY PROCEDURES

2.20.1. Summoning assistance

All personnel will be made aware of the location of the nearest telephone. They will be instructed that in case of emergency to go at once to this telephone and Dial 999. State slowly and clearly the service they require FIRE, POLICE or AMBULANCE.

The Site Fire Procedure will be implemented and controlled by the Project Manager.

SECTION 3. PROJECT ASSESSMENT

3.1. EXISTING ENVIRONMENT

- | | |
|------------------------------------|--|
| 3.1.1. <u>Usage</u> | Holiday Park. |
| 3.1.2. <u>Surrounding Land Use</u> | Golf Course & Residential Area. |
| 3.1.3. <u>General</u> | Town Centre Retail Outlets etc. |
| 3.1.4. <u>Access</u> | Access is available from the public highway. Care must be exercised when manoeuvring materials etc. in and out of the site and all site vehicular traffic movement must be competently marshalled by a qualified banksman. |
| 3.1.5. <u>Services</u> | All existing services must be located and isolated. New services will be required as part of the development. |
| 3.1.6. <u>Traffic systems</u> | The development is situated off on an existing road with public highway restrictions. |
| 3.1.7. <u>Parking</u> | Parking will only be allowed on site. |
| 3.1.8. <u>Unloading</u> | All deliveries must be controlled by a Banksman. |

3.2. GENERAL CONSTRUCTION OPERATIONS

- | | |
|---|---|
| 3.2.1. <u>Site boundaries</u> | To be identified and shown on a site set up drawing |
| 3.2.2. <u>Welfare, first aid and mess</u> | Welfare should take into account Schedule 2 of the CDM 2015 regulations. |
| 3.2.3. <u>Site Security</u> | <p>Arrangements will be made to ensure compliance with Regulation 13 (4) (b) of the CDM Regs 2015 regarding control of access to the works by unauthorised persons.</p> <p>All workplaces will be kept and left in a clean, tidy and safe condition whenever the works ceases for a period of time.</p> <p>Heras fencing will be double clipped and have warning signage on all sides visible to the public. There will be a minimum PPE requirement signage at the main entrance to the site.</p> <p>All visitors to site must report to the site office and sign in and be formally inducted.</p> |

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3.2.4. Special conditions

All works within the designated site / working spaces (irrespective of contractual relationships) will be carried out fully in accordance with the current statutory Regulations, associated Codes of Practice and agreed Construction Phase Health and Safety Plan

Sub-Contractors competence will be assessed and no work will be allowed to commence until safety method statements have been received and accepted as meeting the above.

A formal induction process for all operatives including Sub-Contractors will be established

A record as to the competency of all operatives to perform their duties in a safe and workmanlike manner and according to the Health and Safety Plan will be kept on site

The use of appropriate personal protective equipment including safety helmets, safety footwear, eye, ear and respiratory protection by all operatives and personnel working on or visiting the site will be implemented

3.2.5. Temporary Power

All power tools will be 110v or battery operated.

3.2.6. Materials

Personal harm

A current COSHH Assessment of any hazardous materials to be used will be kept on site at all times

Strains

Some materials may be above the weights recommended within the current guidelines

The Project Manager will undertake a Manual Handling Assessment

Hand / arm vibration

Plant selection will be based upon Risk Assessment of operations with a view to meeting the HSE Guidance

Asphyxiation

Where the work requires the use of any product that emits fumes or vapours or creates excessive dust, the work will be timed so that all fumes etc will be dissipated before any unprotected person re-occupies the affected areas.

3.3. WASTE REMOVAL

3.3.1. Contaminated materials

Any works carried out must be in compliance with current Legislation. Asbestos containing materials are to be removed with great care with any breakages collected up and bagged immediately. All are to be placed in a lockable sealed skip and removed to a specialist licensed waste receiver.

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3.3.2. Waste handling

Removed by means of rubbish skips, they must be lockable skips capable of being secured to avoid the possibility of unauthorised access to the contents and will be regularly emptied.

