

Construction (Design & Management) Regulations 2015

HEALTH AND SAFETY PLAN

FOR

B&E BOYS LTD

PROJECT:

Old Garage, Dunsop Bridge

Prepared By:	Andrew Horsfield	Date:	April 2025
Approved By:		Date:	

Issue List

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HEALTH AND SAFETY PLAN

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QUALITY IS A FAMILY TRADITION

B&E BOYS LTD

1.0 GENERAL STATEMENT

1.1 Policy

It is the intention that this project shall be executed with the highest practicable regard to health and safety matters. This plan has been developed by B&E Boys Ltd in order to identify and detail the arrangements and measures which will be undertaken to achieve this.

It is Company policy to do all that is reasonably practicable to ensure that a safe and healthy environment is provided for all those who work for the Company or are affected by our work.

1.2 Scope and Objectives

The plan shall apply to all personnel involved on this project including all company employees, contractors and self-employed operatives.

The plan sets out the means by which health and safety will be controlled and monitored during the construction works.

The plan shall receive full co-operation from the management team and has total commitment from the Directors of B&E Boys Ltd.

Employees, and all contractors involved in the work will be consulted at all times with a view to any health and safety changes that will affect them.

The plan shall be reviewed as and when necessary, and shall be updated with such information as deemed necessary for the project i.e. method statements, specific site rules etc.

1.3 Standards

Implementation of the project will comply with the requirements of current health and safety and environmental legislation, BSI Guidance, Industry Standards, and Manufacturers/Suppliers Recommendations.

2.0 DESCRIPTION OF THE PROJECT

Renovation and refurbishment of existing chapel building the construction of a new Community Hub buildings linked to the existing Chapel Building.

2.1 Description of the Project

- Refurbishment of existing Chapel Building
- Demolition works
- New Community building with link to existing chapel building
- Drainage works
- External works/landscaping

Anticipated Timescales: 50 weeks

2.2 Key Personnel

Client:	Duchy of Lancaster Burleigh House 355 – 359 Strand London WC2R 0HS
Contact:	Adam Brooks
Tel:	07812 526 292
Email:	abrooks@duchyoflancaster.co.uk
Architect & Contract Administrator:	EWA Ltd Osterley High Biggins Kirkby Lonsdale CARNFORTH LA6 2NP
Contact:	Erica Wright
Tel:	07974 202 643
Email:	mail@ericawright.co.uk
Principal Contractor:	B&E Boys Ltd Todd Carr Road Waterfoot Rossendale Lancashire BB4 9SJ
Contact:	Carl Wilde
Tel:	01706 211 368
Email:	carl.wilde@beboys.co.uk

Quantity Surveyor:

Cavendish Bloor Ltd

179 Lower Road

Hookgate

Market Drayton

Staffordshire

TF9 4QJ

Contact:

Harvey Bloor

Tel:

07971 628 543

Email:

harvey.bloor@cavendishbloor.co.uk**Principal Designer:**

EWA Ltd

Osterley

High Biggins

Kirkby Lonsdale

LA6 2NP

Contact:

Erica Wright

Tel:

07974 202 643

Email:

mail@ericawright.co.uk**M&E Engineer:**

Blezard

6 & 7 Ribblesdale Place

Preston

PR1 3NA

Contact:

Tim Gilmore

Tel:

01772 258 511

Email:

tim.gilmore@blezard.co.uk**Structural Engineer:**

Topping Engineers Ltd

Aire House

12 Victoria Avenue

Harrogate

HG1 1ED

Contact:

Dave Topping

Tel:

01423 522 293

Email:

davet@topping-engineers.com**2.3 Existing Records and Plans Relevant to Health & Safety On Site**

The following documents have been made available to the Principal Contractor and will also be made available to other contractors involved in the works:

- Structural Survey: Engineer's Design
- Planning Conditions: Architect's Design
- Architect's tender Drawings
- R&D Asbestos Survey
- Existing services Drawing

3.0 MANAGEMENT OF THE WORK

A Site Manager/Assistant Site Manager will be permanently on site throughout the construction works.

3.1 Management Structure

Operations Manager	Carl Wilde	Tel: 07803 022 769
Site Manager	John Finnegan	Tel: 07738 252 213
Site Engineer	Site Surveying	Tel: 01200 438 320

DIRECTORS AND CONTRACTS MANAGERS RESPONSIBILITIES

The Directors and Contracts Manager have overall responsibility for the health and safety of employees, customers and members of the public, where they may be affected by the Company's activities. To meet these responsibilities they will, so far as is reasonably practicable:

Ensure that there exists an effective plan for health and safety management, supplemented by additional documents relating to particular areas, types of activity or groups of employees, and ensure that this plan is implemented.

Ensure that the Health and Safety Plan is reviewed on a regular basis.

Place on the agenda of any progress meeting an item entitled 'health and safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and safety will be given equal consideration with other project delivery issues.

Ensure that adequate resources and information are made available to enable the plan to be effectively put into practice.

Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel under their control.

Ensure that the sites health, safety and welfare arrangements are effectively implemented in accordance with the plan.

