

Building Themes International PLC

Construction Health, Safety, Welfare & Environmental Plan

Project Title:

PENDLE VIEW

Location:

**PENDLE VIEW FISHERIES
A59
BARROW
CLITHEROE
LANCASHIRE
BB7 1BN**

Client:

LODGE INNS Ltd

Contents

1. GENERAL

1.1 Introduction

1.2.1 Employer

2. NATURE OF THE PROJECT

2.1 Site Location

2.2 Description of the works

2.3 Time-scale for the Works

2.4 Roles and Responsibilities

2.4.1 Employer/Agent
2.4.2 CDM Coordinator
2.4.3 Designers (Including Contractors with Design Input)
2.4.4 Structural & Civil Engineer
2.4.5 Principal Contractor
2.4.6 Soil Analysis

2.4.6 All Contractors

2.4.6 a Steel-works Fabrications
2.4.6 b Roof Covering Contractor
2.4.6 c Brickwork Contractor
2.4.6 d Joinery Contractor
2.4.6 e Electrical Installation Contractor
2.4.6 f Plumbing Installation Contractor
2.4.6 g Lift Installation Contractor
2.4.6 h Plastering – Floor Screed Contractor
2.4.6 i Tiling Contractor
2.4.6 j Decorating Contractor
2.4.6 k Scaffold Contractor
2.4.6 m Crane Lifting Etc Contractor

3. EXISTING ENVIRONMENT

3.1 The Site

3.2 Land use and restrictions

3.3 Statutory Requirements

3.3.1 Planning Restrictions
3.3.2 Building Control
3.3.3 Advertising Consent

3.4 Existing Traffic Systems

3.4.1 Parking
3.4.2 Site Access & Egress

3.5 Existing Services

4 SITE WIDE ELEMENTS

4.1 General

- 4.1 .1 Provision of Management
- 4.1.2 Site offices
- 4.1.3 Access
- 4.1.4 Use of the site
- 4.1.5 Visitors
- 4.1 .6 Precautions to prevent nuisance and trespass

4.2 The Site Environment

- 4.2.1 Prevention of pollution
- 4.2.2 Noise control
- 4.2.3 Working hours
- 4.2.4 Safeguarding the works

4.3 Health Safety and Welfare

- 4.3.1 Communication/Notification
- 4.3.2 Notification
- 4.3.3 Site co-ordination meetings
- 4.3.4 Training
- 4.3.5 Induction
- 4.3.6 Safe Systems of Work/Risk Assessment
- 4.3.7 Welfare facilities
- 4.3.8 Sanitary Accommodation
- 4.3.9 Flammable liquid, paints, etc.
- 4.3.10 Housekeeping
- 4.3.11 Fires

5. CONSTRUCTION MATERIALS

5.1 Materials identification and COSHH Assessment

5.2 Asbestos

5.3 Materials General

6. SITE RULES

6.1 First-Aid

6.2 Personal Protective Equipment

6.3 Site Access/Scaffolds

- 6.3.1 Safe access
- 6.3.2 Scaffolds
- 6.3.3 Working Platforms
- 6.3.4 Ladders

6.4 Emergency Procedures

- 6.4.1 All Emergencies
- 6.4.2 Responsibilities
- 6.4.3 First- Aid personnel
- 6.4.4 Fire
- 6.4.5 Injury, Accidents or cases of sudden illness
- 6.4.6 Emergency Evacuation

7. OVERLAP WITH CLIENT OR OTHERS UNDERTAKINGS

- 7.1 Premises wholly or partially occupied by the Client
- 7.2 Inform building users
- 7.3 Signs

APPENDICES

APPENDIX A

RISK ANALYSIS AND HAZARD IDENTIFICATION

APPENDIX B

SUB CONTRACTOR METHOD STATEMENTS

APPENDIX C

COSHH DETAILS (INCLUDING WASTE DISPOSAL)

APPENDIX D

ACCIDENT REPORTING FORMS

APPENDIX E

COPY OF FORM F10

APPENDIX F

COPIES OF SITE INDUCTION FORMS

1. GENERAL

1.1 Introduction

This Health & Safety Plan was prepared at the Construction Tender stage. It is based upon information provided by the Employer through his Agent, in the form of the Pre-Tender Health & Safety Plan provided by the CDM Coordinator who was appointed by the Employer.

In accordance with the requirements of the Construction (Design and Management) Regulations 2007, Building Themes International PLC will undertake the role of Principal Contractor for this project.

1.2 Names of the Parties

1.2.1 Employer

Name	Lodge Inns Ltd
Address	
Contact	
Telephone Number:	Fax Number e-mail:

1.2.2 Construction Design Management Coordinator

Name	
Address	
Contact	Tony Garretty
Telephone Number: 01772 466094 Fax: 01772 466094	e-mail: garretty.tony55@googlemail.com

1.2.3 Architects & Designers

Name	Janet Dixon Town Planners Ltd
Address	144 Woone Lane Clitheroe BB7 1BN
Contact	
Telephone Number: Fax:	e-mail:

Construction Health & Safety File

1.2.4 Structural & Civil Engineering Consultants

Name	
Address	
Contact	
Telephone Number:	Fax Number:

1.2.5 Principal Contractor

Name	Building Themes International Plc
Address	Unit A - B Grove Mill The Green Eccleston Chorley Lancashire
Contact	Steven Higham
Telephone Number: 01257 435788	Mob No:

1.2.6 Soil Analysis

Name	
Address	
Contact	
Telephone Number	Fax Number:

1.2.6a Piling Contractor

Name		
Address		
Contact		
Telephone Number:	Fax Number	

Construction Health & Safety File

1.2.6b Steelworks Fabrication & Installation		
Name		
Address		
Contact		
Telephone Number	Fax Number	

1.2.5c Roof work & covering

Name		
Address		
Contact		
Telephone Number:	Fax Number:	

1.2.5e Plumbing Installation

Name		
Address		
Contact		
Telephone Number	Fax Number	

1.2.5f Brickwork Contractor

Name		
Address		
Contact		
Telephone Number:	Mob. Number	

Construction Health & Safety File

Name		
Address		
Contact		
Telephone Number	Fax Number	

Name		
Address		
Contact		
Telephone Number:	Fax Number:	

Name		
Address		
Contact		
Telephone Number	Fax Number	

Name		
Address		
Contact		
Telephone Number	Fax Number	

Construction Health & Safety File

Name		
Address		
Contact		
Telephone Number:	Fax Number:	

Name		
Address		
Contact:		
Telephone Number	Mob. Number	

© AGH&S issue B. 2015

This Manual and the contents are Copyright protected and are sold subject to the under mentioned conditions being strictly adhered to. The only exception being, that where forms are attached and are part of a Procedure these may be replicated by the legal owner for their own use only

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted, in any other form or by any other means, without the prior permission in writing of the publisher, or be circulated in any form of binding or cover other than that in which it is published and without a similar condition to this being imposed on any subsequent purchaser

List of Nominated Sub-Contractors and description of works undertaken:

- **NATURE OF THE PROJECT**

2.1 Site Location

2.2 Description of the works

The work comprises the following:

- The change of use of the fishery complex, the construction of a leisure park complex, comprising of 19 lodges, 11 woodland lodges, 10 cabins, a warden's lodge, the conversion, extension and amenity building to form a one bedroom holiday cottage, the conversion of a storage building to form a one 2 bedroom holiday cottage, the conversion and extension of the existing manager's house and cafe to form a restaurant, public house and manager's accommodation, constructing a 100 car parking area, ground works, re-contouring and the creation of an ecological wetland and ancillary landscaping
- Electrical/Plumbing Installation
- Installation of drains and sewers and the entire infrastructure
- External Works
- Landscaping works

All contractors working on site during the works will comply fully with this Construction Health & Safety File.

