



CONSTRUCTION MANAGEMENT PLAN



Extension and renovation works of existing care home and associated buildings

Marling Court,
2 Bramble Lane,
Hampton,
TW12 3XB

PREPARED BY

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Contents – Construction Management Plan

- 1. SECTION 1 – Project Directory**
- 2. SECTION 2 – General Project Information**
- 3. SECTION 3 – Existing Environment**
- 4. SECTION 4– Site Management**
- 5. SECTION 5 – Arrangements**
- 6. SECTION 6 – Construction Fire and Emergency Plan**
- 7. SECTION 7 – Health & Safety File**

ANNEXES

- A. Site Setup Procedures & Checklist
- B. Site Register
- C. Site Induction Register
- D. Site Induction
- E. Site Safety Rules
- F. Alcohol and Drug Abuse
- G. Emergency Plan & Procedures
- H. Accident, Incident and Near Miss Reporting
- I. Traffic Management Plan
- J. Site Management Delegation
- K. Weekly Site Inspection Checklist
- L. Inspection of Scaffolding Register
- M. Weekly Plant Inspections
- N. PUWER Register
- O. PPE Register
- P. RAMS Register
- Q. Tool Box Talk Register
- R. Permit to Work
- S. MEWP Pre-Use Checklist

INTRODUCTION

This is a summary of the management procedures, which will be established to manage the health and safety for the specific project in accordance with the Construction (Design and Management) Regulations 2015. This Plan has been developed in reference to the Pre-Construction information provided (where applicable). The content of this plan is solely based on information obtained at the time of writing.

It is understood that Horizon Building Contractors Ltd will be considering and co-ordinating health & safety information for the development of an existing commercial property into multiple commercial units. Horizon Building Contractors Ltd have been appointed as the Principal Contractor for the Project. It is understood that the Principal Designer will have (where required) submitted an F10 notification to the HSE to cover the works on this project, signed on behalf of the Client and will provide a copy to Horizon Building Contractors Ltd for display on site.

Note: For clarity this plan does not reproduce information already produced forming the Pre-Construction Information. This Plan must be viewed as a development of the Pre-Construction Information and indicates that the construction phase is **planned, managed and monitored** in a way which enables the construction works to be **started** so far as is reasonably practicable without the risk to health and safety. The Plan forms an established system of controls and procedures with which the work can be safely started and to comply with Appendix 3 of the Construction (Design and Management) Regulations 2015 (CDM) and forms the basis of health and safety management on the site (which allows the Client – if applicable, to comply with regulation 4 of CDM 2015).

The plan is a “live document” to be supplemented and/or revised as the project develops by the introduction of supporting documents such as Contractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project. Additional information including risk assessments and method statements will be produced and kept for inclusion into the CDM Health & Safety file.

The Construction Management- and Construction Phase Plans will be updated as the project develops or if there is a requirement to make changes to the systems, controls & procedures of the Construction Phase Plan detailed in this version

Review Record

This plan will be issued to the Principal Designer to be reviewed. The Principal Contractor can also review the document. Authorisation of Amendment/Amendments will need to be approved by the Principal Designer and will be shown below.

DATE	REVISION/PARAGRAPH	NAME
11.11.24	Original Issue	N Sanders

1. PROJECT DIRECTORY

Client:	Country Court Care Homes Limited	Contact: Tel: Mobile: Email:	David Hicks 07889 001285 David.hicks@countrycourtcare.com
Principal Designer:		Contact: Tel: Mobile: Email:	
Designer / Architect:	Linestyle Limited 4 Pelham Court, Pelham Road, Nottingham, NG5 1AP	Contact: Tel: Mobile: Email:	Greg Saddler 01157 270559 greg@linestyle.co.uk
Principal Contractor:	Horizon Building Contractors Ltd 33 College Street, Burnham on Sea Somerset, TA8 1AS	Contact: Tel: Mobile: Email:	Wayne Howard 01278 786047 07812 135102 wayne@horizonbc.uk
Safety Advisor to Principal Contractor:	C2 Safety The Forge Enterprise Centre, Church Road, West Huntspill, TA9 3RN	Contact: Tel: Mobile: Email:	Nick Sanders 01278 671995 07925 253999 nick.sanders@c2safety.co.uk
Structural Engineer:	Construction Design Solutions Limited, 78nWollaton Road, Beeston, Nottingham, Nottinghamshire, NG9 2NZ	Contact: Tel: Mobile: Email:	Dale Spencer 01159 229491 Dale.spencer@cdsconsulting.co.uk
M&E Consultant:	Willowtree Design Associates Suite 3d Foresters Hall, 25-27 Westow Street, London, SE19 3RY	Contact: Tel: Mobile: Email:	Matt Goodwin 01778 782500 (ext 500) Matt@willowtreedesignassociates.co.uk
Scaffolding Contractor:		Contact: Tel: Mobile: Email:	
Piling Contractor:		Contact: Tel: Mobile: Email:	
Groundworks Contractor:		Contact: Tel: Mobile: Email:	

2. GENERAL PROJECT INFORMATION

2.1. Site Location

Marling Court, 2 Bramble Lane, Hampton, TW12 3XB



The site is an existing care home located at Marling Court, 2 Bramble Lane, Hampton. The project consists of the a two floor extension on, and renovation of, the existing care home.

All works will be carried out within the site boundaries.

2.2. Scope of Works

Care home extension and renovation works provision will include:

- Site set up and establishment of hoardings (minimum requirement is 2m heras fencing), welfare and access/egress ways
- Installation of mains utilities infrastructure to development site including road ways, sewers, foundations, drainage
- Excavations for poured foundations and drainage
- Block substructure and block and beam flooring
- External skin block superstructure (Brick and Stone finishes)
- Wooden truss pitched roof works
- Roof covering installation
- Timber joist intermediate internal floors
- External brick and render finishes
- Installation of glazing, doors and insulation
- Internal partitioning, plasterboard and plastering, carpentry 1st & 2nd fix and stairways
- Full M&E fit out including ASHP, kitchen and sanitaryware installation, internal decorating and flooring (electrical 1st and 2nd fix, plumbing works)
- Connections to mains services including power, water and drainage
- Other external remediation and landscaping works including carpark area resurfacing
- Internal renovation works
- External landscaping

2.3. Site Preparation

- Set up the CDM site compound
- Establish welfare facilities (within existing care home building)
- Segregate work areas where required, keeping public and residents away from works
- Establish site access from road: Bramble Lane, off of The Avenue

2.4. Works Overview

- Excavations
- Drainage
- Road and access works
- Foundations
- Block and brick work
- Cutting and drilling
- Roof work
- Steel frame erection
- Glazing installation
- Stud partition walling
- Plasterboard and dry lining
- Hot works
- Kitchen and Bathroom installations
- Flooring
- Decorating
- Working at Height
- Scaffolding
- Lifting operations
- Material handling
- Removal of waste
- Services connection, testing and commissioning
- External landscaping
- Mechanical & electrical works
- Internal Renovation Works

2.5. Project Timings

All works will take place within the marked site boundary and working Hours will be 08.00-17.00 Monday – Friday. Any out of hours working will be approved by Horizon Building Contractors Ltd.

Commencement date: TBC

Expected Completion date/Duration: TBC

3. EXISTING PLANNING AND ENVIRONMENT

3.1. Planning Restrictions, Consents & Notices

The contractor shall adhere with any planning conditions, consents and notices notified to him by the designer, architects and client.

3.2. Drawings

Drawings for the project will be held in the site office.

3.3. Surveys

All relevant surveys and documents will be held in the site file and be available to all contractors.

Horizon Building Contractors Ltd will identify any requirement for additional information or survey work prior to commencement of, or during, works.

The following existing information has been provided;	YES	NO
Pre-Construction Info	x	
Asbestos Survey		x
Contamination Survey		
Geological Survey		
Flood Survey		
Any other survey...		

3.4. Restrictions on Site

- Renovation works will require phase preparation to allow for residents of the existing care home to be moved around to allow access for works

3.5. Areas of Occupation by Client and Principal Contractor

- The whole site within the defined boundaries, with Horizon Building Contractors Ltd establishing a compound and welfare facilities within.

