

Construction Phase Health and Safety Plan For

Building Work adjacent to Manor Barn, Rimington Lane, Rimington. Lancashire BB74DT



(Erection of a single detached dwellinghouse with garage and granny annexe, including improvements to an existing pedestrian and vehicular access)

**To be read by: Site Managers, Contractors,
Site Induction given to: Employees and Sub-Contractors**

Associated Documents:

Pre-Construction Information.

Site Plans & Drawings.

Method Statements.

Site Emergency Plan.

Site Risk Assessments.

Site Induction Form

Planned Start Date: 19th May 2014

Notes

This project is private client therefore NOT subject to the CDM Regulations 2007.

Conditions not applicable to this site are marked with strikethrough (~~strikethrough~~)

Issue/Date	Comment	Author	Verified / Approved
Issue 1 May 2014	Issued for Approval	M.J.S.	D Holmes

AMENDMENTS

To assist in identifying the amendments in each revised issue of this document, a vertical line will be displayed in the margin opposite new or revised text.

Vertical lines marking previous amendments are deleted at each revised issue of the document

Produced by D H Construction Ltd, Tanner House, Ribchester Road, Dinkley, Blackburn
Lancashire, BB6 8AL

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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

RECORD OF AMENDMENTS

Revisions/Amendments to the Construction Phase Health and Safety Plan

Significant changes to this plan, during the project preparation and implementation, i.e. Modifications to the requirements of the contract are recorded here.

DATE	AMENDED BY: CDM Coordinator/ Principal Contractor	BRIEF DESCRIPTION OF AMENDMENT

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Description of the project

1. Introduction

The purpose of this plan is to describe and record the manner in which Health, Safety and Environmental aspects of this contract are to be managed by the Principal Contractor and Contractors in accordance with the Construction (Design and management) Regulations 2007.

This Plan has been prepared by the Principal Contractor who, along with any appointed Contractors shall update and review the plan (as necessary) at various stages throughout the project lifecycle

2. Location

Manor Farm, Rimington Lane, Rimington. Lancashire BB74DT

3. Project description and programme details

D H Construction Ltd has been appointed as the Principal Contractor responsible for the Project involving the site.

Erection of a single detached dwellinghouse with garage and granny annexe, including improvements to an existing pedestrian and vehicular access

The work essentially involves the following activities:-

- Site Survey – Site establishment Storage areas for vehicles and materials.
- Location of utilities, Electric, Water, Telecoms, Sewage.
- Site Preparation Work - removal of farm scrap, debris etc.
- Measures to control emissions of dust and dirt during construction. (inc Wheel Wash)
- Construction of temporary hoarding along neighbour's wall. (One Manor Barn)
- On site office & welfare cabins and storage containers.
- Erection and maintenance of security hoarding.
- Modifications to highway entrance, relocate walls and rebuild using existing.
- Excavation for foundations.
- Provision of parking for operatives and visitors.
- Winter work - Short hours Provide floodlighting.
- Delivery of materials, storage and heavy material movement about site.
- Construction of steel reinforcing and concrete raft.
- Construction of Block work and Stonework for walls.
- Timber windows with stone lintels etc.
- Plumbing, Heating radiators/pipework Installation.
- Roof work with stone tiles, gutters and downspouts as necessary inc lead work.
- Timber work for roof truss etc Insulation.
- Electrical & data installation work.
- Internal finishes plasterwork, tiling, and woodwork.
- Access scaffolding – Tube & Clip, Kwik Form and trestles.

The scope of the work is detailed within the sub-contractor's Method statement and Risk assessment respectively.

It should be noted that all Method Statements shall be regularly reviewed throughout the duration of the project and shall be amended to reflect the identification of additional risks or changes in the sequence or scope of work.

The proposed start date for the project is November 2012.

The scope of work undertaken by sub-contractors will be approved by D H Construction Ltd as Principal Contractor for the project

4. Details of client, Designers, Planning Supervisor, Principal Contractor and others

Client

Mr & Mrs D Holmes.

The CDM Co-ordinator.

N/A

The Principal Contractor

D H Construction Ltd
Tanner House
Ribchester Road
Dinkley
Blackburn
Lancashire
BB6 8AL

Contact: David Holmes Telephone: 01254 246543

The Sub-Contractors

TBA

Health and Safety Executive

Health and Safety Executive,
Construction Division
Marshall House
Ringway,
Preston
PR1 2HS

Telephone: 0161 952 8200

Architect/Designer.

Sunderland Peacock Architects.
Hazelmere,
Pimlico Road,
Clitheroe. BB7 2AG

Telephone: 01200 423178

Civil & Structural Engineer

.N/A

Quantity Surveyor TBA

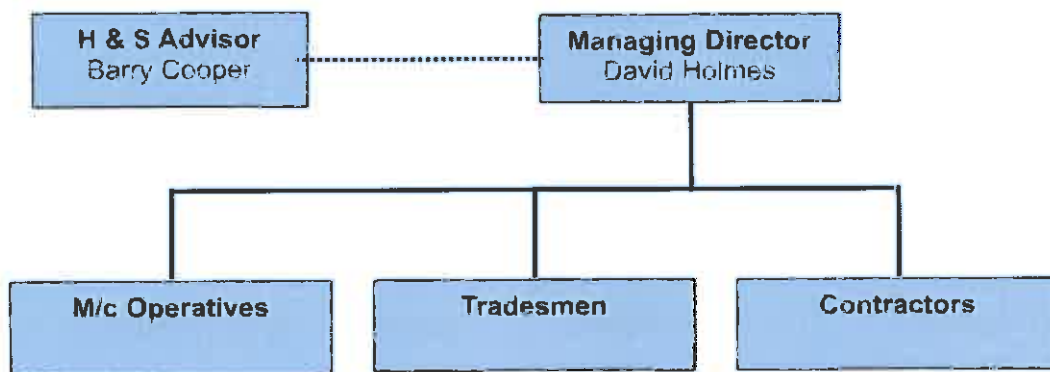
5. Overlap with Clients activities

As Principal Contractor, D H Construction shall be responsible for the site during the construction and all associated preparatory work undertaken by D H Construction and/or contractors. As such access to these areas will be strictly controlled and limited to authorised personnel only. All persons requiring entry to the areas shall inform the D H Construction Project Manager or supervisor in advance of their entry to allow suitable instruction to be given and supervision provided.