2.3 Time scale for the works

The programme for these works is anticipated as:

On site commencement: T/B/A

Construction period: 25 weeks

The standard site working hours are:

Monday-Thursday	08:00 — 17:30
Friday	08:00 — 14:00
Saturday	08:00 — 14:00
Sunday	00:00 — 00:00 (Work undertaken with the agreement of the Council and Client)

2.4 Roles and responsibilities

The following is an outline description of the roles and responsibilities of all parties involved in the project but should be read in conjunction with CDM Regulations and associated Approved Code of Practice (ACOP).

Construction Health & Safety File

2.4.1 Employer/Agent

The Employer/Agent key tasks during the construction phase

- Ensure the construction work does not begin until the Principal Contractor has prepared a suitable Health & Safety plan.
- Compliance with Health & Safety legislation where the Client's work activities or undertaking may be affected by the construction works.
- Be reasonably satisfied that any contractor who the Client arranges to carry out construction work is competent and have made adequate provision for Health & Safety. (E.g. "Nominated Contractors")

2.4.2 CDM Coordinator

The CDM Coordinator's key tasks during construction phase:

- If required advise the Client on the Principal Contractors Health & Safety Plan.
- Ensure that Designers comply with their duties and co-operate.
- Continue to prepare the Health & Safety File.

2.4.3 Designers (Including Contractors with Design Input)

Those with Design input, key tasks during the construction phase:

- Identify the significant Health & Safety hazards and risk of on going design work, e.g. temporary works, variations and further elements of detailed design.
- Give adequate regard to the hierarchy of risk control (as described in paragraphs 41 to 42 of the ACOP).
- Provide adequate information on health & safety to those who need it.
- Co-operate with the CDM Coordinator and the Principal Contractor and, where appropriate, other designers involved in the Project.

2.4.4 Principal Contractor

The Principal Contractor key tasks during construction phase

- Develop and implement the Health & Safety Plan
- Be reasonably satisfied that when arranging for a contractor to carry out construction work, they are competent and have made adequate provision for Health & Safety.
- Obtain and check safety method statements from contractors.
- Ensure the co-ordination and co-operation of contractors (particularly under MHSW Regulations 1999 and the Provision and Use of Equipment Regulations 1998).
- Ensure training for Health & Safety is carried out.
- Have appropriate communications between contractors on site for Health & Safety.
- Make arrangements for discussing Health & Safety matters with people on site.
- Allow only authorised personnel on site.
- Monitor Health & Safety performance.
- Pass information to the CDM Coordinator for the Health & Safety File.

2.4.5 All Contractors

All Contractor key tasks during construction phase

- Identify the hazards in their work, assess the risk arising from those hazards and tell the Principal Contractor how those risks are to be controlled (Method Statements).
- Inform the Principal Contractor of any accidents, ill health, or dangerous occurrences.
- Provide the Principal Contractor with all necessary information for inclusion in the Health & Safety File.
- Co-operate with the Principal Contractor and other Contractors.
- Comply with the rules of this Health & Safety Plan.
- Follow the direction of the Principal Contractor so that the latter may comply with duties under the Construction (Design and Management) Regulations 2015 (CDM).
- Provide all necessary safety equipment to employees.
- Provide information to employees.

3. EXISTING ENVIRONMENT

3.1 The Site

The site is located on land standing on a plot in the boundary of the Site, and prior to this development this was a leisure fishery and land.

There is no notices' brought to the attention of the CDM Coordinator of the development by the company being notified of the project.

3.2 Land Use and Restrictions

No restrictions are known at the time of preparing this plan; restrictions relating to noise, fire precautions and nuisance are contained in this Health & Safety Plan (see Section 5)

All Construction Works on site will be in accordance with the following

- Pre Tender Health & Safety Plan Appendix A Code of Practice for Contractors Health & Safety Security and Fire
- Construction Phase Health, Safety & Welfare Plan
- Building Themes International PLC Safety Procedures

In the event of any conflict regarding safety on site, the clause in any of the above documentation that provides the greatest protection, will apply.

Fire Precautions will be in accordance with the Joint Code of Practice on the Protection from Fire of Construction Sites.

3.3 Statutory Requirements

3.3.1 Planning Restrictions

We are not aware of any planning restrictions that would affect the works, the Principal Contractor must read and understand the responsibilities placed on the company by adhering to the Planning Permission Application No: 3/2015/0426

3.3.2 Building Control

Building Control Consents will be the responsibility of the Designers, but managed on site by the Principal Contractor.

3.3.3 Advertising Consent

Advertising consent is the responsibility of the Client.

3.4 Existing Traffic Systems

3.4.1 Traffic Systems

The site is situated on a main road. The Principle Contractor will ensure that all local traffic Bye Laws are followed and all necessary safety precautions are taken to ensure the work does not interfere with traffic and members of the public.

3.4.2 Parking

There are restrictions on site.

3.4.3 Site Access & Egress

Access to the project for off-loading and deliveries is via the main entrance restrictions apply and wheel-washing facilities have to be provided along with a road cleaning/sweeping program, this may involve the hire of a purpose road-sweeper wagon.

3.5 Existing services

Water and electricity are all present on the site, the Principal Contractor will identify all services prior to any work commencing and also ensure that where necessary services are isolated and made safe

4. SITE WIDE ELEMENTS

This section sets out the requirements of the Principal Contractor with reference to Health & Safety and the Safety Site Management Procedures.

It is expected that all Works Contractors will take this information and develop it further, driving this as their own safety management system.

Once developed, the Principal Contractor will audit the Site Safety Management Procedures.

4.1 General

4.1.1 Provision of Management

Resident on site supervision will be provided in the form of:

A General Site Foreman

Visiting supervision will be provided in the form of:

A Contracts Manager

The Company Health and Safety Officer

4.1.2 Site Offices

A site office will be inside the working area

4.1.3 Access

Before entering the site area all personnel and visitors will first report to the General Foreman who will log them in the Daily Site Diary. Similarly on leaving the site they must log out. This is at every visit, not just the beginning and end of each shift.

All contractors will confine themselves to the site area. They may not enter the other areas of occupation without a "Permit to Work".

4.1.4 Use of the Site

Contractors shall not use the site for any purpose other than that of carrying out the works.
All contractors will confine their works within the site boundaries.

Electric supplies where/if required will be by mobile generator.
If and when the mains supply is connected it will be stepped down to 110v at source.

4.1.5 Visitors

No visitors are allowed on site without the permission of the Principal Contractor, and then only those with legitimate reasons directly connected with the execution of the project.