3.6. Remarks

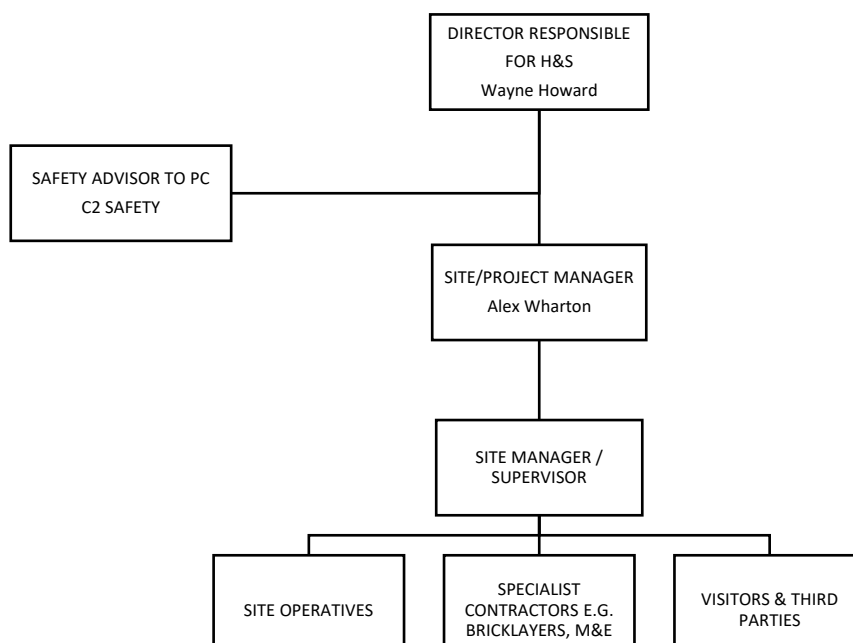
- There will be no impact on adjoining properties or land uses beyond the land under the control of the Client.
- Signage will be in place around the work site to ensure all users of the site are aware of ongoing works and hazards presented by construction operations. Site to be segregated from public by minimum 2m high heras fencing.
- Horizon Building Contractors Ltd will take adequate measures to protect, as far as reasonably practicable, all adjacent areas from the effects of vibration, noise, fumes and dust resulting from construction operations.

4. SITE MANAGEMENT

4.1. Organisation

Horizon Building Contractors Ltd have a Health and Safety Policy in place and procedures which are to be followed on this project to ensure that works are undertaken in a planned and controlled way, and that safe working practices are adhered to at all times.

A copy of the Health and Safety Policy Statement and site organisational chart are located in the Health and Safety File along with procedures and any specific documentation required for work involving particular risks under Schedule 3 of Construction Design Management Regulations 2015.



Designation	Name	Contact Number
Principal Contractor	Wayne Howard	07812 135102
Site Manager	Alex Wharton	07857 003899

4.2. Administration

Horizon Building Contractors Ltd will provide a full-time competent Site Manager who will administrate all necessary Health and Safety requirements on site and control the health and safety on site. Horizon Building Contractors Ltd will control the method, sequence and phasing of works and will coordinate and control all contractors and visitors on site.

Where the appointed Site Manager is absent from site a responsible individual will be delegated to carry out limited Health and Safety Management in their absence. The responsibilities and delegation authority is at Annex J. A copy of the signed delegation will be displayed on site and the delegation briefed to all operatives.

All works will be carried out in line with the pre-agreed specifications which will be displayed in the site office. All sequence of works and method statements will be kept in the Health & Safety file, which will be on display in the site office.

4.3. Objectives

- To provide and maintain safe and healthy work places and safe systems of working practices and appropriate guidance.
- Not to endanger employees or other persons as a result of our work activities.
- To provide all employees with the information, instruction, training and supervision to enable them to carry out their tasks safely.
- To provide and maintain for all employees adequate and suitable facilities for their health and welfare.

- To develop a culture which encourages staff and operatives to work in a manner that will prevent accident.
- To provide Contractors, and others, who may be affected by the work activity, with the necessary information, instruction and supervision and, to check their training/suitability for the works to be carried out.
- The philosophy of the company, contracts manager and site manager is to carry out the contract in the safest possible manner to it personnel and its surroundings

4.4. Responsibilities

Horizon Building Contractors Ltd as Principal Contractor, will ensure that the following health and safety roles and responsibilities are fulfilled throughout as required by CDM Regulations:

- Will plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety
- In fulfilling the duties in paragraph 4.4, and in particular when design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and estimating the period of time required to complete the work or work stages; the principal contractor must take into account the general principles of prevention.
- Will organise cooperation between contractors (including successive contractors on the same construction site), coordinate implementation by the contractors of applicable legal requirements for health and safety; and ensure that employers and, if necessary for the protection of workers, self-employed persons apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4; where required, follow the construction phase plan.
- Will ensure that a suitable site induction is provided; the necessary steps are taken to prevent access by unauthorised persons to the construction site; and facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- Will liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with the Principal Designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase. Where the Principal Designer has notified HSE of the proposed project under Regulation 11 then Horizon Building Contractors Ltd will display the notification prominently on site.
- At the conclusion of the project, Horizon Building Contractors Ltd will work with the Principal Designer to ensure that a health & safety manual is delivered to the client. As required by regulation 12, Horizon Building Contractors Ltd will provide the PD with information for the preparation of the health & safety manual. This information will be forwarded to the PD on completion of the works.

RESPONSIBILITIES – GENERAL	ROLE
Read and comply with the site safety rules	ALL

RESPONSIBILITIES – INITIAL SITE SET-UP	ROLE
Obtain all pre-construction information prior including asbestos survey. Prepare, issue and maintain the Construction Phase Health and Safety Plan	Principal Contractor
Display the Emergency Telephone Numbers and procedures on the site notice board and next to all site telephones.	Principal Contractor
Confirm viability of all emergency exits, ensure they are marked and clear, check all fire extinguishers are appropriate, serviceable and clearly signed	Principal Contractor
Notify third parties including co-located and impacted organisations and neighbouring properties	Client

RESPONSIBILITIES – PROCUREMENT	ROLE
Arrange post-tender information from potential contractors and ensure that health and safety matters form part of the procedures	Principal Contractor
Ensure Construction Phase Health and Safety Plan is available to appointed subcontractors on site	Principal Contractor
Require subcontractors to identify hazardous operations and prepare risk assessments	Principal Contractor
Where appropriate, require subcontractors to prepare and submit a safety method statement prior to the start of the hazardous operation to ensure a safe system of work	Principal Contractor

RESPONSIBILITIES – SAFETY PLANNING	ROLE
Obtain design stage risk assessments	Principal Designer
Prepare risk assessments as required	Principal Contractor
Obtain material data sheets for hazardous substances	Principal Contractor
Complete/obtain COSHH assessments, maintain a current COSHH register	Principal Contractor

RESPONSIBILITIES – STATUTORY INSPECTIONS/RECORDS	ROLE
Carry out Site Inductions to ensure that all operatives and visitors are aware of significant hazards, restrictions and the requirement to maintain shared facilities	Principal Contractor
Maintain a register of persons appointed to use plant	Principal Contractor
Maintain records of inspections of scaffolding on at least a weekly basis	Principal Contractor
Carry out spot checks on hand tools	Principal Contractor

RESPONSIBILITIES – ACCIDENT REPORTING/SAFETY REVIEWS	ROLE
Complete the company accident report form(s) in the event of an incident	Principal Contractor
Investigate reportable accidents/incidents	Principal Contractor
Notify Health & Safety Advisor of all reportable accidents/incidents	Principal Contractor
Ensure accident book is completed for all reportable accidents/incidents	Principal Contractor
Hold project safety meetings	Principal Contractor

4.5. Site Monitoring

To ensure compliance with the legislation and the provisions of the company health and safety policy (contained within Health and Safety file) weekly checks of the site and all documentation will be made by the Site Manager. A template site inspection checklist is at Annex J to this document.

All site operatives, visitors and any third party will sign in and out of site on each occasion using the Site Register at Annex B. This will allow the site manager to monitor who is on site at any one time and aids in accounting for the safety of all persons in the event of an emergency.

4.6. Training

Induction Training - The Site Manager shall ensure that personnel, when first commencing work on the site receive the appropriate site induction. Once each operative has been inducted they will be asked to sign a copy of the site induction register at Annex C and be given a copy of the site rules at Annex E. At the end of the site induction all team members will be taken on a site orientation where hazards discussed in the briefing are pointed out.

Safety Training & Certificates - All necessary training certificates will be contained within the site file. Only operatives with the appropriate certificates will be allowed to undertake relevant works.

4.7. Toolbox Talks

Prior to commencing works a toolbox talk will be carried out for all site operatives. Examples of areas covered by toolbox talks are as follows: Demolition, working at heights etc. All employees will then be asked to sign the appropriate Toolbox Talk register as per Annex Q that they have attended and understood the tool box talks. Any feedback or concerns will be noted and acted upon.

4.8. Selection of Contractors

The Construction (Design & Management) Regulations 2015 describe those companies traditionally known as Sub-contractors as Contractors, therefore the term Sub-contractor is not used in the plan. The reference to Contractors includes all those companies who are carrying out work on site whilst the site is the responsibility of the Principal Contractor and include:

- domestic contractors chosen by the Principal Contractor
- nominated contractors specified by the client
- specialist work contractors e.g. statutory authority
- contractors employed directly by the client who may be working on site with the permission of the Principal Contractor

Prior to commencement appointed contractors are required to supply insurances, references, specialist risk assessments, CoSHH and method statements. All documents are reviewed and checked prior to appointment.

Risk assessments and method statements will be prepared by subcontractors and submitted at least 3 days prior to commencing on site. Horizon Building Contractors Ltd will audit the Risks and Method Statements which are then retained in the site file.

All contractors will be selected by Horizon Building Contractors Ltd based on tenders, proof of previous work, personal knowledge of tradesmen and experience.

Contractors shall at all times abide by the Site rules. In addition, they shall comply with the following:

- Appoint a qualified supervisor to oversee their onsite activities
- Provide evidence to Horizon Building Contractors Ltd of the skills qualifications, training and licences where appropriate for their on-site staff
- Comply with the Health and Safety requirements of Horizon Building Contractors Ltd Cooperate with Horizon Building Contractors Ltd and any of their contractors on health and safety and technical matters

4.9. Communications

During Site inductions all team members are given a detailed health and safety briefing focussed on the risk assessment, method statement and CoSHH assessments for the work to be undertaken. All operatives will read any necessary RAMS and sign the applicable register as per Annex P.

Regular briefings by the Site Manager will advise all site operatives and contractors of work to be undertaken and associated hazards on site.

The Principal Contractor's management will call short meetings with Contractors' Foremen to review:

- Working to site rules
- Proper use of shared facilities
- Care for own and others' safety
- Reporting of hazards
- General health and safety comments/discussions

Information notices and appropriate bulletins which may affect site operations and operatives will be displayed in the site office, welfare area and communicated as appropriate.

The views of the workforce will be taken at all site meetings where Health and Safety will always be placed first on the agenda. This will allow all parties to participate in the overall Health and Safety control of the job. Information resulting from meetings will be promulgated to all site operatives and contractors via toolbox talks.

4.10. Site Rules

- Site rules are to be adhered to by all operatives, contractors and visitors to site
- Site rules are provided at Annex E
- Any changes or additions to site rules will be notified to all operatives in briefings and notices displayed in welfare areas
- Site rules will be briefed at induction
- Breach of site rules will result in operatives being removed from site

4.11. Site Segregation & Security

- The site boundary will be marked by the existing property boundary and surrounded by 2m heras fencing where required
- No facilities will be placed outside the boundary of the client's land
- When used Heras fencing will be double clipped and held in concrete or plastic pedestal footings
- All fencing, compounds and access to internal work areas will be secured and locked when site is not in use and to prevent unauthorised access
- The Site Manager responsible for ensuring security of working areas during non-working hours
- Appropriate Health & Safety signs will be displayed at site access points and areas of significant hazard on the site

- Goal posts will be erected around the overhead cables to ensure safe working in these areas, with warning/hazard signage in place on the same

4.12. Visitors

All visitors will be inducted onto site by Horizon Building Contractors Ltd to be made aware of the ongoing work at the time of the visit, specific and residual hazards presented on site at that time.

4.13. Welfare Arrangements

- Toilet, sanitary facilities, drying room and canteen will be made available on site along with a site office (within the existing care home building)
- Hot running water will be available
- Welfare appliances will be provided by Horizon Building Contractors if required outside of those made available within the existing building

5. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

Important note: this list is not exhaustive – reference must be made to detailed site specific Risk Assessments and Method Statements held in the Site File.

5.1. Hazardous Activities

Specialist Contractors will work to their own Health & Safety Management system to control hazardous activities. The Site Manager will identify the **significant** hazards that are likely to arise during the course of the contract.

Significant or unusual hazards identified at this stage are as follows:

- None Noted

The following hazardous materials have been identified as part of the construction process:

- None Noted

The following known health hazards adjacent to the site during the works:

- None Noted

5.2. General arrangements for safety on site

5.2.1. Access and Egress

- All access is via road from Bramble Lane, off of The Avenue
- Only 1 delivery vehicle to be on site at any one time, and deliveries to site to be arranged in such a way as to ensure this is the case as far as is reasonably practicable
- Vehicle deliveries to site are to be managed to ensure there is no stacking of vehicles on surrounding roads, with no blocking of roads to be permitted by delivery or construction vehicles
- A traffic marshal to be nominated and to supervise any and all traffic arrivals to the site
- There will be a 5mph site speed limit enforced
- All pedestrians will access the works area through the approved access route and to adhere to all pedestrian/vehicle segregation routes on site
- All personnel will have to enter in the main site in order to reach the induction area
- All Contractor vehicles will be parked on site in the designated site parking area
- All access and egress site rules to be covered in the site induction to all contractors and sub contractors
- The route to site from the nearest A Road will be:

A312 – LEFT to Hanworth Lane – LEFT to Acacia Road – LEFT to The Avenue – RIGHT onto Bramble Lane

- This route is planned to avoid two local schools (Buckingham Primary School and La Petit Ecole Francoise d'Elmbridge) to avoid causing additional traffic issues or risks
- There are no planned footpath closures foreseen at this stage
- There are no planned road closures foreseen at this stage

5.2.2. Access for Material Deliveries and Waste Removals

- All major deliveries must be booked in with Horizon Building Contractors Ltd prior to delivery to ensure adequate access in accordance with points in 5.2.1
- All access for deliveries and waste removal via Bramble Lane, off of The Avenue as per flow chart in 5.2.1
- Delivery and Removal routes/points are to be shown in the Traffic Management drawings (below)
- Deliveries must avoid peak times (0800-0900hrs and 1500-1600hrs)
- Vehicle engines to be turned off when vehicle is standing
- Banksman will be used at all times when vehicles are moving on and off site and for all vehicular reversing
- All reasonable effort to be made to ensure mud and other construction waste is prevented from contaminating Bramble Lane, off of The Avenue
- Any damage to the public highway caused by arrivals or departures from the site to be reported to the local authority immediately

5.2.3. Asbestos

- There are no known ACMs, with no existing buildings on the site

5.2.4. Control of Dust

- Water suppression will be used where appropriate to control dust
- PPE including dust masks and eye protection will be worn when conducting activities which cause dust
- LEV systems may be installed where required
- Windows and doors will be opened to alleviate dust accumulation where practicable

5.2.5. COSHH

- Horizon Building Contractors Ltd must be informed of any hazardous substances that contractors bring onto the site
- Prior to work commencing, an MSDS sheet and suitable CoSHH risk assessment must be supplied to the Principal Contractor
- All contractors must adhere to the requirements detailed in their CoSHH assessments
- Main hazardous substances may be introduced by works include but may not be restricted to Dusts including wood, concrete, insulation materials and asbestos fibres
- All CoSHH assessments will be kept in the Health & Safety file

5.2.6. Demolition

- There are no demolition works required on this site

5.2.7. Drains and Watercourses

- Any use of existing drains or sewers must be agreed in advance with the Client
- Any road gulleys are to be protected and reasonable measures taken to prevent site waste entering public drainage systems
- Liquid waste must not contravene any effluent discharge consent
- Site access routes must be checked regularly and kept free from deposits in order to prevent silt, oil or other materials entering a drain or watercourse

5.2.8. Environmental Contamination

- A risk assessment will be carried out for any works which may contaminate the site drainage systems and appropriate control measures developed
- Spill kits will be available within the CDM site compound if required

5.2.9. Excavations

- All excavations will be as per client requirements
- All excavation works will require a Permit to Dig to be issued
- All excavations will be marked if left open
- Banksmen are required to be in place when vehicles are manoeuvring near or up to excavations
- Where possible all excavations will be covered when not in use
- contractors are responsible for ensuring that all their excavations are safely constructed and shuttered and supported to prevent collapse
- A safe means for crossing all excavations is to be in place

5.2.10. Existing Services

- Water, Gas, Electric, and Telecommunications are supplied to the perimeter of site
- All site operatives will be made aware during the induction and throughout the works the status of old or new services (or temporary capped) when connected
- CAT scanning must be carried out prior to all excavation works by a competent person
- All excavation works will require a Permit to Dig to be issued

5.2.11. Fire Prevention

- The client has stipulated that this project will comply with the Joint Code of Practice – Fire Prevention on Construction Sites
- Site Fire Plan to be created and details shared with all operatives on site as part of their induction
- Waste will not be allowed to accumulate in working areas where it may be a risk of combustion
- Hot works only to be carried out with issue of Hot Works permit
- No hot works to be carried out in the final hour of site operations
- All areas where hot works are carried out will be monitored for 1 hour after completion
- Smoking is not permitted on site including the use of e-cigarettes and vaping
- Combustible materials are to be stored away from ignition sources

5.2.12. Hand Arm Vibration

- The Site Manager will be responsible for ensuring that exposure to HAVS does not exceed safe limits in accordance with current regulations
- Only plant and equipment that complies with, or exceeds, the requirements of current regulations and legislation will be used on site
- The health of employees subject to vibration exposure will be monitored by the company

5.2.13. Health and Safety Signage

- Horizon Building Contractors Ltd will display H&S information at communal and important locations around the site
- A copy of the F10 notification document will be displayed
- A copy of the HSAW Poster and current contact details will be displayed on site

- Signs will be placed around the perimeter of the site warning of ongoing construction works and hazards
- Overhead lines/High Voltage hazard signage to be in place throughout the site
- PPE signage will be applicable to site
- All emergency facilities signs will be in place
- Site rules will be displayed throughout the site

5.2.14. High and Low Voltage Electrical Works

- Competent contractors to be used
- A Lock out system will be in place and briefed to all site operatives

5.2.15. Hot works

- Permit to Work (Hot Works Permit) will be issued for all hot works on site
- All equipment is to be checked for serviceability, damage and defects prior to use
- Fire Fighting equipment to be on hand when carrying out hot works
- Work area to be free from combustibles
- Work area to be checked 1 hour after completion for signs of residual combustion risk

5.2.16. Housekeeping

- All works will be planned, organised and executed, as far as reasonably practicable, to ensure that no unacceptable health, safety, fire or other hazard arises on or from then site
- Tidiness of the working areas will be maintained throughout
- Storage of materials and equipment will be managed and controlled to ensure the site remains in a safe state

5.2.17. Inclement Weather

- Where inclement weather renders the operations of any work at height or outdoors unsafe then such work will stop immediately
- After periods of inclement weather all structures and access equipment will be inspected for integrity, damage or defect before work recommences

5.2.18. Isolation and Connection of Services

- All services will be identified, traced and marked
- Marked drawings or information regarding the status and location of services are required for this file and will be produced by the appointed responsible person
- All unnecessary services will be isolated prior to the commencement of works
- All operatives and contractors will be briefed on a daily basis regarding the status of all services
- Where services are unexpectedly discovered they will be tested by an appropriately trained individual prior to disconnection or interference
- All services will be tested upon connection by a suitably trained or competent individual
- All certificates pertaining to isolation or connection of live services will be held in the site file

5.2.19. Grab Hire Operations

- Grab hire unlikely to be required for this project

5.2.20. Ladders, Step Ladders, Podiums and Hop ups

- All ladders and means of access to height will be held in a register in the site file and inspected weekly
- All ladders, podiums and hop ups are to be of an appropriate grade for use on a commercial construction site
- Access equipment with any defect is not to be used
- All users of ladders will receive training on how to check for damage and defects on ladders and step ladders in the form of tool box talks

5.2.21. Lifting Operations

- Lifting operations will be subject to a Permit to Work system
- Lifting operations to be carried out in accordance to all safe working around overhead power lines site guidance and HSE regulations/requirements
- All lifting operations will undertaken under the supervision of a competent person
- Safe lifting load limits of hoists will never be exceeded
- All lifting equipment will be inspected for defects before use
- All loads will have a guide rope when lifted
- An exclusion zone will be implemented around the area of lifting operations
- Hard hats will be worn by all operatives involved in lifting operations
- All equipment used for lifting will have a valid LOLER inspection certificate held in the site file
- Specialist contractors will be responsible for any mobile crane operations required on site

5.2.22. Manual Handling

- All operatives will be aware of safe manual handling techniques
- Mechanical lifting means will be used where possible
- Where manual handling is required then operatives are to be aware of their physical limitations and carrying capacity
- Team lifting techniques will be employed when handling doors, sanitaryware and other fittings as appropriate

5.2.23. Mechanical and Electrical Works

- All regulated appliance installation and mechanical works will be carried out by a qualified and accredited person
- All electrical works will be carried out by an NIC EIC approved contractor
- All electrical works will be carried out in accordance with the IEE 18th Edition Regulations, the appropriate British Standards and the Electrical Authority's Conditions and Regulations
- Any exposed penetrations will be capped and made safe following removal of electrical access, call and alarm systems
- All contractors undertaking regulated work will provide commissioning certificates and associated guarantees to the Site Manager prior to completing on site. All certificates will be held in the CDM H&S File

5.2.24. Monitoring of Works

- The Site Manager will be on site on a daily basis to ensure the safe running of operations
- The Site Manager will liaise with all Contractors to monitor the progress of all works
- Sections of work will be subject to testing and additional monitoring in accordance with client specifications and appropriate standards and codes of practice such as pressure testing, insulation/resistance testing, functionality tests and commissioning

5.2.25. Noise Management

- The Site Manager will ensure that the impact of noise on adjacent properties and residents is minimised
- Where noisy works are to be undertaken the Client will be consulted during planning
- Exposure levels to noise by operatives will be monitored
- Equipment with integrated noise suppression measures will be used where available and appropriate
- Hearing protection will be worn when operating, or working within the vicinity of, equipment which produces high levels of noise

5.2.26. Permits to work

- Permits to work, as at Annex R, are to be completed for all works involving the following activities on site:
 - Hot works
 - Works in proximity to the overhead power lines
 - Excavation works
 - Temporary works
 - Lifting Operations
- All permits to work will be issued on a daily basis for a fixed time period and will not be valid for any period longer than 12 consecutive hours
- All permits to work will be handed in to the site office upon expiry and expired permits will be held for site records
- All permits will be booked in and out on the site register at Annex R
- Permits to work may only be issued by the Site Manager
- Where considered necessary the Client can impose their own Permit to Work system and where this is to be adopted we will only do so having received advanced notification

5.2.27. Personal Protective Equipment

- The appropriate PPE to safely carry out the tasks requested will be worn at all times
- Risk assessment, method statements and CoSHH assessment must stipulate PPE which must be worn for each task
- A record of all PPE issued on site is retained in the site file
- All PPE will be inspected prior to use and any defects reported to the Site Manager
- All employees will be instructed in the correct use of the PPE
- Any PPE contaminated during the course of the works will be disposed of in accordance with best practice and current legislation
- All visitors are also required to abide by the rules set out for the provision of PPE
- Any PPE issued whilst on site will be recorded in the register at Annex O
- Minimum standards for PPE equipment on site are to be adhered to:
 - Hard Hat/safety helmet
 - Safety Footwear
 - High Visibility tops
 - Eye protection

5.2.28. Plant and Work Equipment

- All site plant and equipment used by Horizon Building Contractors Ltd and contractors shall be placed under a weekly inspection regime

- Adequate records of all items of Plant shall be maintained on site and be available for regular inspection
- A weekly inspection register for plant is at Annex M and will be held in the site file
- All plant and equipment is to be entered in the site PUWER Register at Annex N
- Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant owners/hirers that the plant has been adequately maintained shall be obtained
- Plant engaged in lifting or reach operations must have height restrictors fitted due to proximity of overhead power lines

5.2.29. Poor Ground Conditions

- Where ground conditions are known or suspected to be poor an assessment will be undertaken by a competent person
- Where appropriate, geotechnical and temporary works expertise will be consulted to determine the additional ground support/stabilisation methods required
- All excavations will be inspected for stability and protective measures implemented as required

5.2.30. Power Supply

- Contractors should only use 110v electrical tools or battery powered devices
- 110v supplies shall be via portable 230v:110v transformers plugged into existing services
- No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection
- All extension leads must be properly terminated with the appropriate plugs/sockets and be otherwise un-jointed
- Principal Contractor and their contractors must demonstrate that that equipment has been PAT tested/examined and details included in the PUWER register at Annex N

5.2.31. Scaffolding

- Fixed scaffold and mobile tower scaffold will be used
- Scaffolding will be provided by a bona fide specialist sub-contractor
- Scaffold will only be designed, installed, adjusted and removed by a correctly qualified person
- All scaffolding structures including towers will be inspected at least every 7 days and written record of the inspection maintained on the register at Annex L
- Scaffold will not preclude the safe use of existing emergency access from the building
- Scaffolding will allow for the provision of hoists to move tools, equipment and materials around the site
- All scaffolding will have adequate edge protection and hand rails to prevent falls or people and materials from height
- Ladder access gates will be installed
- All scaffold will be secured from access by unauthorised persons when not in use
- Scaffold will be altered in a manner that it remains structurally sound in order to facilitate the safe access to areas of the building required for works
- Protection will be in place around scaffold structure including foam and hazard tape/sleeves to afford adequate protection at all times to persons in the vicinity of the works

5.2.32. Storage of Materials

- Materials will be unloaded and stored in a specified areas as agreed with the Client/Principal Contractor
- No materials to be stored underneath the overhead power lines
- All gas cylinders will be stored in accordance with current regulations
- All storage areas will be secured in a manner to prevent unauthorised access when the site is not in use
- Hazardous materials will be stored in a locked container and only issued when require to operatives who have received adequate training in the use and handling of the material
- Concrete to be delivered ready-mixed by truck, with bags of cement stored on site in quantities appropriate for use in manual cement mixing for any mortaring, pointing or rendering works

5.2.33. Temporary Electrical Installations

- Temporary electrical installations will be installed by a competent and qualified person if required

5.2.34. Temporary Works

- Temporary works are subject to the Permit to Work system
- Temporary works are not anticipated during this project
- Where temporary works are required to prevent structural collapse these will be designed and installed with current CDM requirements by a competent designer and all appropriate records held in the site file
- Temporary works shall be managed and implemented in accordance with the requirements of BS 5975:2008 Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falsework

5.2.35. Traffic Systems and Restrictions

- All contractor vehicles will be parked on site in designated parking areas
- Contractor vehicles will not restrict access to any adjacent gateways at any time
- Deliveries and collections will be arranged to minimise impact on access by adjacent properties
- Emergency access routes will be maintained at all times

5.2.36. Vehicle and Pedestrian control measures

- Banksman are to be used when vehicles reverse on the property for deliveries and collections
- A Traffic and Pedestrian Management diagram is at Annex I and will be displayed on site
- Banksman and drivers are to be aware of pedestrians when conducting vehicle movements at the site entrance
- Flashing lights and audible warnings should be used when vehicles are manoeuvring, if fitted
- Pedestrian routes will be established on site
- Where practicable the Site Manager will coordinate works to ensure pedestrians do not step out of buildings directly into nominated vehicle movement path. Where this is unavoidable a physical or visible barrier will be placed to act as a warning

5.2.37. Waste Management

- The Site Manager is responsible for all waste management issues throughout the lifetime of the project
- All waste removal and skips will be co-ordinated via the Site Manager

- All contractor will comply with the project waste management plan & procedures
- Waste arising from the project will only be handled, transported, received by licensed waste facilities

5.2.38. Working at Height

- All operatives to be aware of risks and safe means of working at height
- Work at height will be prevented whenever possible
- All staff who work at height will have information and training pertinent to safe working practices at height
- Equipment and materials will not be dropped from height
- Operatives will use all safety equipment supplied including harnesses and fall arrest devices
- When work at height is being carried out all operatives on site will wear hard hats, including internal if in an exposure area to the actual works
- Fall prevention measures and fall protection measures will be implemented on site and be detailed in contractor RAMS

6. CONSTRUCTION FIRE AND EMERGENCY PLAN

6.1. Fire

- Horizon Building Contractors Ltd will follow the guidance HSG 168 Fire Safety in Construction with regard to fire safety on this project
- Fire extinguishers will be provided by Horizon Building Contractors Ltd for use in work areas
- All fire-fighting equipment will be in date and serviceable
- Fire exits will remain free from obstruction at all times
- The Site Manager will confirm the use of an audible alarm on site during induction
- The Site Manager is nominated as the fire coordinator

6.2. Emergency Plan

- The emergency plan will be explained during the site induction
- The plan is at Annex G and will be displayed within the site office
- An emergency muster point off site will be nominated and marked by Horizon Building Contractors Ltd
- All operatives will be physically shown the location of the emergency muster point, emergency exits, fire fighting equipment and first aid facilities during induction
- All personnel are to evacuate the site on hearing any alarm or indication of fire and a roll call will be taken to account for all persons
- Details of emergency contact numbers will also be displayed

6.3. First Aid

- First aid provision on site will be in accordance with the Health and Safety (First Aid) regulations 1981
- Details of the first aid provisions will be displayed advising personnel of the location of the first aid box and identity of the first aiders
- Details of nominated first aiders will be included in the site induction
- Horizon Building Contractors Ltd will provide a first aid box appropriate to the number of people on site, including eyewash capability
- The first aid box will be located in the site office along with the accident book
- The first aid box will be checked weekly

6.4. Accident, Incident, Near Miss Reporting

- All accidents and incidents on site, however small, must be noted in the accident book at Annex H and reported to the Site Manager
- All reportable incidents will be investigated by Horizon Building Contractors Ltd, or by a third party appointed by Horizon Building Contractors Ltd and a full report completed in compliance with RIDDOR regulations
- Any near miss which did not injure anyone or cause significant damage will also be reported to the Site Manager

7. CDM Health and Safety file

Information pertinent to the requirements of the CDM Health and Safety file will be retained by the Principal Contractor and passed to the Principal Designer at regular intervals throughout the work and ensure all documentation is available in full upon completion of the works.

Sub-contractors shall provide to the Principal Contractor information that will be relevant to the Client either in the use and maintenance of the building or its future alteration or demolition, for example:

- Hazardous materials or substances used
- Testing or maintenance procedures required
- As fitted drawings
- As fitted specifications
- Approvals obtained
- Test certificates
- Special tool/spares required
- Statements of design intent
- Utilities drawings
- Any existing site hazards etc

The format of the CDM H&S File will include relevant sections and applicable documentation as shown below:

Section 1

Project Information

- Brief description of the works / address list / construction details
- Pre-Construction Information (if available)
- Construction Phase Plan

Section 2

- Project Directory
- Principal parties' details
- contractor/suppliers' details

Section 3

Residual Hazards

Section 4

Key Structural Principles

- Architectural / Construction
- Structural

Section 5

Schedule of Materials Used

- Suppliers Product Information
- Hazardous Materials Used

Section 6

Removal or dismantling Plant

Section 7

Equipment Provided for Cleaning and Maintenance of Structure

- Equipment provided for maintenance
- Position of firefighting equipment
- Residual hazards
- Fire evacuation / emergency procedures
- Applicable reports / surveys
- Removal / dismantling procedure for plant
- Cleaning information for finishes

Section 8

Service Locations

- Service routes
- Drainage runs
- Services diversions
- External works

Section 9

As Built / Installed Drawings

- Architectural / Construction
- Structural
- Mechanical
- Electrical

Other information pertaining to project that may be included with a CDM Health and Safety File:

Operation & Maintenance Information

- Lighting / Electrical
- Heating / Ventilation
- Fire Alarm / Security
- Specialist Plant

Consents / Approvals / Certificates

- Planning permission
- Building regulations approval
- NHBC certificate
- Electrical testing
- Gas safety test
- Guarantees
- Commissioning / handover certificates

SITE SETUP CHECKLIST

To be completed by Site Manager to ensure all requirements are met

Action		By	Date	In Place
Display Health & Safety Policy statement on site		Day one of site		
Display Notification of project to the HSE - F10 on site		Day one of site		
Display copies of the Public and Employers Liability Insurance Certificates in the CDM site office		Day one of site		
Ensure that segregation for pedestrians and vehicles has been established on the CDM site		Site Initiation		
Site Manager to display the Fire Plan for the site and display in the CDM site office / canteen		Day one of site		
Display the correct signage for the project <ul style="list-style-type: none"> - Health and safety law poster – CDM site office - Emergency Procedures – CDM site office / canteen - CDM Site Rules - Site office / Canteen 		Day one of site		
First Aid kit and eye wash station on site Accident Book on Site		Day one of site		
Project Method Statements, Risk Assessments, COSHH Assessments, Manual Handling Assessments, and Noise Assessments are completed		Before each contractor starts		
Welfare Provisions <ul style="list-style-type: none"> - Canteen Facility / Drying Room / Changing Room - Running water and a means to heat it - Somewhere to prepare and eat food - Toilet facilities - Personal hygiene / cleaning materials / soap / towels - Washing facilities with hot water 		Day one of site		
Ensure any permits to work are obtained or given out to subcontractors for hot works		Before works starts		
If asbestos or environmental clearance has been or is being carried out on the site, ensure certificates are obtained prior to carrying out further works.		N/A		



SITE INDUCTION REGISTER

Date	Company	Name	Signature

BY SIGNING THIS DOCUMENT YOU CONFIRM THAT YOU HAVE RECEIVED AND UNDERSTOOD THE SITE INDUCTION

Site Induction

Project Description

- Extension and renovation of existing care home building
- Landscaping and external groundworks

Key Members of the CDM Site Management Team

- Site Manager
- Client contacts

Site Layout

- Boundaries
- Security
- Notice boards
- Parking
- Emergency Exit Route

Major Risks on site

- Identify and explain areas of high risk
- CoSHH

Health & Safety Targets

- A target is set of no reportable accidents

Minimum PPE required

- High Vis long sleeve trousers and shirts
- Safety Boots
- Safety Helmet
- Safety Glasses / Goggles
- Gloves
- Hearing Protection

Other PPE that may be required at the CDM Site Manager's discretion includes

- Face masks

Working Hours

- No out of hours working unless by prior arrangement with Site Manager

Signing In and Out of the Site

- All persons to sign in and out electronically through main client entrance
- Site register to be completed by all operatives and visitors



Site Security

- Access to works to be secured during silent hours
- All plant and equipment secure away when not in use
- Access to electrical appliances and circuits to be prevented at all times by unauthorised persons

Site Traffic, Parking and Speed

- Locations
- Procedures

Site Power Supply and Lighting

- 230v-110v transformers to be used
- PAT testing in date

Storage of Materials and Equipment

- Locations
- Procedures

Control of Substances Hazardous to Health (CoSHH)

- Likely CoSHH on site
- CoSHH Risk assessments and Manufacturer Safety Data Sheets to be given to Site Manager

Waste Disposal

- Locations
- Procedures

Contractor Risk Assessments and Method Statements

- Locations
- Procedures

Employers Responsibilities

Provide Safe System of Work to include Risk Assessments & Method Statements

Appropriate PPE

- You must wear hard hat, steel toe cap boots, high viz trousers and long sleeve orange or yellow top, gloves and eye protection. If any of your PPE is defective you must report this to your supervisor

Employee Training

- Do not carry out tasks unless you possess a training certificate which proves you are trained to do so. If in doubt - ask
- If you are under 18 years of age please make the supervisor aware, as special conditions must be adhered to for your supervision on site

Communication

- If you see an issue on-site it is your responsibility to ensure that it is reported and managed in an appropriate manner

Individuals Responsibilities

- Co-operate with employer in provision of safe system of work
- Take care of yourselves and others

Accident Reporting and First Aid

- In the event of an accident your Site Manager must be notified
- For reportable accidents the Site Manager will ensure that it is reported to the HSE and the company's safety advisors advised. The accident book must be completed
- In the event of a near miss, your Site Manager must also be notified, and any corrective action taken to prevent any further risk of an incident happening again
- First aid box location and nominated first aiders

Fire and Emergency Procedures

- The Site Manager is responsible for ensuring all personnel on site are acquainted with the appropriate emergency evacuation procedures
- Emergency procedures established for the site will be adhered to by all personnel whilst on site
- In the event of the alarm being raised everyone must report to the assembly point for a roll call
- Details of the emergency numbers and the assembly point will be located in the site file
- Fire Extinguishers to be left in marked locations and not moved

Emergency Alarm Tests

- No routine tests will be carried out

Smoking Arrangements

- Designated area only
- E-cigarettes and vaping may only be used in the designated smoking areas

Welfare Facilities

- Welfare and WC on site for all contractors and visitors

Visitors

- Visitors will abide by all site rules
- Visitors will wear all required PPE

All visitors must sign into the site and be accompanied by an inducted member of the team at all times. Any contractors working on site must be inducted before being permitted to carry out any tasks



ALL SITE OPERATIVES AND VISITORS WILL SIGN THE INDUCTION REGISTER TO SAY UNDERSTAND THE RISKS ON SITE AND PROCEDURES FOR SAFE WORKING ON SITE

- You **must** sign in / register upon arrival to site and prior to leaving
- Hours of work 0800 – 1700 Monday – Friday and 0900 – 1200 Saturday
- Site induction is **mandatory** for everyone
- You must have **read, understood and signed** your RAMS
- **Minimum PPE** is Hi-Viz, Boots, Hard Hat – all additional PPE as per RAMS
- All injuries **must** be reported to the Site Manager and recorded in the accident book regardless of severity
- The instructions on all site safety signs **must** be obeyed at all times
- You may **only** carry out tasks on site for which you are competent and authorised and **only** operate or use plant or equipment for which you are trained and authorised
- You **must** have the appropriate training certification or documentation with you to prove that you are competent
- Waste and debris **must** be cleaned up as work progresses, and the site maintained in an orderly manner
- Only portable power tools that are 110v and in a **serviceable** condition may be used
- **No** lone working on site
- Undertake a **daily** site safety check prior to starting work
- Smoking is only allowed in **designated areas**, this includes electronic cigarettes
- Chemicals, including fuels must be stored in bunded and double skinned containers with **spill kits** near. Containers must be stored in a designated area
- **Permits to work** will be operated on this project for hot works, temporary works and lifting operations
- Turn off plant and vehicles when not in use, **remove keys** when unattended
- The traffic and pedestrian management plan must be adhered to and is for **your safety**
- Keep welfare areas and facilities **clean and tidy** and report any defects
- Radios **must** be kept at a reasonable volume if the volume becomes intrusive radios will be banned from site
- Please respect the local population and **don't shout** or use foul language

ALCOHOL AND DRUG ABUSE

- Alcohol and drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others within our workplace.
- This project has a robust attitude to the abuse of drugs and alcohol whilst at work.
- It is the policy of this project that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who must arrange for the person to be removed from site.
- If the CDM Site Manager suspects that a contractor is under the influence of drugs and alcohol the Site Manager will seek to take the contractor through formal disciplinary measures.
- It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc., also the person may be affected by legitimate medication prescribed by a doctor.
- These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition

EMERGENCY PLAN & PROCEDURES

What to Do in the Event of a Fire

If You Discover A Fire

- Do Not Panic – Stay Calm
- Raise the Alarm by shouting “**FIRE, FIRE, FIRE**”
- Evacuate the Immediate Area
- Inform the Emergency Coordinator
- Assess the Situation – Only tackle the Fire if safe to do so – Do not put yourself or others at risk
- If it is unsafe to tackle the fire call the Fire Brigade immediately on 999
- If anyone is injured call the Ambulance on 999
- Evacuate the site and go to the Assembly Point which is out of the site
- Carry out a role call using the signing in book to ensure that all personnel and visitors are present.

If You Hear The Fire Alarm

- Do Not Panic – Stay Calm
- Evacuate the site and go to the Assembly Point
- Carry out a role call using the signing in book to ensure that all personnel and visitors are present

What to Do in the Event of Other Emergencies

Bomb Threats	Inform the Emergency Coordinator Evacuate the site and go to the Assembly point
Explosions	Inform the Emergency Coordinator Evacuate the site and go to the Assembly point

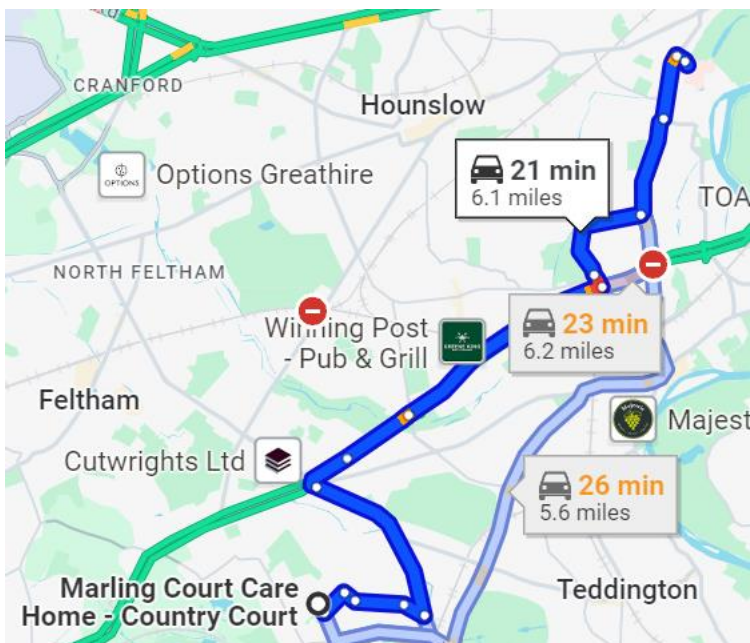
EMERGENCY DETAILS & CONTACTS

Site Manager:	Alex Wharton
Principal Contractor Representative:	
Emergency Coordinator on site:	Alex Wharton
• Fire Coordinator:	Alex Wharton
• First Aid Coordinator:	Alex Wharton
The Accident Book Location:	Site office
The First Aid Box location:	Site office
Contact Numbers:	
Police	999
Ambulance	999
Fire Rescue Service	999
Nearest Hospital:	West Middlesex University Hospital
Address:	Twickenham Road, Isleworth, Middlesex, TW7 6AF
Telephone:	01373 454740
Site Address	Marling Court, 2 Bramble Lane, Hampton, TW12 3XB
Emergency contact & out of hours Telephone No:	
Landline to Main Office:	

EMERGENCY ROUTES TO NEAREST HOSPITAL

**West Middlesex University Hospital,
Twickenham Road,
Isleworth,
Middlesex,
TW7 6AF**

02085 602121



Nearest A&E: West Middlesex University Hospital

Distance: 6.1 miles

Approx.Time: 21 minutes

Gas: Wales & West	0800 111 999
Water: Wessex Water	0345 600 4 600
Power: Western Power Distribution	0800 6783 105
Open Reach (Telecoms)	0800 023 2023
Street Lighting: SSEC	0345 076 7649

SITE FIRE PLAN

KEY

Fire Extinguisher Location	X
Fire Alarm location	A
Fire Exit	E
Emergency Muster Point	M
1 st Aid Point	X

SITE MAP – EMERGENCY LOCATIONS



Accidents, Incidents and Near Miss Reporting

As an employee you have a legal duty to co-operate with your employer in ensuring appropriate and adequate health and safety arrangements are in place. Therefore you must report all accidents, incidents and near misses to your line manager/supervisor and assist where appropriate in accident investigations.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) place duties on employers to report certain accidents, dangerous occurrences and diseases which occur within the work place.

These reports are used by the enforcing authorities to target enforcement action, identify trends and gather data on a national basis. These reports are a legal duty, they identify for Local Authorities and the Health and Safety Executive events of a serious nature such as those which involve people having time off work, suffer a life-threatening illness or major injury, in such cases investigation and legal action may take place.

Reports must be made by the 'responsible person' normally the employer, a self-employed person, or the person in control of the premises where the work was being carried out.

It is a criminal offence for reportable accidents not to be reported within 15 days and failure to report can lead to prosecution and fines being imposed.

Reportable Accidents

The following must be reported to the enforcing authorities:

- Deaths
- Major injuries
- Over-7-day injuries (not counting the day of the incident) – where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Injuries to members of the public or people not at work, where they are taken from the scene of an accident to hospital

Reportable Diseases

- Carpal Tunnel Syndrome
- Prolonged cramp of the hand or forearm
- Occupational dermatitis
- Hand Arm Vibration Syndrome
- Occupational asthma
- Tendonitis or tenosynovitis

Reportable Dangerous Occurrences

Typical Dangerous occurrences include but are not limited to:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting
- The failure of any closed vessel, its protective devices or of any associated pipework where that failure could cause the death of any person
- Any plant or equipment unintentionally coming into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts; or close proximity with such an electric line, such that it causes an electrical discharge
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which results in the stoppage of the plant involved for more than 24 hours or a significant risk of death
- The projection of material beyond the boundary of the site on which explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry
- Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness
- The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height or any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold

Incidents that result in an employee being away from work or unable to perform their normal duties for more than 3 consecutive days should still be recorded.



Accident/Near Miss Record

About the person who had the Accident/ Near Miss

Name _____

Address _____

Occupation _____ Age _____

About the Accident/ Near Miss

Time _____ Date _____

Where did it happen _____

What happened _____

Injuries sustained _____

About the person filing in this record

Name _____

Address _____

Occupation _____

Signed _____ Date _____

Reportable ? Yes / No

Safety Advisor Informed ? Yes / No

**If you suspect that this incident may be reportable to the HSE
or you have any concerns contact C2 Safety on 01278 671995**

The site plan show the proposed routes that all site deliveries will be directed along to gain access to the site. They also highlight the routes to be taken when leaving the site to avoid site vehicles trafficking through adjacent residential areas

Immediately upon arrival, all deliveries, operatives and visitors to the site will report to the security gate. This will be communicated to all early works contractors at their Pre-start meeting.

They will be inducted by Company staff, and be informed of Emergency procedures, assembly points, first Aid, site rules, location of welfare facilities, etc. at this time. They will be instructed to sign in and out at the site office each day. PPE appropriate to the tasks being undertaken will be checked upon signing in.

Contractors, visitors and staff will use nominated routes throughout the site.

The attached plan highlights the access point for the site, loading bay, pedestrian / vehicular segregation, welfare, storage, security & material handling that will be enforced following the full Site establishment.

All contractors are required to give details of proposed timing of material deliveries to the site. At this stage they will be given a specific area for delivery

The Traffic Management Plan and the control measures therein are included within all trade contractor tender enquiries to ensure early understanding and acceptance / compliance with the rules that will be enforced on this project.

Under no circumstance will lorries be allowed to lay-up in surrounding roads.

Delivery Vehicles / Laying up.

Prevention Steps

1. Delivery hours will be limited to working hours. This condition forms part of subcontract documentation, and subcontractors are reminded of this at pre-start meetings.
2. Deliveries are booked in with the Site Manager.
3. Persistent offenders (delivery firms) will be reported to the Site Manager, who will action with the directors of the offending company.

Site Administration

Responsibility for Construction Traffic movement is that of the Site Manager who will:

- a) Ensure that subcontractors and suppliers book in deliveries giving the required notices.
- b) Prevent unauthorised contractors parking and the congestion of traffic.
- c) Provide security at the access gates and the loading bay.
- d) Maintain roads in a clean and safe condition. The Site Manger will instigate wheel washing when required.



SITE TRAFFIC AND PEDESTRIAN PLAN/DRAWING



SITE MANAGEMENT DELEGATION



Whilst The appointed Site Manager is not available, the signatory on this form has now accepted limited responsibility for Health and Safety enforcement on this construction site.

