

Construction Phase (H&S) Plan

Client Ribble Valley Borough Council

Project Longridge Pump Track

Site Address Longridge Recreation Ground, Kestor Lane, Longridge, PR3 3JU

Document Control

| | Name | Title | Signature | Date |
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Revision Status / History

| Rev | Date | Issue / Purpose/ Comment | Prepared | Checked | Authorised |
|------------|-------------|---------------------------------|-----------------|----------------|-------------------|
| 01 | 05/11/2024 | Created | JH | EW | PS |
| 02 | | | | | |
| 03 | | | | | |

Contents

| | | |
|------|--|----|
| 1 | INTRODUCTION TO THE CONSTRUCTION PHASE H&S PLAN..... | 5 |
| 1.1 | Site Location..... | 5 |
| 1.2 | Programme of Works and Working hours | 5 |
| 1.3 | Key Personnel | 5 |
| 1.4 | The Existing Site and Surrounding Environment..... | 6 |
| 1.5 | Description of the Proposed Construction Works..... | 6 |
| 1.6 | Design Drawings and Documents | 6 |
| 1.7 | Specific Site Hazards and Restrictions | 6 |
| 1.8 | Existing Services. | 7 |
| 2 | PROJECT SAFETY ORGANISATION & MANAGEMENT OF THE WORK | 8 |
| 2.1 | MANAGEMENT STRUCTURE AND RESPONSIBILITIES..... | 8 |
| 2.2 | NOTICE TO THE HSE | 8 |
| 2.3 | PRINCIPAL CONTRACTOR | 8 |
| 2.4 | CDM STANDARDS & OBJECTIVES FOR THE PROJECT..... | 9 |
| 2.5 | HEALTH AND SAFETY GOALS | 9 |
| 2.6 | THE PRINCIPAL CONTRACTOR SITE SAFETY POLICY STATEMENT | 10 |
| 2.7 | LIAISON BETWEEN PARTIES ON SITE..... | 10 |
| 2.8 | SITE INDUCTION PROCEDURE..... | 11 |
| 2.9 | PERSONNEL COMMUNICATION | 11 |
| 2.10 | EXCHANGE OF DESIGN INFORMATION | 12 |
| 2.11 | DESIGN CHANGES DURING THE PROJECT..... | 12 |
| 2.12 | EXCHANGE OF HEALTH AND SAFETY INFORMATION | 12 |
| 2.13 | ACCESS..... | 12 |
| 2.14 | SITE SECURITY | 12 |
| 2.15 | SITE SAFETY INDUCTION..... | 13 |
| 2.16 | ON SITE TRAINING | 13 |
| 2.17 | WELFARE FACILITIES AND FIRST AID | 13 |
| 2.18 | FIRST AID | 14 |
| 2.19 | REPORTING & INVESTIGATION OF ACCIDENTS, INCIDENTS AND NEAR MISSES..... | 14 |
| 2.20 | RISK ASSESSMENTS AND METHOD STATEMENTS..... | 14 |
| 2.21 | FIRE PRECAUTIONS AND EMERGENCY PROCEDURES | 15 |
| 2.22 | EMERGENCY SERVICES | 15 |
| 2.23 | SIGNAGE | 15 |
| 2.24 | SITE SERVICES | 16 |
| 2.25 | SITE RULES/RESTRICTIONS..... | 16 |
| 3 | ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS..... | 19 |
| 3.1 | SAFETY HAZARDS | 19 |
| 3.2 | HEALTH HAZARDS | 21 |
| 3.3 | SEGREGATION OF THE CONSTRUCTION WORKS | 22 |
| 3.4 | MAINS SERVICES..... | 23 |
| 3.5 | HYPODERMIC NEEDLES AND SYRINGES | 23 |
| 3.6 | WATER SERVICES | 23 |
| 4 | Persons with Safety Responsibilities..... | 24 |
| 4.1 | FOREMAN/SITE MANAGER | 24 |
| 4.2 | CONSTRUCTION MANAGER | 24 |

| | | |
|-----|---|----|
| 4.3 | APPOINTED HEALTH AND SAFETY ADVISOR (CONSTRUCTION MANAGER UNLESS OTHERWISE STATED)..... | 25 |
| 5 | SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS..... | 26 |
| 5.1 | Design assumptions and control measures..... | 26 |
| 5.2 | Arrangements for Co-ordination of Ongoing Design and Design Changes..... | 26 |
| 5.3 | Ensuring Co-operation and Co-ordination..... | 26 |
| 5.4 | Hazardous Construction Processes..... | 26 |
| 5.5 | Demolition..... | 26 |
| 5.6 | Working at Heights..... | 26 |
| 5.7 | Excavations..... | 27 |
| 6 | HEALTH AND SAFETY FILE..... | 28 |

1 INTRODUCTION TO THE CONSTRUCTION PHASE H&S PLAN

This Construction Phase Health and Safety Plan is prepared under regulation of the Construction (Design and Management) Regulations 2015. This Construction Phase Plan has been developed from Pre-construction information provided by the client and will be further developed as the project progresses through the construction phase.

This construction phase health and safety plan is subject to continuous development throughout the life of the project. By keeping this document up to date it ensures that all information can be passed to the client at the end of the project and that this information is complete and accurate.

This document will be clearly displayed and available to all persons working on/visiting the site.

The purpose of this document is:

- To comply with the CDM regulations
- To assist in planning the management arrangements of the project
- To work as a basis for assessing the suitability of subcontractors (where applicable)
- To facilitate continual development of the plan throughout the life of the project

Prior to any construction starting, it is a CDM requirement that the client ensures a suitable construction phase health and safety plan is prepared.

1.1 Site Location

Longridge Recreation Ground, Kestor Lane, Longridge, PR3 3JU

1.2 Programme of Works and Working hours

The project has been programmed to commence on **TBC** and will reach practical completion by **TBC**

See **Construction Health and Safety Folder** for full Methodology breakdown.

If required, see **Construction Management Plan** for description of any site management plans and procedures.

Work will be limited by daylight hours or between 8am and 5.00pm. Works outside these times are prohibited.

1.3 Key Personnel

1.3.1 Client

Ribble Valley Borough Council

1.3.2 Client Project Manager

Contact Mark Beveridge

Address Council Offices, Church Walk, Clitheroe BB7 2RA

11
SEP

1.3.3 Principle Contractor

Contact Jack Hyde (Construction Manager)

Address Architrail Velosolutions Ltd.
Unit 2 Brewery Court
North Street
Bristol

BS3 1JS

1.3.4 Sub-Contractors

None

1.3.5 Principle Designer

Contact Edd Wright (Design Manager)

Address Architrail Velosolutions UK Ltd.
Unit 2 Brewery Court
North Street
Bristol
BS3 1JS

1.4 The Existing Site and Surrounding Environment

Site is within maintained area of park.

1.5 Description of the Proposed Construction Works.

Sub-tasks:

- Install pump track to designs and specification
- Install drainage
- Install soft landscaping to design and specification.
- Reinstatement of any disturbed ground.

1.6 Design Drawings and Documents

See supplied design drawings.