4.1.6 Precautions to Prevent Nuisance and Trespass

Contractors shall not allow trespass on adjoining property by workmen, plant or materials under his control.

4.2 The Site Environment

The site is situated beside a busy road and care must be taken not to cause a nuisance.

4.2.1 Prevention of Pollution

Contractors shall take reasonable precautions to prevent pollution arising from their works. Particular attention is drawn to the provisions of Section 60 and 61 of the control of Pollution Act 1974. All contractors shall be held responsible for complying with such requirements, restrictions or consents, together with other stipulations to which his attention may be drawn from time to time by the competent authorities.

Waste materials must be removed from site at regular intervals so as not to provide a build-up of rubbish.

4.2.2 Noise Control

All Contractors shall ensure that all measures to control noise levels produced by his operations on site, required under or by virtue of any enactment or regulations or by the working rule of any industry, are strictly complied with.

All items of plant should have adequate baffles and noise suppressors fitted and in working order (if required). A noise limit of 85 dB is set for the site.

Contractors shall ensure that noise is kept to a minimum. Contractors shall take maximum precautions to reduce the noise level emitted by all plant and machinery.

4.2.3 Working Hours

The Principal Contractor will notify the client's agent in advance of any working hours outside the normal working day.

4.2.4 Safeguarding the Works

Individual contractors shall be responsible to ensure that all small tools and plant are properly stored at the end of each shift. Major items of plant and machinery must be made secure and inoperable when the works cease at the end of each shift. No steps, ladders or other plant shall be left accessible for unauthorised persons to enter the site, or buildings or adjoining buildings.

4.3 Health Safety and Welfare

4.3.1 Communication/Notification

Lines of communication shall be via the Principal Contractor for all matters pertaining to Health & Safety.

The Principal Contractor will ensure:

- Those particulars regarding the notification of the Project to the Health & Safety Executive are displayed in a readable condition in a prominent position.
A copy of the Form F10 Notice can be found in the Appendix A.
- That any information regarding the project is promptly supplied by the relevant party and provided to the CDM Coordinator for inclusion in the Project Health & Safety File.
- That every contractor has supplied to the CDM Coordinator his/her information on Risk Assessments to Health & Safety arising out of, or in connection with, the construction works they are to undertake. The Method Statements must be passed before they are allowed to commence on site.
- That every contractor has provided every employee within their employ, information on the risk to Health & Safety arising out of, or in connection with, the construction works, before they are allowed to commence on site.
- That every contractor has provided Health & Safety training to his employee's who require such training.
- That the views of all personnel employed on site are taken into account with regard to Health & Safety.
- That the Pre-Tender and Construction Health & Safety Files are brought to the attention of all persons employed on the project.

All relevant information will be placed in the Health and Safety File

4.3.2 Notification

Safety posters shall be displayed at the site entrance

Copies of all relevant regulations and details appertaining to the Construction (Design and Management) Regulations 2015 are available for inspection in the main offices of the Principal Contractor.

4.3.3 Site Co-ordination Meetings

These meetings shall be held to suit the progress of the contract and will be chaired by The Designer or appointed representative from the Principal Contractor.

All contractors with ongoing site operations will have representation in these meetings by a senior member of their management.

Contractors who have yet to start on site will attend the first meeting prior to their start date.

The first item on the agenda of these meetings will be safety; the purpose of this is to establish that.

- All statutory and contractual obligations regarding Health, Safety, Welfare, Rescue and Emergency Procedures, First Aid Facilities and Recording and Reporting of all Accidents/Incidents are fully understood. To ascertain the means by which all contractor will communicate all relevant information to his or her employee's.
- Those contractors are informed of any changes or amendments to any statutory legislation, and any site instructions or additional requirements of the Employer.
- To promote good safety communications between all contractors

These meeting are a requirement under your sub-contract and attendance is compulsory. All meetings will be minuted and distributed by the Designer

4.3.4 Training

Training is an important aspect to maintain high standards of Health & Safety. The Principal Contractor in the form of "Tool-box Talks" will undertake on-site training. It is the responsibility of individual contractors to ensure that their employee's are trained to carry out the task for which they are employed.

No person under the age of 18 shall operate any item of plant. Persons under the age of 18 may only work on site if they are working with or supervised by a qualified operative who has their health, safety & welfare in mind.

4.3.5 Induction

Site Safety Induction is considered to be of prime importance. All operatives will attend a short Site Safety Induction talk before they commence works on site. This is to ensure that they are aware of:

- Site Safety rules.
- First-Aid reporting procedures
- Emergency procedures
- Basic fire prevention
- Housekeeping
- Personal protective equipment
- Scaffolding and ladders
- Working at heights
- Access and egress
- Manual handling
- Welding and burning
- Cranes and lifting, etc

All site induction forms, which are in the front of your "Safety Passport" will be kept on site for reference purposes

4.3.6 Safe Systems of Work-Method Statements/Risk Assessment

As part of the Project accident prevention programme, all construction activities will be subject to a formal assessment of risk prior to commencement of the operation, as stipulated under the Management of Health & Safety at Work Regulations 1999.

Each contractor is required to submit their method statements for individual operations, showing the preventive measures proposed to eliminate risk. This will be agreed with the Principal Contractor before the works are undertaken. All contractor method statements and risk assessments will be included in Appendix B

In order to assist contractors in identification and evaluation of safety related risks

4.3.7 Welfare Facilities

Adequate and suitable facilities for washing, drying and changing will be provided.
Cold running fresh water will be available on site through the existing services.
Hot water will be provided via a boiler.
Adequate seating accommodation in the mess will be provided for all on-site contractors.

4.3.8 Sanitary Accommodation

Will be provided by the Principal Contractor

4.3.9 Flammable Liquid, Paints, etc.

These will be stored in a steel lockable container inside the store compound with the appropriate signs displayed.

4.3.10 Housekeeping

Good housekeeping practice reduces accidents.

All gangways/stairs, floors etc. should be kept free of all debris and rubbish. Rubbish skips and plastic bags will be provided to assist in encouraging all employees to dispose of waste properly.

All materials must be stacked or stored properly.

Building surrounds, car parks, stairways etc. are to be kept clear of debris and rubbish at all times.

4.3.11 Fires

No fires will be allowed on site.

5. CONSTRUCTION MATERIALS

5.1 Materials identification and COSHH Assessment

All contractors shall observe and conform to the Control of Substances Hazardous to Health Regulations 2002 (COSHH), all other acts of Parliament, instructions, rules, orders, regulations, directives or by-laws. They shall take all reasonable precautions for safeguarding their employee's and other persons and property affected by the execution of this contract and shall provide written details of any precautions considered appropriate for the safety of his or other contractors employee's. These written details shall be included in the construction safety plan, and ultimately within the Project Health & Safety File.

All contractors will provide written evidence that they have carried out COSHH assessments for all their work processes that he would expect to undertake during the performance of the Contract. This will be submitted with their method statements and logged in Appendix J.

All contractors shall provide Product Data sheets, and any updates thereof, relating to any substance used, or incorporated into the works, either on or off site.

