CONSTRUCTION PHASE PLAN

COM-WSL-HB-0001

WESTSHIELD LIMITED (WSL) – CONSTRUCTION PHASE PLAN
WSL BD953 **SUTHERLAND ROAD HOUSING DEVELOPMENT** **HEYWOOD** (The end date must be no more than six months from the start date. After this time, a review must be carried out)

Current Version

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Version Control

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Distribution List

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1 Introduction

1.1 Purpose of the Construction Phase Plan

This Construction Phase Plan (CPP) has been produced to comply with the requirements of the Construction Design and Management (CDM) Regulations and describes the arrangements put in place by Westshield Ltd as Principal Contractor to ensure the suitable and effective management of the health, safety and welfare aspects of this project. It also describes the sequence and methodology to be employed during the execution of the works package(s) as described in the contract documentation provided by Foothold Ltd for Sutherland Road Housing development.

Contained within this CPP is the specific goals for this project, an outline of the management system and applicable procedures and arrangements, specific organisational responsibilities for this project, including authorities and emergency arrangements. The CPP addresses the planning and management and responsibility for the works, including control of and communication with subcontractors and other interested parties.

Monitoring of the suitability of the management system and its implementation on site are also addressed, including both internal and second party audit of the project and implementation of any corrective and preventive actions along with its implementation will be taken into consideration as part of this review, also through lessons learned reports, subcontract and supplier evaluations and client feedback produced at completion of the project.

1.2 Location

The location is on land that forms part the former Brownhill learning community centre, now redundant and restricted from use.

The immediately surrounding area comprises of residential dwellings to the north and west on the northern side of Sutherland Road and beyond the western boundary of the site. Primarily these dwellings are characterised as townhouses and terraced dwellings. To the eastand south of thesite remains the wider Brownhill Learning Community site, with the Darnhill Study site located just beyond the southeast boundary of the site.

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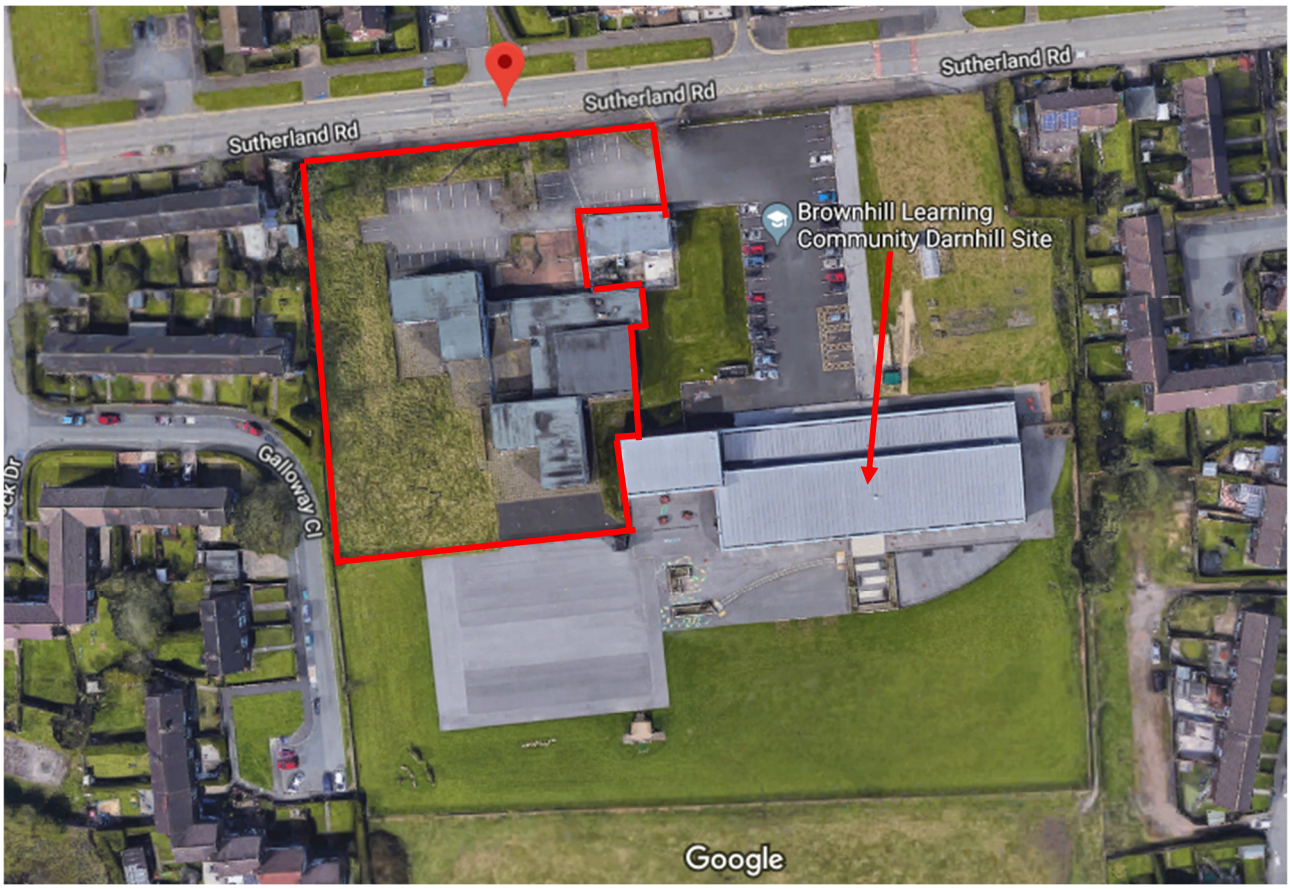
The site is accessed via Sutherland Road, the perimeter of the site boundary is highlighted below.