During the works, the access road must be maintained free of obstructions.

2. Communication and management of health and Safety

2.1. Management structure



2.2. Responsibilities

Managers, supervisors, employees and contractors are responsible and accountable for implementing the Company Safety Policy and the requirements of the project construction phase H&S plan within their own area of operations.

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose responsibilities on individual Managers and supervisors to make adequate provisions for the safety, health and welfare of their own employees and for others affected by the operations or activities of the Company

These responsibilities extend to contract work conducted on behalf of the company where, due to the involvement of company employees, there is a need to take such steps as is reasonably practicable to ensure their safety.

Managing Director

The Managing Director will be directly responsible for the safe undertaking of the overall project. His responsibilities will include:

- The Setting of 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.

- Ensuring the prompt investigation and reporting of accidents including the requirements of *The Reporting of Injuries and Dangerous Occurrences Regulations 1995*
- The provision of site welfare facilities.
- The provision of Health and Safety Information and Training.
- Health and Safety Monitoring.
- Undertaking periodic reviews of the project in terms of standards set and those achieved.
- Arranging for information to be passed to the Planning Supervisor for inclusion in the Health and Safety File.

Site Supervisor

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:

- Setting a good example to all persons on site
- Understanding and applying the company H&S Policy and the project H&S plan ensuring that company health and safety standards are maintained throughout the project at all times
- Ensuring through daily pre-task briefings and/or toolbox talks, that all employees under his control are aware of their duties and obligations and that they do not take unnecessary risks
- Plan and maintain a tidy workplace, organising the workplace in such a way that tasks are carried out with the minimum of risks to employees, subcontractors and other persons who may be affected.
- The maintenance of good and effective communications and co-ordination between management, company employees and contractors, to ensure common understanding and agreement in the management of health and safety.
- Ensuring that risk assessments and method statements are available for work activities prior to commencement of work and that each employee and/or subcontractor is aware of the significant hazards of their work including the precautions necessary to avoid them; are competent to carry out the work safely and know the safety rules and regulations applicable.
- In appropriate circumstances, issuing written working instructions to all operatives and other persons who may be affected, ensuring that work is performed according to established safe working procedures, putting into effect arrangements for implementing adequate protective and preventive measures resulting from risk assessments.
- Ensuring that correct plant, equipment, tools and materials are available for the work, are maintained in a safe condition, and properly used.
- Ensuring that inspections of equipment and machinery are carried out frequently and by competent persons
- Take appropriate action where necessary to rectify any unsafe condition found relating to plant, equipment, tools, working procedures or unsafe actions by individuals, and/or report to the Managing Director any that cannot be dealt with personally.
- Arrange for the safe delivery, off-loading of machinery, equipment and materials from vehicles and their safe and secure storage

- Ensure that necessary utilities are connected and that they are maintained in a safe and secure manner to each workplace
- Investigate any accidents and dangerous occurrences promptly, taking remedial action to prevent recurrences and report the accident in line with company policy
- Ensure that first aid facilities are provided and that persons on site are aware of their location
- Prevent fire through suitable and sufficient fire precautions and fire fighting equipment
- Issue the prescribed Personal Protective Equipment and ensure that it is used when required
- The implementation of emergency procedures and arrangements.
- The maintenance of site welfare facilities.
- The implementation of Site Rules.
- Written Permits for contractors.
- Undertake Contractor Site Inductions.
- Undertaking of Health and Safety Monitoring.
- Through daily visual inspections, maintain a high level of house-keeping and tidiness on site including the regular removal of waste
- Edit Risk Assessments.
- Organise weekly Site Inspections with Managing Director.
- Training and Tool box Support.
- Ensure measures to control dust and dirt are minimised, to avoid any nuisance to neighbours.

Equipment and machinery Operatives

Equipment and machinery operatives are responsible for the following matters:

- Read and comply with the provisions of this H&S plan
- To inspect equipment daily and report any defects to their supervisor or the Project Manager.
- To use ear protection devices when necessary to prevent gradual hearing damage.
- To use the equipment/machinery only for the purposes for which it was designed in accordance with manufacturers instructions and training provided. Seek guidance and advice from supervisors/managers in this matter.
- To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties
- Suggest ways in which working practices can be made safer
- Ensure that other employees and/or others within the vicinity of the equipment are not endangers by its use.
- Report all accidents or damage to the supervisor or Project Manager immediately. Stop work until instructed to continue.

- Inform site management of any prescribed medication which you are taking and which may affect your capacity for work or method of treatment following an accident.
- Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions at work and also to cooperate with the Company in its arrangements to perform or comply with Statutory safety obligations (which includes adherence to the Company Safety Policy).
- Employees are also reminded that they have a duty under Section 8 of the Health and Safety at Work Act 1974 that no person shall intentionally or recklessly interfere with, abuse or misuse anything provided in the interests of Health and safety at work.