Ensure that all supervisory staff under their control carry out their duties regarding health and safety.

Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.

SITE MANAGERS RESPONSIBILITIES

Supervisory staff are in a special position to influence attitudes and give encouragement to active participation in health and safety matters by employees under their control. Therefore, the Site Manager will, so far as is reasonably practicable:

Ensure that all persons under his control have been briefed on and understood the health and safety information relevant to the project, are shown where such information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to the project.

Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control, visitors to site and external contractors.

Co-operate and assist where required in any site audit, risk assessment, method statement, accident investigation or associated procedures carried out on the project.

Take responsibility where reasonably practicable for undertaking site specific risk assessments and method statements, ensuring that any further actions identified within the risk assessment process are actioned.

Take an active role in ensuring that the requirements of any risk assessments and method statement are complied with by all persons under their control.

Carry out regular inspections of workplaces, means of access, plant tools and equipment, the working environment, fire precautions and welfare arrangements.

Monitor safe working conditions and practices on site, ensure the security of the site and that no unauthorised persons are permitted on site.

Consult and co-operate with the Directors and Contracts Manager when matters arise requiring specialist knowledge and agree appropriate action.

Communicate any health and safety matters to their team and the Directors/Contracts Manager and vice versa.

Provide regular tool box talks and other topical safety briefings to all site-based employees maintaining records of attendance to such briefings.

Comply with procedures laid down for reporting and investigating accidents taking prompt action to prevent re-occurrence whenever possible.

3.2 Health & Safety Induction

The Site Manager will carry out a site-specific induction for each operative involved in the works, prior to them starting work. All persons will be required to sign the appropriate form to say that they agree to abide by the site rules; have been briefed on their risk assessment and method statement and have provided evidence of training and competency where specifically required.

3.3 Liaison Between Parties on Site

A dedicated Health & Safety File will be held on site, which will hold all safety information for the project, and which will remain available for reference, by all contractors.

Where a contractor is required to carry out a design element to the works, then such a design will be forwarded to the Principal Designer for final approval. The Principal Contractor will be responsible for co-ordinating any design submissions in a timely manner.

As Principal Contractor our site management team are to plan ahead for safety on site at formal monthly production meetings. In addition to this and at intervals to be determined by the Contracts Manager, subcontractors will be called to co-ordination meetings. Advance notice of meetings will be given to the Client and Principal Designer who will be invited to attend should they so wish. Minutes of the meetings will be distributed to all attendees and relevant issues communicated to the workforce where appropriate.

3.4 Selection and Control of Contractors

All contractors involved in the work have been selected after completing a pre-qualification health and safety questionnaire and being placed on B&E Boys Ltd Approved Contractor list. No contractor will be permitted on to site unless the appropriate health and safety information in relation to their work has been approved by the Contracts Manager or Site Manager.

3.5 Risk Assessments and Method Statements

All persons engaged on work within this project will be made aware of the significant risks prior to them commencing work on site. Subcontractors will be required to provide site specific risk assessments and/or method statements in advance of their work commencing on site.

A weekly review of each stage of the work will be carried out by the Site Manager in order to identify the forthcoming activities. Following this review, site specific risk assessments/method statements will be prepared or requested from the relevant contractor.

If at any time risk assessments are thought to be no longer valid (e.g. a change in working practices or amendment to the design) the risk assessment must be reviewed and updated.

Risk assessments and method statements will be issued to B&E Boys Ltd prior to each stage of the work commencing for final approval.

3.6 Site Access and Security

Prior to commencement of our works, all matters associated with the Construction Traffic Management Plan will be put in place at day one.

The main entrance to the site is the existing entrance accessed via Dunsop Road, past the public car park on the left then straight into site. All delivery vehicles will be advised of the route to take to access site avoiding low bridges in Clitheroe and direction of travel required to turn into site. Please refer to traffic management plan for entry/exit routes and material storage/site layout.

All B&E Boys Ltd employees and contractors will be required to sign in and out, at the Main Reception and within the site office each day. A contractor induction will be provided to all persons involved on the project, and each contractor/operative will be required to attend such inductions. The contractor/operative will be required to bring the relevant training cards (CSCS/MEWPS) etc to their induction prior to working on the Root Farm site.

Signs advising of the nature of the work will be placed around the building perimeter warning of the construction work in progress, in positions agreed with The Client. Signs will be placed on the main access roads notifying motorists of the site ahead and the hidden site entrance.

The site is ringed by a stone wall and timber fence line. B&E boys will install HERAS fence panels around the perimeter boundary of the site within the stone wall/timber fence line. Within that perimeter fence will be a gated pedestrian entrance and vehicular gates will be positioned as shown on the site traffic management plan, with pedestrian barriers positioned across the footpath when the entrance is in use, preventing pedestrians from walking into vehicles.

A banksman will be present at all times when vehicles are entering and leaving site. Site route will be sent to all suppliers/sub-contractors showing how to avoid low bridges in Clitheroe and direction to approach site to allow larger vehicles to swing into site, due to the location of site and narrow roads no deliveries will be made on articulated vehicles.

