



PETE MARQUIS
CONTRACTORS & PLANT HIRE

DEMOLITION PHASE HEALTH & SAFETY PLAN

Teewood Farm Barns
Slaidburn Road
Waddington
Clitheroe
BB7 3JJ

Pete Marquis Contractors
Bryars Farm
Lea Lane
Lea
Preston
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Amendment Record

Revision	Amendment	Date

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Introduction

It is the intention of Pete Marquis that this project shall be executed with the highest regard for health, Safety, Welfare, Fire, and Environmental matters and as such this document sets out performance requirements and procedure to be implemented on the Project. Pete Marquis, as Principal contractor appointed under the Construction (Design and Management) Regulations 2015 (CDM), shall be responsible for project Health and Safety Co-ordination

This plan shall apply to all personnel on the project, including the client, Contractors and persons under the direct or indirect control of either throughout the construction phase of the works.

A controlled copy of this plan shall always be available in the office for inspection by any person.

This plan and any resultant procedures and rules, shall be continuously reviewed by the project team and updated as required.

Section 1 – Description of Project

Contract Name: Teewood Farm Barns
Description of Works: Demolition of agricultural buildings

Site Address: Slaidburn Road
Waddington
Clitheroe
BB7 3JJ

Contract Commencement Date: TBA

Contract Completion Date

Contract period: 3 weeks approximately

Client: M and A Hurst
Higher College Farmhouse
Lower Road
Longridge
PR3 2YY

Contact: [REDACTED]

Tel:

Email:

Architect: Define Architects
Unit 2E, Beehive Mill
Jersey Street
Ancoats
Manchester
M4 6JG

Contact: Anna May

Tel: [REDACTED]

Email: [REDACTED]

Principal Contractor

Pete Marquis Contractor
Bryars Farm
Lea Lane
Lea
Preston
PR4 0RN

Contact: Pete Marquis
Tel: 01772 722649
Email: [REDACTED]

HSE

Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Local Authority

Ribble Valley Borough Council
Church Walk
Clitheroe
BB7 2RA
01200 425111

Scope of Work: The work involved in this project is to demolish the stone barns and out-buildings

Existing Environment: The site is a self contained area located on a narrow busy country road. The barns and outbuildings are to be taken down to facilitate the extension of the existing farmhouse

Existing Structures: Apart from the main farm house, the other existing farm buildings are to be taken down

Existing Services: All services are to be disconnected by others prior to any demolition commencing

Section 2 – Management of the Works

Director Responsible for
Health and Safety



Responsible for:

The management of health and safety throughout the company

H&S Advisor

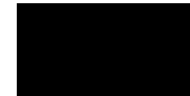


Mobile Number

Responsible for:

Liasing with Principal Designer and reviewing Construction Phase plan.

Site Foreman



Mobile Number

Responsible for:

Controlling site activities and implementing safety policies on a day to day basis.

Pete Marquis Contractors has been appointed as the Principal Contractor to undertake the demolition work on this project. This Health and Safety Plan describes the responsibilities and duties of Pete Marquis Contractors for compliance with legislation namely the Construction (Design and Management) Regulations 2015

The construction phase plan will be monitored continuously throughout the project and updated as necessary. The site foreman is responsible for on-going monitoring of Health and Safety.

Pete Marquis Contractors also employs the services of a Health and Safety Advisor,  who will visit site on a weekly basis based upon his findings.

Objectives

- To promote a consciousness of safety on site
- Communicate, share and maintain a flow of project information to all relevant parties involved in the project.
- Prevent injuries to workers, or any other visitors to site or it's vicinity
- Environment and Sustainability-protecting the future interests of all stakeholders in the projects we undertake by embracing the concept of sustainable construction

Standards

All work will be carried out in accordance with the statutory regulations, namely

- The Health and Safety at Work Act 1974
- The Construction (Design and Management) Regulations 2007
- The Management of Asbestos Regulations 2012

- The workplace (Health Safety & Welfare) Regulations 1992
- The provision and use of Work Equipment regulations 1998
- The Working at Height Regulations 2005
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control Of Substances Hazardous to Health Regulations 2006
- The Management of Health and Safety at Work (amendment) Regulations 2006
- The Manual Handling Operations Regulations 1992
- Hazardous Waste Regulations 2005
- Clean Air and Clean Neighbourhoods Regulations 2005
- Personal Protective Equipment Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- The Electricity at Work Regulations 1989
- The Reporting of Injuries, Diseases and dangerous Occurrences regulations 2013
- The Construction (Head Protection) Regulations 1989
- The safety Signs Regulations 1980
- The Noise at Work regulations 2005
- The Control of Vibration at Work regulations 2005

Regular reviews of health and safety will be carried out relating to this project. This will involve Operations manager, its foreman and will be carried out throughout the project.

It should be noted that the degree of detail required in the Construction Phase Plan and the time and effort in preparing it should be proportionate to the nature, size and level of Health and Safety risks involved in the project.

2.3 – Arrangements for:

2.3.1 - Regular liason between parties on site

All matters relating to health and safety throughout the project must be communicated through the principal contractor. All operatives on site must liase with the site foreman regarding health and safety issues whether it is to raise a matter of concern, or to request information.

2.3.2 - Consultation with the workforce

Consultation with employees on Health and Safety matters is a legal requirement for employers, particularly in respect of:

- The introduction of any measure which may substantially affect Health and Safety
- Arrangements for appointing competent persons to assist the employer to meet statutory requirements
- The provision of information specifically required by regulations
- The planning and organising of training required by regulations
- The consequences of introducing new technology

Anybody on site wishing to express a view on health and safety can do so through the site foreman.

Toolbox talks are held on a regular basis, these are forums at which comments are invited from the workforce, particularly with regards aspects of health and safety.

2.3.3 - Exchange of design information between consultants and contractors on site

Not applicable

2.3.4 – Handling design changes during the project

Not applicable

2.3.5 – The selection and control of sub-contractors

For Pete Marquis to assess the competence of a sub-contractor with regard to health and safety, they must complete a Contractors Appraisal Questionnaire. All companies with five or more employees are required by law to prepare and maintain a written safety policy. A copy of their safety policy is to be submitted with the contractors appraisal questionnaire. These documents are required annually.

As principal contractor, Pete Marquis will co-ordinate the activities of sub-contractors and ensure that they comply with relevant Health and Safety Legislation and with the developed Construction Phase Plan.

The sub-contractor also bears certain responsibility in relation to the provision of information, training and consultation with employees, including the self-employed and sub-contractors.

Sub-contractors are required to co-operate with Pete Marquis Contractors and provide details on the management and prevention of Health and Safety risks created by their work.

No sub-contractor may commence work on any site unless their safety method statement and risk assessments have been provided to the office in advance and have been approved.

2.3.5.1 – Safety Equipment and PPE

It is the responsibility of sub-contractors to provide safety equipment for their operatives and this is closely monitored.

It is the duty of sub-contractors to provide their operatives with the necessary PPE as defined in risk assessments. Failure to provide it will result in either the operative being sent away to obtain these items, or if available, to be provided by the principal contractor. Certain items of PPE such as ear defenders, safety boots, high visibility vests, goggles and gloves will be readily available.

2.3.6 – The exchange of Health and Safety information between contractors

Not applicable

2.3.7 – Site security

Suitable and secure access to the site will be organised. Suitable robust fencing will be erected and thereafter maintained at all times to enclose the work area.

The site foreman will be responsible for skip removal, deliveries, enforcing no parking or waiting on roads other than for delivery purposes.

Temporary skips will be located in areas where they will not constitute a hazard in respect of fire or access.

2.3.7.1 – Visitor parking

Parking is limited but will accommodate the machine drivers van

2.3.8 – Site Induction

On operatives / visitors initial visit

2.3.9 – Site Training

On-going as required

2.3.10 – Welfare Facilities and First Aid

Welfare facilities will be brought to site

All Pete Marquis operatives are first aid trained, and refresher courses held every three years.

First aid boxes are available in all vehicles.

2.3.11 – The reporting and investigation of accidents and incidents including near misses.