4.1.1. General Assessment

S

4.1.2. Site set up

IDENTIFIED HAZARDS

Construction sites are inherently hazardous places. The risk rating varies from initial set up to completion

METHOD STATEMENT

AJB SOUTHWEST/ ACCOMMODATE LTD are conscious that members of the general public, in particular children, are drawn by construction operations, sometimes with disregard for their own safety. To combat these risks

The Site Manger will

- Check the boundaries of the site to ensure that these are clearly defined and secured. Consider carefully requirements for fencing the working area to exclude children who may be resident nearby
- Contact persons living or working in adjoining properties, and identify any possible conflict on emergency access etc
- Consider the impact of noisy machinery or plant in the area
- When work is close or adjacent to public footpaths, rights of way or adjoining property agree suitable means of protection, warning signs and lighting.
- Erect all necessary warning signs, erect additional signs in and around areas of special risk.
- Make prompt and correct application for all temporary services and ensure that installation is to the satisfaction of the local authority requirement.
- Clearly mark all underground services so that contractors are aware of their location and if overhead cables cross or pass near to the site, adequate protection must be provided.
- Display of all statutory notices and ensure that the company safety policy, accident book and Construction Phase Health and Safety Plan are available for inspection on the site.
- Prepare suitable first aid facilities and display necessary signs indicating who is responsible as the appointed person or trained first aider on site.
- Display the employers liability insurance certificate, F10 and Sub-Contractors certificates so that all can see it.
- Make sure that COSHH and noise assessment information is available on site and, if relevant, that a supply of site safety booklets are to hand.
- Make arrangements to provide adequate protective equipment sufficient for the number of persons engaged.
- Make arrangements to have fire-fighting equipment distributed correctly and ensure that suitable means of escape is provided.
- Ensure that emergency evacuation procedures are established
- Set up operative Induction Sessions
- Regularly review the site and forthcoming operations to identify any changes that may raise the risk level. If such are identified he will carry out more detailed Risk Assessments

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4.1.3. Site tidiness

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Fire	2	3
Tripping	2	3
Collapse of stored materials	1	2
Handling problems	2	4
Restricted or blocked access	2	4
Health risks	2	3
Falling materials	2	2
METHOD STATEMENT		
Establish access routes, delivery programme Ensure excess materials are not stored on site, storage areas are defined All people made aware of the requirements with regard to storage, clearing up, tidiness, etc. Ensure that Sub-Contractors have sufficient storage areas and safe accesses to places of work Ensure that all waste materials are cleared and disposed of speedily Ensure that accesses are not obstructed Keep welfare facilities clean Ensure that loose materials are properly contained and that there are no projecting nails, etc Do not throw debris from scaffold – lower to ground by controlled means		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Safety Helmets Safety footwear Eye Protection Gloves High visibility vests		

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4.1.4. Ladders

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Unsafe use due to non secured ladder	2	4
Use of defective ladders	1	3
Unsuitable bases	1	3
Insufficient foothold or handhold at top or at stepping off position	2	4
Use near to overhead cables	2	4
METHOD STATEMENT		
ONLY USE LADDERS WHEN NO OTHER MEANS OF ACCESS IS VIABLE Check for overhead cables and the like Check ladder for defects (minimum weekly) Check base is firm, top is secured Angle approximately 1:4 Minimum of 1m of ladder above step off point		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Safety Helmets Safety footwear Eye Protection Gloves High visibility vests		