5.2 Asbestos

N/A

5.3 Materials General

All materials and products of whatever type or description shall where possible be of UK or EC origin. Suitable for the purpose of the works, either as stated in the contract documents or reasonably to be inferred there from, and shall comply with the relevant provisions of current British Standards Institution documents or such other and higher standard as may be appropriate.

Without prejudice to the generality of the above, all materials used or to be used in relation to the works shall be: -

1. Fit and sufficient for the purpose for which they are required;
2. Of merchantable quality, free from defects, whether latent or patent in both material and workmanship;
3. So designed as to be safe and without risk to the user;
4. Supplied with adequate information and instruction as to the use for which they are designed;
5. New and unless the documents comprising the specification provide otherwise; and where a sample, pattern or specification is provided by the appointed contractor in respect of any materials, goods and equipment, they shall conform in all respects therewith.

The following materials, which are considered to be deleterious materials, shall not be incorporated into the works: -

- High alumina cement (in structural elements)
- Wood-wool slabs (in permanent form-work)
- Asbestos or asbestos- based products
- Urea-formaldehyde foam
- Aggregates in RCC not in BS5882: 1983
- Aggregates in concrete not in BS581 10:1985
- Materials with chlorofluorocarbons (CFCs)
- Calcium silicate bricks, blocks or tiles
- Aggregates containing iron pyrites
- Alkali reactive aggregates
- Polyisocyanurate foam
- Unsound mundic aggregates
- Un-encapsulated fibres
- Any other substances not conforming to current codes and standards of building practice, etc

6. SITE RULES

6.1 First-Aid

An adequately stocked First-Aid box will be provided for the duration of the 'works'. The competent First-Aider appointed for the works is the General Foreman who has received the required training.

In the event of a serious accident, which requires medical treatment, personnel should:

- Immediately telephone "999" and ask for the Ambulance Service.
- The address of the site is,

- The nearest Emergency Hospital is located at:

Telephone

This information will be displayed on site.

6.2 Personal Protective Equipment

All Personal Protective Equipment (PPE) shall be in accordance with Personal Protective Equipment Regulations 2002.

The entire site is designated a "Hard Hat Area" and, as such, suitable and sufficient protective clothing and equipment shall be issued by all contractors to their employee's. All visitors to site will abide by these rules, irrespective of their standing or whom they may represent.

All contractors shall issue their employee's Eye Protection where personnel are engaged in the following activities:

- Breaking, cutting, dressing or cleaning of stone or concrete, etc. by means of mechanical, chemical or water power
- Handling of corrosive and acid liquids
- Sand and shot blasting
- Tools activated by explosive cartridges
- Welding or cutting of metal by Oxy-acetylene, electric or similar means
- Use of compressed air for removing shavings, dust etc

The Principal Contractor's Site Management shall constantly monitor the wearing of protective clothing - equipment and, where necessary, take disciplinary action.

All parties must observe warning signs on the site.

Personal protective equipment supplied by contractors to their employee's shall be, but not restricted to:

Hard Hat
High visibility Jacket
Gloves
Goggles
Protective Footwear

Contractors may be required to prove that safety equipment was issued; you are therefore advised to record the issue, with signatures of the recipients.

Proper instructions must be issued as to the proper use and wearing of all personal protective equipment. These must be copied to the Principal Contractor, and included within the Site Safety File for reference.

6.3 Site Access/Scaffolds

6.3.1 Safe access

Where practical, all work above ground in excess of 1.2 metres shall be carried out from suitable and safe working platforms in accordance with current legislation. Temporary working platforms may also be used.

Where the above is not practical, then safety harnesses shall be used.

6.3.2 Scaffolds

Scaffolds shall only be erected, altered and dismantled by competent, trained and authorised personnel.

The scaffold shall be properly erected and maintained to provide a suitable and safe working platform and shall conform to BS 5973: 1993 - Code of Practice for Access and Working Scaffolds and Special Scaffold Structures in Steel.

The standards laid down in the Regulations are the minimum requirements to maintain a safe place of work, and safe means of access to and egress from the place of work.

Ladders may be used for access provided they are secured.

6.3.3 Working Platforms

Competent, trained and authorised personnel must construct all working platforms. A scaffold platform of good construction shall incorporate the following features;

- All boards, which make up the platform, should rest squarely and evenly on correctly spaced transoms. All boards should be of the same thickness.
- Each board should have at least 3 (three) supports unless its thickness or span is enough to prevent sagging under load.
- No board should overhang its end supports by more than four times its thickness, but the minimum overhang should be at least 50mm.
- Gaps between boards should be as small as is reasonably practicable.
- The platform should be positioned as close to the structure as is reasonably practicable. Where men have to sit at the edge of the platform, the gap between the platform and the structure should not exceed 300mm.
- Guard-rails and toe-boards should be positioned at every edge from which a person is liable to fall more than 1.98m. Toe boards should be fixed on the inside of standards and should be at least 153mm high.
- The distance between the guardrails and the toe boards should not exceed 762mm.

When used for persons only, and not for materials.

They shall be a minimum of 640mm (three boards) wide.

When used for persons and the deposit of materials, they shall be a minimum of 870mm (four boards) wide.

6.3.4 Ladders

All ladders must:

- Be properly secured.
- Extend 1.05m above the landing stage.
- Be so placed that there is space for proper foothold.
- Landing places must be fitted every 9m in height and landing places fitted with toe-boards and guardrails.
- Be placed on firm and level ground.
- Where ladders cannot be secured to prevent slipping it **must** be footed at the base.
- Be inspected regularly, and where damaged taken out of use.
- Not lashed together.

6.4 Emergency Procedures

(All site personnel must read and understand the following procedures. This will be posted in the site offices and welfare facilities for reference)

6.4.1 All Emergencies

In the event of an emergency arising, it is essential that all personnel:

- Remain calm.
- Give positive and clear instructions/messages.
- Key personnel are to be fully aware of on site emergency procedures.

6.4.2 Responsibilities

The Principal Contractors General Foreman shall be nominated the Emergency Co-ordinator and will act as the co-ordinator in the event of a serious accident/incident occurring.

All information is to be relayed to the Emergency Co-ordinator, who will be responsible for alerting off-site services such as Fire, Police, Ambulance, etc. directing operations on site and maintaining and logging all relevant information, times names, actions, recommendations, etc.

On being informed that a fire or accident has occurred, he shall immediately inform the outside Emergency Service, i.e. Fire or Ambulance of the situation.

He shall dispatch a member of his staff (or other site personnel) to the main entrance of the site to ensure that:

1. The Entrance is clear for the emergency services.
2. Emergency services are escorted to the scene of the incident.

6.4.3 First- Aid Personnel

In the event of an injury occurring, the "First-Aider" shall assess the casualties' injuries and condition. They will report back to the Emergency Co-ordinator and, if necessary, recommend that outside emergency services be summoned.

First-aid personnel must acquaint themselves with the location of the nearest first-aid equipment.

6.4.4 Fire

Any person discovering a fire shall:

- Alert all nearby personnel by sounding the alarm or shouting fire"
- By using the best means available, inform the Emergency Co-ordinator, giving location and severity of fire.
- The Emergency Co-ordinator shall, if not already done, activate the nearest break glass, and inform the outside Emergency Services.
- If the fire is small and you have received adequate training attempt to extinguish the fire with portable fire appliances nearby.