Maintenance of the sites existing emergency procedures

It is essential that the works do not adversely affect the existing fire escape procedures and access for emergency service vehicles. Prior to erection of fencing and commencement of demolition works it is essential that any routes previously accessible in the work area have been sealed off/made inaccessible and alternative procedures put in place and incorporated into their fire risk assessments/policy for the duration of the work.

Due to the proximity of the site to the existing and in use farmers building, the fire procedures will need to be incorporated into the site fire action plan, liaison will be required between site and tenant farmer occupying the existing farmhouse to ensure they are notified in the event of a fire on site. Site personnel make their way to the site muster point, where the site fire co-ordinator will ensure all operatives are accounted for and report to the site manager.

3.7 First Aid

The Principal Contractor will provide a trained first aider on site throughout the duration of the project. Names of first aiders will be displayed within the Site Managers office. The Principal Contractor will also provide a first aid box, which will be readily available and will be responsible for ensuring that it remains fully stocked throughout the duration of the project.

3.8 Accident Reporting

An Accident Report Book will be held on site, within the designated site office. All employees and contractors are required to report all accidents and incidents occurring on site immediately to the Site Manager. Any entries will be dealt with in line with the requirements of RIDDOR and in any event, notified to the Contracts Manager. In addition, all incidents which result in first aid treatment being required will be investigated in an attempt to prevent a recurrence.

Should a non-employee (e.g. visitor or member of the public), suffer injury as a result of work activities, details must also be recorded in the Accident Report Book and the correct details must be taken of the name and address of the injured person. In the first instance, the Contracts Manager will be notified, of any accidents, near misses or dangerous occurrences.

Location of nearest A&E:

Royal Lancaster Infirmary, Ashton Road, Lancaster, Lancashire, LA1 4RP

Phone: 01524 65944

3.9 Site Welfare Facilities

Welfare including hot and cold running water, drying facilities and places to take breaks along with toilet facilities, will be made available initially via a self-contained unit and then a full site set up including office, mess room, and toilet block within the site compound. All persons involved on the project are required to maintain the facilities to the required standard. A programme of housekeeping to the facilities will be maintained throughout the works.

3.10 Temperature and Weather Conditions

The Principal Contractor will ensure that a suitable level of fresh air is available throughout the duration of the works including the use of particle filters on diesel exhaust plant operated within any internal building where practical and via the use of temporary extraction equipment. In the event of adverse weather during high level external works, then work will cease until the Site Manager confirms that it is safe to resume such work.

3.11 Lighting

Where necessary, a supply of temporary lighting will be provided by the Principal Contractor and be of sufficient quantity to adequately illuminate the work areas.

Areas will be constantly monitored to ensure that the lighting levels remain adequate, taking in to account the work being carried out.

3.12 Fire and Emergencies

A specific fire plan for each stage of the works will be prepared for the project by the Site Manager – and will be communicated to all contractors during the induction. All persons arriving on site will be provided with a site-specific fire and emergency induction which will include:

- Means of raising the alarm in the event of an emergency
- Confirmation of the location of services isolation points
- Firefighting equipment and location
- Maintaining good housekeeping standards and disposal of waste on site
- Permitted external smoking areas
- Assembly point on site
- Exit routes and in particular the requirement to NOT use the lift under any circumstances.
- The requirement to close all designated fire doors on close of work each day.

FIRE PROCEDURES

- 1) Upon discovering a fire, the alarm should be raised by using either existing facilities or the air horn where such facilities are not available (NOTE: a fire point will be placed on each floor, at the staircase/landing point).
- 2) The Site Managers/Supervisor will contact the emergency services by dialling 999 and also co-ordinate any emergency evacuation in conjunction with the contractors working on the project.
- 3) When connected to the Fire Service, state slowly and distinctly:

The full address of the site:

Old Garage, Dunsop Bridge, Clitheroe, BB7 3BB

- 4) Do not replace the receiver until this information has been correctly acknowledged.
- 5) Do not re-enter the site until instructed to do so by the Fire Authority or Site Manager/Supervisor

3.13 Site Rules

B&E Boys Ltd will provide a project specific list of site rules and discuss the contents during each worker's safety induction. All employees and contractors engaged on the work will be required to sign acknowledgement and agreement to such rules (see appendix Item 6).

3.14 Toolbox Talks

A regular schedule of toolbox talks will be delivered throughout the project and relative to the stage of works. All contractors are required to attend such talks and to ensure that all persons working on their behalf also attend.

3.15 Competency and Training

All those involved in the work will be required to demonstrate that they have the required competence and skill levels appropriate to the tasks to be undertaken. The Principal Contractor and his Site Manager will approve all health and safety documentation and training records prior to contractors being permitted to commence work. Where training records are not provided on commencement of work in relation to plant or powered access equipment, then the contractor concerned will not be permitted to operate the equipment until proof of competence is provided.

3.16 Safety Inspections

During the project a regular programme of inspection to all work areas will be carried out by the Site Manager, covering all areas and all contractor activities. Any temporary works installed by a Contractor will require a written inspection report in addition to the daily inspection. Records of inspections will be forwarded to the Principal Contractor.

