

Housing Development
Planning Application Following Outline Approval

Back St Paul's Street

Clitheroe.

Application Number 3/2017/0920

320180183P

Management & Setup

Control of Deliveries

Working Hours

Health & Safety

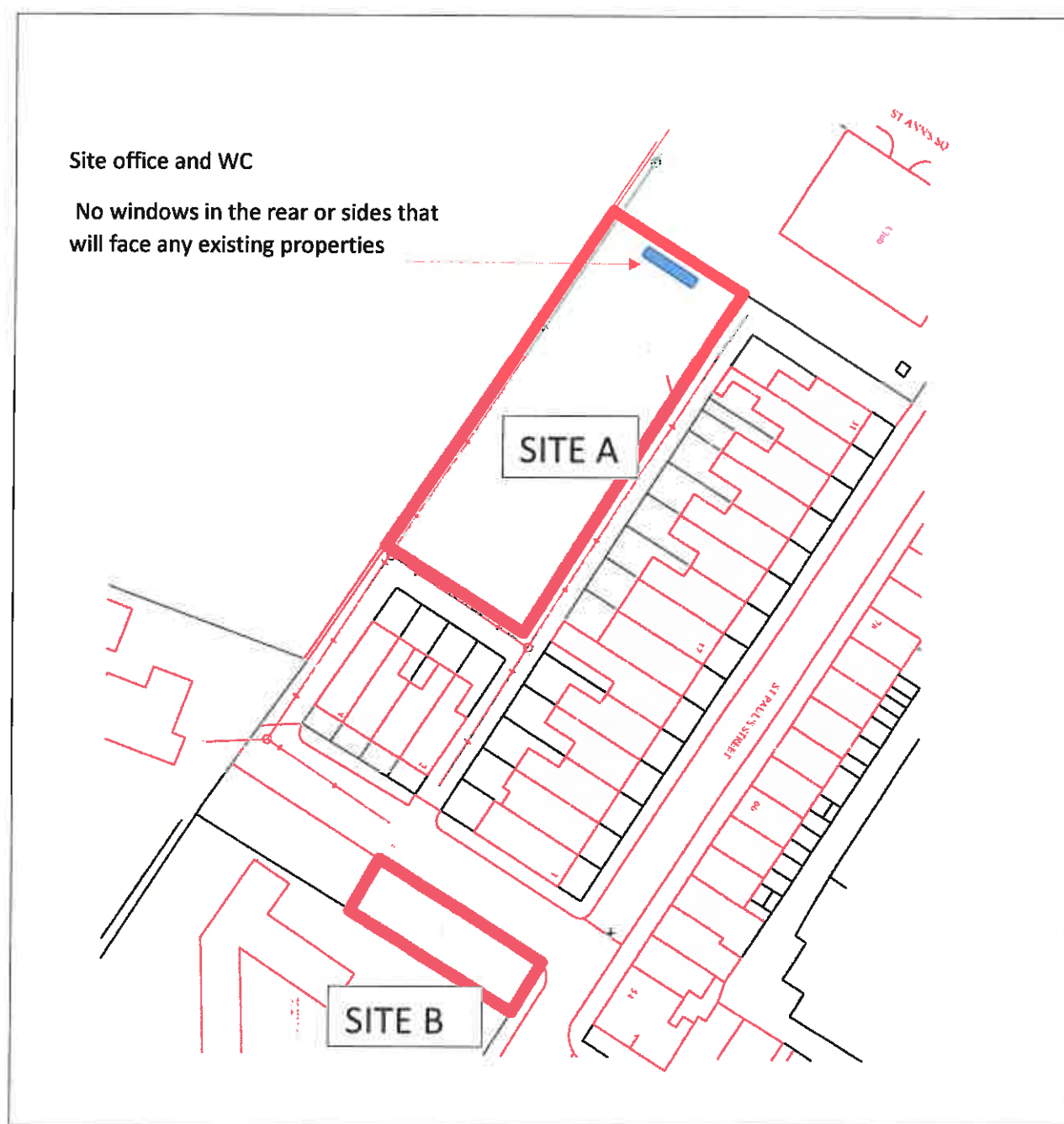
Condition Discharge (13)

Doc Ref/CM/01

Site Protection

This development will occupy two sites, the house construction is of land at the rear of St Paul's Street Ref: A on plan

The garage site on land in St Paul's Terrace Ref: B on plan



Site A

Prior to any demolition of the existing buildings or structures a site investigation will be undertaken by the LK group, this company also provided the phase one desktop report that was submitted with the outline application that was approved by the Planning Committee. The S.I report will identify any contamination of the site and identify potential health and safety risks including an asbestos investigation.

Subject to the investigative findings the existing structures will be demolished and removed from site by a certified demolition contractor, all materials from site will be disposed of by a licenced waste transfer contractor, leaving the site clean.

Any buried tanks are to be de-commissioned and will be removed from site.

Prior to and during the construction phase this site will be fenced off and secured by the erection of temporary Heras fencing with lockable gates.

An area at the bottom end of the site where the gardens are at present located is to be used as a small storage compound area for building construction materials. A site cabin with office and toilets 7.3m x 2.7m will be sighted along the side boundary set back from the turning area.

Due to the restricted location of this site only small amounts of construction plant and materials will be used at any one time that will be fed from the main compound located in area B on plan.

A turning space for the refuse vehicle will be provided as indicated on the proposed plan submitted for approval, the road surface will be to the Local Authority engineer's standard construction and to an adoptable standard.

A communal bin store will be provided within a brick structure with sufficient space to accommodate four bins for each property to allow for re-cycling

The remaining area will be left as a green space with tree/shrub planting, this area will also provide the space for the drainage attenuation tank for the discharge into the drainage system. This is required address the flooding requirement in the event of a 1:100Y storm.

Signage

The site will display all relevant signage at the site as follows

- Hard hats to be worn at all times
- Eye protection to be used when operating machinery
- Protective footwear at all times
- High visibility vests must be worn

- No Parking on site

Bk St Paul's Street

No contractors vehicles will be allowed to park in this street at any time, the use of this road is only to be used for small deliveries.

A small turning area will be formed near to the compound to accommodate a 7Ton truck.

No builder's equipment, vehicles or building materials shall cause obstruction at any time in the street.

No mud shall be permitted to be deposited on the adopted carriageway at any time, the road shall be swept with a road sweeper as and when required.

Vehicle wheels shall be cleaned off before leaving the site.

Noise

Due to the close proximity of the existing properties construction noise shall be strictly controlled and limited as follows.

Monday – Friday 8.00am – 5.00pm

Saturday 8.00am – 4.30pm

Sunday Closed (Including Bank Holidays and Good Friday)

Site B

Garage Site

Prior to and during the construction phase this site will be fenced off and secured by the erection of temporary Heras fencing with lockable gates.

It is the intension to use this area during the construction of the housing development for the site office and welfare accommodation, the area will also store small amounts of building materials ready to be taken onto site.

Deliveries to this site will be made after the morning rush hour and school times, this would mean after 9.30am and before 3.00pm Monday to Saturday, None on Sunday.

Parking for the site manager will be accommodated within this area.

Following the completion of the houses the compound would be scaled down to allow for the construction of the proposed garages for this development.

Car parking spaces for visitors and a landscaped area.

The proposed garages are designed to fit in with the existing street scene with matching brick construction and slate/tile roof, the doors roller shutter type or up and over and to open clear of the footpath without obstruction.

Main Sewer

One of the existing main sewers runs at the rear of the existing stone boundary wall that separates the site A from the open field, the houses have been set 3m away from the sewer line to provide an easement for maintenance of the sewer if the need arises.

Drainage

The properties are to be drained by a two pipe system that will separate the surface water from the foul drainage. Manholes will be provided at each change in direction, the foul will discharge into Back St Paul's Street existing sewer and the surface water taken into the attenuation tank and then discharge into the existing sewer that is running through the site.