At no time should any person put himself or herself at risk.

Personnel hearing the Fire Alarm or the shout of 'fire" shall;

- Stop work and make their work site safe, i.e.. Switch of all machinery; extinguish Oxy-propane burners, etc.
- In an orderly manner leave the site/building by the nearest Fire Exit or main exit doors. **Do not run.** Close all doors behind you.
- Assemble at the pre-designated **Assembly Point** and wait there until all persons have been accounted for (a head/name count shall be taken against the site attendance log). Do not leave the assembly point until told to do so by the Emergency Co-ordinator.

6.4.5 Injury, Accidents or Cases of Sudden Illness

In the event of the above emergency arising, personnel on the scene shall immediately alert the first-aider, or his supervisor.

Upon arrival at the scene, the first-aider, or supervisor shall:

- Assess the victim's injuries and administer first-aid (if qualified).
- Ensure that the Emergency Co-ordinator is notified of the incident/situation and request back up or request outside emergency assistance.
- The Emergency Co-ordinator shall dispatch a person to ensure the entrance is clear for emergency vehicles, and escort emergency vehicles to the scene of the incident.
- The Principal Contractors Safety Officer shall carry out a full investigation of the accident/incident to ensure all necessary reports are made and all conclusions and recommendations are brought to the attention of the CDM Coordinator.

It should be brought to the notice of all contractors that there is a presence in the area of Leptarsosis

6.4.6 Emergency Evacuation

In the event of an incident occurring necessitating the immediate evacuation of an area, the following procedure is to be adopted.

Any person finding grounds for a situation requiring immediate evacuation of the working area shall:

- Sound the alarm by shouting or other means to clear personnel from the danger zone.
- Immediately notify the Emergency Co-ordinator stating the nature of the emergency and the location.
- Based on information received, the Emergency Co-ordinator will inform all necessary outside emergency services. And activate the nearest firebreak glass to alert other building occupants.

7. OVERLAP WITH CLIENT OR OTHERS UNDERTAKINGS

7.1 Premises wholly or partially occupied by the Client

The Client will not take possession of an art of the works until after completion

7.2 Inform Building Users

Daily liaison with the other occupier's Property Manager will be on ongoing throughout the works.

7.3 Signs

Statutory signs will be posted by the Principal Contractor and will include, but is not restricted to the following.

No Unauthorised Access

Hard Hats, Boots, Goggles.

Danger Men Working at Height

Electricity

APPENDIX A

PRINCIPAL CONTRACTOR RISK ASSESSMENTS

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	1
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	All Works	Drawing No.	
Activity/Element of Design		Identify Hazard	
Site Clearance		- Dust from site clearance - Noise - Electric Shock - Manual Handling	

Risk Assessment

Severity	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
	M	Injury or illness causing short term disability		L/M	M/M	H/M
	L	Other injury or illness		L/L	M/L	H/L
				Likelihood		
Likelihood	H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	M	Reasonably likely to occur	H/H avoid wherever possible			
	L	Very seldom or never	L/L may be ignored			
				All other values control or minimise the risk		

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

1. Ensure all routes are clear of obstacles and debris
2. Use dust covers as required
3. Use mechanical means to transport heavy items
4. Ensure all electrical circuits are located and isolated where necessary
5. Qualified personnel only to isolate electrical circuits
6. The extent of demolition work during a work period must be agreed with the Client
7. During demolition ensure all existing fixtures are protected from damage
8. Extremely noisy operations will be conducted outside of working hours
9. Remove all debris from area as often as is practicable
10. Post Warning signs to alert the public of the work in progress
11. Fire detection systems are to be maintained during demolition work

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	2
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives - Sub-Contractors	Drawing No.	
Activity/Element of Design		Identify Hazard	
Fire Escape Routes		- Fire - Explosion - Damage to Property - Danger to the Public	

Risk Assessment

Severity	X H Fatality major injury or illness causing long term disability M Injury or illness causing short term disability L Other injury or illness	Severity	L/H	M/H	H/H
			L/M	M/M	H/M
			L/L	M/L	H/L
			Likelihood		
Likelihood	X H Certain or near certain to occur M Reasonably likely to occur L Very seldom or never	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
		H/H avoid wherever possible			
		L/L may be ignored			
		All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- The Fire Plan will be discussed with all supervision and operatives before work commences on site
- All Principal Fire Escape routes are identified with Fire Escape signs. Personnel must familiarise themselves with all routes before commencing work
- Fire Exits are clearly identified. Personnel must familiarise themselves with all Fire Exits before commencing work
- All Fire Assembly points are clearly identified. Personnel must familiarise themselves with these before work commences
- Fire Drills are not anticipated due to the public nature of the work. In the event of a fire, follow the Fire Exit signs
- All personnel, including visitors, will be told the Fire Procedures at the site induction

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	3
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives/Sub-Contractors	Drawing No.	
Activity/Element of Design		Identify Hazard	
Site Set up/Welfare Facilities		- Movement of Loads and Materials - Movement of Personnel - Contact with mobile plant	

Risk Assessment

Severity	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
	X M	Injury or illness causing short term disability		L/M	M/M	H/M
	L	Other injury or illness		L/L	M/L	H/L
				Likelihood		
			Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
Likelihood	H	Certain or near certain to occur	H/H avoid wherever possible			
	X M	Reasonably likely to occur	L/L may be ignored			
	L	Very seldom or never	All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- All personnel attending site must report to the client's representative
- Sanitation facilities have been provided. These must be kept clean and tidy at all times
- Fire Assembly points have been identified. Ensure you know your location.
- Material Storage areas are clearly identified. Do not enter these areas without permission from the Principal Contractor
- Do not dispose of litter in the working areas. It can cause accidents

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	4
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives - Sub-Contractors	Drawing No.	
Activity/Element of Design		Identify Hazard	
Waste Disposal		- Water Contamination - Hazardous Substances - Fire	

Risk Assessment

Severity	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H	
	X	M		Injury or illness causing short term disability	L/M	M/M	H/M
	L	Other injury or illness		L/L	M/L	H/L	
				Likelihood			
			Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained				
Likelihood	H	Certain or near certain to occur	H/H avoid wherever possible				
	X	M	Reasonably likely to occur	L/L may be ignored			
	L	Very seldom or never	All other values control or minimise the risk				

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- Areas for waste disposal will be clearly identified
- All toxins, such as Paint and Solvents, will be put in a separate skip and disposed on in accordance with Environmental Legislation
- No fires are allowed on site.
- All flammable materials must be disposed of as often as is practicable
- No solvents or toxins will be poured down culverts or drains
- COSHH data will be provided for all hazardous substances on site
- The site will be cleaned on a regular basis.
- Personnel found disposing of rubbish in the working areas will be subject to disciplinary action
- Details will be kept in the construction phase plan

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	5
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
Working at high level from mobile towers		- Falls from height - Falling objects	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
						Likelihood	
Likelihood	X	H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
		M	Reasonably likely to occur	H/H avoid wherever possible			
		L	Very seldom or never	L/L may be ignored			
		All other values control or minimise the risk					