A weekly written inspection will be completed by the Site Manager and, where further actions are identified, the Contracts Manager will be responsible for closing out the report.

In addition to this, an external health and safety audit will be carried out on the project by the Principal Contractors External Health and Safety Advisors. Where the Client asks, then a copy of the written report will be forwarded to them, following completion of each audit.

Where a subcontractor's own safety officer visits site they must provide a resume of their findings upon leaving.

4.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

4.1 Delivery and removal of materials including waste/traffic routes, segregation of vehicles and pedestrians

Vehicle Access

Site is accessed via Dunsop Road past public car park onto the entrance road.

Contractor Parking

Available within the Contractors site compound and surrounding areas. Please refer to Construction Traffic Management Plan Attached

Where work affects parking, a site-specific method statement will be prepared, including identifying how access will be maintained.

All delivery drivers are to be notified in advance to the site manager.

Contractors will also be notified in advance regarding width restrictions in relation to delivery of materials and that in some circumstances, there may be a necessity for deliveries to be split and delivered via smaller vehicles.

All materials and equipment required for completion of the works will be safely stored within the site boundary either in a storage container or for larger materials in the designated storage area.

4.2 Existing Services

A site set up, indicative to the works on site, will be carried out at day one of the contract works.

A full RADAR survey and trial hole investigation works will be undertaken to locate existing services, and information on all known drain runs and services will be identified on site prior to works commencing as part of the service avoidance plan which will then be recorded on site and logged, whilst respecting all existing wayleave agreements.

Upon surveying, and dependent on the depth and location, any shallow drains and services identified where construction traffic will pass over will be suitably protected to avoid damage (spreader plates etc).

Methods will be developed to work around identified drains and services to ensure they are not disrupted and continue to flow uninterrupted. Permits to work will then be implemented on site throughout the full contract duration of the works.

A condition survey, post construction, of services within red line site boundary will be issued on completion of works.

4.3 Temporary Works

The Site Manager will co-ordinate any temporary works and ensure that a temporary works design is carried out and that a temporary works register is maintained throughout the work involving such activity. Where necessary, a permit to work procedure will be followed, in particular for any work involving roof work, excavations and hot works.

4.4 Storage of Materials

Due to the nature of the work being undertaken it will be necessary to store larger materials such as bricks and blocks externally in a designated storage area, smaller items will be stored within a storage container. A skip will be provided and positioned so as not to be an obstruction or fire hazard within the site compound area.

All Timber will be stored away from the existing buildings and kept within a lockable steel container. Any timber stored externally or within the building will be covered over with LPS 1207 fire compliant sheeting.

Individual deliveries will have any flammable packaging removed if stored internally

No hot works will be carried out in close proximity to any storage areas in which the material is stored.

4.5 Adjacent Premises, Proximity and Stability

Existing and occupied farmhouse adjoined to the barn building is stable. Root farm cottage is external to our site compound; however this is currently occupied by a member of the Duchy staff, it is a standalone structure which will be segregated by Heras fence panels.

4.6 Maintenance of Equipment Used on Site

All plant and equipment used by contractors will be safe, efficient in use, guarded and equipped with safety devices where necessary, and examined, tested and certified in accordance with relevant legislation. Any plant used indoors will be either electrically powered or fitted with particle filters to the exhaust, in the case of diesel-powered equipment.

Plant and equipment shall be subject to regular maintenance or service in accordance with the manufacturer's recommendations and statutory requirements, registers, notices or certificates will be readily available for inspection or displayed.

Copies of current test, examination and operators certificates will be kept in the safety file.

All electrical equipment must be checked and display a current test certificate/tag and must be run off 110 volt or battery operated. RCD protection will also be provided.

4.7 Control of Substances Hazardous to Health

Substances hazardous to health will be identified by each contractor prior to work commencing. Safety data sheets, and where appropriate, COSHH assessments must be forwarded to the Principal Contractor.

All operatives exposed to such substances are to be adequately trained and conversant with the material. Information must also be provided to any other person likely to be affected by the substance.

4.8 Housekeeping

All contractors shall be responsible for keeping their work areas clear of rubbish and debris and for removing any such waste on a regular basis. Under no circumstances will materials or waste be left outside of the site boundary.

Waste will be disposed of on a daily basis either by removing in company transport to our head office yard skips OR by using an onsite skip within the site compound area. Details of site waste storage locations (skips) will be in the traffic management plan. Hazardous wastes will be disposed of in accordance with the relevant code of practice. The company hold waste plasterboard, wood and scrap metal skips at head office. The company also compacts and bails waste card and paper at head office for recycling. Designated skips are provided at our head office in order to separate waste and reduce environmental impact. All subcontractors will be required to adhere to B&E Boys Environmental Policies.

4.9 Existing Structures

Temporary support systems will be used where required during the removal of any load bearing structural members and will be monitored throughout their use via a temporary works co-ordinator. Any demolition works or soft strip will be carried out under a site-specific safe method of work (method statement). (Refer also to Section 4.3).