Garden Boundary Walls

Garden boundaries are to have brick walls to a maximum height of 1m in order to provide clear vision for vehicles manoeuvring in the area. Each property will have an angled parking hard standing and a pedestrian walk way within the property curtilage.

Onsite Parking

The car parking at each property has been designed to be angled with bays 2.4m wide 5.6m long to the parking layout provided. This is in order that all vehicles will have sufficient space to reverse out into Bk St Pauls Street and then use the turning space provided and leave in a forward direction.



ASB NNLW1 - Notification of non-licensed asbestos work

Contact details

Name	Mr John Beswick
Organisation Name	Hambledon View Developments Limited
Email	john@bettamix.co.uk
Telephone number	07740 400 990
Your address	Every Street BURY Lancashire BL9 5BE
Location of work site	St Paul's Developments St Paul's Street CLITHEROE Lancashire BB7 2LS

About the asbestos

Asbestos Type	Other (give details)
Details (if Other Type selected)	Asbestos Cement Sheets - Corrugated Cement Sheets
Estimated quantity	60 square meters
No. of workers involved	4
Start date	12/02/2018
Duration for the work	2 weeks
Activity and process involved	The removal of 60 square meters of Asbestos Cement Sheets - Corrugated Cement Roofing Sheets. The sheets are in good condition with no signs of cracks or weather deterioration.

Measures taken

Workers trained in control measures
Use of FFP3 respirator or equivalent and disposable overalls
Intact removal of whole panels or tiles
Use of non-powered hand tools and wetting methods

Details of other measures taken:

Enforcing Authority

HSE is the enforcing authority for the work location

Local Authority in which the work is being carried out

Ribble Valley, Lancashire, England

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Notification of construction project

Notification No	9D99CA1CC1	Date Submitted	11/02/2018 22:24:32
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Notification type	This is a NEW notification
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About the location of the site

Address of the construction site	St Paul's Street Low Moor CLITHEROE Lancashire BB7 2LS
In which local authority is the site address (Country, Geographical Area and Local Authority)?	England, Lancashire, Ribble Valley Borough Council

About the project

Description of project	New Build - Residential Houses 1 - 5		
Time Allowed by Client (in weeks)	80		
Start date	12/02/2018	Duration (in weeks)	72
No of people on site	12	No of contractors on site	6
Description of the construction work	Demolition of an existing garage block and the new build of 5 residential houses. Planning reference: 3/2017/0920, this is on the Ribble Valley planning portal.		

About those involved in the project

Role	Principal Designer	Name	APB Building Surveyors / Frank Unsworth
Email	apbsurveyors@yahoo.co.uk	Phone no	01706 826 300
Address	1 Maple Grove Ramsbottom BURY Lancashire BL0 0AN England		

Role	Client	Name	St Paul's Developments / John Beswick
Email	john@bettamix.co.uk	Phone no	07740 400 990
Address	Every Street BURY Lancashire BL9 5BE England		

Role	Designer	Name	APB Building Surveyors / Frank Unsworth
Email	apbsurveyors@yahoo.co.uk	Phone no	01706 826 300
Address	1 Maple Grove Ramsbottom BURY Lancashire BL0 0AN England		

Role	Principal Contractor	Name	Hambledon View Developments / John Beswick
Email	john@bettamix.co.uk	Phone no	07740 400 990
Address	Every Street BURY Lancashire BL9 5BE England		

Role	Contractor	Name	Hambledon View Developments / John Beswick
Email	john@bettamix.co.uk	Phone no	07740 400 990
Address	Every Street BURY Lancashire BL9 5BE England		

Declaration details

Declaration

As client for this project, I hereby declare that I am either the client for this project and am aware of my duties under the Construction (Design and Management) Regulations 2015 (S.I. 2015.51), or have been asked by the client to notify on their behalf and they have confirmed they are aware of their duties.

Name	Christopher Bennett		
Date	11/02/2018	Role	Chartered Safety Practitioner
Confirmation Email	chris@advancedsafetytraining.co.uk		

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

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Address	1 Maple Grove Ramsbottom BURY Lancashire BL0 0AN England		

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Email	john@bettamix.co.uk	Phone no	07740 400 990
Address	Every Street BURY Lancashire BL9 5BE England		

Role	Contractor	Name	Hambledon View Developments / John Beswick
Email	john@bettamix.co.uk	Phone no	07740 400 990
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Name	Christopher Bennett		
Date	11/02/2018	Role	Chartered Safety Practitioner
Confirmation Email	chris@advancedsafetytraining.co.uk		

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

Subject: FW: Asbestos Removal - Corrugated Cement Roofing Sheets
From: Karl (karl@bettamix.co.uk)
To: apb.surveyors@yahoo.co.uk;
Date: Wednesday, 14 February 2018, 14:28

From: John
Sent: 14 February 2018 14:27
To: Karl
Subject: Fwd: Asbestos Removal - Corrugated Cement Roofing Sheets

Sent from my iPhone

Begin forwarded message:

From: Chris Bennett <chris@advancedsafetytraining.co.uk>
Date: 11 February 2018 at 23:19:24 GMT
To: John <john@bettamix.co.uk>
Cc: darren brady <ddtrainingservices@outlook.com>
Subject: Asbestos Removal - Corrugated Cement Roofing Sheets

Hi John,

I have submitted the ASB1 Form for the removal of Asbestos that is>NNLW – Notifiable Non-Licensed Work.

The acknowledgement has been sent to the following e-mail address:

john@bettamix.co.uk

I have notified the removal works under the Principle Contractor (PC) – Hambledon View Developments Limited.

I trust that this is acceptable with yourself and that you have received the acknowledgement from the HSE.

I look forward to receiving your response and forwarding actions where required.

Kind Regards,

Chris Bennett

Managing Director Dip.OSH, CMIOSH, MInstLM, Mifl

Mobile: - +44 (0) 7478 717 684

E-mail: - chris@advancedsafetytraining.co.uk

 /User
s/Chri

Advanced Safety Training Ltd

Hardman Street, Bury,

Lancashire, BL9 5AA

Tel: - +44 (0) 161 5050 450

Accredited Training Provider for:

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Chris/L

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Attachments

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- image006.png (9.02 KB)
- image007.png (6.32 KB)



Project Number:	TBA
Project Title:	Demolition of an existing garage block and the new build of 5 residential houses

Construction Phase Plan

St Paul's Developments

St Paul's Street, Low Moor, CLITHEROE, Lancashire, BB7 2LS

This document has been prepared in accordance with the requirements and recommendations of the Construction (Design and Management) Regulations 2015

	Name	Signature	Position	Date
Prepared By:	C. Bennett		Chartered Safety Practitioner	12/02/18
Reviewed By:	J. Beswick		Project Manager	12/02/18
Authorised for Issue:	J. Beswick		Project Manager	12/02/18
Note:	Please ensure that you have the final version of this document signed and authorised for issue PDF the signed document cover and add it to the electronic version of this document as a Quality Assurance Record			



Index

Contents		
Section	Title	Page Number
1.00	General	1
2.00	Project Brief	1
3.00	Management Structure	
3.01	Management Structure Contact Details	
3.02	Management Structure	
4.00	Standard Settings	
4.01	Legislation	
5.00	Information for Contractor	
5.01	Site Specific Risk Assessment	
5.02	Typical Site Health and Safety Risks Specific to HVD Sites	
6.00	Selection Procedures	
7.00	Communication and Co-operation	
8.00	Activities with Risks to Health and Safety	
8.01	Health and Safety Training	
8.02	Risk Assessment	
8.03	Sub-contractor's Safe systems of work	
8.04	Permit to Work Procedure	
9.00	Emergency Procedures	
9.01	Fire Procedures	
9.02	Bomb Procedures	
10.00	Accident and RIDDOR Reporting	
11.00	Welfare	
12.00	Information and Training for People on Site	
12.01	List of Forms and Posters	
12.02	Schedule of Statutory Acts and Regulations	
12.03	Visitors	
12.04	Storage Facilities	
12.05	Induction Training (Agenda)	
12.06	Toolbox Talks	
12.07	Risk Assessments	
12.08	COSHH Assessments	
12.09	Safe Method Statements	
12.10	Health and Safety Training Records	
12.11	Permit to Work Procedures	
12.12	Sub-contractors Health and Safety Documents	
13.00	Site Rules	
14.00	Health and Safety File	
15.00	Arrangements and Monitoring	
15.01	Weekly Project Health, Safety and Environmental checks Inspection	
15.02	Safety Meeting Agenda Continuous Improvement	