Reporting of any incident will be carried out under RIDDOR guidelines

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) were introduced to generate reports to the HSE and local Authorities to enable them to collate information. This information will enable these bodies to perform their accident and ill health prevention activities by indicating where and how problems arise and by showing up trends.

Although the provision of this information is a statutory duty imposed on every contractor, it is also of benefit to this company for the same fact finding and prevention exercises.

All accidents are entered into the Accident book located in the main office, these are monitored by the health and safety advisor who also carries out any investigations that may be required.

2.3.12 – The production and approval of risk assessments, and written systems of work.

Prior to commencing on site sub-contractors must provide detailed method statements and site specific risk assessments. Sub-contractors must consider the identified risks and specific procedures noted in the construction phase health and safety plan.

Method statements, risk assessments, and COSHH information must be prepared before any work commences.

Arrangements need to be made for the identification and effective management of activities with risk to health and safety, by carrying out risk assessments, incorporating those prepared by other contractors, and also safety method statements which result

Method statements and risk assessments will be forwarded to the Principal Designer for comment.

2.3.13 – Site rules including drug and alcohol policy

Pete Marquis Contractors standard site rules apply to this project. The rules have been issued to every operative.

The following rules are based on current regulations and are the minimum requirements for site operatives.

If any matter relating to Health, Safety and Welfare is not specifically mentioned, it does not imply the abdication of your duty of care.

Failure to observe these rules may result in disciplinary action being taken. All persons for whom these site rules are made may approach the site foreman at any time to discuss them with a view to their need and/or effectiveness and to consider new and additional rule that may be necessary in the interest of site health and safety.

The following site rules will apply:

1. Personal protective Equipment (PPE)
 - High visibility vest of jacket must be worn at all times
 - Hard hats (to EN397) must be worn at all times
 - Safety footwear must be worn at all times
 - Eye protection, gloves, ear defenders and other appropriate PPE must be worn where necessary, as identified on the method statement, risk assessment or COSHH assessment. Operatives should seek advice or help to the site foreman with regards to PPE if they have any doubts or concerns.
2. A workmanlike, professional attitude is to be encouraged among all personnel
3. Horseplay on site will not be tolerated, neither will abusive or threatening behaviour of any kind.
4. Shouting or fraternising between operatives and hospital patients will not be allowed.
5. Lewd behaviour towards members of the opposite sex will not be tolerated and will lead to instant exclusion from the site.
6. Racist or homophobic abuse will not be tolerated and will lead to instant exclusion from site.
7. Alcohol and/or the taking of drugs, is strictly forbidden. Any person who is suspected of being 'under the influence' of either drink or drugs, due to taking substances during working hours or before, will be required to leave site or be refused entry.
8. Contractors must never endanger the public through their actions or omissions.
9. All operatives must follow specific instructions given by the site foreman, e.g. emergency procedures, access or use of client facilities, working hours etc.
10. At cease of work each day, or when left unattended, machines are to be safely parked with keys and starting handles removed.
11. Each operative / sub-contractor shares responsibility for all tools and equipment on site.
12. Smoking is not allowed on site.
13. Personnel must not enter into any of the other adjacent clients areas
14. No operative is to leave tools lying around unattended, even for short periods. No tools are to be left in a position that may cause a trip hazard.
15. Burning of any waste material on site will not be permitted. Waste transfer documents must be kept for any waste removed from site.
16. Parking of vehicles is not permitted on the site. Vehicles are to be left on the adjacent car park.

Alcohol and drug abuse by employees and sub-contractors including supervisory and management staff can adversely prejudice the safety of themselves, their colleagues and others. It is the policy of this company that any person suspected of such abuse or displaying and unusual behavioural symptoms be removed from site.

Where there is reasonable doubt as to the cause of such behaviour, medical advice will be sought as the affected person may have been prescribed legitimate medication by a doctor. If it is established that an employee is guilty of alcohol or drug abuse disciplinary action is likely. Such action can range from counselling to dismissal.

2.3.14 – Fire and Emergency procedures

The contact telephone numbers of the local emergency services are kept in the vehicle.

Imminent Danger

- Activity to be stopped by person in control
- Plant in use to be immobilised
- Power source to be removed, without causing further risk
- Report incident as a near miss to site foreman
- Consider remedial action to be taken as directed by the site foreman

Dangerous Occurrence

- Power source to be disengaged without causing further risk
- Evacuate immediate areas
- Report to site foreman
- Leave the scene undisturbed
- Cordon off the affected area
- Site foreman to contact the office so formal reporting procedures can be taken
- Remedial action only when authorised by management

Injury Incident

- The site foreman is the appointed first aider
- Any accident must be reported to the office
- Site foreman to contact the office so formal reporting procedures can be taken
- The attending first aider will take control and remain with the casualty until safely removed from the scene and treated, or the ambulance service arrives
- Operatives are required to report to the first aid point should any treatment for minor injuries be required.

Fire

- The risk of fire is principally confined to the building, and areas within the site
- Fire extinguishers will be provided on site
- Should a fire occur, personnel in the immediate area will evacuate to the car park
- Small local fires may be dealt with by using portable extinguishers if there is no risk in doing so
- The site foreman will summon the fire brigade

IN THE EVENT OF A FIRE, THE DESIGNATED ASSEMBLY POINT IS THE SITE ENTRANCE

Section 3 – Arrangements for Controlling Significant Site Risks

3.1.1 – Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public for example during access or egress to the site.

An entrance will be provided on to the site, gates will be kept closed

The only vehicles will be lorries removing debris from site. These will all be company vehicles arriving at arranged times

All parking restrictions, speed limits and one-way systems are to be strictly adhered to

All roadways are to be kept clear of mud debris and materials arising from the works, by means of regular sweeping by road sweepers where appropriate. Wheel washing facilities are to be positioned at the exit to the site

All rubbish to be disposed of is in skips provided by the company and taken to the transfer yard. All waste disposal tickets will be provided. All temporary materials arising will be stored on site until convenient for them to be moved, causing least disruption.

3.1.2. – Dealing with services – water, electricity and gas including overhead power lines and temporary electrical installations.

Any services serving the work areas will be isolated, by others, prior to the strip out / demolition works taking place.

3.1.3. – Accommodating adjacent land

Vehicular and pedestrian traffic will enter the site from Slaidburn Road

Particular care must be taking when accessing the site down the narrow access

All reversing of vehicles will be supervised by a banksman.

All loading and unloading of vehicles will be kept within the site boundaries.

No vehicles are to reverse onto the main road

3.1.4. - Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures.

Not applicable

3.1.5.-Preventing falls

There is no distinction made between low and high falls so far as working at height measures will be taken to prevent the risk of any falls that could cause injury. Work at height will only be carried out where it can be done safely. Generally work will only be carried out from a mobile work platform of a size suitable for the task.

Ladders and steps will generally be avoided except for occasional short term tasks. There is no foreseeable reason to use ladders.

3.1.6. – Work with or near fragile materials

The work at height regulations 2005, sets out a hierarchy which should be followed when planning any work at height. The hierarchy should be followed systematically and only when one level is not reasonably practicable may the next level down be considered.

At no time any anyone work on, from or pass over fragile material, unless platforms, coverings or other similar safe means are provided that adequately support and protect the individual. Support platforms, must be at least 600mm wide and of greater width if the work requires it. Platforms must be long enough to provide adequate support to carry out the work safely. Precautions are required to prevent people and materials falling from the platform. Edge protection comprising of a top rail, intermediate rail and toe board is required.

Safety netting installed beneath work at height will provide collective fall protection in the area that it covers. Harnesses will also provide fall protection but will require adequate attachment points. Information, instruction, training and supervision for people working at height are essential.

Protection must be worn when anyone passes or works less than 2 metres from a fragile material. In such situations fragile materials must be securely covered, or full edge protection provided to the perimeter or along the full length of the fragile material to prevent access to it. Appropriate precautions are to be taken when installing such protection (e.g, safety netting or harnesses). Where it is not reasonably practicable to provide such protection for example, in cases where proximity to fragile material is irregular or for short time span, use of safety harness may be appropriate.