4.10 Control of Lifting Operations

All lifting operations will be subject to a written safe system of work. Where a contract lift is required, then the Contracts Manager will ensure that a detailed lift plan and specific method statement is submitted for final approval prior to work commencing.

4.11 Preventing Falls

All work carried out at height will be subject to a detailed safe system of work, prepared by the Contractor carrying out the work.

4.12 Reducing Noise and Vibration

All work including significant level of noise and vibration will be risk assessed prior to commencement of works, and suitable control measures specified within the specific risk assessment for the work.

All work equipment used has a HAV rating on a chart in the Site Manager's office. When work equipment is being used for a particular operation a risk assessment will have been prepared by the Site Manager with the safe exposure duration to that piece of work equipment noted and action taken to ensure that exposure limit is not exceeded in any one workday.

4.13 Hot Works

Where hot works are likely to be carried out, then a permit to work system will be used to control such works and will be issued by the Principal Contractor.

Wherever possible, hot works will be avoided, and alternative means of working will be used (i.e. crimped pipe fittings in lieu of soldered pipe fittings). Please see separate fire safety plan for further information and sample hot works permit.

4.14 Controlling Dust

Where soft strip and general demolition work is to be carried out, then the Contractor involved in the work will be required to assess each work area and identify his safe working procedure in controlling exposure to dust associated with the work.

The Principal Contractor will ensure that natural ventilation is also available where possible.

Work operations will be carried out under a safe system of work with control measures in place for any operations that produce dust.

During the main construction activities, dust will be controlled by:

- Watering or misting construction sites, access roads, and stockpiles to reduce dust.
- Enclosure of dust-producing activities via barriers like fences or screens around high dust-producing operations, such as excavations or demolition.
- Use of wet drilling and cutting methods for activities like drilling or cutting to minimise dust generation.
- Enforcement of low-speed limits on construction vehicles to minimize dust generation within the site.
- Wheel washing will be carried out by handheld pressure washers at site exits to prevent dirt and debris from being carried offsite.
- All construction equipment will be well-maintained to reduce exhaust emissions and dust.
- Materials, such as sand, gravel, and other construction debris, in controlled, enclosed areas to prevent spillage and airborne dust.
- Optimize traffic routes, to minimize disturbance and dust along roads.
- Whenever possible, use paved or stabilized roads for heavy traffic to reduce dust generation.
- Implement air quality monitoring to track the concentration of dust and particulate matter, ensuring compliance with air quality standards.
- Use silt fences, where applicable around construction areas to prevent soil erosion and the migration of debris.

4.15 Deep Excavations and Drainage Works

Any deep excavations or confined spaces drainage work that needs to be undertaken on Root Farm, will be completed by trained qualified operatives holding confined spaces and street works licences. The work will be risk assessed and carried out under a safe system of work.

Foundation excavation and pouring will be undertaken using a safe system of work set out in a method statement having first risk assessed.

Service record drawings are to be checked for accuracy and identified on site prior to any works being undertaken. It is B&E Boys company policy to employ a specialist buried service company to attend site using modern techniques including ground penetrating radar to locate and physically mark up on site all buried services and plot accurately onto drawings using GPS. Any services identified in the area which is going to be excavated will be hand dug to establish exact details.

4.16 Water Discharge

Consider water and discharges to water that the project will generate. Note that silt, colour, PH and other contaminants may be unacceptable, even if harmless.

If necessary, design a water treatment scheme to control the quantity/quality of discharge to water courses. Settling lagoons may be needed along with treatment such as flocculants, aeration and PH adjustment. Plan for maintenance / desilting.

Seek the necessary consents to discharge to water courses.

Consider and implement any necessary testing/monitoring of water quality.

A temporary system of water management may be needed to prevent the uncontrolled discharge of water off.

Consider the risk and consequences of oil / chemical spills and if significant, plan for such consequences.

Ensure all surface water drainage gullies are filled with straw to eliminate pollution to water courses throughout the construction works

5.0 THE HEALTH & SAFETY FILE

The Principal Contractor, in conjunction with the Principal Designer, will ensure that required number of copies of the Health & Safety File are prepared, following completion of the project, and in line with the requirements set out in the pre-start Health & Safety Plan. This will be specified within the contract; these are now paperless and saved to a USB drive or Dropbox link, which can be shared electronically to save on paper printing and the associated environmental impact.

6.0 APPENDIX

6.1 ASBESTOS SURVEY REPORT

Please refer to reports: To follow

6.2 COMPANY TRAINING MATRIX

To follow

6.3 OTHER CONTACTS

United Utilities

Contact: **Emergency Numbers Services**

United Utilities (Electricity) - 0800 1954141

Transco (Gas) - 0800 111 999

United Utilities (Water) - 0845 746 22 00

ACCIDENT AND EMERGENCY

Royal Lancaster Infirmary

Ashton Rd, Lancaster LA1 4RP

Tel: 01524 65944

EMERGENCY SERVICES PHONE NUMBER 999

HSE

Health and Safety Executive

Redgrave Court

Merton Road

Bootle

Merseyside

L20 7HS

Tel: 0151 951 4000

6.4 PRE-SELECTION PROCEDURES FOR SUBCONTRACTORS

Prior to the placement of our Subcontract Order the following information must be provided to ourselves in order that we can comply with the Construction (Design and Management) Regulations 2007.