Section 3.00 Management Structure

3.01 Management Structure Contact Details

Client: St Paul's Developments Organisation Address: Every Street Bury, Lancashire BL9 5BE England	Contact: John Beswick Tel No: 07740 400 990 E-mail: john@bettamix.co.uk
Function: Principal Designer – APB Building Surveyors Organisation Address: 1 Maple Grove Ramsbottom Bury, Lancashire BL0 0AN England	Contact: Frank Unsworth Tel No: 01706 826 300 E-mail: apbsurveyors@yahoo.co.uk
Function: Principal Contractor – Hambledon View Developments Organisation Address: Every Street Bury Lancashire BL9 5BE England	Contact: John Beswick Tel No: 07740 400 990 E-mail: john@bettamix.co.uk
Function: HVD Project Manager (Contractor) Organisation: Hambledon View Developments Address: Every Street Bury, Lancashire BL9 5BE	Contact: John Beswick Tel No: 07740 400 990 E-mail: john@bettamix.co.uk
Function: HVD Supervisor (Contractor) Organisation: Hambledon View Developments Address: Every Street Bury, Lancashire BL9 5BE	Contact: Andrew Day Tel No: 07740 400 990 E-mail: john@bettamix.co.uk
Function: Designer Organisation: APB Building Surveyors Address: 1 Maple Grove Ramsbottom Bury, Lancashire BL0 0AN England	Contact: Frank Unsworth Tel No: 01706 826 300 E-mail: apbsurveyors@yahoo.co.uk



Section 3.02 Management Structure

3.02.1 The Client

The person or organisation for whom the installation project is carried out, and whose duties include:

- ☐ To appoint a competent Principle Designer (if applicable)
- ☐ To provide resources to the Principle Designer (if applicable)
- ☐ To ensure that the Principle Designer has all the relevant Health and Safety information for the site
- ☐ To take charge of the Health and Safety File and its contents and ensure all persons have access to the relevant information
- ☐ Take cognisance of the Health and Safety aspects and issues
- ☐ Provide adequate information regarding their designs and any residual risks to Health and Safety
- ☐ To co-operate with other designers and the planning supervisor

3.02.2 The CDM Designer (Client)

A person nominated by the Client that has the requisite knowledge and expertise to be competent to manage the Health and Safety issues, whose duties include:

- ☐ To notify the HSE (F10) prior to commencement of the project if the work lasts for more than 30 working days and have more than 20 workers working at the same time at any point on the project, or exceed 500 person days
- ☐ Co-ordination between designers in terms of transfer of information on designs
- ☐ Ensure that the pre-tender Health and Safety Plan is written
- ☐ Provide comment on the adequacy of the Construction Phase H & S Plan
- ☐ Advise the Client on the competence of designers and Contractors
- ☐ Pass on to the Client the Health and Safety File once the construction work is completed
- ☐ Supervise the H & S Plan throughout, including any changes to the plan and F10

3.02.3 The Principle Contractor

Appointed by the Client to manage the installation project work and to co-ordinate the work of other Contractors. The position is usually awarded to one company who undertakes the major share of the work although the appointment may change between companies as the work proceeds and whose duties include:

- ☐ To ensure co-ordination, communication and co-operation between contractors
- ☐ Ensure that safe working methods are used
- ☐ Provide the CDM Designer (when applicable) with relevant Health and Safety information
- ☐ Ensure that all other contractors have sufficient information regarding the safety risks of the site
- ☐ To give Health and Safety advice

3.02.4 Site Project Manager HVD

Appointed by HVD, to manage and co-ordinate the project. He/she will be the contact point for all enquiries regarding Health, Safety and Environmental issues. The Project Manager must liaise directly with the Principal Contractor in relation to any site issues or concerns that are raised during the project as per the Programme of Works. The Project Manager is responsible for ensuring competence between the duty holders and that a management structure is in place relating to the works (Plan, Do, Check, Act).



3.02.5 Site Supervisor HVD

Appointed by HVD, to manage and co-ordinate the site activities. He/she will be the onsite contact point for all enquiries regarding Health and Safety issues. All safety hazards are to be reported Immediately to the HVD Site Supervisor. The Site Supervisor will be responsible to carry out a weekly Health and Safety check and ensure that all defects are remedied immediately. He/she will also have a responsibility to ensure the Health and Safety of all visitors, on site personnel and members of the public and to enforce all site rules.

3.02.6 Site Worker HVD.

HVD site workers to ensure all work is carried out in a safe manner also are aware of the site rules and have access to, have read and understood all risk assessments safe method statements and safe working practices applicable to the task that they are carrying out. He/she will report all safety concerns immediately to the HVD Site Supervisor and ensure that all reasonable requests made by the HVD Site Supervisor are immediately complied with.

Section 4.00 Standard Settings

4.01 Legislation

PUWER	Provision and Use of Work Equipment Regulations 1998 as amended
LOLER	Lifting Operations Lifting Equipment Regulations 1998
CDM	Construction (Design and Management) Regulations 2015
EAW	Electricity at Work Regulations 1989
17E	17 th Edition Wiring regulations 2008 as amended BS7671
FAW	Health and Safety (First Aid) Regulations 1981
PPE	Personal Protective Equipment at Work Regulations 1992 as amended
NW	Noise at Work Regulations 2005
CVW	Control of Vibration at Work Regulations 2005
RRO	Regulatory Reform (Fire Safety) Order 2005
MHO	Manual Handling Operations Regulations 1992 as amended
MHSW	Management of Health and Safety at Work Regulations 1999
WAH	Working at Height Regulations 2005
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
CAR	Control of Asbestos Regulations 2012
EPA	Environmental Protection Act 2010 as amended
ACOP	Approved Code of Practice (Various Topics)
HSAWA	Health and Safety at Work etc. Act 1974

Section 5.00 Information for Contractors

5.01 Site Specific Risk Assessment			
Hazard	Description	Details	Additional Controls Required
Access and Egress	<ul style="list-style-type: none"> Is access gained via a busy road? Is entrance visible i.e. on a bend, in a dip, poor "off road" parking by others etc. Is gate/barrier normally locked? Is "on road" parking safe whilst gate is being unlocked/locked? Any hazards identified with other traffic using site i.e. poor "on site" parking by others? Any hazards identified with regress from site i.e. reversing onto busy road etc? Are any other hazards encountered whilst entering or leaving the site? <p><i>Specify:</i></p>	<p>Access is gained via main entrance to site of which is accessible during site times to be determined but normally 8am-6pm. The access road has high usage. There is an on-site car park and parking areas. All contractor vehicles whilst not making deliveries will be parked as instructed by the client which will not cause any obstructions.</p>	<p>All HVD vehicles entering site must utilise the designated car park area to turn around and prevent trying to reverse out onto the main entrance road.</p>
Personnel	<ul style="list-style-type: none"> Is site manned? Will you be working near other personnel? Are young person's working on site? persons below the age of 18 Do you have trainees working with you? 	<p>Site has resident staff and between 6-8 HVD workers at any one time. All works will be completed in controlled areas under control of the HVD site supervisor or as pre-arranged with client</p>	<p>Client to maintain all escape routes.</p>
Parking	<ul style="list-style-type: none"> Do you have sufficient "on site" parking available? Are there any problems associated with other persons parking on Site? 	<p>No onsite parking issues</p>	<p>Ample parking on the grounds</p>
Storage	<ul style="list-style-type: none"> Do you have a suitable area to park your vehicles? Have you identified a suitable area to store your materials etc.? Have you identified a safe area to store your fuel? Are there any hazards associated with other persons storing Materials or equipment on site? 	<p>Designated compound area constructed, fenced off from general access and warning notices fitted. Compound contains storage and general skip.</p>	<p>None, to be reviewed during contract progression</p>