1.3 Scope

The works to be undertaken:

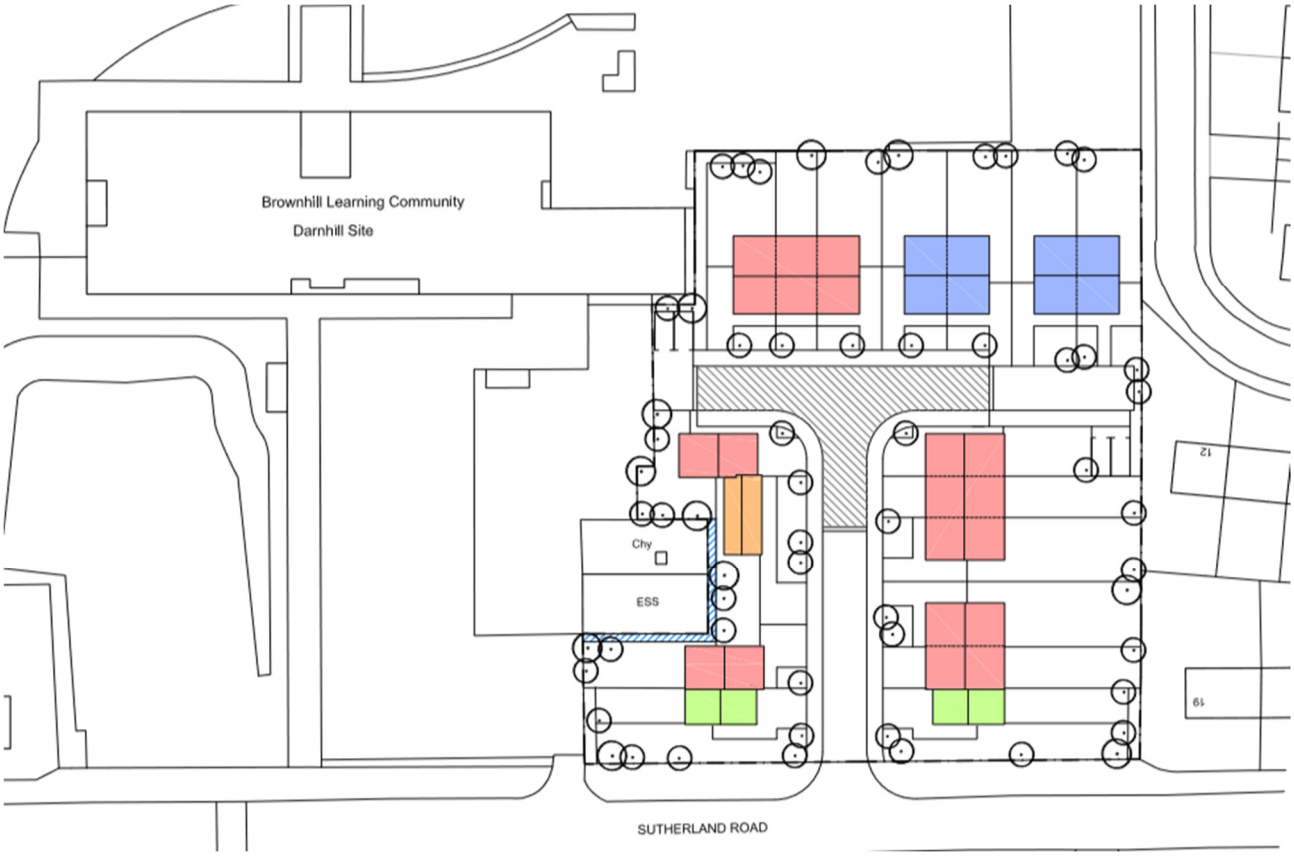
Removal of all above ground structures within the boundary of the site, primarily the units that made up the former Brownhill learning community centre. This element of the works will require the controlled removal of the redundant structures, via the provision of demolition activities.