Tradesmen and labourers

Tradesmen and labourers shall be responsible for the following matters:

- Read and comply with the provisions of this H&S plan, and work in a safe manner at all times
- Wear protective clothing and use safety equipment at all times as appropriate or when instructed to do so.
- Report defects in equipment, machinery or materials immediately to the supervisor or manager (site personnel if appropriate) immediately. Stop work until instructed to continue.
- Maintain workplace machinery, equipment and tools in good and safe condition
- Use equipment only for the purpose for which it intended
- Use only the equipment upon which you have been instructed or trained
- Not to take part in "horseplay" or dangerous practical jokes whilst at work or on site
- Report to your supervisor or manager (site personnel if appropriate) any injury to yourself which results from an accident at work or on site even if it appears to be only minor and does not stop you working
- Make suggestions whereby the safety of current working arrangements could be improved
- Inform Supervision or management of any prescribed medication which you are taking and which may affect your capacity for work or method of treatment following an accident.
- Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions at work and also to cooperate with the Company in its arrangements to perform or comply with Statutory safety obligations (which includes adherence to the Company Safety Policy).
- Employees are also reminded that they have a duty under Section 8 of the Health and Safety at Work Act 1974 that no person shall intentionally or recklessly interfere with, abuse or misuse anything provided in the interests of Health and safety at work.

Contractors

Contractors shall be responsible for the following matters:

- Read and comply with the provisions of this H&S plan and undertake site induction upon initial arrival at site.

- Ensure that any operatives under their control or employed have knowledge of and will comply with this plan
- Provide sufficient method statements and risk assessments for all works for approval by D H Construction, prior to commencement of such works.
- Contractors (and their employees) are not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or need to use, unless otherwise authorised by D H Construction's Site Manager / Supervisor
- Ensure that any injury sustained or damage to any property caused by the sub-contractor is reported to the D H Construction's Site Manager / Supervisor immediately.
- To use site welfare and First Aid facilities provided by D H Construction Ltd in a responsible manner, and not to abuse these facilities.
- To observe all statutory provisions concerning dangerous, explosive, flammable or other volatile substances and materials which they shall bring onto the site. A suitable and sufficient risk assessment (as required by the Control of Substances Hazardous to Health Regulations) will be provided when submitting risk assessments and Method Statements.
- To keep all workplaces, for which they are responsible or have been granted permission to use, clean and tidy and to clear them periodically as work progresses
- To wear protective clothing and use safety equipment appropriate to the work being undertaken and as identified in the risk assessment and Method Statement
- To provide information and co-operate fully in respect of the provisions of the Management of Health and Safety at Work Regulations 1999
- Contractors are reminded that they have a duty under Section 3 of the Health and Safety at Work Act 1974 to ensure the health and safety of persons not in his employment. This means measure must be put into place to protect all personnel on site, not just his own employees
- Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions at work and also to co-operate with the Company in it's arrangements to perform or comply with Statutory safety obligations (which includes adherence to the Company Safety Policy).
- Employees are also reminded that they have a duty under Section 8 of the Health and Safety at Work Act 1974 that no person shall intentionally or recklessly interfere with, abuse or misuse anything provided in the interests of Health and safety at work.
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2.3. Policy of Principal Contractor (D H Construction Ltd)

- D H Construction Ltd, as Principal Contractor will ensure that health and safety on the project site is managed with the highest priority.
- We will ensure that the site is managed with a robust approach to any shortfall in compliance with agreed health and safety requirements. Where required, disciplinary action will be used to enforce this approach.
- We will ensure that the competency and resources to be applied to health and safety by any organisation appointed to do work on our behalf is assessed prior to their appointment.

- We will ensure that all our personnel are appropriately trained; experienced and competent to perform their role and that every person is given a project specific induction before being allowed to start work on site.
- We will ensure that arrangements are in place for the communication of information on the risks, and approved safe method of working, prior to the relevant package of work being allowed to start.
- We will encourage feedback and comments on safety matters from those working on the site via an open policy for all personnel working on the project
- We will ensure that a risk assessment is prepared covering each activity on site and that a safe method of working is produced and approved before each activity commences.
- We will ensure that access to the project site, and to particular areas of danger, is restricted to authorised persons only; that the site is kept tidy; and that access to all areas of work is safe.
- We will provide good welfare facilities and keep them clean and serviced
- We will ensure that each trade person applies safe methods of working at all times
- We will formally audit and review specific procedures and activities on a regular basis.

We expect all of those who visit or work on the project to assist and co-operate fully in the implementation of the above policy.

2.4. Health and Safety objectives for the project

The overall objective of D H Construction is for the successful completion of the project with zero injuries. This will be achieved by:

- Regarding the promotion of health and safety measures as a mutual objective for employees, contractors and ourselves at all levels.
- Doing all that is reasonably practicable to prevent personal injury and damage to property; and to protect everyone from foreseeable work hazards; including the clients employees so far as they come into contact with our work activities.
- Providing and maintaining safe and healthy working conditions.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Making available all necessary safety devices and protective equipment and to supervise their use.
- Maintaining 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 and contractors that they have a duty to co-operate with us in our efforts to implement the above by:

- Working safely
- Meeting their statutory duties
- Reporting incidents that may lead to injury or damage
- Following our safety procedures and safe systems of work
- Incidents & Accidents must be reported before leaving site.
- Minimise dust, dirt and noise nuisance to neighbours.
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2.5. General

- This project follows CDM 2007 and this document sets out the Principal Contractor's objectives.
 - The works will be carried out according to the principles set out in our Health and Safety Policy
- This Construction Health and Safety Plan will be continually monitored and updated as work progresses and further information becomes available
- D H Construction, as Principal Contractor, will be responsible for ensuring that all sub-contractors comply with and adhere to the approved health and safety plan.
- Contractor's health and safety performance will be monitored and assessed on a continual basis.
- Prior to starting any hazardous work on site all Contractors will undertake a risk assessment and submit a Method Statement setting out the agreed sequence of work and other relevant information.
- Weekly meetings (or at other suitable frequencies) will be held on site to assess both performance and safety record and discuss safety matters in general. Any changes identified as necessary will be immediately implemented and minutes taken accordingly.
- The company will endeavour to ensure that disturbance is kept to a minimum, particularly the following issues:
 - Dust and noise
 - Cleanliness of the workplace and external roads
 - Security of site and the site compound
 - Control of vehicle movements to and from site, restore grass verge.
 - Protect other areas from dust debris using screens etc.
 - No external radio or music.