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4.1.5. Scaffolding

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Falls from heights	2	3
Falling materials	2	3
Collapse of structure	2	4
Unsuitable base	2	3
Overloading	2	3
Unsound materials	1	2
Untrained erectors	1	1
Adverse weather conditions	1	4
Overhead cables and other obstructions	1	2
METHOD STATEMENT		
Decide on requirement and issue written instructions to subcontractor (ie access only, to carry blocks, tiles) Scaffold only to be erected by specialist scaffolding subcontractor Check that materials used are sound Check that ground is stable, standards are vertical and based on level sole plate, handrails and toe boards fixed, face bracing in place, ties fitted or back stays founded on firm supports Check that access is safe – ladders in good order, fixed and supported where necessary. Properly formed openings onto boards, tube joints staggered, Obtain handover certificate Arrange for regular inspections, minimum weekly, and after high winds At end of each working shift check that access by unauthorised people, especially children is prevented		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Safety Helmets Safety footwear Eye Protection Gloves High visibility vests Safety harness		

4.1.6. Delivery, storage and distribution of materials

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Limited manoeuvring space, accessed by general public	2	4
Heavy and unwieldy materials	2	4
Material packaging	2	3
Lifting to heights	2	2
Strain due to manual handling	2	3
METHOD STATEMENT		
All lorries to be banked when delivering to site Material packing to be careful removed and immediately disposed of All material suppliers to supply information as to weight and lifting instructions Mechanical / hydraulic lifters or trucks to be used whenever practical Materials to be ordered for delivery on "Just in time" principle to avoid over stocking Operatives to be trained in manual handling techniques		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Hard shoes Safety Helmets Gloves High visibility vests		

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4.1.7. Waste disposal

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated L x S < 4 no specific action is required. For activities rated L x S > 4 the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than LS = 16		
Fire hazard	2	4
Dust – inhalation	2	2
Trip hazards	2	3
Blocking emergency exits	2	5
Public harm	2	3
METHOD STATEMENT		
All waste will be stored, on site, in designated areas Skips will be either lockable or kept behind secure fenced area At regular intervals waste will be loaded away to licensed tips		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Safety helmets Safety footwear Gloves		

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4.1.8. Site security

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Unauthorised persons on site	1	4
METHOD STATEMENT		
Site will be secured at all times All visitors will be directed to Site Office All access towers, scaffold, etc will be made inaccessible when not in use All visitors will be inducted and wear identification All personnel will sign attendance book		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		

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4.1.9. Excavate for drains etc.

IDENTIFIED HAZARDS	RISK	
	L	S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than $LS = 16$		
Collapse of trench	1	4
Personal injury by machines	2	2
Falling material	1	3
METHOD STATEMENT		
Excavations will be secured at all times Trial holes will be dug to verify soils and suitable trench support system designed Access into trench will be by secured ladders Responsible operative will bank excavator whether digging or acting as crane No loose materials will be stored within 1m of top of excavation		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Safety Helmets Safety shoes High visibility vests		

4.1.10. Lifting Operations

IDENTIFIED HAZARDS	RISK	
	L	S
<i>Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated $L \times S < 4$ no specific action is required. For activities rated $L \times S > 4$ the measures detailed will be applied to reduce the assessed risks to acceptable ratings. Alternative methods will be considered for activities rated higher than $L \times S = 16$</i>		
Unsuitable or inadequate base for crane / Incorrect positioning of lifting appliance	2	4
Overloading of lifting appliance / Overloading or incorrect use of lifting gear.	2	4
Insecure attachment of load.	3	4
Contact with overhead electricity cables (see separate section).	2	5
Improper methods of use of equipment.	2	4
Failure of equipment due to lack of maintenance.	2	3
Incorrect signals.	2	4
METHOD STATEMENT		
- Suppliers to provide information on weights, lifting points, safe slinging procedures etc. of materials or articles supplied - Lifting equipment to be verified for adequate strength and stability for each load by taking into account the location of lifting appliance, maximum weight to be lifted, radius of pick-up and put down and height - Lifting gear to be chosen to meet criteria as #1 - Means of securing the load to be selected such that the load cannot be unintentionally released - Any height, weight, overhead service or other restrictions on or adjacent to the site are considered before work starts, especially taking into account the safety of the public. - Servicing and maintenance of all lifting appliances to be verified before it is taken into use on site - Procedure to ensure any person using the plant is prevented from being crushed, trapped or struck or falling from the carrier - Only persons who possess a certificate issued under the FCEC/CITB Plant Operator's Registration Scheme will be permitted to operate a lifting appliance - The Supervisor will ensure that:- - lifting appliances (gin wheels, pulley blocks, tirlors, etc.) and lifting gear are clearly marked with their safe working loads and supplied with information as to the configuration applicable to the working load limits - provided with the copies of tests, inspections and certificates as applicable, - all lifting appliances and lifting gear has been thoroughly examined (6 monthly for personnel lifting and 12 monthly for other lifting devices) and that the relevant records are kept on site		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
- Hard shoes - High vis vests - Safety Helmets		