KLN01_2
KLN02_2
KLN03_2
KLN04_2
KLN05_2
KLN06_2
KLN07_2

1.7 Specific Site Hazards and Restrictions

The major hazards on the project are:

- Personnel being struck by plant
- Site Security
- Work near underground services. [L] [SEP]
- Work around excavations [L] [SEP]
- Manual handling [L] [SEP]
- Storage of fuels/ substances [L] [SEP]
- Exposure to vibration

[L] [SEP] Works where any of the above and any additional site specific hazards may be encountered will not be permitted to commence until the relevant Risk Assessments and Method Statements have been produced and issued to affected personnel, all of whom will be required to provide their individual signatures as proof of receipt of the aforementioned documents. [L] [SEP]

Traffic management in relation to personnel on site will be considered at all times and when planning each stage of the works to ensure staff, visitors and pedestrians are segregated from site traffic and have safe access to their area of work.

All deliveries must be controlled whilst entering and leaving the site. All the paths and roads surrounding the site will be maintained in a clean state with safe access available at all times. (Refer to the Site Management Plan).

^[11]_[SEP] CAT scans, trial holes and service drawings will be used to ascertain the position of existing services, all contractors entering site will be given this information and will be required to complete a permit to dig before they carry out any work. ^[11]_[SEP] Open excavations will be adequately supported, with personnel only working within protected areas.

All excavations will be guarded as appropriate and inspected by a competent person prior to entry by any personnel.

^[11]_[SEP] All lifting equipment and accessories will comply with the requirements of LOLER 98. All lifting operations will be carried out in accordance with BS 7121. ^[11]_[SEP]

All manual-handling tasks will be assessed prior to the tasks being carried out; the use of mechanical aids to eliminate the need for manual handling will be planned into working methods as necessary.

Noise, vibration and dust levels from site activities will be minimised as far as is reasonably practicable to ensure that the existing premises are not affected. Noise level surveys will be undertaken on site with results recorded where operations are likely to create any significant levels.

The position of fuel tanks and will be assessed to ensure they are sited away from watercourses. Individual containers of substances will be stored in secure units within a bunded area. Spill kits will be on site and any static plant will have a drip tray located beneath it.

The vibration levels of plant will be assessed prior to use to ensure that operatives are not exposed to unacceptable levels of hand arm vibration.

1.8 Existing Services.

Water

- Plans supplied

Electricity

- Plans supplied

Gas

- Plans supplied

There are not expected to be existing underground services on site. Surveys of existing services will be undertaken on and adjacent to the works using existing utility drawings, CAT scans and hand dug trial holes to determine the exact location, depth and status of all services. Once this is ascertained the locations will be surface marked and marked on-site drawings. All staff/contractors working on site will be made aware of the presence of known services and will also be required to update/submit adequate Method Statements and Risk Assessments identifying hazards and suitable control measures with regard to existing services prior to commencement on site.

2 PROJECT SAFETY ORGANISATION & MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Architrail Velosolutions UK Ltd. have selected a team who have a wealth of experience with this type of project covering all the disciplines required in order to achieve the project goals.

- **Construction Manager** – Jack Hyde (Architrail Velosolutions UK)
- **Project Manager**- Hannah Christie (Architrail Velosolutions UK)
- **Design Manager** –Edd Wright (Architrail Velosolutions UK)
- **Designer**- Alisha Carrigan (Architrail Velosolutions UK)
- **Foreman** – Steven Cokell (Architrail Velosolutions UK)
- **Operator** – Stanley Jackman Wood(Architrail Velosolutions UK)
- **Operator** – Ollie Halls(Architrail Velosolutions UK)
- **Operator** – Jacob Dixon(Architrail Velosolutions UK)
- **Operator** – Ralph Finch (Architrail Velosolutions UK)

The team function will:

- Integrate with any consultants to achieve the best solutions for the project;
- Work as one with the project team to achieve the objectives and safety goals embraced by the client and published within this document;
- Develop a team philosophy with all involved in the project so that there is a mutual understanding as to what must be achieved to meet the Client's expectations;
- Employ extensive knowledge and previous experience of undertaking similar projects to achieve the best outcome for the Client;
- Bring the project in on time, and budget, to meet or exceed the Clients aspirations.

2.2 NOTICE TO THE HSE

If required, the Client will prepare the "Notification to the HSE" if the project is likely to exceed 30 days and 20 persons at any given time or over 500 person days. They will arrange to sign it at, or shortly after, the contract pre-site meeting, once project principals and the construction phase dates have been confirmed. The Client will then forward a copy of the signed notification to the Principal Contractor.

Copy of the details in the notification shall be clearly displayed in the site office. The notice shall be in a position where all the personnel working on the site can easily read it. We will inform all operatives and contractors who work on the site about the contents of the notice.

2.3 PRINCIPAL CONTRACTOR

The principal contractor (**Architrail Velosolutions UK Ltd.**) will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation is complied with:

- a) Develop the Construction Phase health and safety plan into a working project document, ensuring that it contains all the necessary information.
- b) Make both the client's requirements and The Principal Contractor's site-specific rules clear to all contractors and operatives on site (through site inductions). Project Safety information will be circulated in site inductions and weekly briefs/talks with operatives and contractors representatives.
- c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable them to comply with statutory provisions.
- d) Restrict site access to allow only authorised persons.
- e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations particularly where they may impact on others.
- f) Maintain the Safety Notice Board and the display of all statutory notes.
- g) Advise the Client of any discoveries or proposals regarding design matters.
- h) Procure the appointment of competent contractors as far as is reasonable practicable through the use of the supply chain management process.
- i) Monitor the health and safety performance of persons and companies working on the project.

- j) Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the project.
- k) Encourage an open door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirements of all operatives to look after their own safety and not engage in activities which put others at risk / cause them harm will be underlined.

2.4 CDM STANDARDS & OBJECTIVES FOR THE PROJECT

It is the intention of Architrail Velosolutions UK Ltd. that:

- Activities shall be carried out in accordance with relevant statutory provisions to include Construction Design and Management Regulations 2015;
- Facilities will be provided for both employer / employee and project team consultations on CDM matters, and information arising which has a health and safety / risk implication will be determined by those who may be so affected;
- Management of the project shall include the encouragement and maintenance co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the project;
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM regulations;
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction.

2.5 HEALTH AND SAFETY GOALS

The primary goal in relation to Health and Safety for this project is as follows:

- To carry out all construction projects, without risk of injury, fatality or loss to site workers and operatives and all other people who may be affected by the construction works.

The other goals in relation to health and safety for this project are as follows:

- No accidents/incidents or near misses on site;
- Comply with all current health and safety legislation and approved codes of practice;
- Ensure compliance with Client safety requirements and publish these as part of the Project requirements;
- Work with and advise the Client in his aspiration to provide a 'better' environment for their employees;
- Maintain safe and unimpeded access from the site, particularly for emergencies, alongside minimising disruption to neighbours (both vehicular and pedestrian);
- Identify and address all risks arising from both our and our contractors activities;
- Police and co-ordinate, through site health and safety co-ordinator the use of safety procedures, tools, plant, equipment and the appropriate use of personal protective equipment (PPE);
- Maintain adequate levels of welfare facilities for the work force, including main contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary;
- Where possible, development/improvement of existing working practices.