INFORMATION REQUIRED

1. Health & Safety Policy
2. Site specific risk assessments
3. COSHH assessment / safety data sheets
4. Method statement for carrying out the works
5. Details of previous contracts of a similar nature
6. Details of Health & Safety/Training participated in and copies of certificates
7. Notifiable accidents over the last three years

All replies should be given to the Safety Officer for his assessment and then should be discussed with the Contracts Manager, Site Supervisor

SUBCONTRACTORS INFORMATION		
General Method Statements / Risk Assessments	Start on Site Date	Method Statements & Risk Assessment required by Dates
General groundworks	TBC	
Concrete work	TBC	
Steel and cladding work	TBC	
Curtain walling / glazing	TBC	
Joinery works	TBC	
Partition works	TBC	
Intumescent painting works	TBC	
Electrical and mechanical works	TBC	
Decoration works	TBC	
Floor coverings	TBC	

6.5 SITE RULES:

Health and Safety Rules for Site Operatives and Visitors

1. HARD HAT, HI VIS VEST AND SAFETY FOOTWEAR AS A MINIMUM MUST BE WORN AT ALL TIMES ON THIS SITE. DUST MASKS, GLOVES, GOGGLES AND EAR DEFENDERS ARE AVAILABLE FOR YOUR USE AND YOU HAVE BEEN ADVISED TO WEAR THESE WHERE RISK ASSESSMENTS HAVE IDENTIFIED THEIR REQUIREMENT. (NOTE FACE FIT TEST REQUIRED FOR DUST MASKS) PLEASE CONFIRM YOU HAVE RECEIVED THIS.
2. SITE SKIPS MUST BE USED AND THE AREA WHERE WORK IS BEING UNDERTAKEN MUST BE KEPT TIDY FOR HEALTH AND SAFETY REASONS –IF THE WORKING AREA IS LEFT UNTIDY B&E BOYS WILL CONTRA-CHARGE YOU / YOUR EMPLOYER.
3. RADIO'S ARE NOT ALLOWED. IF YOU CAN'T HEAR WHAT IS HAPPENING AROUND YOU – YOU'RE NOT SAFE.
4. FOUL LANGUAGE WILL NOT BE TOLERATED ON SITE, FAILURE TO COMPLY WITH THIS SITE RULE COULD RESULT IN EXPULSION FROM SITE.
5. NO SMOKING IS PERMITTED WITHIN THE BOUNDARY OF THIS SITE. DESIGNATED SMOKING AREA IS OFF SITE. WE HAVE A DUTY TO PREVENT FIRE ON THIS SITE.
6. BEFORE COMMENCING WORK YOU MUST INFORM THE SITE SUPERVISOR OF YOUR PRESENCE.
7. NO ALCOHOL / ILLEGAL DRUGS WILL BE TOLERATED ON SITE AND YOU WILL BE INSTANTLY REMOVED IF FOUND. THE SITE MANAGER MAY UNDERTAKE RANDOM TESTS FOR ALCOHOL AT ANY TIME.
8. ALL ACCIDENTS AND DANGEROUS OCCURRENCES ARE TO BE NOTIFIED TO THE SITE SUPERVISOR AND ARE TO BE RECORDED IN THE SITE ACCIDENT BOOK.
9. YOU MUST NOT INTERFERE WITH ANY SCAFFOLDING OR OTHER ACCESS EQUIPMENT ON SITE. REPORT ANY DETERIORATION OF SCAFFOLDING IMMEDIATELY
10. YOU REQUIRE A PERMIT TO WORK FOR:
 - A. HOT WORKS
 - B. WORK ON ELECTRICAL LIVE SERVICES
 - C. WORK INVOLVING THE USE OF CRANES/ERECTION OF STEELWORK
 - D. ROOF WORKS
 - E. CONFINED SPACES
11. YOU MUST NOT OPERATE ANY ITEM OF PLANT UNLESS YOU ARE SPECIFICALLY TRAINED AND CAN PROVIDE PROOF OF TRAINING.
12. NEVER EXCEED THE S.W.L. OF ANY LIFTING APPLIANCE AND ENSURE NO DEFECTIVE CHAINS, ROPES, OR HOOKS ARE USED.
13. ELECTRIC HAND TOOLS AND EQUIPMENT SHOULD BE 110 VOLTS/BATTERY OPERATED AND DISPLAYS A CURRENT TEST TAG OR CERTIFICATE.
14. YOU SHOULD ONLY USE CARTRIDGE TOOLS IF YOU HAVE THE APPROPRIATE TRAINING CERTIFICATE.