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SECTION 5. COSHH INFORMATION

5.1. GENERIC COSHH ASSESSMENT

RISKS: 1= SKIN, 2= INHALATION, 3= IRRITANT EYES, NOSE, THROAT, 4= INGESTION, 5= EXPLOSIVE, 6= FLAMMABLE, 7= CORROSIVE - likelihood and severity to be assessed at time of work

SUBSTANCES	RISK	JOBS	CONTROLS
DUSTS: Cement (also when wet) Gypsum	1 2 3	Masonry, rendering plastering)	Prevent spread, Protective clothing, respirator when handling dry, washing facilities, barrier cream.
Brick	1.2.3	Bricklaying	
Man-made Mineral fibre	1.2.3	Insulation	Minimise handling/cutting, respirator, one piece overall, gloves, eye protection.
	2.	Sand blasting, Grit blasting:)	
Silica	2	Scrabbling granite, Polishing)	Substitution – e.g. with grit, silica free sand; wet methods; process enclosure/extraction: respirator.
Wood Dust (DUST FROM TREATED TIMBER E.G. WITH PESTICIDE MAY PRESENT EXTRA HAZARDS)	1.2.3	Power tool use in carpentry, especially sanding	Off site preparation: on site – enclosures with exhaust ventilation; portable tools – dust extraction: washing facilities: respirator.
Mixed Dusts (Mineral and biological)	1.2.3	Demolition and refurbishment	Minimise dust generation; use wet methods where possible; segregate or reduce number of workers exposed: protective clothing, respirator; good washing facilities/showers. Tetanus immunisation.
Asbestos	2	Stripping out, demolition	Avoid cutting, remove as whole elements. Prevent spread, protective clothing, and respirator.
Lead dust	2 3	Stripping out, demolition, plumbing, roof tiling	Avoid cutting in confined spaces, prevent spread, and face mask, Eye Protection and respirator.
FUMES/GASES: Various welding fumes from metals or rods	2	Welding/cutting activities	Mechanical ventilation in enclosed spaces: air supplied helmet: elsewhere good general ventilation.
Lead	2	Welding/cutting	Mechanical ventilation in enclosed spaces: air supplied helmet: elsewhere good general ventilation.
Hydrogen Sulphide	1 3	Sewers, drains, excavations, manholes	All work in confined spaces – exhaust and blower ventilation: self-contained breathing equipment confined space procedures.
Carbon Monoxide /Nitrous Oxide	2	Plant Exhausts	Position away from confined spaces where possible maintain exhaust filters; forced ventilation and extraction of fumes.
SOLVENTS/ADHESIVES/ SEALANTS: In many construction products – paints, adhesives, strippers, thinners etc.	1.2.4 6	Many trades, particularly painting, tiles fixing. Spray application is high risk. Most brush/roller work less risk. Regular exposure increases risks	Breathing apparatus for spraying, particularly in enclosed spaces: use of mist less/air less methods. Otherwise ensure good general ventilation. Washing facilities, barrier cream.
RESIN SYSTEMS/PROTECTIVE COATING/TREATM3S Isocyanates (MDI:TDI)	2.3 1 4	Thermal insulation	Mechanical ventilation where necessary; respirators: protective clothing, washing facilities. Skin checks, respiratory checks.
Polyurethane Paints		Decorative surface coatings	Spraying – airlines/self-contained breathing apparatus: elsewhere good general ventilation. One piece overall, gloves, washing facilities.
Epoxy	2.3.1.4	Strong adhesive applications	Good ventilation, personal protective equipment (respirator: clothing) washing facilities, barrier cream.
Polyester	2.1.3.4	Glass fibre claddings and coating	As above
Protective coatings and treatments	2.1.3.6 7	Waterproofing/damp proofing floor treatments/finishes, timber preservatives.	Avoid confined spaces, instruct Tenants. Personal protective equipment.
PESTICIDES: (E.g. timber preservatives, fungicides, weed killers)	2.1.3.4	Particularly in-situ timber treatment Handling treated timber	Use least toxic material: Mechanical ventilation, respirator, impervious gloves, and one piece overall and head cover. In confined spaces – breathing apparatus. Washing facilities, skin checks. If necessary biological checks. Handle only dry material.