2.6. Monitoring and review of health and safety performance

The pre-task briefing clearly states that "if for any reason, work cannot be completed as per the method statement / permit then all work must stop immediately so that guidance can be sought".

Accordingly, the D H Construction Site Supervisor shall hold regular review meetings with the Operatives / Contractors to confirm, amongst other things, the following basic issues:

- PPE is in place and being used – always the last resort
- The Method Statement / permit is being followed
- The Site supervisor is aware of the operators and contractors activities.
- Safe conditions and behaviour are being maintained

Where the review meeting identifies a deviation to the Method Statement such that an additional high level risk is introduced to the work, the Project Manager shall instruct Operatives or Contractors to cease work in that area until a specific risk assessment has been completed and approved.

2.7. Co-operation and co-ordination

2.7.1. Regular liaison between parties on site

To facilitate effective communications – a site meeting will be held regularly during the project. It will comprise representatives from the Principal Contractor, Contractors and other relevant parties.

The meeting will be used to update all concerned on the stages of work and planned developments. It will be the main forum for raising Safety issues, communicating site instructions, reporting incidents, discussing site monitoring and exchanging relevant Health & Safety information between all the concerned parties.

In addition – day to day issues needing immediate consideration should be brought to the attention of the Project Manager. He will authorise courses of action and act as liaison between relevant groups.

2.7.2. Consultation with the employees

The Project Manager operates an 'Open Door' policy.

The entire project workforce will be encouraged to communicate daily at the end of each working shift to any supervisory staff details of any hazard they have seen, or to make any suggestion that will make conditions safer. Any such contribution will be recorded in the site diary and raised on the next safety/project meeting, or earlier if appropriate.

All employees are instructed to report immediately any situation that poses an immediate and serious risk to the health and safety of any person

2.7.3. The exchange of design information between all parties

The CDM Co-ordinator will be informed in writing of all decisions made during the project that results from:

- The principal Contractor's or Contractor's design development obligations under the contract
- Unforeseen eventualities during the project works that result in substantial or significant design changes

2.8. Handling design changes during the project

Unforeseen eventualities on site and variations by the client and design team which result in substantial design changes and which might affect resources will be reported to the CDM Co-ordinator as soon as possible. The design team will consider the significant health and safety issues, identify hazards and identify the risk to those carrying out the construction works and others.

Details of all design changes will be submitted to the Principal Contractor as soon as possible to allow adequate time for consultation prior to the instruction and subsequent execution of the works.

D H Construction, as Principal Contractor will revise and update this Health and Safety Plan as work progresses to take account of the hazards and risks arising during the construction phase.

All substantial design changes shall be examined by the designer(s) for health and safety implications, hazards identified, risks assessed and consideration given to avoiding, minimising or controlling risks.

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.

2.9. The selection and control of contractors

2.9.1. Approval of Contractors

To help provide an integrated approach to Health and Safety, each Contractor is required to complete the Health & safety questionnaire provided by the Principal Contractor. He will provide relevant information such as contractors Health and Safety Policy, sample Method Statements, Statutory Examination Reports, Inspection Procedures, and Training Records etc.

His past performance and competence will be assessed and if acceptable, will be approved to work on the project.

Contractors who are presently approved by the Principal Contractor are automatically approved to work on the project.

2.9.2. Competence & Training

All Contractors and sub-contractors including self employed personnel will ensure adequate training has been undertaken to enable the work to be completed safely and without risk to health. The Principal Contractor will vet contractors' records to ensure such training has been carried out. This will exclude contractors who are presently approved by the client.

Only suitably qualified, experienced or properly trained personnel will be allowed on site.

In addition, evidence of Health and Safety Awareness Training must also be provided. If this evidence is either not available or unsatisfactory - the individuals concerned will be required to undergo suitable training before they will be allowed on site. Only personnel with a suitable level of H&S awareness will be allowed on site.

Suitable training in this context can be the "Safety Passport", CSCS or Skill card schemes or equivalent.

2.9.3. Health and Safety Standards

Contractors 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 Contractor shall comply with guidance given in relevant British Standards, HSE Guidance Notes and Codes of Practice as a minimum standard of safety.

2.9.4. Information for Contractors

As Principal contractor, D H Construction will ensure that the arrangements for the Health and Safety Management of all work are made clear to contractors, including Site Rules and Procedures and the arrangements made for monitoring.

2.9.5. Safety Method Statements

- Where work has risks to health and safety, the contractor will be required to submit a Safety Method Statement on how they intend to control and manage these risks.
- The contractor will be required to base the Method Statement on the assessment of the risks to their employees and others.
- The Site Project Supervisor will ensure that contractors are fully briefed on the anticipated work methods and the site, and the relevant parts of this Health and Safety Plan.
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2.9.6. Contractor Checklist

Before authority is given to a sub-contractor to start work, the Site Supervisor will ensure that where appropriate the following checks are made as necessary:

- Risk Assessments received,
- Employers Liability Insurance received.
- Method Statement received and approved,
- Contractor's Supervisor appointed,
- Skill Certificates checked,
- Induction & Kick off meeting attended. (See Site Induction Check List)

2.10. The exchange of health and safety information between contractors

D H Construction Ltd will ensure that all parties consider what information should be passed between them. This will be achieved by regular site meetings.