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- Mobile tower to be erected by competent persons
- Towers with a working platform over 1.2m to be checked weekly or when re-erected, and all details recorded
- Scafftags to be attached to towers and used in accordance with recommendations
- Guard rails and toe boards to be fitted on towers with a working platform above 1.2m
- Tower must not exceed 3.5 times the narrowest base width including outriggers
- Tower scaffold must only be used for the purpose for which it is intended
- Operatives should relocate Tower and not overstretch
- Operatives should not "ride" on Tower when relocating
- Minimise storage of any materials at height
- Hire company must provide documentary evidence that towers comply with BS.1139 part 3, 1994 (HD1004)

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	6
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
All Works		Manual Handling	

Risk Assessment

Severity	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
	M	Injury or illness causing short term disability		L/M	M/M	H/M
	L	Other injury or illness		L/L	M/L	H/L
			Likelihood			
			Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
			H/H avoid wherever possible			
			L/L may be ignored			
			All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- Where reasonably practical, break items down to smaller manageable sections
- Use mechanical means for lifting and moving items about site
- Visually assess item to be carried for weight, shape, balance, texture, interior stability, etc.
- Ensure route is clear of obstacles (i.e. cables, loose materials, benches) and obstructions, i.e. doorways and stairs)
- Should Manual Handling be necessary, ensure sufficient operatives are available to safely and comfortably lift the weight and shape
- Ensure correct posture is adopted when lifting
- Ensure destination point is clear and ready to accept item
- PPE selected to suit the task should be worn

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	7
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives/Public	Drawing No.	
Activity/Element of Design		Identify Hazard	
Portable Power Tools		Electric shock	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
					Likelihood		
Likelihood		H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	X	M	Reasonably likely to occur	H/H avoid wherever possible			
		L	Very seldom or never	L/L may be ignored			
				All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- All portable power tools to be of reduced voltage to 110v (max shock 55v) or battery operated
- All portable power tools to comply with current British Standard and have either Kite or EC control marking
- All portable power tools to be double insulated
- All portable power tools to be PAC tested with evidence of test provided
- Damaged tools, leads or transformers must be taken out of service immediately and returned to the Plant Department or Hire Company for repair or disposal
- All portable power to be used only by competent operatives
- Do not use externally in adverse weather conditions, rain, damp, etc.

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	8
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
Fixing of services and fittings		Debris and dust when drilling	

Risk Assessment

Severity	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
	M	Injury or illness causing short term disability		L/M	M/M	H/M
	X L	Other injury or illness		L/L	M/L	H/L
				Likelihood		
Likelihood	H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	X M	Reasonably likely to occur	H/H avoid wherever possible			
	L	Very seldom or never	L/L may be ignored			
			All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

1. Material to be drilled to be visually assessed
2. Adopt correct working height to prevent dust falling onto operative
3. Area to be ventilated in so far as is reasonably practicable
4. Suitable ori-nasal dust mask and goggles to be worn to suit the task and material
5. Dust and debris to be cleared away to disposal point

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	9
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
Use of ladders		Falls from height	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
					Likelihood		
Likelihood		H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	X	M	Reasonably likely to occur	H/H avoid wherever possible			
		L	Very seldom or never	L/L may be ignored			
				All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

1. Substitute ladder for mobile towers where practicable
2. Ensure the conditions are suitable for ladder use (Wind, Rain, Frost)
3. Ensure ladders are stored correctly when not in use. Operatives must be trained in the safe use of ladders
4. Ladders must be regularly inspected for damage, dirty, loose, missing, cracked or broken rungs, warped or cut stiles, signs of rotting tie rods present and not painted
5. The correct ladder is chosen for the task. The ladder passes the landing area by 1.07m or 4 rungs
6. The ladder must be securely tied where practicable if not adequately footed
7. Ladder must not be overloaded with either people or materials
8. The angle of the ladder must be 4:1 or 75%
9. Operatives should only carry out light tasks that enable the operator to maintain one handhold at all times and should not overstretch or overreach
10. Aluminium ladders should not be used where overhead power cables are present
11. Operatives must wear appropriate footwear
12. Ladders must comply with BS1129 Wooden and BS 2035 Aluminium.

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	10
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
All Works		Noise	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
				Likelihood			
Likelihood		H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	X	M	Reasonably likely to occur	H/H avoid wherever possible			
		L	Very seldom or never	L/L may be ignored			
				All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- All Contractors must ensure that all measures to control noise levels produced by his operations on site are strictly controlled in accordance with current legislation on the control of noise
- All items of plant should have adequate baffles and noise suppressors fitted.
- A noise level of 85dB is set for the site
- The use of portable radios is prohibited
- Ear defenders will be provided and must be worn for all noisy operations

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	11
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
All Works		Dust from Construction Materials	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
				Likelihood			
Likelihood		H	Certain or near certain to occur	Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
	X	M	Reasonably likely to occur	H/H avoid wherever possible			
		L	Very seldom or never	L/L may be ignored			
				All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

1. All portable tools such as sanders will have dust bags fitted
2. Dusty operations such as minor demolitions will be sealed off as necessary to prevent dust going into other work areas
3. All cutting operations will be conducted as far away as possible from the main working areas
4. Ori Nasal dust masks or similar will be worn at all times during cutting and demolition works
5. The site will be cleaned on a regular basis to ensure dust is kept to a minimum

Construction Health & Safety File

PROJECT	The Fishery Clitheroe Lancashire	Sheet No.	12
Analysis by	T. Garretty	Date	T/B/A
Persons at Risk	Operatives	Drawing No.	
Activity/Element of Design		Identify Hazard	
Installation of surface water system		- Falls from height - Manual handling	

Risk Assessment

Severity	X	H	Fatality major injury or illness causing long term disability	Severity	L/H	M/H	H/H
		M	Injury or illness causing short term disability		L/M	M/M	H/M
		L	Other injury or illness		L/L	M/L	H/L
					Likelihood		
				Plot the Risk Assessment of Severity versus Likelihood. Highlight the value obtained			
				H/H avoid wherever possible			
				L/L may be ignored			
				All other values control or minimise the risk			

Principles of Protection

Specify measures required to avoid or minimise risk-using hierarchy of controls.

- Before commencement of the work, the area will be sealed off and warning signs posted
- All material will be handled in manageable pieces
- The contractor must provide a method statement and risk assessment prior to work commencing
- A banksman should be in a prominent position at all times when operatives are working
- A rescue plan should be in place prior to works being undertaken

APPENDIX B

SUB CONTRACTOR METHOD STATEMENTS

Construction Health & Safety File

SUB CONTRACTOR DOCUMENTATION DISTRIBUTION RECORD

(Delete Trades not applicable and tick boxes as appropriate)

P/C Denotes Principal Contractor

CDMC Denotes CDM Coordinator

ALL METHODS STATEMENTS MUST BE APPROVED PRIOR TO WORK COMMENCING

Discipline	Contractor Name	Received by PC	Date on Site	Recipient		Sent to CDMC
Civil Works				P/C		
Brick/block-works				P/C		
Joinery				P/C		
Electrical Installation				P/C		
Roof Work				P/C		
Plastering				P/C		
Sanitary/Ware/Plumbing				P/C		
Windows/Glazing				P/C		

Construction Health & Safety File

Tiling				P/C		
Floor Coverings				P/C		
Security/Fire Alarms				P/C		
Lift Installation				P/C		
Signage				P/C		
Landscaping				P/C		
				P/C		

APPENDIX C

COSHH DETAILS INCLUDING WASTE MANAGEMENT PLAN

RECORD OF MATERIALS ON SITE

[illegible]

APPENDIX D

ACCIDENT REPORTING

APPENDIX E

FORM F10

APPENDIX F

SITE INDUCTION FORMS

SITE INDUCTION FORM

RECORD OF OPERATIVE’S SAFETY BRIEFING

NAME	SIGNATURE

ADDRESS	COMPANY

NEXT OF KIN
NAME

ADDRESS

TELEPHONE NO.