Other Hazards		
Hazard	Control	Additional Controls Required
Working Near Public	Suitable warning signage. Provision of PPE where necessary.	Men at work safety signs to be used each side of the work area.
Working on Uneven Surfaces	Be aware of tripping hazards and slippery surfaces. Ensure suitable warning signs are in place	Any trailing cables for any power tools will need to be routed so as to prevent a trip hazard.
Working Near Chemical Storage Areas	Awareness of hazard. Obvious signs of spillage. DO NOT smoke. Know the location of the Manufacturers Data Sheets, and how to deal with Spillage's etc.	No work will take place near chemical storage areas without prior consent with of the client
Working Near Fuel Storage Areas	Awareness of hazard. Obvious signs of spillage. DO NOT smoke. Know the location of the Manufacturers Data Sheets, and how to deal with Spillage's etc.	N/A
Working Near Gas Storage Areas	Awareness of hazard. Obvious signs of spillage. DO NOT smoke. Know the location of the Manufacturers Data Sheets, and how to deal with Spillage's etc.	N/A
Working Near Electrical Sub-stations or Enclosures	Awareness of hazard. DO NOT enter danger area unless you are qualified and have prepared and signed the correct documentation (permit to Work etc.	No Electrical works will be taking place in plant rooms or switch rooms without permission of Client or site supervisor and permits issued.
Working Near Overhead Cables	Awareness of hazard. DO NOT carry long conducting materials vertically. Carbon poles etc. ensure correct safety signage is in place and height restriction barriers	N/A
Signs of Infestation/Vermin	Leptospirosis (Weils Disease) and working with sewerage - flash cards and tool box talks	Toolbox talks, PPE

HVD Management System

Author: Hambledon View Developments Ltd
Filename: Site Health and Safety Plan

Version: 001
Date Printed 12/02/18
Page: 9 of 49

UNCONTROLLED WHEN PRINTED

5.02 Typical Site Health and Safety Hazards Specific to Site

- ☑ Working at Height
- ☑ Vehicles – Access & egress
- ☑ Restricted Working Space
- ☑ Mobile Plant Operations
- ☑ Asbestos
- ☑ Working on Electrical Equipment
- ☑ Working in close proximity of public/pedestrians

Section 6.00 Selection Procedures

All sub-contractors will be selected from the HVD approved contractor list. Inclusion on this list is dependent upon successful completion of the HVD contractor selection process. (No sub-contractors to be appointed).

Management of contractors shall be done in accordance with PHS Contractor Management Policy and Arrangements document.

Section 7.00 Communications and Co-operation

All Health and Safety concerns will in the first instance be immediately reported to the HVD Site Supervisor, who will in turn report them directly to the:

HVD HSEQ Manager

(Chris Bennett)

All regular site meetings will have included in the agenda a specific agenda item relating to Health and Safety concerns, any safety concerns should be relayed to this meeting via the Site Supervisor.

Under CDM if applicable, each element of design (including temporary works), designed access equipment, individual specialist contractor and specialist designer packages, are required to be developed with due consideration for communication, co-operation and co-ordination.

Each element of design is to be co-ordinated for health and safety aspects by CDM Designer/if applicable to facilitate this, the following shall apply:

- ☑ Designer appointed by the client.
- ☑ PHS shall ensure that any designer appointed by them shall be provided with all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options.
- ☑ The designer on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling shall develop each element of design. If required, the Client/CDM Designer shall be provided with evidence of the competency of the personnel carrying out the work and of the risk assessments themselves.

- ☐ Each element of design shall be submitted in sufficient time to permit proper consideration for health and safety.
- ☐ HVD shall be required to update, amend and modify as necessary the detailed construction phase health and safety plan to address any health and safety risk associated with individual design elements developed during the works, so that at all times the CPHSP may be considered suitable and sufficient. Such amendments and modifications shall require the approval of the Principle Designer prior to commencement of the relevant phase of work.

Section 8.00 Activities with Risks to Health and Safety

8.01 Health & Safety Training

All HVD employees will receive regular Health and Safety training. This training will be identified via the relevant job specific risk assessments and regular one to one meetings with their line Manager. Records of all Health and Safety training will be recorded and held by the HVD HR Manager. All sub-contractors will be asked to present the latest copy of Health and Safety training for all employees who will be expected to attend site.

8.02 Risk Assessment

All HVD employees will have access to the full range of Risk Assessments and COSHH assessments. All relevant assessments will be agreed with their Line Manager and included in the Project File.
All sub-contractors must comply with all current applicable legislation.

8.03 Sub-contractors Safe Systems of Work

Each sub-contractor will be required to produce for agreement all relevant Risk Assessments, COSHH Assessments and Safe Method Statements etc. for inclusion in the Project File. These agreed documents must be included in the file at the specified appendix. No work will commence on any task until the documents have been agreed as being suitable and sufficient.

8.04 Permit to Work Procedures

All Permits to Work must be approved and authorised by the HVD Project Manager and HVD Site Supervisor. Full authority must be obtained for any electrical isolations by the client's representative before any isolation is carried out.

Section 9.00 Emergency Procedures

9.01 Fire Procedures

Fire instructions – single stage fire alarm

The site has a **single stage fire alarm** i.e. Activate the klaxon, this will signal to evacuate the building.

The fire alarm sounds like: **(Two tone)**

If you discover fire

- Shout 'Fire' to raise the alarm and activate the klaxon.
- Call the Fire Brigade on 999.
- Contact the Client or Clients Nominated Fire Marshall

Fire fighting with portable fire extinguishers

- Remember that you are under no obligation to fight a fire, no matter how small it is.
- Only attempt to do so if you feel confident, and if an appropriate extinguisher is to hand.
- Never enter a smoke-filled room. Ensure the fire does not come between you and the exit.
- Discharge one extinguisher only. Close the door and leave the building if the fire is not out.

If you hear the fire alarm

Building occupants

- If time permits, close windows and doors, switch off electrical equipment, but DO NOT DELAY.
- Follow the nearest escape route – do not detour and do not use lifts.
- Once outside, go to the Assembly Point listed on the blue and white fire action notice.
- Follow instructions issued by the Fire Brigade, Fire Marshalls, or security personnel.
- Wait until the building is declared safe by the Fire Brigade or the Fire Marshall before re-entry.

Line managers, meeting hosts, and floor wardens

- Implement pre-planned arrangements for people who need help to escape.
- Ensure that all people, including visitors, leave the building.
- Take a roll call at the assembly point and advise the Fire Marshall accordingly.

Fire drills

Fire drills are conducted weekly. Prior notice of a fire drill will be given.

Fire alarm tests

The fire alarm in the portacabin is tested by the HVD Maintenance Team.

Fire safety – everyone's responsibility

Basic fire precautions are outlined in the Fire Safety section within HSG168.

Within your workplace, you should make sure that you are familiar with:

- Fire alarm call points, fire exits and escape routes.
- The sound of the evacuate alarm.

Housekeeping is the responsibility of all building occupants

- Keep escape routes clear and fire doors closed at all times.
- Report fire hazards to the Client immediately.
- Enquiries about building fire precautions should be made to the client.

BOMB & BOMB THREAT PROCEDURES

A Bomb Threat may be received on any telephone at any time:-

YOU MUST KNOW WHAT TO DO.