The appointed temporary Site Manger will:

- Be competent to hold the position
- Ensure that all operatives and visitors sign in and out
- Enforce good timekeeping for workers
- Ensure PPE is supplied where required, signed for as necessary on the site PPE Register, and is used correctly
- Ensure HAVS calculator is enforced when using plant and tools
- Inspect plant and tools prior to use
- Refuse entry to site if any Health & Safety basics are being deliberately ignored eg PPE, Smoking on site
- Dismiss anyone who by his/her own action is endangering his/her or anyone else's safety
- Where competent, write Method Statements when required if a current risk changes
- Ensure site is secure at end of work (doors, gates, fencing, machinery, plant and tools etc)
- Carry out site safety inductions as per the induction checklist
- Carry out weekly site inspections as per the Weekly Site Checklist
- Arrange for normal 7-day inspections of scaffolding is carried out and an entry made in the register

The appointed Site Manager cannot:

- Authorise unknown work tasks
- Change any programmed task or alter the programme without authorisation from the Full Time Site Manager
- Agree financial decisions without contacting the Company Director(s)
- Take verbal instructions from the Client without agreeing such instruction with the Full Time Site Manager

Signed Project/Site Manager

Signed Appointed Temporary Site Manager

Effective dates: ----- to -----

WEEKLY SITE INSPECTION CHECKLIST



DATE:

TIME:

Item	Checks	Y	N	NA	COMMENTS
H&S Information	Signage, policies, plans, emergency information				
	F10 Notification still valid				
Risk Assessment	Copy available & specific to activity				
	Controls identified & complied with				
	Operatives signed RA				
Method Statement	Copy available & specific to activity				
	Controls identified & complied with				
	Operatives signed MS				
Work at Height	Edge protection in place				
	Fall arrest and Fall protection in place				
	Ladders and hop-ups in good order				
Lifting	Valid documents for plant and operatives in the site office?				
	Is a lifting plan in place?				
	SWL not exceeded?				
Slips, trips and falls	Are there any obvious slip trip and fall hazards that can be eliminated?				
Noise	Is hearing protection being worn and has an assessment been made?				
Manual Handling	Are mechanical means of lifting available?				
Waste on site	Do skips need emptying				
	Does the site need tidying up and rubbish placing in skips				
Material Storage	Is it tidy				
	Are materials and plant stored securely				
COSHH	Are hazardous materials stored securely				
	Are COSHH RAs and SDS available				
Site Security	Suitable and safe, planned, maintained				
Access/egress	Compound, site, heras fencing, gates				
Dust & Mud Suppression	Dust suppression in place when cutting				
	Do vehicles need wheel washes				
Site Traffic Management	Signs, parking, traffic plan in date and displayed				
Lighting	Adequate for operations in place				
Pedestrian Routes	Are they adequately provided for (on site) crossing point signed				

WEEKLY SITE INSPECTION CHECKLIST (Cont'd)



DATE:

TIME:

Excavations	Fenced/marked, safe access, crossing, risk of collapse				
PPE	Is mandatory PPE being worn				
	Is task specific PPE being worn as per Method Statements				
Scaffolding Inspections	Carried out within last 7 days?				
Plant & Eqpt inspections	Carried out with last 7 days?				
MEWPs	Pre-Use checklist completed before each daily use				
PUWER Register	Are all PAT dates still valid				
	Is all plant included				
Welfare	Clean and tidy, adequate for numbers, cooking facilities clean Is lighting, ventilation and heating adequate				
	Is drinking water and cups available				
	Is hot water, soap and towels available				
	Does toilet waste require emptying				
First Aid	Is the 1 st Aid kit present and signed				
	Are the contents of the kit adequate and in date				
	Are the 1 st Aid contact details up to date and visible				
Fire	Is the Fire risk Assessment up to date and suitable for the stage of building				
	Are fire exit routes clear and usable				
	Are fire extinguishers in their marked locations and appropriate and sufficient				
Emergency	Is the muster point still accessible?				
	Are the emergency details for the site accurate and on display				

Checked by:

Name:		Position:	
Signature:		Date:	

WEEKLY SITE INSPECTION CHECKLIST (Cont'd)



DATE:

TIME:

WEEKLY PLANT INSPECTION SHEET

Plant:

Weekly Inspections are required to be performed on the following functions:

Check	Date	Date	Date	Date	Date	Date
Start / Stop Controls						
Tyre condition/ Pressure						
Engine oil level						
Cooling system levels						
Hydraulic oil level						
Hydraulic hoses/leaks						
Battery level						
Seat belts						
All Guards in place						
Brake function						
Steering/slewing operation						
Lights operation						
Warning beacons/horns						
Windows						
Other notes:						
Name, Initials & Role:						



PUWER REGISTER

Date	Equipment Name/Type	Serial Number	Contractor	Voltage	PAT expiry date	Observations



RISK ASSESSMENT & METHOD STATEMENT REGISTER

SITE NAME: Marling Court, 2 Bramble Lane, Hampton, TW12 3XB

RAMS TITLE:

The people below are signing to show that they have read and understood the risks and methods for the site named above.

Number	Name	Signature	Date
1			
2			
3			
4			
5			
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Permit to Work

This permit is valid for the period specified on the day of use only

SITE	PERMIT FOR:	
Marling Court, 2 Bramble Lane, TW12 3XB	HOT WORKS	
LOCATION OF WORKS ON SITE	TEMPORARY WORKS	
	LIFTING OPERATIONS	

DETAILS OF TASK AND RISKS
DETAILS OF PRECAUTIONS REQUIRED IN WORK AREA
STATE ANY ADDITIONAL PRECAUTIONS E.G. SIGNAGE, PPE, PROTECTION TO SMOKE SENSORS

THE ABOVE LOCATION HAS BEEN EXAMINED AND THE PRECAUTIONS LISTED HAVE BEEN TAKEN			
DATE	ISSUE TIME	EXPIRY TIME	
ISSUED ON BEHALF OF PRINCIPAL CONTRACTOR:	NAME:		SIGNATURE:
	ISSUED TO: (CONTRACTOR NAME)		
NAME:		SIGNATURE:	



MEWP PRE-USE INSPECTION CHECKLIST

MACHINE:

WEEK COMMENCING:

All checks should be conducted in accordance with the manufacturer's manual

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY									
VISUAL CHECKS	Documentation	1 Current thorough examination certificate (within last six months)															
		2 Manufacturer's operator manual															
		3 Rescue plan															
	Wheels/tyres	4 Wheel security (nuts, retainers: loose, damaged, missing)															
		5 Tyre pressure (pneumatic, foam filled or solid)															
		6 Cuts, splits, exposed braiding, damaged rims															
	Engine/power source	7 Fluid levels (engine oil, coolant, fuel)															
		8 Fluid leakage on ground and around engine															
		9 Battery (electrolyte, security and charging plug condition)															
	Hydraulics	10 Hydraulic fluid level															
		11 Leaks (hoses, pipe connections, rams, cylinders)															
	Hoses and cables	12 Security and condition (cuts, chaffing, bulges)															
		13 Power track cable trays (free from damage and debris)															
	Outriggers, stabilisers	14 General condition, pins/retainers, footplate															
		15 Spreader plates (present, condition, secure for travel)															
		16 Interlocks (functioning, engaged)															
	Chassis, boom and scissor pack	17 General condition (damage, misalignment, corrosion)															
		18 Cracks in weld															
		19 Pins, retainers and chains (security, signs of wear)															
		20 Canopies, guards, engine covers (security and condition)															
	Platform or cage	21 Steps for access/egress (secure, undamaged, clear)															
		22 Entrance gate, guard rails and retaining pins															
		23 Harness anchor points															
		24 Clear of rubbish, debris and obstructions															
	Decals and signage	25 ID plate, safety, warning and information decals (legible)															
		26 Controls (identification decals, directional arrows)															
		27 Platform loads (SWL, max. wind speed, max. number of persons)															
		G	P	G	P	G	P	G	P	G	P	G	P	G	P		
FUNCTION CHECKS	Using Ground (G) and Platform(P) controls	28 Security device (power isolator, keypad, smart card)															
		29 Function enable (ignition key, foot switch, hold to run device)															
		30 Emergency stops and emergency lowering system															
		31 All switches, function controls (move freely, do not stick)															
		32 Lifting functions (raise, lower, slew, tele-out, tele-in)															
		33 Travel functions (forward, reverse, steer, brakes)															
		34 Elevated drive speed (reduced or prevented)															
		35 Lights, beacons, warning devices															
		36 Alarms (tilt, descent and travel)															
		37 Limit switches (e.g. descent, load, outreach, rotation)															
		38 Pothole protection device (fully deploys and retracts)															
		39 Oscillating axle locks, extending axles															
		40 Accessories, power to platform, extending decks															
		41 Jacks-legs, stabilisers, outriggers, levelling devices															
				Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:	Initialled:							

ALL FAULTS OR DEFECTS (P) TO BE REPORTED IMMEDIATELY SUPERVISOR

Only persons who are trained and authorised by their employer should operate this equipment.

OPERATOR NAME(S) AND PAL CARD NUMBER(S):