BRIEFED BY	
COMMENTS	
BY SIGNING THIS AGREEMENT YOU ACKNOWLEDGE YOUR UNDERSTANDING AND ACCEPTANCE OF THESE INSTRUCTIONS AND AGREE TO WORK IN ACCORDANCE WITH THE PRINCIPAL CONTRACTOR’S SITE RULES	

APPENDIX G

SITE PLAN

METHOD STATEMENT

TRAFFIC CONTROL

1. Prior to commencement of a section of work, which affects an existing highway, we will produce a traffic management system, with a plan showing the proposed road signs.
2. Obtain the local authorities agreement, to the above proposals.
3. There will be employees on site who hold the "Operatives" certificates for the New Roads and Street Works Act 1991.
 - They will assist in erecting the road signs, etc., in accordance with Chapter 8.
 - They will also check and maintain these signs on a regular basis.
4. There will also be a Supervisor visiting site regularly that holds the "Supervisors" certificate qualification, Roads and Street Works Act 1991 to check the signing.
5. All plant will be operated by trained certificate holders CITB or similar.
6. All operatives will wear safety helmets and high visibility waistcoats.
7. All open excavations will be fenced.
8. Pedestrian routes will be signed and maintained.

METHOD STATEMENT

SITE CLEARANCE AND TOPSOIL STRIP

1. Prior to any machine work in the vicinity of the overhead power cables, goal posts are to be erected, plus all necessary fencing, to comply fully with GS6
2. Erect Herras fencing to fill all gaps in site boundary and define site traffic management
 - Route I signage with a traffic plan that is included in the Site Induction.
 - A grid of existing ground levels will be taken prior to site strip and agreed with the Engineer.
3. Check entire area for presence of services and evidence of buried drains or underground structures.
4. Where possible define pedestrian routes and keep pedestrians away from moving plant.
5. Select a trained banks-man, wearing a high visibility waistcoat (full PPE) to control the operation.
6. Commence to remove the thickest vegetation using a mechanical excavator to load the dump trucks.
7. Soil strip the area and deposit at the disposal point on site as designated by the client.
8. Deposit the arising at the disposal point on site designated by the client.
9. Depth of topsoil strip to be agreed on site and recorded by a grid of levels.

METHOD STATEMENT

EXCAVATION WORK AND THE INSTALLING OF SEWER & DRAINAGE SYSTEMS

Normal safe digging techniques will be adhered to, all in accordance with HSE guidance contained in HSG 47- avoiding danger from underground services and HSG 185 health & safety in underground excavations, service drawings are held by the site supervisor and as a further precaution the area will be scanned using cable detecting device. If any services are encountered these will be marked on the relevant drawing and will be exposed using hand digging methods. No mechanical excavation work will take place within 500 mm of a known or accurately located and exposed service.

A competent person must be supervising excavation work at all times. This will be the supervisor, but there are other competent persons within the gang.

Before commencing any excavation work, checks will be made to ensure there is sufficient material or equipment on site to both shore up or safe guard the excavation to prevent collapse, and to protect or fence off the excavation when work is complete for the day, or stopped for other reasons.

The supervisor will instruct the excavator driver of the start position of the work. The excavation will be dug with any spoil material being placed at least 3.5 metres away from the excavation.

If the excavation is to be battered back, the sides should be cut back to a minimum of 45 degrees, a competent person will monitor the condition of the material and instruct a shallow batter if the material is unstable and needs a shallower angle to ensure stability.

A secure means of access must be provided into the trench by either cutting steps into the material or other suitable means.

If drag boxes are to be used, once placed into the excavation, the void behind the box must be filled so that personnel can get to the top of the box without danger of slipping behind the box.

The box should protrude above ground level so as to provide edge protection for the excavation. If it does not, this can be achieved by using extension boxes, or alternatively use separate guard rail system by driving uprights into the ground and securing guard rails to these uprights.

A secure ladder must be provided into the box / protected area. Personnel must not leave the protection of the box (boxes) for whatever reason. The competent person or supervisor must strictly enforce this.

When lowering pipes into the excavation the personnel in the trench box must be in a position of safety and be clearly visible to the machine driver, If there is insufficient space for this, the person must leave the excavation and only re-enter once the pipe has been lowered to such a level that it no longer presents a risk of falling onto a person.

Similar precautions must be taken when tipping stone or sand into the excavation. If the machine operator cannot see the entire working area within the box or excavation, then all personnel must withdraw from the excavation and a slinger – banks-man used to direct the driver. The slinger – banks-man must be positioned in a safe area where they can see the entire operation, but are clearly visible to the driver and are not in danger of falling into the excavation box.

When back filling takes place with materials being tipped from the dumper, stop blocks to the edge of the excavation will carry this out.

Normal site traffic will not be allowed to pass close to the excavation. An exclusion zone equal to the depth of the excavation or as a minimum of at least 2 metres should be provided. This may be increased if unusually heavy volume of vehicles are in use

Environmental issues such as wildlife habitats and trees will be respected at all times and any specific clauses in the contract relating to such issues will be adhered to.

Whenever the work area is to be left unattended (such as break times) the entire area must be fenced off with 2 metre high de-mountable fencing. By good planning of the work, at the end of the day there should be a minimum amount of excavation open. If the site is located in a residential area, where it must be assumed children will try to get onto site, then a high standard of secure 2-metre fencing should be used to ensure no one gains access to the excavation works.

To be used when lifting pipes and materials - Excavation Work

Date of Last Revision:

METHOD STATEMENT

REDUCED LEVEL EXCAVATION to ROADS and FOOTPATHS

1. Check the area to be excavated for the existence of existing services and underground structures; by means of existing drawings, site meetings and the use of a CAT service location tool.
2. Ensure that all personnel are kept clear of moving plant and select a trained banksman wearing a high visibility waistcoat (correct PPE) to co-ordinate the operation.
3. A mechanical excavator with the operator holding a current CITB or similar plant operators' certificate to excavate and load a dump truck.
4. The surplus excavated material to be deposited at a point on site designated by client.
5. All areas will be fenced and signed to prevent the public from entering the working area.