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SUBSTANCES	RISK	JOBS	CONTROLS
ACIDS/ALKALIS	1.3	Masonry cleaning	Use weakest solutions. Protective clothing, eye protection. Washing facilities (first aid including eye bath and copious water for splash removal).
MINERAL OIL	1 2	Work near machines, compressors, etc. mould release agents	Filters to reduce mist. Good ventilation. Protective clothing. Washing facilities: barrier creams. Skin checks.
SITE CONTAMINANTS: e.g. Arsenic, Phenol: heavy metals: Micro-organisms etc. e.g. Wells disease, tetanus, hepatitis B	1 2 4 5 6	Site re-development of industrial premises or hospitals – particularly demolition groundwork and drain/sewers	Thorough site examination and clearance procedures. Respirators, protective clothing. Washing facilities/showers; immunisation for tetanus.
REFRIGERANTS	1.2 3	Services removal/installation	Respirators, protective clothing.
BATTERY ACIDS	1.3	Stripping out, clearing garages	Protective clothing
FUMIGANTS/FLAMMABLE GASES/LIQUIDS	5 6	Stripping out, demolition, renovation, refurbishment, services alterations, excavation, hot working, work on fuel tanks.	Mechanical ventilation where necessary, prior investigation, specialist AJB SOUTHWEST/ ACCOMMODATE LTD. Personal protective equipment.
FOAM FILLERS/ INSULATION MATERIALS	1.2 3	Insulation, cladding	Avoid unventilated enclosed spaces. Personal protective equipment.
CONCRETE/MORTAR ADMIXTURES FORMWORK TREATMENTS	1.6.3	Concreting, brick/block laying, rendering	Personal protective equipment.
GROUTS	1.3.7	Grouting, tiling repairs	Personal protective equipment.
FUELS, OILS, LUBRICANTS	1.3.6	Plant removal/installation/commissioning	Specialist AJB SOUTHWEST/ ACCOMMODATE LTD where – Personal protective equipment required.
WATER TREATMENT CHEMICALS	1.3.4	Services commissioning/de-commissioning	Clear understanding of manufactures instructions. Personal protective equipment.
SOLDERING FLUX	6	Services installation	Correct containing.
BITUMEN	1.2 3	Weatherproofing	Personal protective clothing.

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5.2. COSHH ASSESSMENTS		
IDENTIFY HAZARDS		RISK
		L S
Risks are rated both L (likelihood) from 1 with a probability < 0.1 to 5 with a probability > 0.8 and S (severity) which ranges from 1 for negligible to 5 for serious For activities rated L x S < 4 no specific action is required. For activities rated L x S >4 the following measures must be applied to reduce the assessed risks to acceptable ratings. Alternative methods should be considered for activities rated higher than LS = 16		
The Work – divide work into logical units related to substances that are being worked with Look at what people on each group are doing – how they are doing it – ask about cleaning, breakdowns, change of personnel – affects of adverse weather	Evaluate Risk to Health What is the potential of a substance causing harm?	What is the chance of exposure? How much are people exposed to it and for how long?
METHOD STATEMENT		
What needs to be done to achieve and sustain adequate control? Prevent exposure Minimise exposure Substitute material change method of work but every time set arrangements and periodically check that they are being implemented		
PERSONNEL PROTECTIVE EQUIPMENT REQUIRED		
Decide what is needed and make sure it is available and in good order		