All staff will monitor health and safety on site on a daily basis. Any issues will be brought to the attention of the Contracts Manager, who will in turn report to the Client.

2.5.1 Methods of Achieving The Goals.

Designers, where possible design-out all reasonably foreseeable construction hazards. Hazards and site risks that cannot be designed-out are identified and typical control measures shall be detailed within the Risk Assessments, the detailed design drawings and in the Contract Specification.

Where hazards remain, or are identified during the Construction Phase and whenever workers or other persons may be put at risk, the conditions, circumstances or work operations must be assessed and evaluated through risk assessment. We will then produce additional Site Specific Method Statements, take appropriate steps and implement appropriate control measures to organise their work to reduce/control risks to people, plant or equipment and ensure that safe methods of work and construction are achieved. These Risk Assessments and Method Statements will be assessed on a regular basis and at all times when site conditions change significantly.

All incidents, which require reporting under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR) shall also be immediately notified to the Client and designer by e-mail or telephone. The Client will also require details of the investigation into the incident, thus enabling them to assess the implications for other similar projects.

All minor incidents and near misses shall be reported by the Principal Contractor at the next following site meeting and formally recorded in the meeting minutes, along with actions that have been taken to minimise the risk of reoccurrence.

2.6 THE PRINCIPAL CONTRACTOR SITE SAFETY POLICY STATEMENT

Architrail Velosolutions UK Ltd. regards the provision of a safe and healthy working environment on construction sites as a primary objective. This objective can only be achieved by the co-operation of the Company, employees, subcontractors, the client and his representative. Co-operation must be at all levels within these different organisations through the structures established under the CDM regulations.

We will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have responsibility for health and safety.

We have established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of the company's activities. Such procedures are devised to conform to the requirements of CDM.

It is the responsibility of Architrail Velosolutions UK Ltd. to:

- Sustain and carry out this policy by all means at their disposal;
- Provide adequate safety and job training for all employees with particular reference to special safety training where appropriate;
- Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put into place;
- Ensure that the operations of the company are carried out without risk to the health and safety of third parties.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of the Company.

All those involved in the construction phase have a statutory duty to comply with this Construction Phase Plan and to provide Architrail Velosolutions UK Ltd. with any information, which they have, which is needed to keep the plan up to date.

2.7 LIAISON BETWEEN PARTIES ON SITE

Where Health and Safety considerations need to be brought to the attention of the Client, these shall be notified to the Client and all others who may require the details.

Designers employed by the Principal or other contractors shall be provided with the Client contact details, they shall be instructed to liaise and co-operate with the Client in accordance with the requirements of the CDM Regulations. This will include the provision of design details; health and safety information and designers hazard assessments. Specialist contractors and designers contact details will as and when known, be provided by the Principal Contractor to the Client.

Construction work will be organised and planned in accordance with the agreed programme and phasing plan. We will:

- Ensure all parties can comply with their Health and Safety Duties and other legislation
- Keep the management informed of the location of all construction works adjacent to the existing buildings.
- Ensure that the management is aware of progress
- Ensure that evacuation routes and emergency procedures are correctly managed.
- Architrail will maintain a record of who is on site and where they are working, and sign the visitor's book.

- Where applicable, Permits to Work will be completed. One copy to stay in the site cabin, one copy to remain with the persons carrying out the work.
- Foreman will bring to the attention of the Construction Manager at the earliest opportunity, any changes to the works programme, or any queries in relation to the work they are carrying out.
- Progress meetings will be held on site, representatives from all parties shall attend.
- We understand the need to open and maintain a dialogue with affected land owners and tenants. We will keep interested parties informed of our progress on the project and make all reasonable efforts to accommodate their needs in the course of the work.
- For the duration of the contract the company representative and construction manager will be Jack Hyde, who's contact number is 07792068055.

2.8 SITE INDUCTION PROCEDURE

We will ensure that before any of their own or any other contractor's personnel, including site visitors and authorised clients staff, commence work on the site, or enter the defined construction site area, they are checked for competence and informed of, and comply with, the Site Rules and any Site Restrictions, that they are made fully aware of, and comply with all site Safety Requirements. A site induction register will be maintained by the Principal Contractor.

The information which should be covered includes site rules, emergency procedures, the location of first aid equipment, the use of shared plant, welfare arrangements and hazards which are specific to the site. The supervisor from each contractor should ensure **all** their own personnel on site receive a site induction to include:

Site Details: Longridge Recreation Ground

Organisation and Responsibility: Foreman

First Aid: Location and First Aiders

Site Hazards: See Risk Assessments

Fire: Assembly Point, Location of extinguishers

Site Rules:

- To follow requirements of the H&S plan
- To use all appropriate protective equipment provided
- No operation of plant unless authorised/trained to do so – evidence to be provided
- No fires on site
- Reversing of plant to be with aid of a banksman
- Accidents/near misses to be reported to the Construction Manager
- No working on site outside stated hours unless by prior arrangement
- Report hazards/dangerous occurrences to Site Supervisor
- Take reasonable care for your own safety and anyone else who may be affected by your actions
- No drinking of alcohol during working hours
- If taking medication prescribed by your GP inform the foreman prior to starting work (prescribed medication can affect your faculties)
- Mobile work equipment to be fitted with flashing amber beacons which must be operational at all times on site and when entering/leaving site.
- Access/egress points to remain clear to site at all times.
- Site derived materials/contaminants must not be permitted to pollute any water courses.

PPE

To be worn at all times: safety boots, high visibility jackets/ waistcoats. To be worn as processes dictate or as advised by the Foreman: Hard hats, gloves, goggles/ safety glasses, ear defenders, Wellingtons.

NOTE: The Client's staff have no right of access into the defined site area. Should they require access, they require authorisation from the client's project manager, along with permission from the site management. They also require a site induction and the required PPE prior to entering the defined site area.

2.9 PERSONNEL COMMUNICATION

- All persons working on site shall attend a site induction and sign the induction register.
- Feedback from progress meetings will be given in the form of toolbox talks, or by notices posted in the site welfare unit.
- Feedback from the health and safety inspections will be given in the form of toolbox talks, which shall be done by the Site Foreman, or by notices posted in the site welfare facilities.
- Any other issues that arise and need to be communicated to the workforce will be done via toolbox talks.

2.10 EXCHANGE OF DESIGN INFORMATION

All design information shall be sent directly to the Construction Manager by the requested date, copies of said information shall also be sent to the Client.

2.11 DESIGN CHANGES DURING THE PROJECT

No design changes shall be made on site without communication and approval of the Principal Designer and Client. The process for requesting design changes is as follows:

- Relevant site staff member requests design change from Construction Manager;
- Construction Manager reports to designer/client;
- Construction Manager instructs site staff accordingly.

all Contractors/Designers shall comply with the Principal Contractor's site rules and health and safety requirements.

2.12 EXCHANGE OF HEALTH AND SAFETY INFORMATION

The principle contractor has visited the site and is therefore familiar with the nature and scope of the work to be carried out. All Contractors shall provide the Principal Contractor will all relevant Health and Safety information by the requested date. All information should be forwarded to the Principal Contractor. Therefore all the relevant health and safety information required for this project will be contained within the Construction Phase Plan.