A type 2 asbestos management survey has been undertaken pre-demolition, and has identified varying types and levels of asbestos containing materials (ACM's)

A licenced asbestos contractor will remove the identified ACM's within a controlled environment prior to any demolition/ construction activities being undertaken.

On completion of demolition activities and removal of waste materials the provision of constructing new drainage and service infrastructure, road systems, development of 19no residential dwellings comprising of 11no 3-bed two storey units, 4no 3-bed two storey units and 4no 2-bed two storey units.

1.3.1 Plan detailing proposed housing layout



1.4 Planned Timescale, Start and Finish

The planned timescale for this project is 78 weeks. The planned start date for the construction phase of the works is January 2019 and the planned finish date is July 2020.

1.5 Key Construction Stages

KEY CONSTRUCTION STAGES		
DESCRIPTION	**START DATE**	**END DATE**
Removal of ACM'S by licenced contractor	**08/02/2019**	**15/02/2018**
Demolition of existing buildings	**22/02/2019**	**15/03/2019**

Recycling of materials on site	**08/02/2019**	**15/03/2019**
Drainage and road systems	**22/03/2019**	**10/04/2019**
Housing building activities	**31/04/2019**	**21/02/2020**

1.6 CDM Appointments

The project has been assessed against the requirements of the CDM Regulations and falls within the prescribed requirements as notifiable. The project personnel and CDM appointments are listed below.

CDM APPOINTMENTS CONTACT DETAILS				
ROLE	**NAME**	**LOCATION**	**TELEPHONE NUMBER**	**EMAIL ADDRESS**
Client	Residential Housing Ltd			
Client's Representative	ILEX Project Management Ltd			
Principal Designer	High Peak Architect			
Principal Designer Representative	Amy Hubble			
Designer				
Principal Contractor	QSH Construction PLC			
Principal Contractor Representative	Iain Hoodless	Ashcroft House Bredbury way Stockport		
Contractor(s)	Westshield Ltd	Ashcroft House Bredbury way Stockport		
Client appointed Contractors	TBC			

1.7 Principal Contractor Appointments

1.7.1 Other Principal Contractor Roles

Full time site Manager to oversee all aspects of the construction activities, competent site supervision, provision of adequately trained first aiders and fire marshals.

1.8 Appointed Subcontractors

Sub-contractors will be appointed via the QSH Construction PLC Approved contractor list. Details will be maintained by the project commercial team.