Designated boundaries will be established identifying safe work areas and/or routes to and from them. Where these are used:

- The boundary should be at least 2mtrs from the fragile area
- The boundary does not need to comply with full edge protection standards, but there should be a physical barrier. (a painted line or bunting is unacceptable).
- All persons should receive appropriate information, instruction and training.

3.1.7. – Control of lifting operations

Not applicable

3.1.8 – The maintenance of plant and equipment

All suppliers will be required to provide relevant health and safety information

Mechanical plant will be checked for safety upon arrival to ensure it is maintained correctly, brakes functional and suitable for the use intended

Hire plant will have safety use instructions provided

Operators will have suitable training and licences / certificates.

Operators will carry out daily and weekly checks on all plant

3.1.9. – Work on excavations and work where there are poor ground condition

Not applicable

3.1.10. – Work on wells, underground earthworks, tunnels

Not applicable

3.1.11. – Work on or near water where there is a risk of drowning

Not applicable

3.1.12. – Traffic routes and segregation of vehicles and pedestrians

Suitable and secure access to the site will be organised. Suitable robust fencing will be erected and thereafter maintained to enclose the work areas

Due to the location of the site, there will be no access to the general public, and it is not on a pedestrian route

3.1.13. – Storage of materials (particularly hazardous materials) and work equipment

There will be no storage of materials on site apart from demolition materials. These will be confined to the curtilage of the site.

All plant will be stored within the site and immobilised after use. Small tools and plant will be kept in the vehicle and removed from site each night.

3.1.14. – Any other significant safety risk

Dust will be controlled by means of dust suppression units which will be brought to site and used when required.

The narrow road is to be kept clean and clear at all times, and any disruption kept to an absolute minimum

3.2.1. - The removal of asbestos

The asbestos detailed in the asbestos survey will be removed as detailed.

Asbestos will be removed by operatives wearing paper suits, gloves, FFP3 face masks and goggles. The ACM will be double bagged in the correctly marked red 'Asbestos' bags, and removed to the works yard for disposal. Certificates for its disposal will be provided for the health and safety file.

If asbestos is found to be present in any other area, concealed or otherwise, when undertaking stripping out / or demolition works, the work will cease immediately, the area securely cordoned off, clearly marked and entry restricted to permitted persons only.

No other work will commence until such time as the asbestos has been identified and appropriate removal carried out. Please also refer to sections 5.2 'Discovering Suspected Hazardous Asbestos material' and 5.9 'Working alongside potentially hazardous Asbestos material'

All Pete Marquis operatives are 'asbestos awareness' trained.

3.2.2. – Dealing with contaminated land

Not applicable

3.2.3. – Manual Handling

Manual handling will be avoided where this is reasonably practicable but there will be occasions when materials or equipment will be required to be moved manually.

Pete Marquis operatives are manual handling trained in safe ways of lifting, and are aware to seek assistance if and object appears to be too heavy to move by one person.

There will be machines on site to assist in moving any heavy or awkward objects.

3.2.4. – Use of hazardous substances, particularly where there is a need for health monitoring.

Not applicable

3.2.5. – Reducing noise and vibration

Noise will be controlled and monitored. The requirements of the Noise at Work Regulations 2005 will be adhered to. Heavy machinery will be fitted with silencers and monitored. There will be no noisy work at weekends. Due to the location of the site, there is unlikely to be any on-site staff affected by any noise.

Work will be planned to minimise exposure including low noise, and low vibration. Employees will be warned of noise and vibration risks during toolbox talks, and given advice on effective control measures, and where appropriate provided with suitable PPE. The company also considers noise and vibration levels when purchasing new equipment.

3.2.6. – Exposure to UV radiation (from the sun)

Operatives are to be kept covered up at all times, and drink plenty of water, Sun screen will be provided on request

3.2.7. – Any other significant risk

Non that we are aware of at this time, but monitoring will identify if any arise.

Section 4 – The Health and Safety File

Final content requirements of the health and safety file will be as per the pre-construction documentation.

As no products are to be purchased, this section is not applicable

The relevant information for inclusion in the CDM health and Safety File will be stored at the office of Pete Marquis Contractors.

Section 5 – Basic Risk assessments & Safe Working methods (to be referred to when producing ‘task specific’ risk assessments)

Activity: Demolition

Potential Hazards: The five main causes of fatal accidents due to demolition:

- Falls through fragile material
- Falls from workplace
- Falling materials
- Structural collapse
- Plant and transport

Safe Working Method: There are three main types of demolition:

1. By hand
2. By mechanical means
3. By explosives

Demolition by hand is the most dangerous and should be closely supervised.

Do not enter demolition sites without first getting permission from both the person in charge and your manager.

The HSE produces a series of guidance notes on demolition- references GS21/1 to GS29/4

Key points to include:

- Safe distances from the structure must be established to eliminate the hazard of debris falling onto workers or the public during explosive demolition of a factory chimney or multi storey block.
- The public and workers must be protected from falling materials.
- Safe places of work must be provided.

Before demolition work starts:

- A written method statement must be prepared and agreed
- A competent person in charge of the operation must be nominated in writing
- A competent person must inspect the building
- Particular attention must be paid to insulation. If asbestos is found, it must be removed by a licensed contractor.
- Plans of the building structure should be obtained where possible.
- Utility companies must be contacted and all services disconnected or diverted
- Existing floors, planned to be used as working platforms, must be suitable for that purpose.
- Where glass is to be removed, it should be stored safely prior to disposal.

- All necessary shoring, lighting, signs et. Must be planned and the work carried out at the correct time.
- Suitable PPE must be provided and used during the operation.

During operations:

- Adequate protection and safe access for workers must be provided at all times, including protection from dust and noise hazards.
- All employees must be fit and trained for this work
- All machines must be suitable and placed in safe working positions.
- Overloading of the structure must not be permitted.
- Detection of any sign of weakness that may lead to structural instability must be referred to management immediately. All plant must be robust with shatterproof glass,
- The method statement must be monitored and updated as necessary.
- Dust suppression will be used
- All vehicles will leave via the wheel wash facility.

Activity: Discovering suspected asbestos material

Potential Hazards: Asbestos of the lung
Lung cancer
Mesothelioma
Laryngeal cancer

Safe Working Method: Pete Marquis Contractors insist on the clarification with regard the presence of asbestos in any building within which its personnel are asked to work. Generally this information is requested from the client and CDM co-ordinator well in advance of project commencement. For any buildings likely to have been constructed prior to 2000 Pete marquis insists upon sight of a 'demolition Survey' (formerly type 3 survey) and proof of clearance of asbestos containing materials.

In the event that certain areas have not been investigated these will be clearly marked and zoned so as not to be entered in error. No 'invasive' work of any kind will be undertaken in such areas until a survey has been undertaken and the results confirmed and acted on.

All Pete marquis Contractors staff have received training on asbestos awareness. All personnel including those of sub-contractors are instructed not to disturb any materials they suspect might contain asbestos.

If asbestos is discovered (or suspected)

1. Stop work
2. A sample of the suspected material is to be removed from the site and scientifically analysed in a laboratory.
3. If test results exceed those laid down in the 'Control of Asbestos Regulations 2012' a licensed contractor for the removal of asbestos must be appointed.

Activity: Electricity

Potential hazards: 33kv overhead power lines
11kv buried cables
110v power tools
Energised installations in partly completed structures
Overhead / underground cables

Safe Working Method: Consider the location of overhead / underground cables at the planning stage of a project. Overhead wires are not insulated. Electricity can ‘jump’ air gaps and current can be induced in metal structures parallel to power lines.

The precise position of buried cables must be determined from the utility plans and confirmed using cable locators and hand digging. Electric cables do not lie in straight lines, they snake about within a trench.

These rules should be followed:

- Consult the electricity company to arrange isolation
- Erect clearly marked barriers to protect overhead power lines which remain live. Provide a 6 mtr clearance as directed by the electricity company.
- Report any damage to the insulation of underground cables to the electricity company.

Electricity distribution on site:

- Use portable electric tools powered by 110v maximum
- Do not use home-made extension leads
- Do not use multi-way adapters of 13 amp plugs
- Never make temporary repairs to electrical equipment
- Check the condition of plugs, leads power tools
- Check fuses are correctly rated
- Ensure that temporary electrical systems are properly installed and tested.
- Use RCDs (earth leakage circuit breakers) at the point of supply for 240v hand held equipment.