15. YOU SHOULD NOT USE ANY SUBSTANCE WITHOUT PERSONAL PROTECTION PRIOR TO CHECKING THE COSHH ASSESSMENT RECOMMENDATIONS.
16. WELFARE FACILITIES ARE PROVIDED AND YOU WILL HELP TO MAINTAIN THE MESS ROOM, TOILETS ETC. BY KEEPING TIDY AND CLEAN AT ALL TIMES AND NOT ABUSING THE SAME. YOU WILL BE REMOVED FROM SITE IF ANY WILFUL DAMAGE IS CAUSED OR IF YOU DO NOT LEAVE THE WELFARE FACILITIES TIDY.
17. DO NOT WEAR ANY OFFENSIVE T-SHIRTS (I.E. DEATH METAL, ETC). NO BARE TORSO'S TO BE SHOWN.
18. DO NOT ENGAGE WITH VISITING PUBLIC/NEIGHBOURS – DIRECT THEM TO THE SITE MANAGER (IF NECESSARY).
19. YOU WILL BE IMMEDIATELY REMOVED FROM SITE IF YOU DO NOT FOLLOW SITE RULES OR PROCEDURES AS DIRECTED BY THE SITE MANAGER.

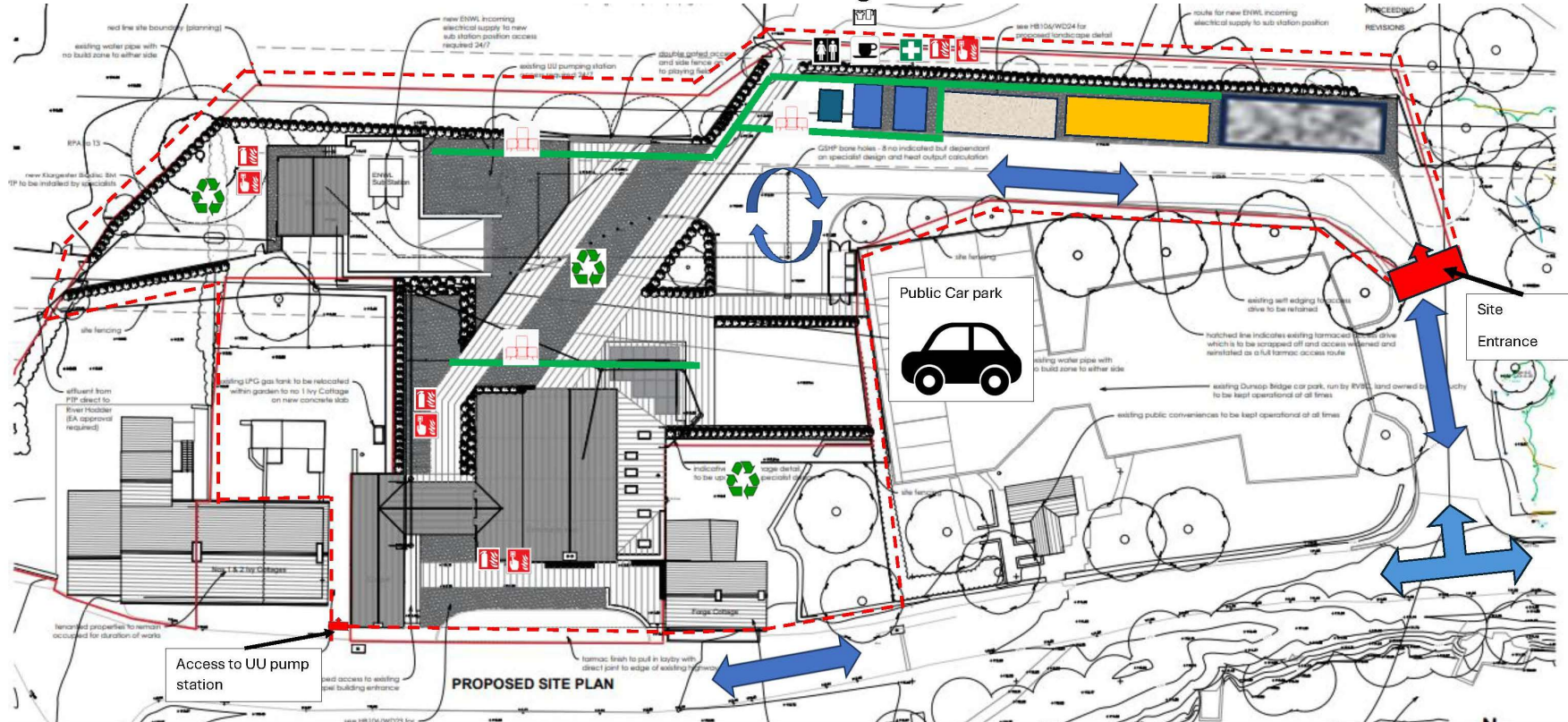
6.6 FORM F10

To follow.