1.9 Existing Plans and Records

- Asbestos demolition survey has been undertaken within all areas of the sites existing structures reference Scope IT JO14699
- Q1293-17 Daytime Bat Survey of buildings at Sutherland Road, Heywood, Rochdale 20171344.PL02
- T492_Doc - Arboricultural Statement (Rev. A)
- T492_Doc - Crime Impact Statement (Rev.A)
- T492_Doc - Ecological Assessment (Rev. A)
- T492_Doc - Economic Viability Assessment (Rev. A)
- T492_Doc - Planning Statement
- T492_Doc - Transport Statement (Rev. A)

1.10 Access and Restrictions

1.10.1 Access

Primary access to site will be via the provision of a constructed bell mouth entrance leading off Sutherland Road, providing a safe contained secure entry point, with the provision of vehicle and plant access and segregated pedestrian transit point, both with metal lockable gates.

Vehicle safety information signage will be displayed within the confines of the site entrance, to mandate 5mph for construction related vehicles accessing and egressing Sutherland Rd.

The sites footprint will provide for the provision of adequate parking long and short term, all off loading and loading of materials will be maintained within the confines of the site's boundary.

The provision of segregated parking areas, with demarcated pedestrian zones, will provide a system of control to mitigate interface between personnel and plant movement activities.

1.10.2 Restricted Areas

Brownhill Learning Community Darnhill site has been identified as providing a potential risk from interface with students attending the facility, to mitigate potential impact and interface with the students, secure fencing will be installed to all areas of the sites operational boundaries, all personnel attending site will be informed via induction of the restriction of not entering any areas of the centre property, with out prior permission

1.11 Project Specific Health and Safety Goals

- Accident frequency rate to be zero.
- To prevent short- and long-term occupational health exposure

- Work will be planned to cause minimum disruption to local business, residents and students attending Brownhill learning centre – any complaints that do arise relating to these works are to be speedily addressed.
- All road closures and street work notices will be submitted following the correct procedures and timescales.
- Thoroughly evaluating task for health & safety hazards and developing controls to protect employees and members of the public.
- Providing appropriate and well-maintained tools, equipment and personal protective equipment.
- Regularly communicating and reinforcing the company's Health & Safety Goals and Objectives.
- All incidents and close calls to be reported through the current close call reporting system.
- Prevent damage to substation.
- Prevent unauthorised access to the site

2 Management of Work

2.1 Project Review

The CPP shall be prepared and provided to the client and site team prior to commencement of work, timescales to be agreed with the client.

The CPP validity is 12months however if there are any changes to the scope of works, site conditions or risks and hazards then the CPP shall be reviewed, amended as necessary and signed off by the author, reviewer and approver.

A controlled copy of the CPP will be kept on site and will be easily accessible to all contractors engaged on site. A controlled copy may also be issued to subcontractors, as required.

2.2 Key Systems and Documentation

All company processes and procedures are contained within the Westshield Management System (WMS). Key systems and documentation for the compilation and management of this CPP will be:

- The SHEQ Policy Statement.
- The SHEQ Policies.
- Processes, procedures and guidance documents.
- Forms.
- British and EU standards.
- HSE Approved Codes of Practice.
- Project / contract specific.

2.3 Document Control

A formal document control process shall be agreed by the project team and Residential Housing Ltd to manage the approval, acceptance, changes, distribution and retention of the CPP and other relevant documents.

2.4 Monitoring Arrangements

2.4.1 General Monitoring

Regular project meetings will be held (frequency to be agreed with Residential Housing Ltd prior to project start date) and throughout the design and construction phase.

The following means are used to monitor projects for conformance and compliance with processes and procedures, standards and legislation, these include:

- Planned site inspections at regular intervals (site management/supervisors' weekly inspections, SHEQ Advisor monthly recorded inspections.
- Statutory Inspections (LOLER, PUWER).
- Audits.
- Incident reviews.
- Near Miss trends.
- Medical surveillance.
- Drug and Alcohol testing.
- Complaints monitoring.
- Certification audits.

3 General Arrangements

3.1 Communication and Cooperation

3.2 Selection of Subcontractors, Designers, Materials and Plant

3.2.1 Selection of Subcontractor

Subcontractors must have necessary approvals for the product code being supplied and must also hold the necessary individual competencies to deliver the work.