A suspect object, package or vehicle may be found anywhere:-

YOU MUST KNOW WHAT TO DO.

Name	Tel:
	Loc:
Name: n/a	Tel:
	Tel:
Name:	Loc:
Assembly Point Location: -	

Contents.

1. Introduction.
2. Telephoned Bomb Threats.
3. Suspect Letters And Packages.
4. Suspect Objects or Vehicles.
5. Action for People Not Directly Involved In The Incident.

1. Introduction

1.1 This document is intended to give general advice for all building occupants as to the action to take in the event of a Bomb Threat or discovery of a suspicious package, object or vehicle. It is considered good advice, though common sense may on occasion dictate another approach. It is essential that it is read and kept readily available for future reference.

1.2 The appointed Fire Marshall will manage all emergency situations for the protection of people. If you have any queries on these procedures, please speak to your Fire Marshall. If not available, contact your line manager, as detailed on page 1.

1.3 People can contribute greatly to their own safety by challenging strangers and looking out for and reporting to the client & HVD Site Supervisors' or HVD Contracts Manager, all deficiencies in security, defective locks and windows. Unfamiliar objects are more easily spotted where "good housekeeping" has been followed and rooms and corridors are tidy and unoccupied offices are locked.

2. Telephoned Bomb Threats

2.1 **If You Receive A Telephone Threat Ring the Police Immediately.** Then ring the Health and Safety Manager or line manager

3. Suspect Letters and Packages

3.1 On receipt of a suspect letter or package, handle it as little as possible and isolate in a locked room, preferably on a table, away from windows and partition walls. **Ring the Police** and once they have been informed, telephone your line manager.

4. Suspect Objects or Vehicles

4.1 If you discover a suspect object or vehicle **DO NOT open, move, cover, or interfere with it in any way, leave it in a clear area for investigation.** Arrange for all people to leave the surrounding area and if considered necessary, the whole floor. Whilst clearing the area, ensure that the Police and your line manager are contacted.

5. Action for People not involved in Incident Control

5.1 If you are advised by a responsible person to vacate an area, or evacuate the building:

- Follow the instruction immediately.
- Unless you are advised otherwise, make your way to the bomb assembly point.
- Take personal belongings to avoid unnecessary suspicion.
- Keep as far away from windows and internal glazing as possible.
- **DO NOT** stay to put away files and papers.
- **DO NOT** re-enter or cross into a suspect area to retrieve your belongings
- **DO NOT** wait outside the building's exit or wander off, as this will hinder operations.

5.2 Upon receipt of a bomb threat, qualified first aiders should hold themselves in readiness. If evacuation is advised they should take their equipment with them to the assembly point. **DO NOT** delay evacuation by looking for equipment. Client or HVD Site Supervisor must ensure that they are aware of any people who need help.

5.3 In The event of a bomb explosion the incident controller will take charge until the Police arrive and take-over. Unless in immediate danger stay where you are, you will be advised of the safest course of action as soon as possible.

PLEASE REMAIN CALM DURING ANY INCIDENT

HVD Management System

Author: Hambledon View Developments Ltd
Filename: Site Health and Safety Plan

Version: 001
Date Printed: 12/02/18
Page: 14 of 49

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Section 10.00 Accident and RIDDOR Reporting

Accidents will be reported in accordance with the HVD Policy. All contractor accidents are to be reported using the procedures and report forms by the employee's own company and forwarded to the Client and HVD Health & Safety Manager. All accident investigations must be carried out according to each company's own policy. Copies of all accident forms are to be completed and forwarded to the Client and HVD Health & Safety Manager within 24 hours of the accident occurring.

All RIDDOR reportable accidents must be investigated and reported to the Client and HVD Health & Safety Manager within 24 hours. Copies of all accidents must be included in the Project File.

Section 11.00 Welfare

Agreement been reached to utilise welfare facilities that are provided on site, these facilities are to be kept clean, tidy and sanitary at all times. (The HVD workers will be utilising welfare facilities as instructed by the client).

Section 12.00 Documentation

12.01 Statutory Documentation

- Health and Safety at Work Law Poster
- Health and Safety Policy Statement
- Certificate of Employers' Liability Insurance
- Environmental Policy Statement
- Accident Report Form (Internal)
- HSE F2508/A – Reporting of Injuries, Diseases and Dangerous Occurrences
- CDM – F10
- Visitor's Log Book
- Permit to Work Register

12.02 Visitors

All visitors to site must report to the Security Gate with prior notification and must sign in and out of the site and office. **Visitors must obey all HVD site safety rules.**

(A suitable supply of hard hats, ear defenders and eye protection for visitors' must be maintained in the site office or designated area).

All visitors must be accompanied by a competent person at all times and must have received a site safety induction by the Supervisor and a HVD site induction form for HVD workers.

12.03 Storage Facilities

Location of temporary site accommodation.

The requirements of the CDM Regulations 2015 – Schedule 2 are to be complied with. Welfare Facilities agreed with the client.

Location of Loading and Storage areas

These are to be arranged and agreed with the client. The frequency of removal of waste materials is to be agreed with the client.

12.04 Induction Training

Records of Induction Training which will include the following subjects, must be provided for all operatives, sub-contractors and visitors to site.

- | | | |
|-------|--|---|
| i. | The Contract | The Client
Principle Contractor
Programme of Works
Completion Date
Finish Date |
| ii. | Welfare Facilities | Location
Cleanliness and Hygiene |
| iii. | First Aid | Location of first aid box
Trained persons |
| iv. | Fire | Types and Location of equipment
Fire exit routes
Assembly Points
Head Counts
Responsibilities
Smoking arrangements |
| v. | Other Site Rules | Refer to Section 13.00 of this document |
| vi. | Individual Responsibilities | |
| vii. | High Risk Activities | Work at Height
Head protection and falling materials |
| viii. | Method Statements and Risk Assessments | |
| ix. | Accidents and Accident Reporting | |
| x. | Toolbox Talks | |
| xi. | PPE | |
| xii. | Disciplinary matters | |
| xiii. | Emergency Procedures | |
| xiv. | Site Security | |

12.05 Toolbox Talks

Toolbox talks are to be communicated to all on site employees by the Site Supervisor at regular intervals. All employees who receive toolbox talks will sign the relevant paperwork at the completion of the talk. Typical toolbox talks are included at Appendix Q. Further toolbox talks can be obtained from the HVD Health and Safety Manager on request.

12.06 Risk Assessments

All HVD risk assessments pertaining to common risks and areas are contained in Appendix B of this document. All risk assessments pertaining to task specific risks will be provided by the respective sub-contractor and included at Appendix C of this document. No task is to proceed until the relevant risk assessment has been received, agreed and included in this document.

12.07 COSHH Assessments

All HVD COSHH assessments and Manufacturers Safety Data Sheets pertaining to commonly used chemicals are contained in Appendix E of this document. All COSHH risk assessments and Manufacturers Safety Data Sheets pertaining to specialist chemicals will be provided by the respective sub-contractor and included at Appendix F of this document. No task is to proceed until the relevant COSHH assessment and Manufacturers Safety Data Sheet have been received, agreed and included in this document.

12.08 Safe Method Statements

All HVD Safe Method Statements pertaining to common risks and areas are contained in Appendix B of this document. All Safe Method Statements pertaining to task specific risks will be provided by the respective sub-contractor and included at Appendix C of this document. No task is to proceed until the relevant Safe Method Statements have been received, agreed and included in this document.

12.09 Health and Safety Training Records

All HVD Operatives will be required to provide proof of Health and Safety Training certificates. These will be included at Appendix L of this document.

12.10 Permit to Work Procedures

HVD must agree all permit to work systems to be used on the project. Copies of all relevant completed permits must be located at Appendices H&I. (Permits issued by the client).

12.11 Health and Safety Documents

HVD will be required to provide a copy of their Health and Safety Policy and other Health and Safety documentation as required.

Section 13.00 Site Rules

Site Rules		Tick Box
Site:		
1	Eye, ear and respiratory protection must be worn when the task requires.	
2	Safety footwear and Head Protection must be worn at all times.	
3	High visibility jackets or waistcoats must be worn as an outer garment.	
4	Gloves must be worn where there is a risk of cuts and abrasions to hands	
5	Know the Emergency Evacuation Procedure and where the assembly points are.	
6	Access to the site can only be obtained with relevant security passes.	
7	All personnel are to attend their respective employer's 'Tool Box Talks' on a weekly basis	
8	All injuries, however trivial, must be reported and recorded in the Site Accident Book. Know who and where the first aiders are located and how they are identified.	
9	Diabetics, asthma, epilepsy suffers and persons using drugs for medication are required to report their condition to their managers to allow suitable work to be allocated. This information will be treated confidentially.	
10	Alcohol, Drug and Solvent abuse is not permitted on site at any time. Anyone suspected of being under the influence of alcohol / drugs / solvents whilst attempting to enter the site will be refused permission. Anyone found on site under the influence of alcohol / drugs / solvents will render the offender liable to disciplinary action, which will involve removal from site	
11	A high standard of housekeeping must be maintained - keep welfare facilities clean and tidy, and put all rubbish in the bins provided.	
12	No fires are allowed to be lit on site, whatever the circumstances.	
13	This contract operates a waste-recycling scheme where waste is to be segregated into separate skips. This waste management system is mandatory with any company or person found abusing the system liable to disciplinary action.	
14	Consumption of food on site is prohibited, except within the offices and welfare facilities.	
15	Smoking is prohibited within the buildings under construction, in the contract offices and welfare facilities. The canteen has a separate area where smoking is permitted.	
16	Radios and personal stereos etc. are not permitted on site.	
17	Do not indulge in horseplay.	
18	Urinating or defecating on site except in the toilet facilities provided is strictly prohibited.	
19	Personnel are requested not to cause a public nuisance, keep swearing to a minimum, and generally assume a non-confrontational manner and respect the environment in which we work.	
20	Have due regard for others safety, workplaces and respect other Contractors work.	
21	Keep your workplace tidy and do not leave materials or equipment where people can fall over them.	
22	Do not attempt to lift any load, which is too heavy for you. Get help.	
23	Any person found abusing or damaging any work, equipment or the welfare facilities will be removed from site.	
24	Anyone who discovers faults with any plant, machinery or working areas must report this immediately to a HVD Supervisor.	
25	Method Statements which cover working methods the health, safety and environmental requirements for each operation are to be issued to all Site Operatives. If you are in any doubt, please ask to see a copy of the Method Statements for that activity.	
26	Plant is only to be operated by trained, competent, qualified personnel aged 18 or over. Certificates of training are required to have copies take and be logged with PHS.	
27	There is site speed limit of 10 MPH	
28	Reversing on site is forbidden except under the control of a trained banks men. Plant and vehicles must be fitted with audible or visual reversing alarms. Site Plant also to display a flashing warning beacon.	
29	Passengers must not be carried on large items of plant except where fitted with passenger seats.	
30	Do not stand at the back of, or on the blind side of machines, plant or vehicles; they can move without warning. Make sure the driver knows you are there.	
31	Large items of mobile plant must be fitted with visibility aids such that the driver can see a 1m high object, 1m from the rear of the vehicle.	
32	Engines are to be switched off when plant is not in use / stationary.	

33	Fuel and oil spillages are to be reported & cleaned up as soon as practicably possible. Know where the emergency spillage kit is located.	
34	All portable tools and temporary lighting must be 110v max. No dual voltage generators are allowed on site.	
35	Scaffolds and mobile alloy towers are only to be erected and altered by trained persons.	
36	Edge protection and guardrails are to be used on all types of scaffolding / mobile towers. Risk Assessments must accompany any Working at Height.	
37	Harnesses and other protective devices must be worn when required and secured to fixtures that will support the full weight of a falling person.	
38	Ladders must be tied or footed properly before using them.	
39	Holes / voids in floors are not to be uncovered until suitable barriers have been erected.	
40	Do not enter secured areas unless authorised to do so.	
41	No excavation is to be entered unless authorised to do so.	
42	Lifting Equipment must not be used unless it is appropriately tested. Trained and authorised banks men / slingers are required during lifting operations. Damaged slings or chains must not be used	
43	Do not walk or drive through a crane slewing radius if there is material suspended from the crane hook. Always look up when approaching a crane, if necessary find an alternative route	
44	If you are using any paints, solvents or other chemicals, read the instructions on the container and follow them.	
45	Wear any protective clothing/equipment specified. Ensure you are provided with the COSHH assessment for the particular use of the product. Do not decant into unsuitable unmarked containers.	
46	Under no circumstances should oil, paraffin or flammable solvents be kept in general store huts.	
47	When entering a noise hazard zone, always wear ear protection as directed.	
48	The use of percussion cartridge tools is not permitted.	
49	<p>1. Permits are required for the following operations:</p> <p><i>All permits & access to restricted area's and for any hot works, grinding or drilling.</i></p> <p>This list is Indicative and not exhaustive.</p>	
<ul style="list-style-type: none"> • Be aware that all documentation is confidential. Do not leave drawings lying around or take them home. Do not discuss details of you work with others not involved with the contract. • Any approaches from the press should be referred to the HVD Contract Manager. <p>Copies of all relevant construction regulations are available for consultation. Contact the contract safety representative for further information.</p>		

Section 14.00 Health and Safety File

During the Course of the building works and these works, information and data regarding all material and product specifications will be collected and copies placed in the relevant appendices to this document. Upon completion of the Project a copy of the relevant indexes will be handed over to the Principle Contractor, all efforts made to ensure that all relevant information has been passed over to ensure the completion of the Health and Safety File. The Principle Contractor will liaise with the Client to ensure all relevant information is collated to ensure the completion of the Health and Safety File and handover of this file to the Client.

Section 15.00 Arrangements for Monitoring

15.00.1 Weekly Project Health, Safety and Environmental Inspection

The HVD Site Supervisor will arrange for a weekly health, safety and environmental inspection to be carried out. Results of the inspections will form an agenda item at the Monthly Safety Meeting.

15.00.2 Monthly Safety Meeting Agenda

Normally the Principal Contractor will chair one safety meeting during the contract period, which may form part of the Project Progress Meeting. A typical agenda is included below:

Safety Meeting Agenda

Date of Meeting

Time of Meeting

Attendees:

1. Chairs' Report
2. Safety Advisors Report and Results of Weekly Inspections
3. Accident Review
4. Training Requirements
5. Welfare
6. Progress Report and Revision of Risk Assessments/Safe Method Statements
7. HVD Workers feedback
8. Environmental Issues
9. Any other Business
10. Date of Next Meeting

HVD as a responsible employer, will continue to assess their Health and Safety Systems. As a consequence of this action it is required that all health and safety issues are forwarded to the HVD Health and Safety Manager using the Health Safety and Environmental Issue Register included below.

<i>Description of Issue</i>
<i>On Site Action</i>
<i>Additional Action Required</i>

Section 16.00 Waste Management Plan

It is a legal requirement that projects over £200K have a separate waste management plan that **must** cover the type and quantity of waste, routes for disposal, copies of waste contractor's carriers licence and all waste transfer notes. In addition, all waste generated from all projects whatever cost shall apply for HVD contracts (see HVD Waste Management Policy and Procedures) Controlled Waste Transfer Forms in Appendix 1 Section A & C.

Non – Hazardous Waste

All non-hazardous waste produced during the construction phase of the CDM Notifiable Project will be subject to local waste disposal routes and routines. Segregation of waste in local areas will be maintained.