Any health and safety information requested after work has started on site (as a result of unforeseen works, change of design, etc) shall be forwarded to the Construction Manager, who in turn will pass on the information to the Client. No additional work/design changes shall be carried out without prior approval by the Client of the relevant health and safety information, (e.g. risk assessments/method statements).

2.13 ACCESS

Access points to the construction area have been agreed with RVBC. They are detailed on site management plan.. All deliveries and site movements will be along temporary aluminium trackway and shall be directly onto the site area from the access road. This formation will be in use for the contract period and shall be returned to its original state upon completion of the project.

Signage will be erected advising the public of construction work. During site induction all personnel will be informed of the dangers of the close proximity of members of the public and to ensure they are vigilant at all times and that all working areas are securely fenced and flashing amber beacons are operational on all plant. Access to the site will be via Barclay Road. The site entrance will be clearly sign posted to include warnings for any pedestrians that may be using the area. Signage will be erected inside the site warning any site traffic leaving, that pedestrians may be present. All vehicles entering or leaving will be under the control of a banksman.

The area around the site entrance and access roads will remain clear of construction traffic at all times.

The site will adhere to a 5mph speed limit.

Access routes and pedestrian walkways on site will be clearly defined and signed as necessary.

Access routes that cross, unsurfaced ground will be kept to a minimum and reinstated after the works have been completed.

2.14 SITE SECURITY

2.14.1 UNAUTHORISED PERSONS IN WORK AREAS

The site is public but will be secured by heras fencing. These will be opened for entering and leaving; they will be closed and secured when not in use. Warning signs will be secured to the gate warning the public and visitors of the hazards.

Signage informing the public to keep clear of the working site will also be installed, an example of which is supplied.

All personnel working and visiting the site will have to report to the site supervisor to sign in and out (sign in book in Welfare unit). Visitors will be allowed by arrangement only (ideally 24 hour notice required), all visitors to be authorised by the client and will be escorted when on site.

Weekend storage of plant in the track area for security.

The Foreman shall check to ensure that the site is secure and clean and tidy at the end of each working day. Suitable site signage shall be erected on the gate highlighting that unauthorised access is prohibited, and also identifying any health and safety hazards.

We will ensure that no materials or debris is left on site that may constitute a potential risk or hazard to the general public or site operatives.

2.14.2 SITE COMPOUND AND ACCOMODATION

The Welfare unit will be housing the site administration, site storage and the safety health and welfare accommodation, will be located in a position to be agreed with the Client and Design Team, this shall be securely locked. The site will be planned, organised and established in accordance with Section 4 of the CDM Regulations, Regulations 25 to 44.

2.15 SITE SAFETY INDUCTION

All persons working on, or visiting the site shall undergo a site safety induction from Architrail Velosolutions UK. The first induction shall take place on TBC on site. All persons who will be either working on, or visiting the site that week must attend the above induction. Subcontractors are to ensure that any changes in personnel working on site are brought to the attention of the Foreman immediately, and that said persons are duly inducted before they commence work on site. The Foreman shall ensure that all site personnel are duly inducted. All visitors must report to them before entering the site compound. Details of the reporting procedure and their contact details will be posted at the site compound entrance.

2.16 ON SITE TRAINING

Any on site training required, (e.g. as a result of new working practices, changes in legislation, or for health and safety reasons) shall be done via toolbox talks. These shall be given by the Construction Manager and shall be conducted in the site cabin. Attendance to toolbox talks shall be compulsory for those requested to attend and this will be recorded. Any project issues raised will be addressed and recorded at monthly project meetings.

2.17 WELFARE FACILITIES AND FIRST AID


2.17.1 WELFARE FACILTIES & HYGIENE

The Principal Contractor is responsible for providing all site Safety, Health, and Welfare facilities and equipment. All welfare facilities as specified in CDM Regulations 13(4)(c) and Schedule 2, shall be supplied and maintained throughout the full duration of the construction project, from day one of the construction phase until the last contractors operatives leave the site. They shall be located in a portable welfare unit, ensuring that all operatives have suitable access to the facilities as and when required.

The Principal Contractor is responsible for ensuring that the facilities are maintained in a clean and serviceable condition, including replenishment of the supply of all sanitary/welfare equipment and cleaning materials.

These site facilities will be used for refuge during inclement weather or in the event of a casualty needing shelter.

The following facilities will be provided at a minimum;

- Suitable and sufficient sanitary conveniences including adequate lighting and ventilation 

- Washing facilities-with hot and cold running water and soap
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest

We will ensure that the welfare facilities are adequate and regularly cleaned as well as ensuring that the power supply to the mess room is maintained. Drinking water and food supply will be sufficient for two days in case of severe weather.

2.18 FIRST AID

A comprehensive first aid kit will be located at the welfare facilities, which will be suitably sized to cater for the number of staff present. This will be checked on a weekly basis by the Foreman and restocked when necessary. Eye washing facilities will be provided. First aid kits are located in each of the site machines and vehicles along with emergency foil blankets. The first aid procedures will be highlighted during the site induction, which will discuss in detail the emergency procedures for evacuating a casualty from the site. All site personnel will be made aware of the location of the first aid kits and the identity of first aiders available onsite. Details of the nearest Accident & Emergency Hospital along with procedures for phoning will be provided as part of the induction.

The following **CHALET** reporting guide is to be used when medical assistance is required:

C Casualties – number, names, age; type of injuries, for example, lower leg, head injury, collapse, exposure.

H Hazards to the rescuers – for example, strong winds, rock fall.

A Access – the name of area and description of the terrain. It may be appropriate to describe the approach and any distinguishing features such as vehicles present. Information on the weather conditions at the incident site is useful, particularly if you are in cloud or mist.

L Location of the incident – a grid reference and a description of the most appropriate access point.

E Equipment at the scene – for example, torches, other mobile phones, mess hut, medical personnel.

T Type of incident – vehicle related etc. Provide a brief description of the time and apparent cause of the incident.

2.19 REPORTING & INVESTIGATION OF ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents/incidents/near misses shall be reported immediately to the Foreman, who will log the accidents/incidents/near miss in the site diary, the information shall then be forwarded onto the Construction Manager. The Construction Manager shall then ensure that the Client is informed at the earliest opportunity.

All accidents shall also be recorded in the site accident book by the Foreman, the site accident book shall be located in the site office.

All major injuries (RIDDOR Schedule 1), work related diseases (RIDDOR Schedule 3), and Dangerous occurrences (RIDDOR Schedule 2) shall be reported and investigated in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Construction Manager shall inform the Project Manager immediately of any of the aforementioned occurrences (Schedule 1, 2, or 3). He shall then notify the H.S.E in accordance with RIDDOR.

All investigations shall be reported to the Client.

2.20 RISK ASSESSMENTS AND METHOD STATEMENTS

Architrail Velosolutions Ltd. shall produce written method statements (safe systems of work) for the work activities that they will be undertaking. They shall also produce risk assessments for all significant risks in relation to their particular method statements. All method statements and risk assessments shall be produced in the format requested by the Client, electronic copies will be sent to all parties. Contractors shall not carry out any work on site until their risk

assessments and method statements have been approved by the Client. No work shall commence on site until the Client has approved the Construction Phase Plan.