We will exchange clear information about the risks arising from each of our activities, including relevant safety rules and procedures, and procedures for dealing with emergencies.

This exchange of information will include details of any risks that other parties could not reasonably be expected to know about. The information will be specific to the work. In other words, we will talk to one another.

2.11. Site Security

D H Construction Ltd will maintain, so far as is reasonably practicable the integrity of the site and areas allocated for material lay down and to adequately safeguard the site, materials and the works from theft, vandalism or trespass. By the erection & maintenance of hoardings.

All reasonable steps will be taken to prevent unauthorised access to the site. Appropriate signage will be displayed at points around the site boundary.

Mechanised plant and ladders etc. will be securely locked or disarmed to prevent their use by unauthorised persons during out-of hour's periods. Where applicable, other dangerous areas of the site will also be made secure to prevent unauthorised access.

~~All personnel and visitors will sign in and out on every visit.~~

All contractors will inform the Site Supervisor, in advance of commencement, of their proposed working days and hours throughout the period of the works so that access and security arrangements can be made.

Any proposed out of normal hours working arrangements will be notified and agreed in advance with the Site Supervisor

Contractors will provide the Project Manager with 24-hour emergency telephone numbers of suitably qualified staff who will be available in case of emergency during out of hours, weekend and holiday periods.

Contractors and Sub-Contractors must keep the Site Project Manager informed of daily tasks and who is on site each day.

2.12. Site Access and egress (Two entrances - see site plan)

The access road is a narrow-track lane. Small vehicles should have little difficulty in entering or leaving the site, but larger vehicles will need the assistance of a banksman to prevent damage to the soft grass verges and/or collisions with pedestrians or traffic on the road.

Vehicles must be parked in the designated areas, Access routes must be kept clear of equipment, vehicles and material in order to allow free access around the site for plant and equipment.

Site Entrance A. This is for Operators and visitors Vehicles only.

Site Entrance B. This entrance is for machines and material delivery only.

2.13. Material lay down area & Cabin Area

A designated area has been identified as a lay-down area for materials. This also applies to all Contractors. See site drawing. The Welfare, Office cabins and Storage containers are also in this area.

2.14. Site induction

All personnel engaged on the project will attend a pre-commencement induction where the various site safety rules and the health & safety requirements of the project will be explained. Using the Site Pre-task Induction Check List.

2.15. On-site training

2.15.1. Pre-task briefing

The pre-task briefings are given to all operatives associated with the project as a means of reviewing the contents of the safety method statement and familiarisation of the working area. Documented evidence of attendance at these briefings will be kept. A copy will be provided to the Principal contractor specific for this site.

Pre-task briefings will be given by the operative's manager or supervisor

The pre-task briefing shall include, but not be limited to:

- A full description of the work which is to be completed including all required preparatory works (e.g. cordoning off area, signage, barriers, points of isolation, fire extinguishers, PPE required etc.)
- The method to be employed during completion of the work
- Confirmation of the type and availability of plant and equipment / tools to be used to complete the work
- Confirmation of the identified risks associated with the tasks and the methods which will be employed to reduce these as low as reasonable practicable
- Confirmation of emergency procedures for the site

Every opportunity will be given to employees to ask questions regarding the work scope, such that they fully understand their own obligations and those of their colleagues during completion of the work.

Where employees agree with the contents of the pre-task briefing, they shall signify their acceptance by signing the pre-task briefing sheet (normal the back page of the method statement and/or risk assessment)

If during the pre-task briefing a more suitable or safer method for completing the work other than that specified on the method statement is identified, then all comments shall be added by the Manager / Supervisor on the rear of the method statement.

If necessary the method statement or risk assessment will be amended and reissued.

An additional pre-task briefing shall then be undertaken as required until the method statement is accepted by all personnel.

Work shall not commence until acceptance by all parties of the safety documentation.

Supervisors shall hold regular toolbox talks with their operatives.

Each toolbox talk shall cover a specific safety aspect associated with the current activity.

A record of each toolbox talk shall be retained within the site project file.

Examples of typical toolbox talks are:

- Care of hands
- Manual handling
- Working at height
- Ladders and Step ladders
- Mobile plant
- Electricity and portable tools
- Hand tools
- Eye protection
- Housekeeping
- Noise
- Vibration

2.16. Welfare facilities

D H Construction will provide all personnel working on site with suitable welfare facilities as required by Regulation 22(1) (c) of the CDM Regulations 2007, including site cabin with food warming and dining facilities and hot and cold running water. Toilet facilities will also be provided.

General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms.

The facilities should include:

- 1 clean hot and cold, or warm, running water;
- 2 soap or other suitable means of cleaning;
- 3 towels or other suitable means of drying;
- 4 Drinking water must be provided or made available at readily accessible and suitable places.

The rooms must be provided with seating, means of drying and keeping clothing and personal effects secure.

Rest rooms or rest areas are required equipped with tables and seating (with backs) sufficient for the number of persons likely to use them at any one time.

There should be arrangements for meals to be prepared and eaten, plus means for boiling water. In cold weather, heating should be provided.

All personnel employed to work on site must respect these facilities and leave them as they would expect to find them.

All personnel employed to work on site must respect these facilities and leave them as they would expect to find them.

2.17. First Aid

The First Aid box and eye wash station will be located in the site welfare cabin

2.18. The reporting and investigation of accidents and incidents including near misses

All Incidents, accidents and near misses must be reported to the Project Manager as soon as possible; accidents resulting in injury must be reported to the following personnel immediately:

Managing Director (David Holmes) Tel: 07973 721285

An investigation must be undertaken and after ascertaining the facts, an accident report should be completed, detailing all relevant information. A copy should be retained, by the injured person's supervisor, for his records. A copy should also be given to the Project Manager (G Atwood). All accidents must be recorded in the site accident book which is located in the site office

The company and all Contractors must comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

2.19. The production and approval of risk assessments and method statements

Contractors will undertake risk assessments as required under The Management of Health and Safety at Work Regulations.

Prior to commencement of work, the Company and/or Contractor shall consider the specific tasks to be undertaken with respect to the work content and identify hazards which exist or may be introduced during completion of the work. Significant risks will be identified and appropriate control measures implemented to reduce the risks to an acceptable level.

All work will be the subject of detailed Method Statements from contractors covering all relevant on-site activities. These statements should be based on a properly conducted assessment of their work and detailed enough to show how that work will be carried out safely and without risk to health. They should also include the names of the individuals nominated by the Contractors to manage site safety for their own personnel and operations during the work.

All Risk Assessments and Method Statements should be sent to the Principal Contractor at least 1 week before commencing the work described, so that they can be properly vetted and approved.

Contractors may be advised of additional precautions, should their statements reveal unsafe situations, which may affect their employees or other contractors.

All Method Statements are supported by the site's Safety Rules and Procedures, which apply equally to Contractor personnel and D H Construction's employees.

Copies of the above, and all other documentation relating to the Project such as plans, drawings, Work Schedules, Material Changes, Job Changes and so on, will be kept in the site project file.

It is each Contractor's duty to keep the File documentation up to date with the developing Project as it relates to their operations. The File will be kept by the Project Manager and is available for inspection during normal working hours.

Company and Contractor operatives will be fully involved in the intended method of work and in the associated risk assessment procedure. Following this, the relevant documentation i.e. method statement and specific risk assessment shall be produced.

The Principal Contractor will check Risk Assessments and 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 contractors

Notes:

The site was a farm yard the scrap and farm debris has been removed, the risks are readily apparent such that they can be addressed directly.

All Contractors who are appointed to carry out work on this project shall be required to comply and shall be deemed to have contracted to comply with any appropriate health and safety requirements and prohibitions placed upon them by or under any relevant statutory provisions applicable to this project and or contained in this project Health and Safety Plan which is applicable to each contractor undertaking in respect of their work on this project.

The Contractor's Risk Assessment and Method Statement must take account of all site conditions, which include the risks identified in section 3 of this document

2.20. General Site rules

- All contractors and their employees will report to the site office before commencing work and before leaving site.
- All accidents and incidents must be reported to the Site Supervisor and be recorded in the site accident book
- The specific work areas are designated a "Hard Hat" area during hazardous tasks.
- Safety footwear is mandatory throughout the site.
- Smoking is not allowed anywhere on site
- Fires and the burning of waste material is prohibited, other than timber/cardboard.
- All work areas must be kept safe and tidy, and good housekeeping standards maintained at all times
- Young persons (under 18 years of age) are prohibited from working on site, unless directly supervised.
- Contractors shall provide and wear PPE appropriate for the hazard to be protected against.
- D H Construction Ltd does not accept responsibility for the security of contractor vehicles, tools and equipment.
- Contractors must erect local safety signs as required to protect the safety of his employees and other persons
- Contractor employees must be adequately supervised at all times
- Contractors are responsible for the safety of all their plant, tools and equipment.
- Minimise and manage site waste

2.21. Site inspections by the Principal Contractor

Site safety inspections take place weekly or monthly as necessary, these are recorded together with any issues arising and necessary corrective actions. A record will be kept of any Contractor or Sub-contractor employee who needs to be reminded of failure to comply with H&S or PPE requirements and their employer notified.

2.22. Emergency procedures (upon arrival on site test mobile signal)

FIRE

If you discover a fire:

- Raise the alarm immediately, if the Fire and Rescue service is required, telephone 999.
- Tackle the fire with a suitable fire extinguisher Located near the site cabins, provided there is no personal risk
- If in doubt, proceed immediately to the designated assembly point

When you hear the alarm:

- Proceed immediately to the designated assembly point located on the main drive to the front of the property.
- Do not delay by collecting personal belongings
- Do not return to work until authorised to do so

DO

- Know the location of extinguishers
- Know the fire drill and the position of assembly points
- Keep all escape routes and extinguisher points free from obstruction at all times

A "Roll Call" of all personnel on site will be undertaken by a nominated site representative of the Principal contractor.

ACCIDENT

In the event of an accident resulting in injury that requires first aid, the injured person or if he is immobilised, the person discovering the accident should immediately raise the alarm.

Treatment can either be given at the scene or the injured person or other person will call the emergency services if an ambulance is required (Telephone 999), alternatively he can be taken directly to hospital for treatment. See Site Emergency Plan for address.

SPILLAGE

Any spillage of hazardous material must be cleaned up immediately and David Holmes notified as soon as possible. Avoid any spillage-entering watercourses.

SITE ADDRESS (SEND SOMEONE TO RIMINGTON LANE TO MEET)

When calling the emergency services, the site address is:

**Adjacent to Manor Barn,
Rimington Lane,
Rimington.
BB7 4DT (Bravo Bravo Seven Four Delta Tango)**

NEAREST HOSPITAL

If an injured person needs to be taken to hospital, the nearest Accident and Emergency department is located at

Royal Blackburn Hospital BB2 3HH

Haslingden Rd www.hospitalsineastlancs.nhs.uk

Tel: 01254 263555

Emergency Procedures Document to be displayed at H&S station in Welfare Cabin.

3. Arrangements for controlling significant site risks

All Contractor's Risk Assessments and Method Statements must take account of all site risks, which include the following:

3.1. Safety Risks

3.1.1. Falling objects

A significant risk during the project is falling materials particularly during any dismantling or demolition work. During this type of activity there is always a risk of materials falling. Suitable control measures must be employed that prevent persons being struck by falling objects.

To protect third party personnel, the most suitable measures will be erection of barriers to prevent access to the area directly below or adjacent to the point of construction.

Although the project work area is designated a "hard hat", which will be strictly enforced, injury can still occur and additional control measures will be implemented.

3.1.2. Working at height (Fall prevention)

A significant part of the project will involve work at height and as such all measures will be taken to prevent falls.

All major work undertaken at height shall be by suitable scaffolding to enable access and egress and to protect workers from falls.

The Work at Height Regulations 2005 (WAHR) define work at height as being work in any place, including a place at or below ground level, (including access and egress from such a place of work) where if measures required by the Regulations were not taken, a person could fall a distance liable to cause personal injury.

Precautions are needed where there is a risk of injury from a fall irrespective of fall height. There is no longer a 2-metre 'rule'.

Company policy requires that:

- All work at height is properly planned and organised
- Those involved in work at height are competent,
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled and
- Equipment for work at height is properly inspected and maintained

All contractors working on the project will comply with the following hierarchy of risk control when working at height:

- **Avoid** working at height
- **Prevent** falls by use of existing place of work
- **Prevent** falls by use of collective fall prevention measures (e.g. handrails, Scissor lift, mobile tower scaffold, fixed scaffolds, and boom type elevated work platforms).
- **Prevent** falls by use of personal fall prevention measures (e.g. work restraint)
- **Mitigate** by using collective work equipment to minimise fall distance and consequences (e.g. nets and soft landing systems)
- **Mitigate** by using personal work equipment to minimise fall distance and consequences (e.g. fall arrest system)
- **Mitigate** through training and other means (e.g. ladders, step ladders etc)

The use of equipment lower down the hierarchy will only be justified by risk assessment which will be based on practicality and not cost.

Where extension ladders are used, these must be either secured at the top, or correctly footed at all times. Good ladder practice must be employed at all times.

All ladders brought into the "construction" areas must be inspected before each use. It is the responsibility of the person using the ladder that it is suitable for the task and in good condition. All ladders to be secured to structures to prevent movement.

3.1.3. Stability of structures during construction work

Adequate precautions will be taken to ensure that new structures under construction or existing structures undergoing modification are safe and fully supported to prevent collapse and the risk of falling materials or debris.

3.1.4. Occupied Adjacent properties

Special note is made of the need to undertake works near to adjacent occupied properties. It is therefore essential that all necessary precautions are taken to prevent the site activities affecting these properties.

3.1.5. Slips/trips/falls

Slips and trips on the same level is one of the most common of accidents in the construction industry. Measures must be taken to prevent such accidents occurring on site. Good housekeeping is essential and must be maintained at all times throughout the project. Trailing leads, hoses, debris etc must be kept clear of pedestrian routes.

3.1.6. Dust, Silica and swarf

During the project, construction activity will almost certainly create dust and ejected particles, which have the potential of causing injury to the eyes or respiratory system.

Taking simple precautions such as the use of water sprays both before and after any demolition will ensure dust can be reduced to a minimum.

The activity will be assessed and appropriate precautions taken; eye and/or respiratory protection will be used only as a last resort.

3.1.7. Hot work

Plumbing involves hot work, steps will be taken to ensure staff and visitors are not exposed to any risk of injury by hot work or other hazardous operations. Plumbers will protect exposed woodwork and check adjacent materials are cold before moving off site.

3.1.8. Flammable Materials

Adequate provision for safe storage of any flammable material (e.g. diesel) brought on site will be provided and the Principal contractor informed

3.1.9. Electrical Works

Interruption or interference with the electrical supply to occupied buildings is strictly prohibited without the consent of the Clients project Manager.

3.1.10. Work equipment

All work equipment must be suitable for the intended use, be in good condition and be maintained to ensure safety

All electrical equipment used on site will either be battery powered, or 110v with centre tapped transformer.

All portable electrical equipment must be accompanied by a PAT certificate, or be battery powered.

3.1.11. Existing Services

There are a number of services on site. These consist of:

- Rain water Drains. Hand Dig to locate.
- Electricity - temporary Distribution & supply to site cabins
- Water connect into existing pipe - temporary supply to site cabins
- Telecom.

Prior to any excavation work in the area between the building and the public highway the location of these services must be located and any excavations to be by hand.

3.1.12. Temporary electrical installations

A temporary electrical supply provides power to the welfare facilities and site office. Use of this electricity supply will be allowed for the works and it is the contractor's responsibility to ensure its suitability and adequacy for safe use. Where the electrical installation is temporary, the following requirements will be observed as a minimum:

The supply shall be PVC SWA cable and the source to be protected by a suitable 30mA Residual Current Circuit Breaker. The metal work of all site cabins to be "earth bonded" together and the utility earth point, (and Tested for electrical continuity)

The temporary cable is to be routed clear of any building or construction work

The installation, components, tools and equipment shall comply with the current requirements of:

- Electricity at Work Regulations
- IEE Regulations
- Health and Safety at Work Act (1974)

Suitable and sufficient temporary lighting will be provided when deemed necessary by risk assessment in respect of every place of work and approach thereto, every traffic route and every dangerous opening.