Date of Last Revision:

Reduced Level excavations to roads and footpaths

METHOD STATEMENT

EXCAVATION of TRENCHES and SEWER CONSTRUCTION

1. Excavation of trenches will be carried out by means of a hydraulic excavator.
2. Shoring of excavations will be achieved by means of a drag shield or sheet piles and frames, as appropriate; which will offer full width protection to the operatives whilst working within the trench. Access will be by means of a timber ladder.
3. Sewer alignment will be maintained by means of a laser placed in the preceding manhole, set at the grade as calculated from the drainage layout drawing.
4. Manholes shall be constructed in a conventional manner with the use of "K - ring" manhole boxes (or similar), where necessary as ground support, alternatively piles and hydraulic manhole braces will be used.
- The Site Agent or Contracts Manager will assess this on site.
5. Prior to entry into any existing manhole, atmospheric conditions will be monitored by means of "Crocon Triple Plus Monitor" gas detector.
6. All persons that enter confined spaces will be holders of current "Entry into Confined Spaces" certificates and will carry the correct, fully functioning equipment for the task, i.e. gas detector, saver set, etc.
7. On-going visual inspections will be carried out by the foreman and site agent as work proceeds
8. All plant will be operated by CPCS qualified drivers.

METHOD STATEMENT

EXCAVATION of TRENCHES
and
SEWER CONSTRUCTION in EXISTING HIGHWAYS

1. The working area will be fenced by means of "Herras" type steel fencing.
2. Signs will be displayed to warn pedestrians and vehicles of the works.
3. Existing services will be located with a "Cat & Gennie" service avoidance tool and then their position confirmed with hand-digging trial holes.
4. Excavation of trenches will be by means of 360 deg. Hydraulic or 1 go deg. Backhoe excavator with trained certificated operator (CITB or similar).
5. Where the drainage is not exceeding 1m in depth the sides of the excavation will be cut to a safe angle of repose or stepped. (A Risk Assessment will be completed to confirm if shoring is necessary).
6. Where drainage exceeds 1m, trench support will be used and the method used will depend on ground conditions.
7. Access to trench excavations and excavated manholes will be by means of a secure timber ladder.
8. Prior to entry into existing manholes atmospheric conditions will be monitored by means of a "Crocon Triple Plus" gas detection equipment.
9. All persons that enter confined spaces will be trained and be holders of an "Entry into Confined Spaces" certificate; they will also carry the correct equipment for the task, i.e. gas detector, saver set, etc.
10. A certificated Roads and Street Works Act "Operatives" will be on site, with "Supervisor" making regular visits.

Date of Last Revision:

Excavation of trenches and sewer construction in existing highway

METHOD STATEMENT

WORK NEAR UNDERGROUND UTILITY APPARATUS

1. Site meetings will be arranged with utility bodies to identify existing apparatus, location drawings of which will be retained on site.
2. Identify the location where possible of these existing services with a "CAT and Gennie" cable avoidance tool and mark location on surface.
3. Hand dig to locate exact location of this apparatus, record details for future reference.
4. Pass this information onto Site Foreman and machine drivers when working in this vicinity.
5. This information will also be highlighted at site induction.

**PROCEDURE to be FOLLOWED when WORKING
NEAR OVERHEAD ELECTRIC CABLES**

1. Arrange and meet a representative from the local Electricity Company; ask advice and agree a safe system of work, including a safe working height to set goal posts.
2. Conform to GS6 (Third Edition) and erect goal posts 6.0m either side the overhead cable. Set bunting at height previously agreed with the local Electricity Company and fix warning signs to goal posts, giving "Safe working height". Erect fencing as necessary to identify restricted area.
3. For any work actually under the overhead cables, use a machine with a "Height Restrictor", set below the "Safe Working Height" or a machine that is not capable of reaching the set height.

METHOD STATEMENT

INSTALLATION of MANHOLES

The excavation work must be undertaken to the same standard as described in MS sewer construction. When installing sheets and frames, no one should enter an unsupported excavation. If using hydraulic frames, these should be lowered into position, secured on the suspension chains and pressurised into position. If using rigid frames, these will be lowered into position and suspended from the sheets.

Once the excavation has been dug deeper, the sheets can be pushed lower and the frame re-positioned with additional frames being introduced if requires. The configuration of sheeting and frames will be in accordance with the frame supplier's instructions.

Once dug, the manhole excavation must be protected by either leaving sheets protruding thus acting as a guardrail harrier or by installing rigid guardrail barriers securely driven into the ground. A proper ladder access with safe access to the ladder must be provided.

When laying concrete or blinding, reference must be made to COSHH precaution of working with wet concrete.

When lifting manhole rings, this must be undertaken only by trained slinger/ banks-man using appropriate certified slinging brothers and manhole ring lifting eyes.

The competent person must assess the manhole space for "confined space" hazards taking into consideration practical evidence that will only come to light as the hole is dug.

Whenever the work area is to be left unattended (such as break times) the entire area must be fenced off with 2 metre high de-mountable fencing. By good planning of the work, at the end of the day there should be a minimum amount of excavation open. If the site is located in a residential area, where it must he assumed children will try to get onto site, then a high standard of secure 2 metre fencing should be used to ensure no one gains access to the excavation works.

METHOD STATEMENT

INSTALLATION of KERBS - SLABS and PAVING BLOCK

Standard kerbs currently in use weigh in excess of 50kg. Even with two men lifting, because of the low level work, there is a significant risk of injury to persons laying kerbs. HSE are currently working along side manufacturers to reduce the weight of kerbs. However for now the company has little choice about eliminating this hazard and must lay what is specified in the contract.

Therefore the main focus must be on using mechanical means for the movement and the laying of kerbs (and larger slabs) whenever possible. Using the machines to move packs of materials into the working position and using lifting aids to give better kinetic lifting posture for those laying kerbs will achieve this.

Once the ground has been prepared and the lines fixed, then kerb laying can commence. Using machines such as forklift trucks or 360 excavator, the individual kerbs will be positioned along the line to be laid. Kerb layers working in pairs and using lifting aids will lift the kerb into position, line and level before progressing onto the next kerb.

If kerbs have to be cut, this will be undertaken using abrasive cutting disks. The person carrying out this work will be trained in the use and changing of abrasive wheels. They will wear PPE in the form of hearing protection, eye protection (goggles to impact grade specification) and a disposable respirator to BSEN 140 and at least P1 protection factor. When cutting the person will assess the risk of dust and flying grit to other persons and position the work or set up exclusion zones so that no one is endangered. If extensive cutting has to be undertaken, a proper cutting bay will be established with water suppressant sprays to minimise dust production. Gloves will be worn for this task in addition to the standard items of PPE.

When laying the concrete behind the kerbs, concrete COSHH requirements will apply please refer to COSHH (Section 4) Health & Safety File (2009)

At the end of the working day it is important to ensure that any opened packs of kerbs or slabs are left in a safe position. They should be at low level and should be such that items cannot be pulled over or toppled. Once the pack has been opened, individual kerbs should be left at ground level. Once a pack of slabs is opened, slabs should be left horizontally not vertically or rear vertically.

If the area is already a residential area, the area around the stored materials must be fenced with 2 metre high de-mountable fencing.

If work on footpaths and roadways is incomplete, it should be signed and guarded in accordance with the requirement~ of the NEW ROADS & STREETWORKS ACT and associated guidance

Installation of Kerbs, slabs and paving blocks

Date of Last Revision: