



**CONSTRUCTION PHASE
PLAN**

FOR

CLITHEROE ROYAL GRAMMAR SCHOOL

NEW SPORTS HALL

CLITHEROE ROYAL GRAMMAR SCHOOL

**This document can be read by any employee
or subcontractors' employee at any time.**

DATE: OCTOBER 2013

WARDEN CONSTRUCTION LIMITED

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1. PRINCIPAL PARTIES TO THE WORK

Client	School Governors Clitheroe Royal Grammar School Chatburn Road Clitheroe BB7 2BA	Tel No: 01200 423379 FAX Contact: Andrew McKinnell
CDM Coordinator	Cassidy & Ashton 7 East Cliff Preston PR1 3JE	Tel No: 01772 258356 Fax No: 01772 825000 Contact:
Principal Contractor	Warden Construction Limited Damar House Richard Street Kirkham Preston PR4 2HU	Tel No: 01772 675 750 Fax No: 01772 675 751 Contracts Manager Geoff Noblett Tel No: 07919 694 902 Geoff.noblett@warden.co.uk Site Manager Lee Saville Tel No: 07919 694 909 lee.saville@warden.co.uk
Architect	Cassidy & Ashton 7 East Cliff Preston PR1 3JE	Tel No: 01772 258356 Fax No: 01772 825000 Contact: Dan Brown & Frank McCabe
Quantity Surveyor	Thornber & Walker Ensign House 6 Navigation Business Village Navigation Way Preston PR2 2YP	Tel No: 01772 722288 Fax No: 01772 735566 Contact: Rowan Gilmore
Structural Engineer	Sleater & Watson 26 West Cliff Preston PR1 8HU	Tel No: 01772 821044 Fax No: Contact: G Watson
Mechanical & Electrical Engineer	Kingswood Building Services Engineering House Anchor Court Commercial Road Darwen BB3 0DB	Tel No: 01254 870730 Fax No: 01254 870740 Contact: Roger Coxhead

Local Authority	Ribble Valley Borough Council, Council Offices, Church Walk, CLITHEROE, Lancashire. BB7 2RA	Tel: 01200 425111
Health & Safety Executive	Health & Safety Executive Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS	Tel 0151 951 4000
Nearest Hospital	Royal Blackburn Hospital Haslingdon Road Blackburn Lancashire BB2 3HH	Telephone No:

2. SITE SPECIFIC PROJECT DATA

2.1. **Location:** - The site is located at Clitheroe Grammar School, Chatburn Road, Clitheroe BB7 2BA. The surrounding properties are mainly residential.

2.1. **Description of Work:** - The project consists of the construction of a new Sports Hall and the re-orientation of the external tennis courts inclusive of external landscaping and fencing.

2.2. **Pre-existing information:** - Pre construction information & planning conditions were made available for use with the preparation of this document.

2.3. **Start Date:** W/C 14th October 2013 Duration: 36 (thirty six) weeks

2.4. **Management Structure and Responsibilities:** - The Managing Director and Construction Director have overall responsibility for Warden Constructions Health and Safety performance. The company Health, Safety and Environment manager and Contracts Manager are responsible for ensuring the Site Manager is following the correct safety systems and procedures. The Site Manager, will be responsible for day to day running of the contract and health and safety matters. He will also be responsible for co-ordinating construction personnel in the event of fire evacuations. The Health and Safety Manager will review the construction phase plan as the contract progresses, ensuring risk assessments, method statement, COSHH assessments are added as and when necessary and any changed to the design are incorporated etc.

2.5. **Project Health and Safety Goals:** - The Company will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace with the goal of avoiding all accidents and environmental harm. Adequate resources will be provided for this purpose such as trained and competent personnel and equipment required to carry out the work safely

2.6. **Site Safety Induction:** - A Site Safety Induction briefing will be given to ALL personnel working on the site and each will be required to complete a Record of Site Induction Briefing form and Medical Questionnaire before being allowed to start work. This applies

equally to sub-contractors and temporary workers. Periodical safety audits will be carried out by WCL Health & Safety Manager these will include formal and informal visits.

2.7. Site security: - General arrangements.

- 2.7.1. The compound and construction area will be secured with Heras fencing to fully enclose the area from the public and pupils. Appropriate warning signs will be displayed on the outer area or close to the site entrance.
- 2.7.2. At the end of each working day, all access and doors must be locked and all open holes or excavations covered to prevent trespassers falling.
- 2.7.3. At the end of each day, scaffolding towers will be made safe and ladders boarded or removed from ground lifts, they will be kept within the locked boarded work area at all times.
- 2.7.4. Plant on site must be locked away in the appropriate compound or storage area or removed from site.
- 2.7.5. Loose materials must be properly secured on site to deter theft and possible damage to premises.
- 2.7.6. A signing in and out procedure will be in force for all visitors, WCL staff and sub-contractors. This will be via the site office located within the compound.
- 2.7.7. Access to occupied areas of the school will only be made with prior arrangement with the Head Teacher. Contractors working in occupied areas will wear ID badges and be supervised by the site manager at all times.

2.8. Smoking.

- 2.8.1. Smoking is not permitted on site or within the buildings or work area. Employees will be allowed to smoke only during designated break times and NOT in the site mess facilities within the site compound. A designated smoking area will be allocated.

2.9. Site Access & traffic management – loading & unloading arrangements.

- 2.9.1. A banksman will guide traffic on and off the entrance to the site onto Chatburn Road.
- 2.9.2. Construction Site entrance warning signs will be positioned on Chatburn Road
- 2.9.3. Deliveries will only be allowed between the following hours 09.00 to 15.30 to avoid peak hours at the school.
- 2.9.4. Trained vehicle Banksman will be used when larger delivery vehicles are required to reverse and/or turn around at the site compound.
- 2.9.5. Segregated pedestrian route will be provided from the contractor parking area to site office/welfare.
- 2.9.6. Drivers of vehicles with self unloading facilities must produce proof of training or competence in the use of unloading equipment – vehicle mounted cranes, forklifts etc.
- 2.9.7. Materials must be unloaded in a safe manner with a trained banksman in attendance if necessary and stacked in the area designated by Warden's Site Manager. All stacks must be left stable and safe on completion of the unloading.

2.10. Permit to work & Hot Work Permit.

- 2.10.1. A Hot Work Permit system is to be used and the post completion inspection checks carried out for all tasks involving naked flames, sparks or high temperatures including:-
 - 2.10.1.1. Flame cutting and abrasive grinding
 - 2.10.1.2. Excavation work

- 2.10.1.3. Plumbing
- 2.10.1.4. Paint stripping
- 2.10.1.5. Vinyl floor welding
- 2.10.2. Other Permits to Work may include
 - 2.10.2.1. Permit to Dig
 - 2.10.2.2. Confined Space
 - 2.10.2.3. Working on Electrical Equipment
 - 2.10.2.4. Demolition.
 - 2.10.2.5. Work at Height

2.11. Welfare facilities:-

- 2.11.1. Warden's site office and welfare facilities will be located within the site compound
- 2.11.2. Facilities to be provided include the provision of a rest room plus a mains toilet unit all giving the following:-
 - 2.11.2.1. Warm water/washing facilities and drying towels
 - 2.11.2.2. Dry Room
 - 2.11.2.3. WC facilities
 - 2.11.2.4. Clean drinking water and facilities for making hot drinks
 - 2.11.2.5. Heated rest facilities
 - 2.11.2.6. First aid facilities
- 2.11.3. Fire extinguishers will be provided in all site areas intended to be occupied as offices or messing facilities.

2.12. Emergencies:-The following procedures are to be adhered to.

2.13. Fire evacuation / alarm procedures –

- 2.13.1. The Site Manager will prepare an emergency plan showing escape routes, location of fire extinguishers, alarm call points (air horns or bells) and muster point. This will be developed in co-ordination with the schools fire emergency plan.
- 2.13.2. In the event of an emergency the emergency services must be notified using contact methods and numbers as detailed in the Site Induction Briefing. These numbers will be posted in the site offices and welfare facilities.
- 2.13.3. The Site Manager's telephone or any other on site is available to summon assistance in the event of an emergency.
- 2.13.4. Access must be maintained at all times for emergency services both to the site area and the premises in general or guidance sought for alternative access if the site works may cause an obstruction. Regularly meetings will be held between WCL site manager and the client regarding issues such as out of hours access.
- 2.13.5. Evacuation routes will be kept clear at all times.
- 2.13.6. The Site Manager will be responsible for co-ordinating emergency procedures and for administering basic first aid. A fire risk assessment will be carried out at the onset of construction work and will be continuously reviewed and adapted as the construction progresses.
- 2.13.7. Appropriate fire extinguishers will be provided on site and all personnel instructed in their correct usage.
- 2.13.8. Fire evacuation procedures will be explained in the Site Safety Induction. In the event of a fire the Site Manager will raise the alarm throughout the premises, call for the fire brigade and ensure evacuation of the site and if appropriate the remainder of the premises. He will then check personnel.
- 2.13.9. An emergency horn will be provided in the Warden work area and compound regardless of any electrical fire alarm. In the event of a fire the horn must be sounded and then the nearest manual call point set off to alert the rest of the site.
- 2.13.10. A first aid kit will be available on site to assist with minor injuries.
- 2.13.11. Directions to the local A&E Hospital will be displayed in the site office

- 2.13.12. Any injury and near miss must be reported immediately to the contracts manager and the company H and S manager who will be responsible for initiating an accident investigation and for drafting the F2508 should the accident be RIDDOR reportable. Any communication between the HSE and Warden Construction will also be made by the H and S manager.
- 2.14. **Programme:-** A copy of the Programme will be displayed in the office at all times and the Site Manager will use this as a reference to ensure that all safety related issues for future works, Risk Assessments, Method Statements etc., are addressed in sufficient time to allow the work to be carried out safely. Enabling works for site set up will commence Monday 14th October 2013.
- 2.15. **Mains Services:** - A plan of all underground services has been made available to WCL. Before any excavations carried out by, the area will be CAT scanned to determine the location of the existing services and identify any other services. All services will be marked up on a drawing to be referenced prior to any excavation work. If any services are discovered then the area will be carefully excavated with hand tools.
- 2.16. **Visitor's Book:** -Signing-in/out sheet will be made available in the site office for all visitors and personnel to complete on their arrival and departure.
- 2.17. **Liaison with the Client:** - The Site Manager, will meet regularly with the contracts manager to discuss any operational or safety issues relevant to the building. The contracts manager will liaise with the CDM Co-ordinator to deal with any design arrangements that are finalised as the project progresses. The contracts manager will ensure that the designer's duties are fulfilled under CDM 2007 prior to accepting the arrangements. Formal meetings will be held on a monthly basis.
- 2.18. **Liaison with the Workforce:** - As well as the information passed in the induction process regular tool box talks will be given by the site manager to the workforce with regards to specific safety issues on site. Informal progress meetings will be held with sub-contractors regarding programme, quality and health and safety as and when deemed necessary by the Site and Contracts Manager
- 2.19. **Safety inspections:** - The site will be inspected and audited on a fortnightly basis. A report will be drafted with copies sent to the Company managing director, site manager, contracts manager and the client for the undertaking. The inspections shall ensure that the relevant statutory standards have been met or exceeded. The company health and safety policy details how the business expects the standards to be met and a copy is made available to all our approved sub-contractors.

3.0 SITE RULES

3.1 Standard Rules

Warden Standard Site Rules appended to this document are to be displayed in the mess cabin. See Section 6 at the end of this document.

Any activity involving noise or substantial vibration that could affect adjacent properties must be communicated with the affected parties prior to task commencing

4 POTENTIAL SITE HAZARDS

4.1 Hazards: Hazards likely to be encountered on this particular site may include the following. Arrangements to deal with them and other hazards and the risks arising from them are referred to in the Warden Construction Limited Health and Safety Policy. The H & S Policy should be referred to identify other risks as well. The Policy is issued to ALL site managers and must be kept on site.

HAZARD	RELEVANT	MORE INFO FROM
Site Set up	Y	Contracts manager, site manager and safety manager will visit site prior to work commences to plan the site set up requirements and how it will be installed. Access to the site will be agreed with the client. Delivery and installation of the site compound will be carried out by competent sub contractors. (See Site Set Up Risk Assessment)
COSHH	Y	Warden operatives will be supplied with the COSHH assessment based on material data sheets that are relevant for use on the site. The risks associated with each particular substance will be communicated via tool box talks. Sub-contracted personnel will be required to supply COSHH assessments for any materials classified as hazardous to health with their RA and MS
Protective Clothing and Equipment	Y	Compulsory site PPE i.e. High Viz jacket, Hard Hat, Gloves and Steel Toed Boots must be worn at all times. Other PPE required for particular tasks must be specified and adhered too in the sub-contractor RA and MS.
Manual Handling	Y	Any lifts of materials over 20 kg to be undertaken by mechanical assistance or 2 men. Where this is not possible a risk assessment should be carried out in order to identify the control measures required to reduce the risk of injury. A manual handling assessment will be undertaken by the site manager.
Work Equipment	Y	All work equipment used by WCL shall be hired in and supplied with maintenance and/or pre-supply inspection data. Where the equipment is recognised as being a vibration source then the equipment shall be supplied with its vibration frequency data, this data should then be adhered too. All electrical equipment used on site must be PAT tested, this includes sub-contractors electrical equipment. All lifting gear shall be supplied and

Noise	Y	used by a competent supplier or sub-contractor in accordance with the requirements of LOLER. All lifts will be contracted out and the supplier will draft all statutory documentation for approval by the PC. All items of plant likely to generate significant noise should be substituted for lower noise level items wherever possible. Noisy activities will be risk assessed by the site manager and suitable preventative collective measures put in place
Site Tidiness	Y	The site shall be cleared of debris and refuse at the end of each operation/break of shift. No waste shall be left on any pedestrian route. All cables shall be routed so as not to pose tripping hazards. The site manager will perform housekeeping inspections of the compound and site daily.
Entry into Confined Spaces	N	It is not envisaged that work will take place in confined spaces on this contract
Excavations	Y	A permit to dig system of work will be implemented whenever excavations are required. The ground condition survey will be referenced prior to any excavation work. Specific Risk Assessment/Method Statement produced by site manager for any excavations on site. This will include control measures for safe access, protection from fall from height and protection from excavation collapse. Any trench support system implemented will be produced by Temporary Works Designer (Outsourced to Structural Engineer)
Vibration	Y	Where possible all tasks involving vibrating tools and equipment will be substituted for alternative methods. Where this is not possible all equipment identified as being a vibration generator must have its operation recorded on the company form. HAV charts should be used to ascertain the frequency of tool use. Site manager will produce specific risk assessment for HAV work.
Underground Services	Y	Measures to identify any underground services, such as CAT scans will be implemented prior to the ground being broken. The operator performing the CAT scan must have been suitably trained in the use of the plant. All findings from the CAT scan must be recorded on a master drawing held by the Site Manager. All services located must be identified on the ground. This drawing must be made available to all personnel undertaking the breaking of the ground. A permit to dig will be in operation when undertaking any excavations. Hand digging will take place within 500mm of any services.
Demolition	N	No demolition envisaged on contract
Plant on Site	Y	All plant on site is required to be inspected prior to use and those inspections recorded within the site PUWER log. If any faults or defects found with plant or equipment, these will be reported and the plant taken out of use until the problem is rectified. The site manager will perform daily inspections of the log and plant on site to determine compliance.

			All plant operators to hold current validations including CPCS and IPAF cards. The site manager will contact the relevant issuing authority to confirm authenticity of any plant card holder.
Transport on Site	Y		The site manager must ensure all drivers of vehicles accessing the site are aware of the restrictions mentioned previously in this document.
Fork Lift Trucks	N		Not envisaged on project.
Lifting Operations	Y		The lifting of temporary accommodation units to be planned and method statement and risk assessment to be provided prior to lift taking place. Lifting plan will be prepared prior to crane lift for installation of roof trusses. All lifting operations will be suitably planned and executed by a lifting contractor in accordance with LOLER and BS7121. Plate Load Tests will be undertaken where crane to be positioned. Lifting plan will be produced by appointed person (certification produced). Lifts will not take place without qualified slinger/signaller and lift supervisor or appointed person. Crane operator will produce relevant competence documents
Excavators Used as Cranes	N		There is no requirement for an excavator to be used as a crane on this undertaking
Asbestos	N/?		New build extension on Greenfield site. R&D survey to be obtained for works connecting electrical and gas services to the existing plant room
Lead at Work	N		Lead has not being identified as a hazard.
Highly Flammable Liquids	Y		The site manager shall ensure that a RA is received from any sub-contractor who wishes to use HFL or LPG prior to use.
LPG	Y		As HFL above
Hot Work	Y		All hot work must be carried out under a hot work permit. The site manager shall ensure all hot works are terminated one hour before the work place is egressed.
Lasers in Construction	Y		To be operated by trained staff only
Scaffolding	Y		Tube and clip perimeter scaffold will be erected by competent contractor to the external areas of the new extension. Where work at height cannot be eliminated then all work will be carried out off mobile tower scaffolds or podium steps. All tower scaffolds to be inspected after erection and before use by PASMA approved operative.
Step Ladders, Trestles & Staging	Y		Stepladders should not be used when other more suitable access equipment can be used e.g. podium steps. Trestles may only be used with handrails and toeboards. Work at height permit and assessment must be issued prior to use.
Ladders	Y		Ladders for access only, no work to be carried out from a ladder.
Roof Work	Y		The work on the roof will not commence until suitable edge protection has being erected to internal and external leading edges. Specific Risk Assessment/Method Statement will be provided by the roofing sub-contractor.
Glass & Glass Handling	Y		All glazing work will be carried out by competent sub-contractor. Site specific risk assessment and

		method statement for work to be forwarded before work commenced.
		Transportation, delivery and handling of glass panels on stillages will be closely monitored to ensure that they are designed for purpose, CE marked, SWL marked, proof that they have been thoroughly examined by a competent person. Further guidance has been issued to the site manager.
Electricity	Y	No live working above 240V on this undertaking as the work areas will be isolated by Victrex Manufacturing Limited prior to WCL starting work. All electrical sockets and cables to be 'tested for dead' as good practise.
Electrical Power Tools	Y	All work equipment to be no greater than 110V with the exception of battery chargers located in the site office. All electrical power tools to be PAT tested.
Overhead Electricity Cables	N	There are a no overhead electric cables on site.
Road Works	N	No road works to be undertaken on contract.
Compressed Air Power Tools	Y	To be operated by trained and competent staff only.
Cartridge Tools	Y	To be operated by trained competent staff only.
Woodworking Machines on Site	Y	Dust extraction equipment must fitted to these items of plant
Abrasive Wheels	Y	To be operated by trained personnel only
Health & Safety of Young People	Y	Young people on site shall be restricted to apprentice tradesmen under the supervision of a competent adult. A specific RA must be carried out, recorded and communicated if there are young people (under 18) working on site
Waste Removal	Y	Waste to be stored in relevant skips, all skips to be lidded and lockable. Waste to be stored in relevant skips. Waste to be types and quantities to be recorded on site waste management plan. Licensed waste carriers to be used on contract, copies of waste carriers license to be obtained by site manager
Alcohol Drugs & Medication	Y	Any individual observed or suspected of taking alcohol, drugs or medication likely to effect the safety of themselves or others will be removed from site pending an inquiry
Mobile Elevated Work Platforms	Y	MEWPS to be used specific risk assessment/method statement to be produced by site manager/safety manager.
Weil's Disease – Leptospirosis	Y	To be taken into consideration for all outdoor work, especially connections into drains. Specific risk assessments will be carried out to include controls for Weils Disease.
Unauthorised Access	Y	Work areas shall be secured with heras fencing and warning signs erected at entrances to work areas. The site will be locked at the end of each working day.
Protection of the Public	Y	There will be no public access to work areas. The site boundary will be made as secure as practicable e.g. Heras Fencing.

Damage to existing building	Y	If the structural integrity of the existing building and the new construction is deemed to be compromised by the works, then professional advise I.e. structural engineer will be obtained immediately.
Temporary Works	Y	Site Manager will act as Temporary Works Co-ordinator. Temporary Works design will be outsourced to the project structural engineer (if required on contract), crane lift appointed person and scaffold designer. Temporary Works on the contract: Site Cabins, propping, excavations, crane lift & perimeter scaffold

4.2 Risk Assessments and or Method Statements are required for the following tasks or trades. W or S/C indicates whether Warden or a Sub-contractor is to prepare. Sub-contractor risk assessments are to be issued to the site manager one week prior to work commencing to ensure enough time for these to be checked by the site manager and any issues rectified. If the site manager is not happy with sub-contractor risk assessment he will not allow work to commence. Site Manager to prepare risk assessments and method statements for in-house tasks undertaken by Warden operatives. This is not an exhaustive list, as the construction progresses other tasks may be identified and risk assessments will be included as appropriate.

TASK	W or S/C	ATTACHED	PROVIDED ON
Site set up	W	Y	
Excavations	S/C	N	
Ground Floor Slab	S/C	N	
Steel erection	S/C	N	
Brick/block work	S/C	N	
Roof Installation	S/C	N	
Mechanical/Electrical	S/C	N	
Plaster	S/C	N	
Joinery	S/C	N	
Decoration	S/C	N	

Risk Assessments will be carried out as the work proceeds and other Method Statements identified and produced as necessary.

All Method Statements and Risk Assessments to be evaluated and placed within Section E at the back of this document as and when they are required on site.

All information required under the Construction (Design and Management) Regulations 2007 for the Health and Safety file will be collated as the contract progresses by the Contracts Manager from all Sub-Contractor and Suppliers. The Contracts Manager will forward all relevant material to the CDM Co-Ordinator in good time prior to handover of the project.

2.20. GENERAL INFORMATION

- 5.1 **Information & Communication:-** Information on potential hazards associated with this contract which has been brought to Warden's attention via the Pre Construction Information and the outcome of the subsequent risk assessments will be passed on to the on site work team by the following methods:-
- 5.1.1 pre-contract meeting of Contract Manager and Site Manager
 - 5.1.2 a Safety Induction procedure for all Warden operatives and sub- contractors given before they commence.
- 5.2 **General Safety Principles: -**The Construction (Design and Management) Regulations 2007 place duties on all parties involved in the process of building procurement. Warden Construction Limited has the legal role, duties and responsibilities of the Principal Contractor under the Act. The duties include the following:-
- 5.2.1 Displaying the notification of the project to the HSE (Form F10 Revised)
 - 5.2.2 Developing a working document based on the information provided by the CDMC during the course of contract negotiations (refer Appendix).
 - 5.2.3 Ensuring that all personnel are properly informed and consulted on Health & Safety matters.
 - 5.2.4 Ensuring that all personnel including sub-contractors are informed about general risks on the site.
 - 5.2.5 Checking the experience, competency and resources of sub-contractors to carry out their works safely and monitoring their competency for future reference.
 - 5.2.6 Ensuring that sub-contractors co-ordinate and co-operate on safety issues with Wardens' personnel and other sub-contractors.
 - 5.2.7 Obtaining from sub-contractors the findings of their risk assessments and details of their method statements for carrying out their work, especially high risk operations.
 - 5.2.8 Ensuring that all personnel on site have been given adequate training particularly if they are to operate machinery or equipment. All certification cards for plant etc. are to be recorded on the employee's induction form.
 - 5.2.9 Ensuring that all personnel comply with all general site rules and any site rules contained in this Construction Phase Plan.
 - 5.2.10 Passing Warden Construction Limited and sub-contractors' information to the CDMC for inclusion in the Health and Safety File.
- 5.3 **Organisation:-** The Management Structure is as follows:-
- 5.3.1 The Managing Director instigates general policies seeking advice if necessary from the company Health, Safety and Environment manager, Independent Safety Advisors and the Contracts' Managers.
 - 5.3.2 The site Health and Safety Plan is then developed by the Contracts' Manager responsible for the work in conjunction with the company Health and Safety Manager.
 - 5.3.3 The main items of the H & S Plan are then discussed with the Site Manager who in turn briefs the trade foremen and all operatives about safety issues and is responsible for ensuring that the details of the H & S Plan are complied with on site.
- 5.4 **General Safety Issues: -** The following may apply on any site.
- 5.4.1 The Safety Induction Training for all operatives will include site hygiene arrangements. Particular care must be taken by all operatives to ensure thorough washing of hands etc. if they come into contact with lead in old paintwork or pipework or general dirt and in particular sewage.

- 5.4.2 Weil's Disease can be contacted from rats' urine which may be present anywhere particularly if waste food is discarded. All food should be disposed of in a suitable receptacle.
- 5.4.3 AIDs and Hepatitis are a very real risk from contact with discarded needles. Hypodermic needles or syringes must not be handled if found. Any sharps found must be reported to the Site Manager who will arrange for disposal in using special containers. Suitable gloves must be worn by persons handling sharps.
- 5.4.4 Before demolition or excavation checks must be made to confirm the location, and disconnection if necessary, of any services. Confirm disconnections of main with the appropriate utility company. The information may be in the Pre-start Health & Safety Plan, see 2.14 above, or on drawings available from utility companies or consultants. Above ground in walls ceilings etc. check that all services have been disconnected and made by a qualified electrician. A CAT scan must always be carried out to check for the exact location of underground services before excavation commences even if the location of the service is shown on a drawing.
- 5.4.5 No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition. Chargers for low voltage tools may be used if the 240volt circuit is fitted with an RCD protection device.
- 5.4.6 Scaffolding will only be erected by appropriately trained operatives. Operatives only trained to erect Kwikstage proprietary scaffolding must not erect tube and clip scaffolds.
- 5.4.7 Where working at height is required the work will be assessed to see if there is a safer way to work from a lower level. If not guard rails, working platforms, crash decks, nets etc. must be used if at all possible to prevent falls. Fall arrest systems and lanyards are only to be considered for use as a last resort and if used a Rescue Plan must be developed to get the operative back to ground level quickly enough to prevent injury or further injury.
- 5.4.8 All ladders must be secured before use and be inspected for defects by the Site Manager and the operative using them. Defective ladders or steps must be removed from service immediately and sent for repair or destruction.
- 5.4.9 Work must not take place off ladders unless there is no alternative and a fall arrest system is in place.
- 5.4.10 All excavations must be kept safe by fencing off or covering over if possible, particularly manholes and other pits. This applies to excavations within the site perimeter fencing as well as any work outside the perimeter. All excavations must be assessed by the Site Manager and have support systems if necessary. Support is always required in trenches over 2.00mts unless the sides can be suitably battered.
- 5.4.11 Materials which are combustible or a fire hazard must be stored safely and if possible away from other combustible materials or buildings. If possible combustible materials must be stored at least 2.00mtrs away from buildings until required for use.
- 5.4.12 Work areas must be kept clear at all times and waste removed to designated disposal areas on a regular basis. All operatives have a duty to keep their own work area clean and to report any infringements of this rule or disposal problems to the Site Manager.

5.5 **Company Policy:-** General Statement

- 5.5.1 It is the company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken in order to avoid risk to its employees or others that may be affected.
- 5.5.2 Management and supervisory staff have the responsibility for implementing this policy throughout the company and must ensure that Health and Safety considerations are always given priority in planning and day to day supervision of work.
- 5.5.3 All employees and sub contractors are expected to co-operate with the company in carrying out this policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.
- 5.5.4 The Directors have appointed a Health, Safety and Environment manager as having particular responsibility for health, safety and welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this policy.
- 5.5.5 The organisation and arrangements for implementing the policy as detailed in this document is available at for reference by any employee who may require it.
- 5.5.6 The Site manager will have a copy of the company's latest Health and Safety Policy available on site and this may be consulted by any operative at any time.

5.6 **Training:-** Warden Construction Limited have a policy of employing competent personnel and all personnel are CSCS qualified or being assessed and trained to be competent in their particular trade or occupation. Senior Management attend approved Health and Safety training courses and seminars. Training is regarded as an ongoing process and is therefore kept under regular review by the company's Training Officer. In addition information and reference books issued by the HSE and others are monitored and regulations and recommendations implemented accordingly. Training sessions in the form of "Tool Box Talks" are regularly held for site operatives and these are an ongoing commitment to improve the awareness of all Health and Safety matters for all site staff.

5.7 **Vetting Procedures:** - Most sub contractors used on Warden sites have extensive track records with the company and are approved by qualification, training, resources and aptitude as observed on site.

- 5.7.1 New sub-contractors are required to provide details of passed experience, Health & Safety resources, insurances etc. and are assessed before being allowed to undertake work for the company.
- 5.7.2 When selecting labour the company takes into account qualifications, age, fitness and aptitude appropriate for the task to be undertaken.

5.8 **Safety Representatives:-** In accordance with the Safety Representatives and Safety Committee Regulations 1977, and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees. Also the company will consult with employees:-

- 5.8.1 in good time on health and safety matters and in particular the introduction of any measure that will affect the health and safety of any employee
- 5.8.2 on the arrangements for appointing or nominating any person(s) to assist the employer to comply with health and safety
- 5.8.3 on the provision of relevant information as required under health and safety legislation
- 5.8.4 on any planning or organisation of training required by relevant health and safety legislation
- 5.8.5 on the health and safety implications of the introduction of new technologies into the employer's workplace.

- 5.9 **Services:** - Temporary services will be installed in accordance with the recommendations of BS 7375: 1991 'Distribution of Electricity on Construction and Building Sites'. Cables must be carefully routed and protected to prevent tripping and accidental damage and must be maintained in good condition. A qualified electrician will undertake the installation and any isolation work.
- 5.10 **Sub-Contractors:-** All sub contractors will be expected to comply with Warden's Policy for Health Safety and Welfare as well as their own company's policy. In particular:-
- 5.10.1 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
 - 5.10.2 Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Warden's Site Manager. Also any injury to any other operative or a member of the public must similarly be reported.
 - 5.10.3 Sub-contractor employees must comply with any safety instructions given by Warden's Site Manager.
 - 5.10.4 Sub-contractors informed of any hazards or defects noted during inspections must take immediate action. Sub-contractors must provide Warden's Site Manager with the name of the person they have appointed as their Safety Supervisor.
 - 5.10.5 Unless agreed in their order sub-contractors must provide suitable welfare facilities and first aid equipment, in accordance with current regulations, for their employees' use.
 - 5.10.6 Any material or substance brought on site by a sub-contractor which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and details of the material, risks and safety procedures must be provided to Warden's Site Manager.
 - 5.10.7 A detailed Method Statement will be required from sub contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with our Contracts Management and Site Manager before work begins, details properly communicated to the sub-contractor's employees and a copy made available on site so that compliance with the agreed Method Statement can be monitored
 - 5.10.8 Scaffolding used by the sub contractors employees (even when scaffolding is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Code of Practice.
 - 5.10.9 Sub contractors employees are not permitted to alter any scaffold provided for their use or to compromise the safety of any plant or equipment on the site.
 - 5.10.10 All plant or equipment brought on to the site by sub contractors must be safe and in good working condition, fitted with any necessary guards and safety devices with any necessary certificates available for checking.

5.11 THE COLLATION OF HEALTH AND SAFETY INFORMATION

- 5.12 This will be undertaken by the Contracts Manager and Safety Manager who will ensure all relevant information is collected and passed to the CDMC on a monthly basis, they will liaise with our sub-contractors and work with them to have the draft manuals in place for checking at least one week prior to handover.
- 5.13 Test certificates may not be available in advance but will be ready for inspection within two days of handover and can then be included within the manual.
- 5.14 The CDMC will issue to Warden their standard template and indexing system so that we may compile the information in line with their requirements.



RULES TO BE OBSERVED ON ALL SITES **CONTROLLED BY WARDEN CONSTRUCTION LIMITED**

In all cases the reference to the Site Manager means Warden Construction Limited Site Manager.

1. All operatives have a duty to exercise reasonable care to ensure the health & safety of themselves and others on this site. Operatives must report to the Site Manager anything that could affect the safety of any operations or persons on or near the site. Site operatives must not intentionally or recklessly interfere with anything provided in the interest of health, safety and welfare. All Method Statements and Risk Assessments must be followed unless an unforeseen risk is found in which case the task must stop until the Site Manager has authorised a revised safe method of working.
2. Only certified and competent operators may use machinery including site vehicles. If required additional training will be given to enable operatives to operate machinery without risks to health and safety. Operatives who have not got the correct qualifications and experience to operate an item of machinery must not do so and have a duty to notify the Site Manager immediately they are asked to do so no matter who asks them. This rule applies to sub-contractors' labour as well as Warden Construction labour. All machinery, equipment, etc., when not being used, must be immobilised and made safe. If possible machinery should be locked away when the site is closed.
3. Safety foot ware must be worn at all times as must hard hats and any other recommended personal protective equipment when required to do so. Hard hats are mandatory in all areas unless the Site Manager has issued specific written exemption for areas where there is no risk of objects falling from above. All other areas remain "Hard Hat" areas. These rules apply equally to sub-contractors and visitors. The Site Manager's judgement on the risk of falling objects is final but even in exempt areas it is still recommended that hard hats be worn.
4. All passageways, highways and footpaths are to be kept free from materials and debris at all times. All operatives must exercise care when unloading and moving materials particularly long or bulky items. Any specific method statement must be followed. All rubbish and waste must be placed into skips or designated areas by whoever generates the waste. Sub-contractors will be charged if Wardens do the job for them.
5. Warden Construction Limited will take reasonable steps to ensure that only authorised people are allowed into any area where construction work is taking place and warning notices may be mounted around the perimeter of the site. Operatives have a duty to challenge any person they suspect should not be on the site.
6. Any smoking restrictions on site must be observed at all times. Where smoking is permitted smokers must take care where they smoke and extinguish their cigarettes.
7. The consumption of alcohol or illegal drugs is prohibited on our sites. The Site Manager will require anyone suspected of being under the influence of either of these to leave the site immediately. The Site Manager's decision will be final. Warden Construction Limited reserves the right to randomly or otherwise require any person on the site to provide a sample for drug or alcohol testing. All operatives working on this site do so, on condition that they accept such testing or any similar test required by our client.
8. The use of personnel audio equipment e.g. MP3 players on the site is prohibited on all sites. The Site Manager may allow radios at a reasonable volume if there are no restrictions imposed by the client. The Site Manager's decision is final.
9. Operatives must treat the public and any other occupants of the site area with respect at all times. In schools and colleges pupils must not be engaged with in conversation.