It will be the responsibility of contractors to make arrangements for the removal of their own waste generated during the construction phase. Copies of all relevant documentation must be forwarded to the Project Manager for review and approval.

Hazardous Waste

All Hazardous Waste (as defined in the Hazardous Waste Regulations (England & Wales) 2005) will be subject to local operational procedures. Waste collections that take place must be done by a registered contractor and waste codes given for the site and types of waste (European Waste Codes). Quantities of gasses and other hazardous products used during the construction phase will be recorded in order to ensure no escape to atmosphere or cross contamination of waste.

It will be the responsibility of contractors to make arrangements for the removal of their own waste generated during the construction phase. Copies of all relevant documentation (e.g. Waste Transfer Notes and Waste Carriers Licenses) must be forwarded to the Project Manager for review and approval.

Section 17.00 HVD Site Induction

Site induction training to be Carried out by Clients representative and HVD Site Supervisor.

Section 18.00 Appendices

Appendix A Site Inspection Records

A mandatory site safety check will be carried out weekly.

Weekly Project Health, Safety & Environmental Inspection					
Contract/Project:		New Build of 5 Residential Houses		Report No:	
Contract No.:				Date:	
Project Manager:		John Beswick		Inspection carried out by:	
				Position:	
Inspection Criteria	Check	Item Ref.	Inspection Criteria	Check	Item Ref.
Fall Prevention			Working Platforms/ Ladders		
Working at Height (W at H)			Scaffolds		N/A
Handrails and Toe Boards		N/A	Mobile towers		
Holes in floors covered or protected		N/A	Towers		N/A
Fall prevention			Ladders		
Netting		N/A	Inspection check		
Working at Height hazards id / Risk			Appropriate access equipment		
Competent operatives/sub-					
House Keeping			Excavations		
Contract/Workshop/Office			Inspection		N/A
Provision of bins			Edge protection		N/A
Materials stored tidily and safely			Temporary works approval		N/A
Skips replaced when required					
Floors/work surfaces clean					
Flooring non-slip					
Slips Trips and Fall hazards					
Access Routes			Plant and equipment		
			Weekly checks/inspection regimes		
Signage			Suitability for task(s)		
Clear defined routes			Trained competent operatives/drivers		
Vehicle and pedestrian segregation			Lifting plans and checks		N/A
Adequate lighting			Safe Vehicle		N/A
Security			PPE		
Hoarding		N/A	Min. PPE being worn		
Signing in/out system			Extra PPE worn for appropriate job		
Electrical System			Welfare Facilities		
Lighting adequate – all work areas			Toilets/ washing		
Emergency Lighting			Drying room		N/A

Cables Tidy			Canteen		
Portable Appliance Testing (PAT)			Notice Boards		
Electrical inspection & test (6					
Fire Prevention			First Aid Arrangements		
Fire points and extinguishers			First aider(s)		
Alarms – provision of and testing			Accident reporting		
Smoking		N/A	First aid kits full		
Hot works		N/A	Signage		
Sustainability			Documentation		
Environmental issues		N/A	Permits to work		
Waste – segregation and recycling					
Storage – prevention of spillage's		N/A	Method Statements and Risk		
Visual Impact		N/A	Assessments		
COSHH					
Substances hazardous to health risk assessed		N/A			
Control methods affective		N/A	Hand arm vibration syndrome (HAVS)		
COSHH information provided to employees		N/A	HAVS guidance displayed		N/A
Manual Handling					
Manual Handling tasks id and risk assessed			Noise		
PHS Operatives trained			Noise risk assessments carried out		N/A
Appropriate mechanical aids available		N/A	Noise Protection areas signed and information provided to personnel		N/A
			Control measures/PPE being worn		N/A
Specifics, campaigns, local & business issues		N/A	Contract good practices		
Business issues.					

[illegible]

Key:

Rating 1 – Immediate
2 – Within 24 Hours
3 – Within 5 working days

Appendix B

Risk Assessments and Safe Method Statements

Risk Assessment Library			
Assessment Number	Description	Issue	
Risk Assessments			
RA 001	HVD Electrical Safety Rules	1	
RA 002	New Build of 5 Residential Houses	1	
RA 003	Use of Mobile Plant	1	
RA 007	Working on or near Asbestos containing material	1	
RA 009	Manual Handling	1	
RA 050	Working from a MEWP & Powered Access Equipment	1	
RA 052	Use of Mitower Mobile Scaffold	1	
Method Statements			
MS 002	New Build of 5 Residential Houses	1	
MS 003	Use of Mobile Plant	1	
MS 009	Manual Handling	1	
MS 050	Working from a MEWP & Powered Access Equipment	1	
MS 052	Use of Mitower Mobile Scaffold	1	

Appendix C

HVD Risk Assessment

Please see attached document

Appendix H Permits to Work (General)

Permit to Work Library		
Permit No.	Description	
	Permit To work System Instructions	
	Permit to Work Register	
	Permit to Isolate	
	Permit to Work-General: Hot Works, Excavations, Working at Height	
	Permit for HV limitation access	
	Permit to Work On/Test Made Dead Electrical Equipment Below 1000V	
	Permit to Work On/Test Essential Live Electrical Equipment Below 1000V	
	Only complete what is applicable	

Permit to work System

Introduction

A permit to work is a control procedure, which may be issued for virtually any work activity but has usually been reserved for what would be classed as high-risk activities, tasks or processes. The procedure is a formalisation of assessed and implemented controls and limitations designed to provide a safe system of work. The permit is issued, and returned to on completion of the work, by an authorised person.

This guidance is provided to enable persons in control of hazardous activities and situations to be able to recognise when and how a Permit to Work system should be used.

A Permit to Work is a written control procedure, which is usually reserved for high-risk activities, tasks or processes. The procedure is a formalisation of the controls and limitations designed to provide a "SAFE SYSTEM OF WORK". A competent person issues the written Permit to the person or persons carrying out the work.

On completion, those carrying out the work must ensure the area is now safe for others to enter. Sign off to be completed by the owner of the permit.

References

The Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 as amended

What is a Permit to Work procedure?

A permit to work procedure is a formal written system used to control work which is potentially hazardous. Essential features of a permit-to-work procedure are:

- ☐ Clear definitions as to whom may authorise the work and who is responsible for specifying the necessary precautions.
- ☐ Instruction in the issue and use of permits.
- ☐ Monitoring to ensure that the system works as intended.
- ☐ A register of all permits issued with close out dates.

The issue of a permit does not, by itself, make a job safe. Those preparing for and those carrying out the work can only achieve this. The permit is a written document, which authorises certain people to carry out specific work, at a certain time, and which sets out the main precautions needed to complete the task safely.

A permit-to-work procedure aims to ensure that consideration is given to the risks of a particular job before work starts. The aim of such a procedure is to:

- ☐ Ensure proper authorisation of the work.
- ☐ Making clear to persons carrying out such work the exact identity, nature and extent of the hazards involved the precautions to be taken and any limitations in respect of the work and the time in which the job may be carried out.
- ☐ Ensure that the person in charge is aware of all the work being done.
- ☐ Provide a record showing that a competent person has checked the precautions.
- ☐ Provide a formal hand-back procedure to ensure that the area affected by the work is left in a safe condition.

Responsibilities

It is essential that the Authorised Permit Controller verifies completion of work within the area before the permit is closed out and the area released for others to carry out work. (Access to any High voltage & restricted area's permit system is controlled by client).

Project Manager

At the pre-start stage of a project the Site Supervisor will assess the activities in which a Permit to Work system will be required.

Permit Controller

The Permit Controller will:

- ☐ Be the focal point for requested permits.
- ☐ Maintain a register of permits to work issued with closure dates.
- ☐ Request and verify that necessary isolations and precautions are in place prior to the issue of a permit.
- ☐ Verify work completion prior to acceptance/ close out of permits.
- ☐ Close out permits on behalf of HVD.
- ☐ Maintain a schedule of isolations.
- ☐ Keep all permits for the duration of the project.

Site Supervisor

A nominated Supervisor, who is experienced and competent to supervise the works and authorised to receive a Permit to Work. In particular they shall ensure that those carrying out the work:

- ☐ Understand the permit-to-work procedure.
- ☐ Do not start work until the permit has been authorised.
- ☐ Understand the conditions and precautions specified in the permit and are strictly followed.
- ☐ On completion ensure the work area is checked and the permit is signed off.

Individual Responsibilities

All individuals working under the control of a permit system must:

- ☐ Have an understanding of the permit-to-work procedures as it applies to their own tasks.
- ☐ Ensure that they do not start any work requiring a permit until one has been authorised.
- ☐ Ensure that the conditions and precautions specified in permits issued to them are understood and are strictly followed; and
- ☐ if in doubt seek advice from their immediate supervisor.

The following pages are left intentionally blank
for Permits to be inserted

HVD Management System

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Version:

001

Date Printed

12/02/18

Page:

34 of 49

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Page:

35 of 49

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HVD Management System**Author:** Hambledon View Developments Ltd**Filename:** Site Health and Safety Plan**Version:**

001

Date Printed

12/02/18

Page:

36 of 49

UNCONTROLLED WHEN PRINTED

HVD Management System

Author: Hambledon View Developments Ltd
Filename: Site Health and Safety Plan

Version: 001
Date Printed: 12/02/18
Page: 37 of 49

UNCONTROLLED WHEN PRINTED

Appendix J Manual Handling Risk Assessment

Appendix K on Site Tower/Ladder Inspection Sheet

Appendix L Certificates of Health and Safety Training

Appendix M HVD Health and Safety Policy

Appendix N Drawings/Manufacturers Details

HVD Management System

Author: Hambledon View Developments Ltd
Filename: Site Health and Safety Plan

Version: 001
Date Printed 12/02/18
Page: 42 of 49

UNCONTROLLED WHEN PRINTED

Appendix O Asbestos Register for Project

DEFINITIONS OF TYPES OF SURVEYS

Management Survey

Standard Sampling, Identification and Assessment survey known as a Management Survey

The sole purpose of this type of survey is to positively identify if a material contains asbestos and the procedures used is similar to a previous type 2 survey except that in this case representative samples are collected and analysed for the presence or absence of asbestos. The sampling can be taken at the same time as the survey is being carried out (recommended) or it can be carried out as a separate exercise.

Refurbishment and Demolition Survey

Full Access sampling and identification survey (pre-demolition or major refurbishment survey) CDM

Regulations apply

The main purpose of this type of survey is to locate, describe and as far as is reasonably practicable identify all asbestos containing materials ACM's in the building or area where demolition work is to be undertaken. To accomplish this type of survey it is essential to gain access to all areas including those areas that present difficulty in reaching. A full sampling regime is to be undertaken to identify all possible ACM's and to estimate the types of volumes and surface area that the ACM's make up. The other purpose of this survey is to use the results as a basis of tendering for the removal of all ACM's that have an impact on the demolition/refurbishment areas prior to demolition taking place and in this case the survey does not need to assess the condition of the asbestos as **it will be removed by a licensed, authorised and competent contractor.**

With regards to the above two types of surveys it is vitally important that whatever type (or combination of) is chosen, the rationale behind the decision is clearly recorded so that there will be no ambiguity at a later date.

Appendix P Materials Specifications

HVD Management System

Author: Hambledon View Developments Ltd
Filename: Site Health and Safety Plan

Version: 001
Date Printed: 12/02/18
Page: 44 of 49

UNCONTROLLED WHEN PRINTED

Appendix Q Typical Toolbox Talks

Toolbox Talk Accident and Near Miss Reporting

- ❑ **What is an Accident?** There are many interpretations of the word accident, but it is generally agreed that an ACCIDENT is an unplanned, unscheduled or unwanted event or occurrence, which may result in injury to persons and/or damage to property. Nobody sets out to injure themselves or others when they go to work however accidents do occur.
- ❑ **What do I have to do?** The aim of accident reporting and investigation is not just to comply with the legal requirements but to provide all HVD staff and sub-contractors with a safe and healthy workplace by taking steps to prevent a reoccurrence. All accidents need to be reported by the individual suffering the injury, or by someone else on their behalf, as soon as possible after the accident occurred. The report should be made to the Client and your Site Supervisor with an entry in the accident book. This is not only a legal requirement but the first step in our investigation process. Your Site Supervisor will carry out an investigation and the report will then be forwarded within 24 hours to the HVD Health & Safety Manager.
- ❑ **What else can I do?** These are just three of the most common contributory factors in accidents:
- Lack of training
 - Inappropriate equipment or tools
 - Failure of control measures

and all of these can be rectified. Ensure you work safely, only work on equipment you are trained and authorised to use. In the event that you have a near miss then report the accident as above. What is a near miss? It is when you nearly had an accident but not actually injure yourself i.e. compare it to driving too fast or too close to the car in front and have to brake hard, only just stopping in time. This is a near miss and one from which we can learn from i.e. slow down and keep your distance from the car in front. The same can be found in situations at work when you have a near miss you automatically compensate, but the next time it happens it could be to one of your colleague's, who may not be as lucky. It would be far better to report the near miss to highlight the issue and if necessary identify a safety procedure to stop it happening again.

❑ **To Conclude**

- ❑ Accidents do happen, but we can prevent them.
- ❑ Learn any lessons to stop it happening again.
- ❑ You must report any accidents to your Supervisor/Manager.
- ❑ Near misses should be reported to stop a reoccurrence injuring a colleague next time around.

RECORD OF TOOL BOX TALK

Date of Tool Box Talk:

Tool Box Talk Given By:

Location of Tool Box Talk:

Course Title: Slips, Trips and Falls

Tool Box Talk Reference:

Valid For:

This is to certify that those named below attended the training session as listed above.

NAME	SIGNATURE	BUILDING/LOCATION NAME

This form is to be signed and dated by the person giving the training.

Signature of Instructor: **Date:**

Please Note: The person presenting this toolbox talk should obtain a hard copy of the HSE Leaflet "Preventing Slips, Trips and Falls at Work" prior to delivering the talk.

❓ **Introduction** Slips, trips and falls are a common cause of injuries at work. The effect of a simple slip, trip or fall can vary greatly from a near miss, just the embarrassment of the fall in front of your colleagues, to a serious injury resulting in having to take time off work to recover from broken bones. We all have responsibilities under the Health and Safety at Work etc. Act 1974 to take care of our own health and safety and that of others who may be affected by what we do or do not do. As with nearly all health and safety prevention methods preventing slips, trips and falls is largely a matter of common sense.

- **What do I have to do?** Health and safety has a lot to do with common sense so be aware, don't walk by, when you see something which is unsafe place guards around it or pick it up, work in a tidy manner. Below are listed some of the more obvious precautions.

(Discuss others and your own experiences during this part of the talk)

- Good housekeeping - always keep your working area clear of tools waste materials and trailing leads
- Place warning signs out warning of wet or slippery surfaces
- During manual handling operations walk the route looking for hazards before you proceed and don't overload yourself with heavy or awkward objects
- Think - can your task be carried out using a safer method
- Wear sensible and suitable footwear, if you require a certain type of safety footwear contact your Supervisor/Manager
- If you notice a colleague working in an unsafe manner, remind them of the hazards and of their responsibility to work safely
- Observe safety/warning notices and procedures
- **What else can I do?** If you notice any safety hazard during your working day, first make it safe, then report it **DON'T WALK BY**

❓ **To Conclude**

- ❓ Slips trips and falls are one of the most common causes of accidents in the work place.
- ❓ Preventing slips, trips and falls is largely common sense.
- ❓ Remember your responsibilities.
- ❓ Work safely.
- And most importantly DON'T WALK BY, make it safe and report all hazards