3.1.13. Work with or near fragile materials

During the construction personnel will be working with or near fragile materials, due regard will be given to all activities and the associated risk assessments will consider this hazard.

3.1.14. Control of lifting operations

Lifting operations will be undertaken to erect the steelwork, all lifting operations will be approved by the principal contractor prior to the activity commencing. Only trained and competent persons will undertake lifting operations.

Specific risk assessments will be undertaken for all planned lifting operations

This will involve Telehandlers, mechanical aids, or team lifting techniques as appropriate.

3.1.15. Ground conditions

The client has knowledge of the site certain paths require reinforcement with regard to the use of machines, the ground comprises of heavy clay 0.6 metre below GL. Parts of site is bedrock.

3.1.16. Vehicles, construction plant and pedestrians

D H Construction Ltd will ensure that the risk to workers and members of the public from being struck by mobile construction plant and vehicles will be reduced through the promotion of:

- Effective planning of site layout and design
- Vehicle and/or plant procurement
- Pedestrian and vehicle/mobile plant segregation whenever possible
- Training of site personnel

The site has two vehicle entrance routes. This route must not be obstructed, but if work is required that may temporarily close the route (e.g. for delivery of materials, or plant access), then prior permission will be sought from the Project Manager.

Site Entrance A. This is for Operators and visitors Vehicles only.

Site Entrance B. This entrance is for machines and material delivery only. The track has overhead electricity cables which cross the track.

3.1.17. Storage of hazardous materials

All hazardous materials (diesel) will be stored in accordance with the manufacturer's instruction, the Material Safety Data Sheet and the risk assessment. All current legislative requirements will be adhered to at all times

All hazardous and/or flammable substances such as paint, solvent, diesel, petrol etc must be kept secure in locked containers.

3.1.18. Underground or working in cellars

There are no cellars in this project.

3.2. Health risks

3.2.1. Asbestos

The site is new build so no asbestos in the building, however the existing farm shed does have cement asbestos roof - this NOT part of the build. all employees are briefed to look out for any suspect materials.

3.2.2. Manual Handling

These construction activities involve some degree of manual handling. Manual handling will be considered when undertaking risk assessments. Measures to reduce the risk of injury from manual handling must be addressed in the method Statements.

The hierarchy of control will consist initially by avoiding manual handling, but if this is not practicable, then the risks must be reduced to an acceptable level, primarily by the use of mechanical handling aids, e.g. Telehandler

Safe manual handling techniques must be practiced at all times.

Refer to specific manual handling assessments.

3.2.3. Use of hazardous substances

Hazardous substances will, during the life of the project be used on site. These will include Adhesives, wood treatments; Plant lubricating and hydraulic oils, diesel fuel, etc. Adequate steps will be taken to ensure operatives are not exposed to health risks from these substances.

Risk Assessments will be undertaken to meet the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations, and suitable control measures will be introduced to reduce the risk to as low as is reasonably practicable; PPE being the last resort and depending upon the results of the risk assessment.

3.2.4. Noise

Work undertaken using heavy plant which creates high noise levels will be carried out with due consideration for nearby residents.

Hearing protection will be worn by those exposed to noise levels above 80dB (A)

3.2.5. Vibration

Vibration from portable tools and mobile plant can cause Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration (WBV) respectively.

Risk assessments must consider the risks from high levels of vibration associated with portable tools and mobile machines, and adopt suitable control measures to reduce this risk, and not to exceed the daily exposure limits

3.2.6. KwikForm Scaffolding

Access to external / internal walls and roof areas will be achieved via modular scaffolding; this will be designed by the Site Project Manager and erected by skilled employees using the DHC standards.

3.2.7. UV from Sunlight.

For a large part of the construction the workers will be exposed to UV radiation, employees and contractors are to be briefed about the dangers of exposed skin. Site Supervisor to ensure workers keep upper body parts covered and use sun cream on face and neck areas when necessary.

4. Health and Safety File

4.1. Provision of information

All contractors will provide all relevant information regarding their specific areas of the project to the principal contractor for inclusion in the health and Safety file. **THE SITE PROJECT MANAGER WILL COLLECT ALL SUPPLIERS INSTRUCTIONS, MANUALS ETC AND KEEP THEM SAFE FOR INCLUSION IN TO THE H&S FILE.**

4.2. Information details

The information provided should include the following topics, where this may be relevant to the health and safety of any future installation or maintenance work.

The level of detail will be proportionate to the risks likely to be involved in such work.

- 'As built' drawings and plans used and produced throughout the construction process; (inc underground services)
- The design criteria
- General details of the construction methods and materials used;
- Maintenance procedures and requirements for the structure;
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the project;
- Any hazards associated with the materials used (for example hazardous substances, paint, special coatings which should not be burnt off);
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements);
-

4.3. Arrangements for handover of information

All the information required for inclusion in the Health & Safety File will be handed over to the CDM Co-ordinator for approval, one month following the expected completion and commissioning date for the works

ON BEHALF OF THE PRINCIPAL CONTRACTOR

Suppliers\Contractors:

To be advised;

Scaffolding

Demolition

Plumbing & Heating

Electrical

Decoration.

SITE DRAWINGS INDICATING;

Entrance A. Highway routing for site operators and visitors.

Entrance B. Highway routing for deliveries of plant and materials.

Areas for unloading and loading of materials.

Storage area for construction materials.

Site cabins for Office and Welfare Cabin.

Location of Wheel Washing Unit.

Indicates temporary hoarding to screen neighbour.



Parking for Operators and Visitors



Compound for Plant machines, Site Cabins and Material Storage (Wheel Washing)