Activity:	Falling from Roofs
Potential Hazards:	<ul style="list-style-type: none">• Falls from flat or sloping roofs• Falls through fragile roofs• Falls from ladders or scaffolds
Safe Working Method:	<ul style="list-style-type: none">• Be aware of the precautions to be followed when working at heights.• Display prominent permanent warning notices at the approach to any fragile roof.• Never walk on fragile materials such as asbestos, cement or glass. Beware – they may have been painted over or covered with insulation.• Always use a planned means of access such as crawling boards or a proprietary system.• On a flat roof make sure that the edge is protected by a parapet and/or guard-rails and that the roof is strong enough to support you.• Where someone could fall over the edge of the roof, guard rails and toe boards must be installed or anchorage points for safety harnesses provided. Make sure that safety harnesses are worn.• Prevent items falling onto people below – use brick guards, toe boards and warning notices.• Keep off roofs in bad weather, e.g. high winds (especially if carrying sheet materials) or where there may be other hazards such as fumes from flue outlets or heavy frost.

Activity:	General Office Work
Potential Hazards:	<ul style="list-style-type: none"> • Fire • Electric shock • Slips, trips and falls • Hand and back injuries • Exposure to harmful substances
Safe Working Method:	<ul style="list-style-type: none"> • All personnel are to be instructed in basic fire theory and the action to be taken in the event of a fire. The requirements of a Fire Certificate, or where not applicable the Safety Department, are to be strictly adhered to. Installation, repair and testing of electrical appliances is only to be carried out by a competent person. Any defect in any electrical appliance is to be reported to the maintenance department immediately and their instructions are to be complied with irrespective of any disruption to production. Office procedures on the use of heaters, electrical equipment and smoking must be followed. • All floors and floor coverings are to be kept in good repair, clear of obstructions and where necessary be covered with the necessary anti-slip or anti-static protection. Desk drawers and filing cabinets are to be kept closed when not in use and in any event, only one drawer in the unit is to be open at any one time. • All personnel are to be made aware of any hazardous substances taken, medical action required upon exposure and the whereabouts of the relevant COSHH Assessments.

Activity:	Hoists
Potential Hazards:	<p>There are three main hazards associated with goods hoists:</p> <ul style="list-style-type: none"> • Falling down the hoistway • Being struck by the moving platform • Being hit by material falling from the platform
Safe Working Method:	<p>Hoists must only be erected, extended and dismantled by competent, trained people. Hoist operators must only be 18 or over and be trained to operate the hoist in question. The driver must be positioned so he can see the entire hoist.</p> <p>Follow these rules for carrying materials on hoists:</p> <ul style="list-style-type: none"> • Place loose materials (e.g. bricks) in a container or use a hoist with a cage; tall materials must be kept within the cage. • Chock wheelbarrows or other mobile plant on the platform. • Ensure that the safe working load is displayed on the platform and that it is not exceeded. <p>The following tests and records are required:</p> <ul style="list-style-type: none"> • The safe working load must be recorded in the prescribed manner. • Every week the hoist must be inspected before use, and after alteration.

- A thorough examination must be undertaken every six months.

These inspections and examinations must be recorded in the prescribed manner and documents must be available.

- Never allow anyone to ride on a goods hoist
- There are additional requirements for passenger

hoists. Safety rules for goods hoist operation:

- No passengers to be carried.
- An over-run device must be fitted.
- 2 metre high gates at landings.
- The hoist must be enclosed appropriately.
- The hoist mast should be tied to the structure.
- A fall arresting device must be fitted.
- The operator must have clear view of the whole hoist.
- Fail safe operating control must be fitted.
- Safe working load must be displayed on the platform.
- Gates to be closed before the platform is moved.

Potential Hazards:

Crush injuries

Strains and sprains

Cuts and abrasions

Hernias

SafeWorking method:

Examine object to determine weight

Check for grease oil of sharp objects

Ensure path to be taken is clear

Determine whether or not to employ other methods such as team lifting

Ensure object may be deposited without trapping fingers

Activity:	Overhead Electric Cables
Potential Hazards:	<ul style="list-style-type: none"> • Contact with cables by plant and vehicles • Contact by operatives handling long metal objects • Arcing from cables to metal objects in close proximity to cables.
Safe Working Method:	<p>All overhead cables are "live" unless confirmed otherwise in writing by the statutory authority.</p> <ul style="list-style-type: none"> • Whenever practicable, the power is to be diverted from the relevant overhead cables by the statutory authorities and written confirmation that this has been achieved is to be kept in the Construction Phase Plan. • Where plant or vehicles are required to pass under or work in the vicinity of, overhead cables, barriers are to be erected and maintained in accordance with Guidance Note GS6. • Where work is to be carried out beneath "live" overhead cables, a written method statement is to be prepared in consultation with the statutory authority and fully complied with. • All persons likely to be affected by overhead cables on site are to be given specific instructions relating to the hazards, precautions and any work method statements associated with those cables.
Activity:	Pre-start site survey
Potential Hazards:	<p>Access and egress for plant and equipment</p> <p>Contaminated ground</p> <p>Overhead and underground services</p>
Safe Working method:	<p>Ensure adequate access and egress for plant and machinery is provided, and where required, is clearly marked with warning signs.</p> <p>Gain all available information on previous uses and possible contamination. Take samples if required.</p> <p>Gain all available information on services on and around site. All services should be marked where identified. If exposure is required, this must be carried out by hand digging.</p>

Activity:	Underground Drainage
Potential Hazards:	<ul style="list-style-type: none">• Striking existing overhead or underground services.• Persons falling into drainage excavations• Plant falling into drainage excavations• Collapse of drainage excavations• Undermining of other existing structures• Confined space hazards
Safe Working Method:	<p>All work to be supervised by a competent person.</p> <ul style="list-style-type: none">• Consult service drawings and where services are, or suspected to be, within the working areas comply with Hazard and Risk Assessments on overhead and underground services.• Safe access and egress to the excavation is to be provided, suitable barriers are to be erected and where appropriate to be lit at night.• Only nominated, trained and certificated drivers are to operate associated plant and vehicles.• Suitable ground support systems are to be used where excavations exceed 1.2 meters in depth and the sides cannot be battered so as to take into account the ground conditions and all loads imposed. Excavations are to be inspected prior to entry.• Other structures liable to become unstable due to the proximity of the excavations are to be suitably supported prior to that excavation taking place.• Work is to be carried out in conjunction with "Confined Space" where necessary.

Activity:	Use of Bottled Gas on Construction Sites Liquefied Petroleum Gas (LPG) <ul style="list-style-type: none">• Commercial Butane• Commercial Propane
Potential Hazards:	<ul style="list-style-type: none">• Fire• Explosion• Asphyxiation
Safe Working Method:	Storage <ul style="list-style-type: none">• Store cylinders in secure well ventilated cages.• Separate full and empty cylinders.• Never store or use an LPG cylinder in a site hut or confined space.• Provide adequate and suitable fire extinguishers nearby.• Store the cage away from buildings and excavations. In use<ul style="list-style-type: none">• Ensure that cylinders are upright• Regularly check hoses, couplings and regulator for wear or damage.• Ensure flash back arresters are used.• Always provide good ventilation• Keep bitumen boilers (or similar) at least 3 metres from cylinder.• Follow manufacturer's instructions.• Return cylinders to store after use.• Have suitable fire extinguisher nearby.
Activity:	Use of Cartridge Operated Tools
Potential Hazards:	<ul style="list-style-type: none">• Hearing loss• Eye injury• Fired missile striking others
Safe Working Method:	<ul style="list-style-type: none">• Only nominated, trained and certificated persons are to operate these tools and then only when using the appropriate PPE.• All personnel are to be behind the tool when it is operated and only essential personnel are to be in the immediate vicinity.