3.2.2 Selection of Materials

The Designers will endeavour to eliminate or reduce the need to use hazardous materials or substances during the project. Where this is not possible, all available information from the suppliers of the materials or substances will be obtained e.g. Material Safety Data Sheets and these used to procure the material or substance with the lowest risk and produce COSHH assessments, relevant to the person, task, application method and environment.

3.2.3 Selection of Plant

When planning to use plant, on site on consideration will be given to additional requirements for using plant. This includes, but are not limited to, the following:

- Transportation to and from site.
- Loading and unloading plant.
- Noise and fumes.
- Any limited clearances on site.

All Plant will only be operated by trained and competent operators.

Any lift plans will be requested from an Approved lift planner who will produce your lift plan.

3.3 Preventing Unauthorised Access to Worksite

The site will have the provision of secure fencing some of which are existing the main entrance to site will be monitored and secured when the project is non-operational (out of hours)

a security guard will be utilised to provide additional out of hours resource to protect the site from unauthorised access

Sufficient arrangements will be in place to ensure that those contacted out of hours are in the event contactable and have sufficient resources available and authority to despatch resources in response to an emergency.

No materials or equipment that could be used for vandalism shall be left out in an unsecure location, or near fences where they can be used to access the site.

All personnel working on site and visitors to the site will be required to sign in and out at the site office.

3.4 Information and Training

3.4.1 Competence

All personnel regardless of title must be competent to carry out their responsibilities and tasks. It is the responsibility of the Site Manager and Foreman to ensure that all personnel provide evidence of competence training and records are kept in the site file.

All individuals working on the site will receive an induction from the Site Management Team prior to being allowed to start work on site, the induction will include information regarding the Health and Safety arrangements for the project, hazards, site rules, any contract specific requirements, emergency procedures.

3.4.2 Briefings

Briefings, including “Take 5”, Tool Box Talks specific to the work and current Health and Safety Alerts/Bulletins, will be carried out for all staff on site by the Site Manager or Foreman.

As part of delivering the project QSH Construction PLC will:

- Promote a fair culture by finding and tackling the root-cause of Rule breaking and clearly identify this in accident/incident reports.
- Provide an environment where there is a culture to clearly push-back against unsafe requests by all project team members.
- Provide positive responses and solutions to any issues raised.
- Make sure everyone fully understands and takes responsibility.
- Prioritise the safety measures that save lives.
- Highlight areas where we can do better.
- Schedule a suite of activities to actively engage with the workforce to improve the safety culture on the project and drive the right behaviours.

3.4.3 Notices

The following key information for the project will also be displayed on the site SHEQ notice board:

- Company SHEQ Policy statement.
- HSE Law Poster.
- F10 Notification.
- Insurance Certificate.
- First Aiders.
- Emergency Procedures.
- Hospital Route.

- Utility Emergency Contact Details
- NWR emergency contact details

3.4.4 Safe System of Work (SSOW) / Risk Assessment & Method Statement (RAMS)

For all works a SSoW Pack or RAMS will be produced, including location, hazards, SSoW information, emergency details etc. The safe system of work hierarchy will be used to plan safe systems of work in order of safest first – this will be briefed to the site staff. The site management team will brief staff on the contents of the SSoW /RAMS and associated hazards in the work environment prior to the work commencing, staff will sign the relevant briefing form to confirm understanding. The site management team will sign staff into the site of work and check all relevant competence cards.

3.5 Welfare

Welfare provision will be in accordance with the Construction (Design and Management) (CDM) Regulations 2015.

The required welfare for the project will be discussed with the client at the project start up meeting and provisions agreed.

Temporary site accommodation will be located in the area mutually agreed between the Principal Designer, Principal Contractor and all necessary third parties.

Site welfare facilities will comprise of the following:

- Office (including printer, internet).
- Canteen (including fridge, kettle, and microwave).
- Drying room unit (including lockable cages).
- Toilets (male and female proving facilities to dispose of sanitary items).
- Secure store container(s) for materials & tools.

Where works require decontamination, specific units will be provided as defined by the Risk Assessment e.g. lead based paint, asbestos etc.