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OPERATIVE INDUCTION SHEET

A COPY OF THIS SHEET SHOULD BE GIVEN TO EACH OPERATIVE AFTER THE INDUCTION SESSION

Before starting work on any site all operatives, including self-employed and those employed by Sub-Contractors are to be formally instructed on the Company's Health and Safety requirements for that project.

The induction course is given in accordance with THE COMPANY'S Health and Safety Policy to improve safety awareness. It is the Company's objective to have no accidents on the site and your co-operation in complying with the SITE RULES is part of means of achieving this objective.

Sub-contractor's operatives will be trained by their own supervisors and will work to that Supervisor's instructions.

Sub-Contractors are to have a responsible person on site who will report, in writing the names of all operatives who will work on the site and have been trained by the sub-contractor.

ALL OPERATIVES DUTIES, including directly employed, self-employed, subcontracted, hired plant drivers will:

- Comply with the Company's Safety Policy. All labour only Sub-Contractors will sign a declaration that they are conversant with the 'Health and Safety at Work Act (1974)' and that they will conduct their activities in accordance with the requirements of this Safety Policy.

All other Sub-Contractors will be issued with the Company's standard 'Health and Safety' notes which detail, amongst other items, the arrangements in force to allow for the inspection of this Safety Policy.

Use the correct tools, equipment, safety protection and clothing provided and not to misuse in any way.

Co-operate and comply with the reasonable requirements of the Site Health and Safety Rules.

Report any deficient plant or equipment to their immediate supervisor.

The Special Regulations for persons under 18 years of age apply to all sub-contracting employees.

Under the Control of Substances Hazardous to Health Regulations (2002) Sub-Contractors will be required to submit for approval Assessments with Data Sheets and Method Statements detailing Personal Protective Equipment to be worn. No article or substance is to be brought onto site unless it is easily recognised or labelled in authorised containers or packages.

Permits to Work and Operate Plant will be required in areas which are hazardous and sensitive before work commences, and an approved sequence of operation must be agreed in a Method Statement in cases such as Steel Erection and Demolition or other hazardous operations.

SITE RULES

THERE ARE NO EXCEPTIONS
THE RULES MUST BE FOLLOWED THEY ARE
THERE TO PROTECT ALL OF THE PEOPLE ON
THE SITE

WEAR A SAFETY HELMET unless area is
specifically de-regulated

WEAR SAFETY FOOTWEAR

USE EAR DEFENDERS, EYE PROTECTION,
GLOVES

REPORT DEFECTIVE EQUIPMENT

REPORT ANY INJURY

KEEP THE SITE TIDY AS WORK
PROGRESSES

USE THE CORRECT LIFTING CHAINS AND
SLINGS - IF IN DOUBT -ASK

DO NOT DRINK ALCOHOL OR TAKE UN-
PRESCRIBED DRUGS – YOU WILL BE
REMOVED FROM THE SITE AND NOT
ALLOWED TO RETURN

DO NOT LEAVE LADDERS UNSECURED

DO NOT LEAVE RUBBISH ON THE SITE

DO NOT BLOCK ACCESS ROUTES

DO NOT ADJUST SCAFFOLDING

DO NOT ENTER MANHOLES OR OTHER
CONFINED SPACES UNLESS SUPERVISED

DO NOT ENTER UNSUPPORTED
EXCAVATIONS

DO NOT TAMPER WITH ELECTRIC SUPPLIES
MAKE A SPECIAL POINT OF WASHING YOUR
HANDS AND FOREARMS WITH SOAP AND
WATER AFTER HANDLING ANY DUSTY OR
DIRTY OBJECT