Activity:	Use of Cranes
Potential Hazards:	<ul style="list-style-type: none">• Overturning, collapse or failure of crane or equipment• Striking overhead services• Striking of persons or vehicles• Loads and materials falling from height• Ground collapse under excess weight
Safe Working Method:	<p>All work to be supervised by a trained 'appointed person' who must undertake a task specific 'lifting plan' to encompass the following:-</p> <ul style="list-style-type: none">• Ensure that the crane ordered is capable of performing the tasks. The load to be lifted, including the weight of the return block, excessive rope, other equipment suspended from the hook, the height of the lift and the maximum radius must be properly calculated prior to ordering.• A current Test Certificate and Examination Certificate must be provided with the crane, along with the 6 monthly test certificates for the lifting equipment i.e. ropes, slings, hooks, chains and shackles etc. Copies of these are to be kept in the Construction Phase Plan. Test Certificates are valid for 14 months from the date of issue. The operator must inspect the crane once weekly and enter the results of the inspection in the register F91 (Part 1) Section C, or equivalent register.• Cranes are only to be operated by trained and certificated persons. A banksman who has had training in loading and signalling must also be appointed.• All cranes having a safe working load of more than one ton must be fitted with an approved Safe Load Indicator suitable for the jib length that the crane is operating. When fly jibs are fitted an additional safe load indicator and appropriate radius plate must be fitted.• Accurate Load Radius Indicators suitable to the jib lengths that the crane is using must also be fitted and be clearly visible to the driver at all times. Lorry mounted cranes must be fitted with two radius indicators.• Cranes must only operate where ground conditions do not adversely affect the stability, and must never be overloaded.

Activity:	Use of Display Screen Equipment
Potential Hazards:	<ul style="list-style-type: none">• Work related upper limb disorders• Back ache• Temporary visual fatigue• Photosensitive epilepsy
Safe Working Method:	<ul style="list-style-type: none">• The work surface is to be of sufficient size to accommodate all components and ancillary materials required for the operation of the unit. Screens, keyboards and seats are to be fully adjustable to allow the operator to assume the optimum working position.• Work is to be arranged so as to prevent long (1 hour maximum) periods of continuous viewing of the terminal. Work not involving viewing or continued seating is to be integrated into the work cycle.• Display screen characters are to be clear and easily legible, sharp and well defined with a stable image. Screens are to be cleaned and maintained in accordance with the manufactures recommendations and must have brightness control.• The optimum working position recommended is:<ul style="list-style-type: none">○ The display screen set at right angles to the viewer's line of sight between 450 and 550 mm from the operative with the distance from eyes to screen and eyes to any document read being equal to minimise changes in focus.○ The keyboard directly in front of the operator for text entry, or directly in front of the keying hand for one handed operations such as data entry, at a comfortable height and with sufficient space in front to provide support for the hands and arms.○ The seat adjusted to give good lumbar support and horizontal forearms when operating the keyboard. Potential operators are to have a full eyesight test prior to and/any eyesight defects. Operators are to have a full eyesight test at their request and at least every two years.

Activity:	Use of Dumper Trucks
Potential Hazards:	<ul style="list-style-type: none">• Machine overturning• Machine striking vehicles or persons• Machine falling into excavations• Loads falling from machine• Failure of machine or system• Persons being trapped by hydraulic or mechanical operations
Safe Working Method:	<ul style="list-style-type: none">• Only nominated, trained and certificated personnel are to operate the machine.• The machine must be maintained in good working order and is to be inspected by the operator prior to use each day or shift.• Passengers must not ride on the vehicle as it is being loaded.• The operator must have a clear view at all times. When this is not possible a banksman must be provided.• When not in use the machine must be safely parked with the handbrake applied and the ignition key removed. At no time is the machine to be left running unattended.• The machine must be taxed if it is to travel on the Public Highway for more than 6 miles per week.• Dumpers are not to operate where the gradient exceeds 1 in 4 (25%).
Activity:	Use of Electric Hand Tools
Potential Hazards:	<ul style="list-style-type: none">• Electric shock• Cuts and abrasions• Hearing loss• Eye injury
Safe Working Method:	<ul style="list-style-type: none">• All electrical hand tools are to be:<ul style="list-style-type: none">○ Of reduced voltage, i.e. 110v○ Inspected and PAT tested annually by a competent person○ Maintained in good working order, and○ Inspected prior to use• Electrical hand tools are only to be used by persons trained in their use, and then only when using the appropriate PPE.

Activity:	Use of Excavators
Potential Hazards:	<p>Overturning, collapse or failure of machine or equipment</p> <p>Striking existing overhead or underground services</p> <p>Striking vehicles or persons</p> <p>Loads falling from machine</p> <p>Persons being trapped by hydraulic or mechanical operations</p>
Safe Working Method:	<p>Only nominated, trained and certificated personnel to operate machinery</p> <p>The machine must be maintained in good working order and is to be inspected by the operator prior to each use, be in possession of a current examination certificate and be examined every seven days by a competent person, usually the operator, who will record the results.</p> <p>No excavator is to be used as a crane.</p> <p>All services must be located and identified prior to the commencement of work</p> <p>When not in use the machine must be safely parked with the handbrake applied and ignition key removed. At no time is the machine to be left running unattended.</p> <p>The operator must not descend from the machine with the blade or the bucket in the raised position except for servicing, in which case the equipment must be chocked.</p>

Activity:	Use of Fork-lift Trucks
Potential Hazards:	Machine overturning Machine striking vehicles or persons Failure of machine or systems Loads falling from machine Persons being trapped by hydraulic or mechanical operations
Safe Working Method:	Only nominated, trained and certificated personnel to operate machinery The machine must be maintained in good working order and is to be inspected by a competent person, usually the operator, who will record the results. The SWL must be clearly marked on the machine and is never to be exceeded Loads must be transported near the ground The operator must have a clear view at all times. If this is not possible, a banksman must be used. Any damaged mirrors must be replaced before the machine is next used. Fork lift trucks must not be used as a working platform Machines are to be fitted with a reversing alarm.

Activity:

Use of Ladders

Potential Hazards:

- Persons falling from height
- Tools or materials falling from height

Safe Working Method:

- *Ladders are only to be used for access work of a short duration such as inspections and are subject to a "Permit to Work" system operated and monitored by the Site Manager. Alloy towers, podium or traditional access scaffolds are to be used as the platforms from which to undertake work at height.*
- Ladders must be inspected prior to use. Ladders are not to be used if during inspection they are found to have any of the following:
 - Splits, cracks, splintering, warping or bruising
 - Missing rungs
 - Undue wear or movement of rungs or
 - Missing or slack wedges or tie rods
- Only ladders of suitable type and length for the job being undertaken are to be used. Timber ladders with metal tie rods beneath each rung are suitable inspection ladders, those without are suitable for access. Metal ladders and timber ladders with metal stile reinforcement must not be used where any electrical hazards exist. Working ladders are to be long enough to allow four rungs above the feet when in the working position. Access ladders are to extend at least five rungs above the stepping off point.
- Ladder stiles must rest on a firm level base and the head of the ladder is to rest on a firm solid surface
- Ladders must be set at a working angle of 75 degrees; i.e. 4 vertical to 1 horizontal and must be secured by both stiles near the upper resting place. When it is not possible to secure the upper stiles, ladders are to be secured using one of the following alternative methods:
 - Footing, i.e. a person standing at and holding the bottom of the ladder
 - The use of a restraining device fixed to the upper stiles, or
 - Securing the ladder at its lower end.
 - The overlap of any two adjacent sections of an extension ladder is not to be less than:

Closed ladder length:	less than 5m	overlap 1.5 rungs
Closed ladder length:	between 5 & 6m	overlap 2.5 rungs
Closed ladder length:	more than 6m	overlap 3.5 rungs

Activity:	Use of Tower Scaffold
Potential Hazards:	<ul style="list-style-type: none"> • Collapse of tower • Persons or materials falling from height • Overturning of tower • Striking overhead obstructions • Unplanned movement of tower
Safe Working Method:	<p>Erection of towers is only to be undertaken by a nominated, trained and certificated person.</p> <ul style="list-style-type: none"> • Pre-fabricated towers are to be erected strictly in accordance with the manufacturer's instructions. Tube and fitting towers are only to be erected by a trained scaffolder. The safe working load of any tower scaffold used must be ascertained and never exceeded. Towers are to be inspected and any defects rectified, prior to use. Every seven days after erection, until the tower is dismantled, the results of the inspections are to be entered in our F91. • The working platforms of all tower scaffolds are to be fully close boarded. Tower scaffolds over 2m high are to be fitted with guard-rails, and toe-boards. Materials are not be stacked above toe-board height unless brick guards are fitted. Only essential tools and materials for the immediate task are to be on the working platform. Debris and surplus materials are to be removed as soon as possible in order to maintain a clear working area. Persons and materials are NOT to be on the working platform while it is being moved. • All towers are to be level and upright. Mobile towers are only to be used on level concrete, tarmac or similar surfaces. Towers used on other surfaces are to be based on sole boards of at least 1000 sq. Cm. Access to the working platform is only to be via the inside of the tower. The height of a free-standing tower is not to exceed: <ul style="list-style-type: none"> ○ 3.5 times the minimum base width for internal use, and ○ 3 times the minimum base width for external use • Towers erected to greater heights are to be suitably tied to the building or structure. • The height of a tower is to be reduced as necessary to avoid overhead collisions and holes and other ground level obstructions in the path of a mobile tower are to be eliminated prior to movement. Towers are only to be moved by pushing or pulling at the base. • All wheel brakes on mobile towers are to be fully applied at all times other than during positioning of the tower.

Activity: Working at Height

Potential Hazards: Person falling
Materials and tools falling

Safe Working Method: Prior to any working at height an assessment of that work must be carried out and the potential hazards is to be made either by: the sub-contractor carrying out that work or the safety consultant.

All operatives carrying out work at height are to be informed of potential hazards and the safe working method to be used as disclosed by the assessment.

A suitable working platform and safe access is to be provided and maintained for the duration of the task.

Persons other than those directly involved are to be prevented from working or passing beneath any working at height.

Access is to be prevented outside working hours or when unattended.

Activity: Working Alongside Potentially Hazardous Asbestos Material

- Potential Hazards:**
- Asbestos of the lung
 - Lung cancer
 - Mesothelioma
 - Laryngeal cancer

Safe Working Method: Pete Marquis Contractors insists on clarification with regard the presence of asbestos in any building within which its personnel are asked to work. Generally this information is requested from the Client and CDM co-ordinator well in advance of project commencement. For any buildings likely to have been constructed prior to 2000 Pete Marquis Contractors insists upon sight of a 'Refurbishment / Demolition Survey' (formerly type 3 survey) and proof of clearance of asbestos containing materials.

In the event that certain areas have not been investigated these will be clearly marked and zoned so as not to be entered in error. No 'invasive' work of any kind will be undertaken in such areas until a survey has been undertaken and the results confirmed and acted upon.

All Pete Marquis Contractors management staff have received training on asbestos awareness. All Pete Marquis Contractors site personnel have watched an asbestos awareness DVD produced by Construction Skills. All personnel including those of sub-contractors are instructed not to disturb any materials they suspect might contain asbestos.

If any asbestos is present or is suspected do not carry out any further works until either the material has been safely removed by a licensed remover, or a sample of the suspected material has been removed from the site by the remover and scientifically analysed in a laboratory. If the test results exceed those laid down in the 'Control of Asbestos Regulations 2012'. A licensed contractor for the removal of asbestos must be appointed.

To avoid any day to day delays, it is therefore essential that all the asbestos identified in the 'Refurbishment / Demolition Survey' (formerly type 3 survey) is removed in the known works areas prior to any construction works occurring.

If when the works are opened up further suspected material is found then the procedure detailed above must be followed.

If in any doubt stop work immediately – do not proceed & inform the Site Manager.

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Activity: Traffic Routes on Site

Potential Hazards:

- Injury or death for collisions
- Damage to buildings/materials

Safe Working Method:

All traffic routes are identified on the site layout plan. On site they will be all be stoned up and fenced off with appropriate fencing. Warning signage will also be used on and off site. Pedestrian crossing points will be used as shown on the site plan.

All wagons entering or leaving the site will use the access as outlined in the Construction Phase Plan.

When working adjacent schools all deliveries times are restricted to avoid peak periods of collection/drop off.

A banksman will be available to escort any large wagons or vehicles off the site as required.

Activity: Loading / Unloading on Site

Potential Hazards:

Death or injury to persons

Damage to or from falling materials

Falling from vehicles

Safe Working Method:

Unloading will take place in the allocated area. Particular attention will be given to hazards of working at height i.e. potential falls from the back of a vehicle.

The only loading / unloaded expected to take place is using tipper lorries and loading by excavator.

Lorry drivers must keep clear of the loading area while mechanical loading takes place.

Activity:	Working Alongside Existing Occupied Buildings
Potential Hazards:	Damage to existing property Death or injury from existing services Injury to staff from the works Noise / dust disruption
Safe Working Method:	<p>Prior to commencement, existing site staff will be informed about the nature of the works</p> <p>Refer to any utility plans and conduct a visual inspection of the existing premises prior to any excavation or demolition works. Cat Scan all areas of excavation. Ensure all services are disconnected.</p> <p>Prior to any demolition or breaking into existing structures, refer to the type 3 asbestos survey report (see separate risk assessment) . Do not carry out any works which will undermine or affect the structure or strength of the existing building without first receiving guidance from a structural engineer.</p> <p>In the event of any suspected movement or damage being caused to the existing building, stop work immediately. Raise the alarm, evacuate the existing building then notify the emergency services and the structural engineer.</p>

Introduction

The fire action plan is intended to support the Construction Phase Plan developed for the project.

It has been written in accordance with the requirements of the Construction health, Safety and Welfare Regulations 1996 now incorporated into the CDM regulations 2007 in so far as they relate to;

1. Prevention of risks from fire
2. Emergency routes and exits
3. Emergency procedures
4. Fire fighting

The recommendations contained in the following documentation are also taken into account

1. Fire safety in Construction Work H.S.G.168
2. Fire Prevention on Construction Site

The fire safety co-ordinator will be the health and safety advisor. He will have the following duties regarding fire safety on site:

- Assessing the degree of fire risk
- Ensuring a Fire Safety Plan is formulated
- Monitor the Fire safety Plan is understood
- Ensure all persons on site comply with measures standards and controls in the fire safety plan.

Due to the size and scope of the work, fire marshals are not required.

The assessed fire risk on this site is deemed to be very low.

A fire extinguisher will be located on site in the company vehicle.

The operatives on site will raise the alarm to other staff should they discover a fire.

Using their mobile phones, the fire brigade will be summoned

The primary fire risk has been identified as ;

Class A – Carbonaceous (wood, paper, cloth)

Portable fire extinguishers of the correct type will be available.

1. Works on site which include welding and cutting, brazing, the use of blow lamps, soldering equipment, bitumen and asphalt boilers and heaters and any other equipment which may produce heat, sparks or having naked flames will be controlled on site by the use of Hot Work Permit system.
2. The Site Manager or other suitably qualified person will be responsible for issue of Hot Work Permits.
3. The permit will be for a specified time period, limited so as to control adequately the risk from hot working and to ensure that all hot work and associated equipment and materials are in a safe condition prior to works, during the works and at the close of work each night.

4. Prior to issue of the permit, the Site Manager will ensure that the area of the proposed works will be as clear as is reasonably practical of any and all combustible materials. All fabric, fixtures and fittings which by their nature cannot be removed will be adequately protected against the risk from combustion by sheathing, shrouding or other adequate, suitable and practicable means.
5. Portable extinguishers of the correct type and specifications will be at hand during the works which will be monitored by competent trained persons.
6. Welding works which may give rise to flash burns, arc eye or similar associated hazards will be adequately screened using non-combustible materials.
7. If bitumen boilers or asphalt heaters are taken onto roofs, these must be insulated against the risk of combustion to the roof surfaces upon which they are to be located during the works. LPG feeder bottles will be limited to the minimum necessary to carry out the works and will be situated at no less than 3 meters from the burners and only armoured feeder hose used. A separate dry powder extinguisher will be kept readily available.
8. All hot works are to be ceased at least one clear hour prior to close of business. During this hour the supervisor will check the works and ensure that all equipment is shut down and that there is no smouldering or other fire related hazards resultant from the works.

The procedure to be followed in the operation of a Hot Work Permit System is as follows:

1. The Site Manager must ensure that the checks as indicated in 4 above are carried out.
2. Part 1 of the permit must be completed and signed by the Site Manager and handed to the person carrying out the works who must in turn sign Part 2.
3. The person carrying out the works must complete the remainder of Part 2 at the end of the works or at the expiry of the permit and return the permit to the Site Manager.
4. The Site Manager and the person carrying out the works will together carry out the final inspection and upon satisfactory completion of the check; Section 3 shall be signed off.
5. The Site Manager may delegate any of the duties regarding the permit to his assistance but must add a note to the permit that this is the case;
6. All permits will be kept in a suitable register for future reference.

1. Adequate fire precautions will be maintained within buildings provided for accommodation and storage purposes.
2. Flammable materials and items will not be stored inside nor underneath these portable buildings.
3. If a portable building is to be used as a drying room, coat stands and drying racks must be positioned at a safe distance from heaters.
4. Any other heating units within portable buildings will be securely fixed in position, preferably above floor level and with guards affixed as necessary.

1. The site will have clearly identified emergency escape routes to be used in the event of a fire or other emergency. These routes will be clearly identified by means of signage to BS.5499 : Part 1 1996.
2. Fire escape routes will be kept clear of all obstructions including plant, materials, cables, scaffoldings and access equipment and will be kept clear of debris and arisings from the works.
3. In the event of a dedicated escape route becoming blocked due to necessary works, an alternative and viable temporary escape route will be identified and indicated as such by adequate signage. All emergency equipment from fire points will be transferred as necessary to the temporary route whilst the main route is out of use. The main escape route will be re-established as soon as is reasonably practicable following completion of the necessary works.
4. The Site Fire Safety Co-ordinator or Fire Marshall will inspect the escape routes on a regular basis to ensure that these routes are not blocked or obstructed in any way.

Pete Marquis Contractors will make contact with the local Fire Service where appropriate to ensure that they are aware of the site and the nature of the work.

1. Pete Marquis Contractors will train staff to implement site fire safety procedures as detailed in this Fire Safety Plan. This is of particular relevance to the positions of Site Fire Safety Co-ordinator and the Site Fire Marshall.
 2. All sub-contractors and their staff and visitors to site will be given a brief induction training to ensure that they are aware of escape routes, Fire Point Locations, Fire Orders, muster points and all other fire associated implementations on site in accordance with this plan. It is anticipated that the Site Fire Safety Co-ordinator or the Fire Marshall will give these induction talks.
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1. Pete Marquis Contractors will undertake to ensure in so far as is reasonably practicable that all persons working on or visiting site shall be identified as having required access to the site by their Site Management Team.
 2. The site will be enclosed so that access points to and from the site can be adequately controlled.
 3. Where site security guards occupy the premises (during silent or non-working hours) they have full access to all necessary emergency equipment and a means of notifying the Fire Service in the event of fire caused by arson or otherwise.
 4. Site security guards may also be required by the Site Fire Safety Co-ordinator to inspect areas where hot work has taken place in order that combustion due to hidden smouldering or similar may be avoided.

The following best practice procedures should be implemented by the Site Agent / Fire Marshall. Should there be difficulty in achieving the aims listed the matter should be brought to the attention of their Contracts Manager.

1. Flammable materials will be stored in dedicated non-combustible containers such as metal shipping containers or similar. These containers shall be secured unless materials are being moved into or taken from them.
2. Flammable materials of incompatible types will not be placed into mixed storage (i.e. chlorinated paints and solvents and isocyanates with standard oil based paints).

Section 7 – Health and Safety Induction Training

Introduction

Pete Marquis Contractors recognises it has both a legal and moral requirement to train personnel in aspects of health and safety.

It is our company policy that all personnel must receive a level of training prior to commencing work on any Pete Marquis Contractors site.

Managing Director

July 2023



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CONTRACTORS & PLANT HIRE

Safety is everybody's responsibility and everyone must work safely at all times

Any unsafe situations must be reported immediately

Any employee or operative who identifies any shortfall concerning Health, Safety and Welfare should immediately bring it to the attention of their immediate supervisor.

If suitable action is not taken, then representation is to be made to the management.

Sections 7 and 8 of Health and Safety at Work Act 1974 impose a duty on all employees at work to take precautions for their health and safety and of other persons who may be affected by their acts or omissions.

1. Employees will co-operate with the employer as far as is necessary in order for them to apply their statutory duty in all safety matters.
2. No employee shall interfere with or misuse anything provided in the interests of Health and Safety for themselves or others and is duty bound to report or put right any hazards that could cause injury to themselves or others.
3. All employees are encouraged to make suggestions for improving safety at work, either personally or through the safety representative. Employees can freely consult the Site Foreman, Managers or the Safety Advisor on all matters to do with Health and Welfare.
4. Employees must carry out instructions given to them following risk assessments.
5. Employees must familiarise themselves with all Method Statements relating to their work and ensure that they follow them closely. A copy of all Method Statements relating to operations on a particular site will be kept in the office.
6. Any employee may seek instruction and training and must co-operate with the Employer in any arrangement made for such training.
7. Employees must not operate plant or machinery unless they have been properly trained in its use and operation.
8. Employees must seek first aid treatment for every type of injury and ensure an entry is made in the Accident Book
9. Employees must take good care of, and wear at all times, any protective equipment issued under statutory or work-place requirements.



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No person under the age of 16 will be allowed to work on site.

To minimize risks to personnel from the hazards of fire and passive smoking, **NO SMOKING IS ALLOWED ON SITE.**

No person will be allowed to remain on site who in the opinion of the Site Foreman is, or may be, under the influence of alcohol or drugs, or who is medically or physically unfit.

Report any medical conditions to site staff **before starting work** (i.e. epilepsy, heart conditions, diabetes, or any other condition that may affect the safety of the employee or others).

Please state any drugs or treatment that is being given.

Any sub-contractors shall ensure that where necessary their employees are provided with and use suitable protective clothing.

Basic protection, helmets, hi visibility vests, goggles, ear defenders and face masks are available from their manager

Sub-contractors and their employees who arrive on site without the appropriate equipment may be sent home or provided with the appropriate equipment for a small charge. Should they be sent home, no payment will be made for that day.

Suitable footwear must be worn at all times. Pete Marquis Contractors provides protective footwear free of charge for all employees.

Only footwear with protected (steel) toe-caps and mid-soles are considered suitable for construction work.

Wellington boots must be worn when carrying out concreting work to avoid chemical burns.

If sub-contractors or their employees arrive on site without appropriate footwear they will be sent home. Should this happen no payment will be made for that day.



Eye protection must be worn at all times when necessary.

Dust, shavings, splashes of cementitious materials such as mortar or concrete and other objects such as grinding sparks may not just affect the user of plant but also those nearby.

It is the policy of the company that all persons whilst on site must wear suitable head protection. Pete Marquis Contractors provides helmets free of charge for all employees.

Should sub-contractors arrive on site without helmets they will be provided, signed for, and a small charge will be made.

The wearing of head protection shall be readily enforced with no exceptions.

Anyone found to have removed their helmet will be dismissed from site.

Pete Marquis Contractors provides ear defenders free of charge for all employees

Any operation or tool on site that produces noise levels above 85db requires hearing protection to be worn. Ear plugs may be suitable at this level.

Should sub-contractors arrive on site without ear defenders they will be provided, signed for, and a small charge will be made.

Should the level exceed 90db then ear defenders **must** be worn.

Noise levels are generally attached to tools however if this is not the case ask the Site Foreman whether ear protection is needed. As a rule of thumb, if you have to raise your voice to speak to someone 2m away, ear protection is necessary/

IF IN DOUBT, PROTECT YOUR HEARING

Noise does not just affect the user of plant but also those nearby. The user of plant creating noise has a duty to ensure that any other people working nearby are also wearing ear protection.



Generally on Pete Marquis sites ladders will only be used as access to scaffold platforms. Other than this, ladders may only be used for inspection purposes of very short duration i.e. less than 15 minutes.

Ladders must be of sound construction, be securely tied at all times, be placed at the correct working angle of 75 degrees i.e. 1 in 4, and shall extend at least 1.1m above the landing platform.

If you have any doubts about the safety or stability of any ladder, do not use it and notify the Site Foreman immediately.

If a ladder becomes damaged in any way do not use it and notify the Foreman immediately.

No person other than a competent certificated scaffolder is to erect or substantially alter or dismantle any scaffold. Copies of the relevant certificates are to be shown to Site Managers on arrival and prior to working on the scaffold itself. This applies to tube and clip scaffolds, proprietary scaffolds such as 'Kwikstage' and to Alloy 'zip up' towers.

When toe boards and guard rails are removed for the passage of materials, they must be replaced immediately. If for any reason a scaffold is being altered, others must be prevented from straying into a hazardous area – preferably with a physical barrier. In addition a sign or tape should be displayed indicating that the scaffold is incomplete.

Persons using any scaffold must access it by the ladders provided. Any person endangering themselves or others by climbing up the outside of scaffolds may be sent home. Should this happen no payment will be made for the rest of that day.

It is highly important that the site is kept clean and tidy. No waste should be allowed to build up, especially on walkways, scaffolds and site traffic routes.

All materials must be stacked in a safe and secure manner so as not to endanger persons passing or working nearby. Particular attention is required when stacking materials at high level or near any excavations. The materials must not be able to fall onto persons working below, or be of such weight that nearby excavations might collapse see section 8.26.

Forklifts (see section 8.20) shall only load out scaffolding on defined loading bays and shall not overload these areas.

All sub-contractors are to keep their work areas clean and tidy by removing waste materials at regular intervals. Such waste shall either be removed from site as agreed or placed in the skips provided.

Should sub-contractors fail to maintain a level of tidiness to the satisfaction of the Site Manager others may be directed to clear up their waste materials. Any costs arising from such action will be charged to the relevant sub-contractor.



Any sub-contractor is to ensure that all his employees are aware of the hazards and to control the use of any substances used.

Hazardous materials are appropriately marked on the packaging in which they are supplied.

Anyone about to use a substance classified as hazardous on its packaging should ensure that the appropriate control measures or protective equipment are in place **BEFORE** opening the packaging or container.

If in doubt about the appropriate measures consult the Site Manager who is issued with a list of C.O.S.H.H. assessment data sheets.

Pete Marquis Contractors does not carry out work in buildings built prior to 2000 until a 'Refurbishment / Demolition Survey' (formerly type 3 survey) has been undertaken and any materials containing asbestos have been identified and preferably removed. This will either have been done in the past by the building's owner or will be done prior to commencement of any construction work. In either case a copy of the relevant certificate will be posted on the canteen notice board for the reassurance of workers on site.

In the event that the work undertaken might involve opening up areas where the presence of asbestos is either known or suspected a full risk assessment will be undertaken.

If the presence of asbestos is known the area will be sealed off and work undertaken by a registered specialist contractor to make the area safe. Once this work is completed a certificate will be posted on the canteen notice board to reassure all workers.

IF IN CARRYING OUT ANY WORK ON SITE YOU DISCOVER ANYTHING THAT MIGHT RESEMBLE ASBESTOS CONTAINING MATERIALS DO NOT TOUCH IT AND INFORM YOUR SUPERVISOR IMMEDIATELY.

All relevant sites will have a regular toolbox talk on this topic together with posters to remind all on site of the potential hazard.

These facilities are provided by for the use of all persons working on, or visiting our sites. They are to be kept clean and tidy, and are not to be misused.

No toilet is to be used for cleaning tools or other gear.

Any person found vandalising facilities will be dismissed from site and will be expected to pay for all necessary cleaning and refurbishment.

Any person throwing rubbish on the floor of a canteen rather than using the bin provided may be sent home. Should this happen no payment will be made for the rest of that day.



Pete Marquis Contractors provides first aid and welfare facilities for persons working on all of its sites. It is the responsibility of all sub-contractors to make themselves aware of these facilities.

All accidents must be reported immediately to the office. The details of any accident to an employee of Pete Marquis Contractors or any sub-contractor employee will be noted in the Accident Book and on the Accident Record Form. Details of any accident to persons other than Pete Marquis Contractors employees will be noted separately for our own records.

Any person involved in an accident must ensure that it is also recorded in the accident book **of their own employer.**

Limited parking will be available onsite. Operatives are not to park on the main road.

All vehicles, once unloaded, should be parked in the designated area, should there be one.

Pete Marquis Contractors will not accept responsibility for damage to or theft from any vehicle that has been parked on a site for the convenience of the driver.

Everyone must be aware of their actions in case of fire in accordance with the site Fire Safety Plan.

Everyone should know location of fire fighting equipment

All plant and tools are only to be used by operators competent to use them.

All operators must produce a copy of their certificate of training prior to working on site.

All plant and tools must be safe and maintained in good working order.

Electrical power tools must be tested on a regular basis.



Dumpers must be driven only by a person trained to do so. A copy of all operator licences must be kept in the Construction Phase Plan.

No person shall be allowed to ride as a passenger unless an approved chair is fitted.

Drivers must dismount whilst the machine is being loaded.

Dumpers must be driven at slow speeds on site and must keep to designated routes. Greater care must be taken when driving in the vicinity of excavations or scaffolding.

The competency of drivers must be checked and their Approved Training Certification kept up to date. A copy of all operator licences must be kept in the Construction Phase Plan.

As forklift trucks are used for lifting they are required to have weekly checks by the operator.

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Persons who use these tools must be trained in their use and must wear the recommended Personal Protective Equipment i.e. eye and hearing protection (training is available from the supplier).

These tools must not be operated close to other persons on site unless they are aware of the operation and are wearing appropriate Personal Protective Equipment themselves.

All portable electrical power tools and equipment used on site must be of a reduced voltage, i.e. 110 volts.

Electrical power tools must not be used by persons who have not been trained in their use. Drill bits must not be changed by persons who have not been trained.

Trailing electrical leads must not be allowed to cause trip hazards for other persons on site. Anyone spotting such a hazard should either tidy the cables or point the problem out to the Site Manager.

No persons other than trained and competent electricians are to carry out work on any electrical installations or apparatus.

Electrical power tools are PAT tested on a regular basis. All Construction tools have the test date attached to them.



This includes, angle grinders, 'Stihl' saws and grinding wheels.

These machines must be used in conjunction with adequate eye protection and hearing protection. Factory fitted guards must **NEVER** be removed.

The only persons permitted to change abrasive wheels are those who have been properly trained in accordance with the Abrasive Wheels Regulations 1970. Copies of any 'Certificate of Training' should be given to the Site Manager for inclusion in the Construction Phase Plan.

Only to be used on site with the specific **written** permission of the relevant Contracts Manager, and then only in conjunction with the correct safety equipment.

Drivers must be trained and hold a current Certificate of Training. In the case of Pete Marquis Contractors employees a copy will be kept in the Construction Phase Plan

A banksman who is experienced in loading and signalling must always be used.

All cranes and lifting appliances must be inspected once a week and the results entered in the register kept in the office.

Cranes must be in possession of a 4 yearly Test Certificate and a 14 monthly thorough examination certificate. A copy of this certificate must be available for inspection by the Site Foreman.

All straps, slings, chains, ropes and lifting equipment must covered by a current 6 monthly test certificate. A copy of these certificates must be available for inspection by the Site Foreman

Any excavation can be liable to collapse. Due to this possibility, prior to any excavation consideration must be given as to how the ground will be supported. Particular thought should be given to any nearby walls or structures to avoid dangers caused by undermining.

Excavations over 2m deep must have suitable barriers to prevent people or vehicles falling into them. Where it is appropriate, excavations should be lit up at night.

Never stride or jump across excavations. Walk around them or cross at any temporary bridge that is provided.



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Appendix



Site Plan

Area outlined in orange above to be utilised for vehicular parking (1 No. van), machinery (1 No. excavator) and 2 No. skips during demolition works.

Wheel washing to be by pressure spray.