2.21 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

The Foreman who is responsible for the fire and evacuation procedure shall liaise with the responsible staff members to ensure they have a co-ordinated approach to the evacuation procedure, ensuring in an emergency situation that all contractors, staff and visitors, can be safely evacuated and accounted for.

If a fire alarm is sounded within an existing facility, the contractor must vacate the buildings immediately and congregate in the designated assembly area. Where practical during the evacuation procedure all plant and equipment must be switched OFF and isolated. The contractor must not re-enter the buildings until authorised to do so by the building custodian or the fire officer.

If the contractor causes a fire to be started or the buildings to be put at risk, he must sound the nearest fire alarm to evacuate the building and immediately notify the building custodian of the nature of the incident.

The contractor must maintain sufficient temporary fire fighting equipment on site, located in suitable locations, for dealing with all types of fires.

- Clear access for emergency personnel shall be kept at all times;
- All accidents will be reported and details entered into the Site Accident Log; details will be forwarded to the Project Manager in accordance with the Company Accident Reporting Procedure;
- Site Specific emergency arrangements will be explained as part of the site specific induction and emergency contacts and details will be posted on the Safety Notice Board.
- Wildfires have been considered but are not deemed significant given the work is taking place in autumn where the risk is extremely low.
- Fire extinguishers will be attached to vehicles/machines and placed in any site cabins.
- A signing in book is to be located in the site office, which will state the numbers of people on site in case of fire or emergency. The fire assembly points will be confirmed at the site induction meeting, this assembly point is likely to be at the compound as we will be operating entirely separately to nearby buildings and will not be a part of any other fire procedures.
- All persons working on or visiting the site shall be made aware of the site fire precautions and emergency procedures. Serious breaches of site fire precautions and emergency procedures may result in persons being removed from the site.

2.22 EMERGENCY SERVICES

The Principal Contractor shall ensure that his operatives and contractors are aware of the location of the nearest public telephone in case of an emergency when the telephone services to the site are cut off or are unavailable for use.

Fire, Ambulance and Police Emergency Services tel: 999

The local area office, of the Health and Safety Executive is:

Redgrave Court,
Merton Road,
Bootle,
Merseyside,
L20 7HS

2.23 SIGNAGE

All site signs, safety signs and safety rules, will be clearly displayed on site in a position/s agreed with the client. They must be maintained at all times in good order.

Danger and hazard warning signs will be located for the benefit of all personnel using the site and or adjacent facilities.

All safety signs shall conform to the Health and Safety (Signs and Signals) Regulations 1996.

Signs located on the public highway must comply with the requirements of the Traffic Signs Manual, Chapter 8.

Signage will be installed on the site fence, which will indicate:

- Name and contact details of the Principal Contractor (including emergency/out of hours contact details);

- Reporting procedures for site visitors;
- Emergency services contact details;
- Identification of any safety hazards via relevant safety signs, which should be in accordance with the Safety Signs & Signals Regulations 1996. To include:
 - WARNING, Construction in Progress
 - WARNING, Deep Excavations
 - DANGER, Hazard Area
 - KEEP OUT
 - High Visibility Jackets must be worn
 - All Drivers and Visitors must report to site office
 - No access to unauthorised persons
 - Foot protection must be worn
 - Hard hats must be worn
 - For more information, please email info@architrail.co.uk

2.24 SITE SERVICES

No provision of temporary site water and electrical services will be required.

No lighting will be required.

- All portable power tools will be powered by battery pack
- All electrical supplies and equipment used shall comply with HSE Guidance Note HS (G) 141, Electrical Safety on Construction Sites. Electrical services must be CTE (Centre Tapped to Earth) and tested on a regular basis.

2.25 SITE RULES/RESTRICTIONS

2.25.1 NOTICES

The H.S.E F10 notification, site rules, H.S.E Safety Poster, and any other relevant health and safety information shall be displayed in the site office. The Client shall ensure that any revisions to the F10 are sent to Architrail Velosolutions UK Ltd. so that the current one can be displayed on site.

2.25.2 VISITORS

There are to be no unplanned site visitors to the site, due to the potential hazardous working location. Only when permission has been granted can a site visit be organised;

The principal contractor requires 24 hour notice for site visitors to be booked in and will be met by a site manager. All visitors will be required to sign in and out of the site and there will be extensive signage indicating the site rules and procedures on a notice board.

24 hour notice for site visits must be logged with the contractor's head office, NO unauthorised access is permitted on the site.

Construction Manager Contact: Jack Hyde, 07792068055

Visitors will be reminded to wear the appropriate P.P.E. All visitors will be issued with high visibility jackets, hard hat and they will be instructed prior to visiting site to wear appropriate wet weather equipment and footwear.

2.25.3 P.P.E.

P.P.E. will be site specific and the weather conditions will dictate specific items.

Hardhat, hi-visibility vests/jackets, multiple layers to combat wind and rain along with appropriate footwear are the minimum requirements on this project. The use of additional P.P.E. shall be risk assessment based. A provision for spare P.P.E. will be made available for site visitors and the requirements will be discussed in the induction (as detailed in 3.22.2). When handling hazardous materials the appropriate P.P.E. shall be worn as identified on the product label or as highlighted through the risk assessment.

- Operatives are to be made aware of the hygiene requirements and P.P.E. requirements due to the chance of infection from ground contamination, vermin and animals;

- Operatives are to be made aware of the P.P.E. requirements when maintaining machinery and equipment;

2.25.4 SMOKING, NON PRESCRIBED DRUGS AND ALCOHOL

Smoking will not be permitted on site.

Smoking shall only be allowed in an area off site designated by the Foreman.

The use of Non-Prescribed Drugs & Alcohol is prohibited on site. The Principal Contractor shall remove from site any person found in possession of, or using the above.

2.25.5 ACTIVITIES ON OR ADJACENT TO THE SITE DURING THE CONSTRUCTION WORKS.

The Contractors operations must not interfere with the public rights of way and their use shall take all precedence above the construction works.

There are no other known works programmed to be undertaken at the site other than general maintenance and repair works as far as can be ascertained.

2.25.6 MANUAL HANDLING

Construction operations are planned were possible to avoid the need for manual handling or repetitive movements, to reduce the risk of injury to personnel. Heavy large or bulky items should were possible be planned for moving and locating mechanically.

2.25.6.1 *Manual Lifting*

All works where it is intended to complete the works manually shall be risk assessed in accordance with the Manual Handling Operations Regulations 1992(as amended 2002) and guidance issued by the HSE and work specific method statements provided. The regulation require employers to:

- Avoid hazardous manual handling operations, so far as is reasonably practicable.
- Risk assess any hazardous manual handling operations that cannot be avoided.
- Reduce risk of injury, so far as is reasonably practicable.
- Provide information on the load to be handled.

Before any manual handling activities are undertaken a manual handling risk assessment must be undertaken taking into account the physical limitations of the person doing the work and the task. Mechanical means are to be used wherever possible. Site staff must not be asked to undertake any work that cannot be adapted to meet any physical needs. Operatives are to lift what they are physically capable of and not more than 20kg. If possible the objects are to be broken up to reduce the weight before lifting. Walling materials shall be ordered in unit sizes of less than 20kg. The manual handling of heavy building blocks shall be carried out in accordance with HSE Construction sheet No 37.