6.7 SITE TRAFFIC MANAGEMENT PLAN

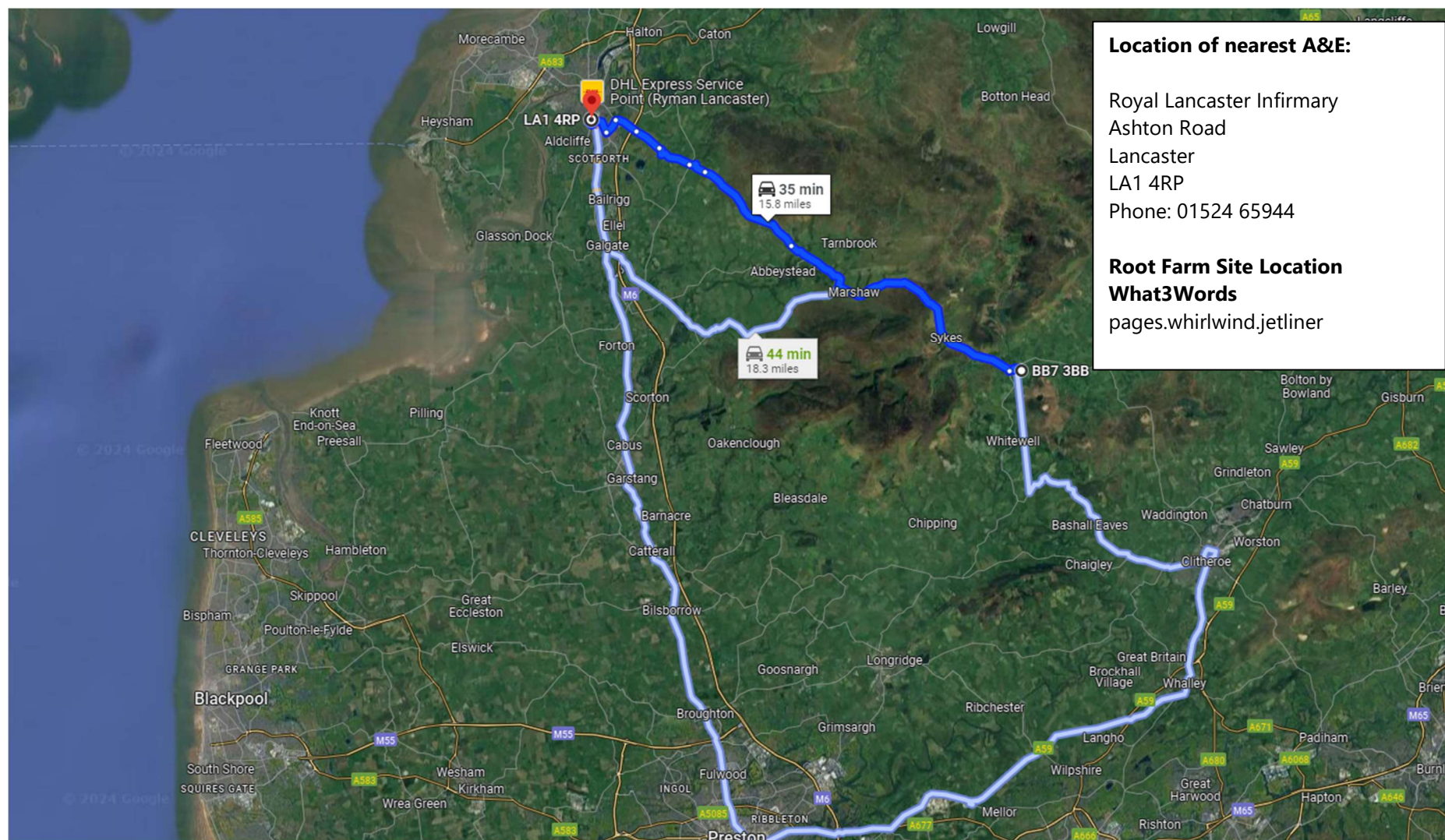
Please refer overleaf.

Dunsop Bridge Old Garage Draft Traffic Management Plan



Solid Hoarding	Mess room	Pedestrian barrier	Site vehicles turning area	The Garage Site perimeter hoarding plan design
Toilet	Drying room	Temporary contractor parking	Refuse skips	Existing Timber Hoarding to remain and painted (colour TBC)
Fire call point	Site cabins	Materials storage area	Construction waste recycling	Hoarding to be of a solid form – 2.4m high on rails and posts painted in DoL colour (RAL to be provided)
Fire extinguishers	Pedestrian crossing point	Site vehicle routes		Ensure access is provided to all adjacent properties

6.8 HOSPITAL LOCATION DIRECTIONS



6.9 ACCIDENT INVESTIGATION REPORT

[illegible]

CHECKLIST

1. Notification to HSE required? _____
2. Accident book filled in? _____
3. Is site now safe? _____
4. If NO to 3, then what is required?

5. Was there a breach in safety? _____

6. If YES to 5, then by whom? _____

7. Were procedures laid out in safety plan followed?

8. Are amended procedures required?

9. Have all concerned been notified? _____

10 CAN WORK CONTINUE?

Signed: _____

Company: _____

Position: _____

Date: _____

Review Date: _____

Additional information below:

ADDITIONAL STATEMENT:**CONCLUSIONS:**