SUB-CONTRACTOR

RISK
ASSESSMENT
REC'D

SAFETY METHOD
STATEMENT
REC'D

**SAFETY METHOD
STATEMENT
AGREED**

WELFARE
FACILITIES
ACCREDITEDINDUCTION
MEETING
ATTENDEE

SITE	ORGANISATION	A CREDIT

**AUTHORITY TO
START**

SECTION 8. SAFETY CHECK LISTS**8.1. Weekly Site Check**

If any of the answers to the following are NO immediate action must be taken

ITEM	YES	NO
SAFE ACCESS		
Is the site tidy and are all materials stored safely?		
Can everyone reach their place of work safely?		
Are hole and openings securely fenced off or provided with fixed clearly marked covers?		
Are all excavations exceeding a depth of 1.2 m. safely supported and inspected every working day?		
Have all these excavations been examined and recorded within the last seven days?		
Are arrangements made to clear mud from the road at the site entrance?		
Are bricks, pipes and other loose materials stacked safely?		
Is the site being left tidy at the end of each working shift?		
Has the entire scaffold been inspected and recorded within the last seven days?		
Has a competent person inspected the scaffolding after weather likely to affect it?		
Is the scaffold being properly maintained and not modified by untrained operatives?		
WELFARE		
Are toilet and washing facilities clean and serviceable?		
Is there a clean basin, soap, towels and a supply of warm water?		
Is there a clean and warm facility to sit and eat food?		
Is the wet weather gear in serviceable condition?		
Is the first aid box in its position and complete?		
Has someone been appointed to render first aid?		
LIFTING EQUIPMENT		
Has every rope, chain and stop been examined within the last six months?		
PERSONAL PROTECTIVE EQUIPMENT		
Are all operatives making full use of the personal protective equipment identified as required for the activities being undertaken?		
Is there storage and drying space provided for PPE when not in use?		
ELECTRICAL SAFETY		
Has a competent person tested all portable electrical appliances within the last three months?		
Have all electrical appliances been visually inspected for signs of damage when first brought to site and within the last seven days?		
Is the site free of cables trailing across working areas?		
GENERAL SAFETY		
Are there any repetitive manual handling operations that have not been assessed?		
Are all operatives attending the "tool box" talks?		
Are the perimeter hoardings, fencings, and walls secure and undamaged?		
Have all nails been removed/hammered down?		
Are all ladders in good condition and properly fixed?		
Are all plant operatives competent to use the plant?		
Are all delivery drivers properly banked when manoeuvring on site?		

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8.2. Weekly Scaffold Check

SITE		Date of inspection			
AJB SOUTHWEST/ ACCOMMODATE LTD		Site Manager		On site	Yes/ No
Scaffolder		Handover notices		On site	Yes/ No
Location of scaffold					
Type of scaffold					
Type of scaffold		Signage			
Inspection by					
Check at each inspection that your scaffold does not have these faults:					
FOOTINGS		BRACING		TIES	
Soft and uneven		Facade and ledger		Some missing	
No base plates		Some missing		Loose	
No sole boards		Loose			
Undermined		Wrong fittings			
STANDARDS		PUTLOGS and TRANSOMS		BOARDING	
Not plumb		Wrongly spaced		Bad Boards	
Jointed at same height		Loose		Trap boards	
Wrong spacing		Wrongly supported		Incomplete boarding	
Damaged				Insufficient supports	
LEDGERS		COUPLINGS		GUARDRAILS and TOEBOARDS	
Not level		Wrong fitting		Wrong height	
Joint in same bays		Loose		Loose	
Loose		Damaged		Some missing	
Damaged		No check couplers			
SHEETING and BRICK GUARDS		BRIDLES		LADDERS	
Secure		Wrong spacing		Damaged	
Complete		Wrong couplings		Insufficient length	
Effective		Weak support		Not tied	
				Not founded	
General Comments					

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