2.25.6.2 *Mechanical Handling and Lifting*

All lifting operations shall be planned and carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting operations shall be planned, supervised and controlled by a competent person.

2.25.7 TRAINING

Before work is undertaken a site-specific induction will be given to Architrail employees and sub-contractors. This will inform them of the site rules and safe working practices for the site. Weekly toolbox talks will be undertaken to inform operatives of any job specific health & safety issues. Any project issues raised by operatives or subcontractors will be raised at the monthly progress meeting.

Anyone found not to be working safely will be removed from site.

2.25.8 LPG and Flammable Liquids.

No LPG cylinders, other containerised flammable/explosive gases or flammable liquids shall be left or stored within, or on, any buildings.

2.25.8.1 LPG Cylinders.

The storage and use of LPG (Liquid Petroleum Gas) shall be strictly in accordance with the HSE Guidance Notes, Chemical Safety CS6, 'Storage and use of LPG on Construction Sites'.

2.25.8.2 Flammable Liquids, etc.

The storage and use of flammable liquids shall be strictly in accordance with the relevant HSE Guidance notes and or the manufacturer recommendations, they must be stored in a fire protected, well ventilated, secure steel container away from the council's buildings.

2.25.8.3 Diesel, Petrol and Heavy Oils

Diesel and other oils stored on site for the operation of construction plant (1000ltrs) will be stored within a bunded fuel bowser, complying fully with The Control of Pollution (Oil Storage)(England) Regulations 2001

2.25.9 Bitumen and Asphalt Boiler.

None required

2.25.10 Working at Height.

Although the nature of Architrail's work usually doesn't require any scaffolding/ladders/MEWPs etc, we recognise the Work at Height Regulations 2005 (WaHR) applies even when fueling up large excavators or fixing beacons on dumper trucks.

All work locations from which a person could fall, shall be risk assessed in accordance with the above regulations and suitable and sufficient guard rails, etc. shall be provided to ensure and maintain a safe working environment. All Access Equipment supplied and used for the construction works must comply with current Health and Safety Regulations, Guidance Notes (HSE Construction Information Sheet No 49) and relevant British Standards.

2.25.11 Mobile Hand Held Telephones.

They shall not be used whilst walking across or working on the site, driving or operating vehicles, site plant, tools or machinery.

The use of 2 way radio telephones (between banksman and machine operator) for the control of plant or equipment is allowed subject to suitable training and the provision of work specific risk assessment of the works to be completed.

3 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS

3.1 SAFETY HAZARDS

3.1.1 APPROVAL OF RISK ASSESSMENTS, METHOD STATEMENTS

Architrail Velosolutions Ltd. will provide job specific risk Assessments and Method Statements in the **Health and Safety Folder** before work starts on this project. These will be briefed to the staff during the induction meeting and again for any new members of staff on site throughout the project.

3.1.2 SITE TRAFFIC ACCESS

Only designated access routes are to be used. Pedestrian routes will set up to the site cabins as required, no vehicles will be allowed in this area and a laydown area will be set up next to the site storage cabin.

Access times to the site for staff are 8am – 5.00pm

Parking is to be in the designated parking area within the site area.

There is to be no parking outside of the site area. Public roads and footpaths are to be kept clean at all times.

Signage to be in place throughout to indicate designated area for parking.

3.1.3 SITE MACHINERY PRECAUTIONS

All site machinery will be off loaded at predetermined locations.

3.1.4 CONSTRUCTION PLANT

All Mechanical plant shall comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and be operated by persons trained and certified in the safe use and operation of that plant or equipment, who understand its hazards and limitations in use. All drivers of construction plant hold a valid CPCS Card for the plant/equipment being operated. Site operatives who do not hold the relevant CPCS card must not be allowed to move or operate construction plant.

Under no circumstances should a hand-held mobile phone be operated by anyone whilst driving or operating a vehicle or contractors plant on the site

Areas where the plant and equipment is being used shall be segregated from areas used by pedestrians or other work activities.

3.1.5 MAINTENANCE OF VEHICLES/PLANT

All operators fill in daily 'Nominated Operator Certificates', a copy of which is found in the **Health and Safety Folder**.

All machines will be serviced regularly and checked daily for oil and fuel leaks. Machine greasing will be undertaken by two people so that excess grease can be methodically wiped clean and grease drops can be caught. Where any machine parked up over night, it will be located as far from watercourses as practically possible.

On site refueling should only be undertaken in the morning so that any fuel spillage accident can be reported and remedied so far as practically possible during day light hours. Fuel will be stored onsite in sealed jerry cans.

The excavators will be located on as level ground as reasonably available. Fuel tanks will be never more than 80% filled to avoid splashing from tank vents. The refueling procedure will be done as far from watercourses as practically possible, and not on steep slopes. To avoid fuel leakage via tank breathers whilst working on slopes, the tanks will never be filled to more than 80% capacity.

Pollution control kits must be kept on all machines. These kits will consist of 20 oil absorbent pads and 1 small oil absorbent boom stored on each machine. Extra pads and large and small booms will be kept on site within the compound.

3.1.6 MATERIAL STORAGE AND SITE CLEANLINESS

All site plant; materials and equipment shall be correctly stored within the site compounds, lock up and storage within welfare unit.

Compounds adjacent to the works areas, shall be adequately secured against unauthorised access during and outside normal working hours.

Hazardous materials and bottled gases must be stored in accordance with current regulations and the manufacturers instruction.

The Contractor will instigate a routine for site cleanliness to ensure that a safe working environment is maintained.

3.1.7 PARKING OF CONTRACTORS

Contractor's vehicles and visitors vehicles will be allowed to park in the designated parking area, within the site area only.

3.1.8 RESTRICTIONS ON SITE DELIVERY VEHICLES

No delivery outside of site hours 8am- 5pm

3.1.9 SAFETY & MANAGEMENT OF NON SITE TRAFFIC & PEDESTRIANS

Velosolutions will take precautions to protect the public and visitors from any site hazards; we will do this with the use of signage, banksman for controlling vehicle movements and 2m Heras type security fencing in the work area. Any traffic management that is required will take due regard for local traffic needs and conform to Chapter 8 of the Traffic Signs Manual.

3.1.10 EXCAVATIONS

The following document should be cross referenced:

- HSG47 'Avoiding danger from underground services'.

Before work is undertaken all personnel will read all relevant risk assessments and sign and date them to prove they have been read and fully understood.

Before machines excavate in the proximity of services, trial holes are to be dug by hand to locate and expose all pipes and cable depths. Hand dig only when working near underground services. If any services are damaged, the site supervisor will be contacted immediately.

All
and equipment to be operated by CPCS trained personnel in the plant and equipment they are operating.

3.1.11 PREVENTION OF SLIPS, TRIPS AND FALLS

Work areas to be kept tidy at all times. Any leads and hoses to be laid down and secured away from access routes.

3.1.12 LIFTING OPERATIONS

All plant involved in lifting operations on site will have a current lifting certificate as detailed in LOLER 1998, copies of the certification and current weekly inspections will be held in the site safety records folder.

- An unobstructed area is to be maintained for off loading materials;

- Banksman/slinger to attach all lifting equipment;
- A trained and competent operator will undertake lifting operations;
- Guide lines to be fitted to cabins and supported during the lift(s);
- No vehicles other than the HGV, crane and Hi-Ab to be in the lift zone;
- No lifting operations will be undertaken when the wind speed exceeds the Hi-Ab or crane manufactures specification;

3.1.13 WASTE

<http://www.legislation.gov.uk/ukxi/2012/811/contents/made> (Environment Agency and Local Authority) document should be cross referenced (see appendix).

All waste will be removed from the work area to the site compound where it will be segregated into recyclable material and landfill waste. All waste will be removed from site via a licensed waste carrier/re-cycling centre to a licensed disposal site or transfer station. All waste material will be classed and disposed of accordingly in accordance with current trade waste regulations.

The burning of site waste materials on site is prohibited.

Waste materials shall be disposed of in accordance with current trade waste regulations.

3.1.13.1 Skips

We do not expect to require the use of a skip.

If required, site skips shall be located within the site compound only. Skips containing hazardous materials must be of a lockable type.

3.2 HEALTH HAZARDS

3.2.1 LEPTOSPIROSIS

A toolbox talk will be given to operatives using guidance INDG84 Leptospirosis;

3.2.2 STORAGE OF HAZARDOUS MATERIALS - COSHH

All products used on this contract that are hazardous to health will be controlled by the information in the product health & safety data sheet. Any product with a significant risk will have a COSHH assessment undertaken before it is used.

Storage of hazardous materials and equipment. All hazardous materials and equipment will be stored inside the site compound in a separate site storage container which is suitably bunded. Only small amounts of this material will be stored on site at any one time. Records of such hazardous materials and equipment will be kept up to date and copies kept in the site office as well as next to the hazardous materials.

A spill kit will be available in the site compound as well in all machinery. Operatives will be briefed on the hazards and environmental impact of the product as well as the correct method for spillage control as briefed in the site induction.

3.2.3 NOISE

The playing of radios and other sound production equipment on site is prohibited.

Noisy operations of work must be planned and controlled in accordance with the Noise at Work Regulations 1989. Care should be taken in planning the works to control and keep noise and vibration noise to a minimum, so as to minimize the disruption and health and safety risks to those who may be affected by the works.

The selection of power tools and equipment should be in accordance with HSG88,

Work which involves the use of hand/power tools that vibrate or create loud/high pitched noises or prolonged hammering sounds shall be risk assessed to minimise the risk of health injuries to site operatives.

Contractors must where required, implement controls to reduce noise and the effects of vibration to the satisfaction of the relevant Local Authority Environmental Health Officer

The following document should be cross referenced: INDG362

Alternative methods of work will be considered while completing the relevant risk assessment and noise assessment. Trigger times for the specific tools will be adhered to and a toolbox talk will be given to operatives using guidance from INDG175 (see appendix).

Noise & Vibration is monitored through site management supervision

3.2.4 DUST, WHEEL WASHING AND FUMES

Dust will be suppressed throughout the construction phase through the use of hose water spray to dampen down where necessary. The expected construction period is autumn and this is not expected to be regular.

Construction of Pump Tracks create very little waste as tippers deliver almost all of the construction materials required, no skips are required, small amounts of recycling will be disposed of in the correct manner.

Disc cutter will be used for 1-2hrs only and is to be fitted with dust suppression system.

No wood dust will be created on site.

All stockpiles are to be kept to a maximum of 3m in height and smoothed off on all sides. During periods of dry weather, stockpiles will be covered with tarpaulin.

Wheel washing facilities will not be provided as they will not be required. Access to the site will be on the asphalt surfaced entrance roads and path and aluminum trackway, before tipping at the working site entrance.

3.2.5 PERSONNEL CONTAMINATION

Operatives will be made aware of the hygiene requirements and PPE requirements due to the chance of infection from ground contamination, vermin and animals. Also when working on water and drainage systems operative to wear PVC gloves and be made aware of the need for good personnel hygiene. No eating, drinking or smoking to be undertaken when working on water systems.

3.2.6 ASBESTOS

All construction and maintenance works in areas suspected of containing asbestos materials including works to electrical and mechanical services are to be carried out in accordance with The Control of Asbestos Regulations 2012.

Any asbestos or suspected asbestos materials discovered during the construction phase must be handled and treated as Asbestos. **Works must stop in the vicinity of suspect materials and the area sealed off from further access.**

At this point we are unaware of any asbestos containing materials being present within the grounds.

3.3 SEGREGATION OF THE CONSTRUCTION WORKS

All construction works and compound areas will be physically segregated from the areas of the site and adjacent property, not given over to the contractor.

Compounds, Offices and welfare accommodation shall be enclosed within a minimum 2m high Heras fencing.

Risk Assessments cover segregating the site and providing a safe environment for staff and the public working in, or occupying the areas adjacent to the construction works. Method statements must take account of the location and nature of the proposed works, the use by the client of the surrounding areas, and travel routes used by the contractor. Danger areas and diversionary pedestrian traffic routes must be clearly signed

Full guidance and advice on the requirements and restrictions required by the Client Team is available from them directly.

3.4 **MAINS SERVICES**

No work of this nature is required

3.5 **HYPODERMIC NEEDLES AND SYRINGES**

The possibility exists that the grounds of the Building and the Building itself may be from time to time be used for Illicit Drug use and or Solvent Abuse. Care should be taken when carrying out works in the building and grounds. During the construction works, isolation of services, demolition and excavation works, if needles, etc. are found, then protective clothing and gloves must be worn whilst operatives are disposing of the material. All such materials must be disposed of in a proper manner.

3.6 **WATER SERVICES**

No work of this nature is required.

4 Persons with Safety Responsibilities

The information below lists the safety responsibilities of the Construction Manager and the Project Manager.

4.1 FOREMAN/SITE MANAGER

The Foreman will be familiar with the requirements of the relevant Legislation, Codes of Practices, and Guidance Notes etc., relating to all operations under their control. It is their responsibility to ensure that all operations are carried out in accordance with the aforementioned, risk assessments, method statements etc. relating to the particular operations.

If from the Risk Assessment/COSHH Assessment it has been deemed necessary that P.P.E. is required, then it is their responsibility to ensure that the correct P.P.E. is available on site and that all employees and sub-contractors are made aware of how to obtain such P.P.E. All personnel will have training on how to wear and use the correct P.P.E., all personnel will be made aware of procedures on reporting loss, damage, defects etc. of any P.P.E., plant, tools etc. to their foreman. The Foreman will be responsible for monitoring the P.P.E. on site.

The Foreman will inform employees and sub-contractor of risks associated with work operations which they will be involved in, this will be carried out prior to the work operation taking place.

The Foreman is responsible for supervising the project as it progresses; they will pay particular attention to work that is potentially hazardous.

If any piece of plant/machinery develops a fault, it is the responsibility of the Foreman to ensure that the plant is removed from services and that it is not used until any necessary repairs are carried out, furthermore they will ensure that any new certificates are obtained where required.

Where any defects in the workplace/site are reported they will ensure that such defects etc. are promptly rectified.

If an accident takes place on site they will ensure that any accident is recorded in the Accident Book BI 510 and the company's accident report form is completed in accordance with the company's accident reporting procedure.

The Foreman will ensure that a Health and Safety Law poster, F10 Notification, Company Health & Safety Policy and Insurance Details are displayed within the site accommodation.

Where recommendations are given by the Construction Manager, then the Foreman is responsible for implementing such recommendations. Furthermore, they set a personal example by wearing appropriate protective clothing on site.

The Foreman will accompany HSE inspectors and or representatives from the client or other enforcing bodies on site visits and act on recommendations. In the case of an inspector issuing a Prohibition or Improvement Notices, the foreman will contact the Construction Manager immediately after complying with any requirements to stop work.

4.2 CONSTRUCTION MANAGER

It is the responsibility of the Construction Manager to ensure that all work which is carried out on site will be done so in accordance with the relevant Health and Safety Regulations, Approved Codes of Practices, Guidance Notes, Company's Site Safety Procedures and at all times the Company's Safety Policy.

In order to achieve these aforementioned aims the project manager will liaise closely with the construction manager, sub-contractors, safety advisor, client etc. on all matters of Health and Safety at Work.

The Construction Manager will plan all work that is to be carried out, and when doing so they will take in consideration the safety of all persons on site.

Prior to any work taking place involving a significant risk the Construction Manager is responsible for preparing a written risk assessment in accordance with The Management of Health & Safety at Work Regulations 1999. They will discuss the envisaged significant risks with the Foreman, and subcontractors and as a result of this they will plan the work such that all such risks are either eliminated or reduced. Where work is to be carried out by sub-contractors involving a significant risk then written assessments and or method statements/safe system of work will be requested from the subcontractor. Work will be only carried out once the Construction Manager is completely satisfied with the written system of work.

The Construction Manager will bring risk Assessments to the attention of the relevant employees and sub-contractors, when they will be fully discussed.

The Construction Manager will review the Risk Assessments as the work progresses and also monitor the effectiveness of site management and compliances with the Risk Assessments/method statements when they visit the site.

If the Construction Manager is informed of disregard being shown to the Foreman's instructions or advice, they are responsible for taking the appropriate action, to ensure that a similar recurrence does not happen.

The Construction Manager is responsible for setting a personal example when visiting site, by wearing appropriate PPE.

The Construction Manager will check with the Foreman at the commencement of the contract that they have on site (within the Welfare unit) the company site safety manual, which includes the safety policy, COSHH Assessments, Guidance Notes and other relevant health and safety information, and that all employees are made aware of the whereabouts of the safety manual and that it is readily available for all to see and consult with.

4.3 APPOINTED HEALTH AND SAFETY ADVISOR (CONSTRUCTION MANAGER UNLESS OTHERWISE STATED)

The appointed Company Health & Safety person will liaise with all other relevant Management throughout the duration of the project.

- Will keep all management informed of Legislation affecting the work operation that is to take place on site;
- Will assist the Management in any dealings with the Health & Safety Executive and or other enforcing authorities;
- Will monitor the effectiveness of the Health & Safety Plan and report to the Management;
- Will be available for advice and consultation on matters relating with Health & Safety at work.
- Will assist in an advisory capacity on matters to do with sub-contractors Risk Assessments, Method Statements etc.

5 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

5.1 Design assumptions and control measures

- The proposed construction works shall not affect the stability of any structure;
- The Client will co-operate with the contractor regarding any closures, temporary measures or access /egress required;

5.2 Arrangements for Co-ordination of Ongoing Design and Design Changes.

All designers involved in the project (including designers employed by the construction contractors) will ensure that the Client is fully involved in the design development and made aware of all potential hazards and conflicts of interest. The Designer will update this information pack as required as the design develops.

The principal contractor shall ensure that all contracts placed with designers directly employed by the principal contractor or other contractors, include a requirement to comply with their duties under the CDM Regulations 2015 and to liaise and co-operate with the Client.

The Design Team and Designers employed by the contractors to carry out specialist design works shall forward full design information, along with the designers Hazard Assessments and Method Statements, a minimum of 5 working days before that item of work is scheduled to commence on site, to the Client for information and assessment. The Client will ensure that all significant risks and hazards are notified to the Principal Contractor, via an amendment to this information pack.

5.3 Ensuring Co-operation and Co-ordination.

The Principal Contractor shall make sure that there is an integrated approach to the planning and management of health and safety on site, which assists the client and all contractors to comply with current Health and Safety Legislation. They shall ensure co-ordination and co-operation between contractors is an ongoing task throughout the project that shall include the following:

- Co-ordinating the work of contractors, so that the activity of one contractor/operator will not create a risk for another.
- Ensure contractors receive all relevant health and safety information.
- Contractors' activities that impinge on the safe operation of the clients facilities are notified in due time to the client.
- Contractors' activities that affect areas adjacent to the site in use by the public are correctly managed to maintain a safe environment.

5.4 Hazardous Construction Processes

The general hazards associated with construction works are well documented and understood by most construction workers and managers. Suitable and sufficient steps shall be undertaken to reduce the hazards of the works to prevent injury and ill health to the site work force and all those who may be affected by the works.

The Principal Contractor shall address these issues with management controls proposed within the Health and Safety File including method statements, risk assessments and COSHH assessments, as relevant, to provide the safe systems of work to be used during the construction processes.

5.5 Demolition

No demolition works are expected to be required as part of this contract.

5.6 Working at Heights

Working at height shall be planned and carried out in accordance with The Work at Height Regulations 2005 and associated Legislation.

Risk assessments for all work at heights shall be undertaken and safety method statements shall be produced to ensure that the works are planned, managed and completed in a safe manner.

No roof works are expected to be required as part of this contract.

5.7 Excavations

All excavations must be pre-planned in accordance with Health and Safety Executive Guidance Note HSG185 Health and Safety in Excavations "Be Safe and Shore". All excavation works should be undertaken with a Permit to Work system in place

All work on or adjacent to underground services shall be carried out in accordance with current legislation and the HSE guidance note HS (G) 47, avoiding danger from underground services.

On completion of the various alterations and extensions to the below ground services, the exact location of the services (new and existing) shall be annotated on the contract 'As Built' drawings, for inclusion in the Health and Safety File.

No excavations of this nature are expected to be required as part of this contract.

6 HEALTH AND SAFETY FILE / O&M MANUAL COMBINED

The Health and Safety file should include information about all the following topics, *where this may be relevant to the health and safety of any future construction work*. The level of detail should be proportionate to the risks likely to be involved in such work.

- a) Location
- b) A brief description of the work carried out;
- c) Project dates
- d) Project directory
- e) Construction Methods
- f) Residual Risks
- g) Planning Permission
- h) As-built drawings
- i) Maintenance Manuals

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should **not** include things that will be of no help when planning future construction work such as pre-construction information, this construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Designers, Contractors and Manufacturers must supply all information requested by the Principal Contractor, who will collate the information and submit it to the Client as requested.

Upon completion of the work, the file will be handed over to the client.