3.6 First Aid

First aid provisions and competent and trained First Aiders will be available on every site and office. A site first aid assessment shall be carried out prior to project commencement to determine the first aid provisions including competent first aider requirements. Site First Aiders will be identified on site by First Aid posters, and where possible individually by First Aid stickers on their hard hats.

First Aid kits will be available in the site office, kitchen and where applicable, on site. The Site First Aiders have responsibility for checking and maintaining the content. For transient worksites a First Aid kit will be available in the welfare van and First Aiders will be identified within the site induction and appropriate RAMS

3.7 Reporting of Accidents and Incidents

3.7.1 The 2-1-2 procedure

All accidents and incidents must be reported in line with the timescales stipulated in the Accident and Incident Reporting procedure. All accidents and incidents must be reported to the person in charge of works as soon as possible after the event. The person in charge of works (Site Manager / Supervisor) will report the incident details within 2 hours. The initial report will be completed within 1 day by the Project or Site

Manager. Depending on the actual and potential severity of the incident a full and final investigation will be completed and approved by the person detailed in the procedure.

3.7.2 Notifying Client

Client reporting timescales which differ to the above must be adhered to in all cases. The person in charge of works as soon as possible after the event must notify the QSH Construction PLC Site and Project Manager.

The receiving Project Manager will also notify the:

- QSH Construction PLC SHEQ Manager.
- QSH Construction PLC Housing Director.

3.8 Reporting of near misses (hazards)

Reporting of unsafe acts and conditions that are not accidents or incidents shall be reported on an observation card giving enough information to identify and resolve the matter.

3.9 Project Site Rules

Additional rules and restrictions on-site will be communicated to all personnel through the site induction, additional task specific rules will be communicated during the task briefings.

- ***Do not enter exclusion zone areas during demolition works, unless otherwise informed it is safe to enter***
- ***No parking within Brownhill Community Learning Centre***

3.10 Emergencies

3.10.1 Actions to Protect Personnel in an Emergency

Site specific Emergency Plan will be developed for foreseeable emergency situations. The plan will be displayed on site and briefed to visitors and workforce during the Site Induction.

Arrangements will be put in place for the summoning of emergency services to the site. This will include specific information of who will summon the emergency services; who will meet the emergency services and where; and how the emergency services can access the site.

Examples of emergencies are listed below but not limited to:

- Fire or explosion.
- Flooding.
- Debris falling within Brownhill Learning Centre property
- Heavy rainfall / snowfall.
- Electrical power supply failure/blackout.
- Discovery of unexploded ordinance (UXO).
- Asphyxiation.
- Unplanned structural collapse.
- Utility emergencies.
- Security (to prevent unauthorised access in an Emergency).

Measures to limit Health and Safety consequences may include:

- For-cause Alcohol and Drug testing.
- Stopping of work in all or part of the site.

- Prioritisation of resources.

3.10.2 Fire Safety

Fire hazards will be addressed as part of the project risk assessment process. The subsequent control measures will be incorporated into the relevant RAMS

A fire risk assessment will be conducted by a competent person at each part of the operational site and will include measures to prevent fire and hazards associated. A site plan/diagram will be published showing all parts of the site layout and where emergency refuge points are and emergency firefighting equipment, which will be displayed on the site notice board and briefed as part of the induction.

3.10.3 Evacuation

All site personnel and visitors must sign in and out of site using the site attendance register, including at lunch time. This site attendance sheet will be used to take the roll call in the event of a site evacuation.

In the event of an evacuation the person in charge of works (Site Manager) will take the lead in ensuring the alarm is raised, the muster point (position to be confirmed) and the roll call takes place..

3.10.4 Summoning Emergency Services

The person in charge of works will be responsible for summoning the emergency services to site unless discharged to another person. Site access we remain free of any potential restriction that may impede emergency service vehicles from entering site.

3.10.5 Utility Emergency

Utility emergency contact details will be included in the emergency contact list displayed on the site SHEQ notice board.

In the event of a utility emergency, the site manager shall take the lead in the evacuation, summoning the emergency services, if required, and emergency reporting.

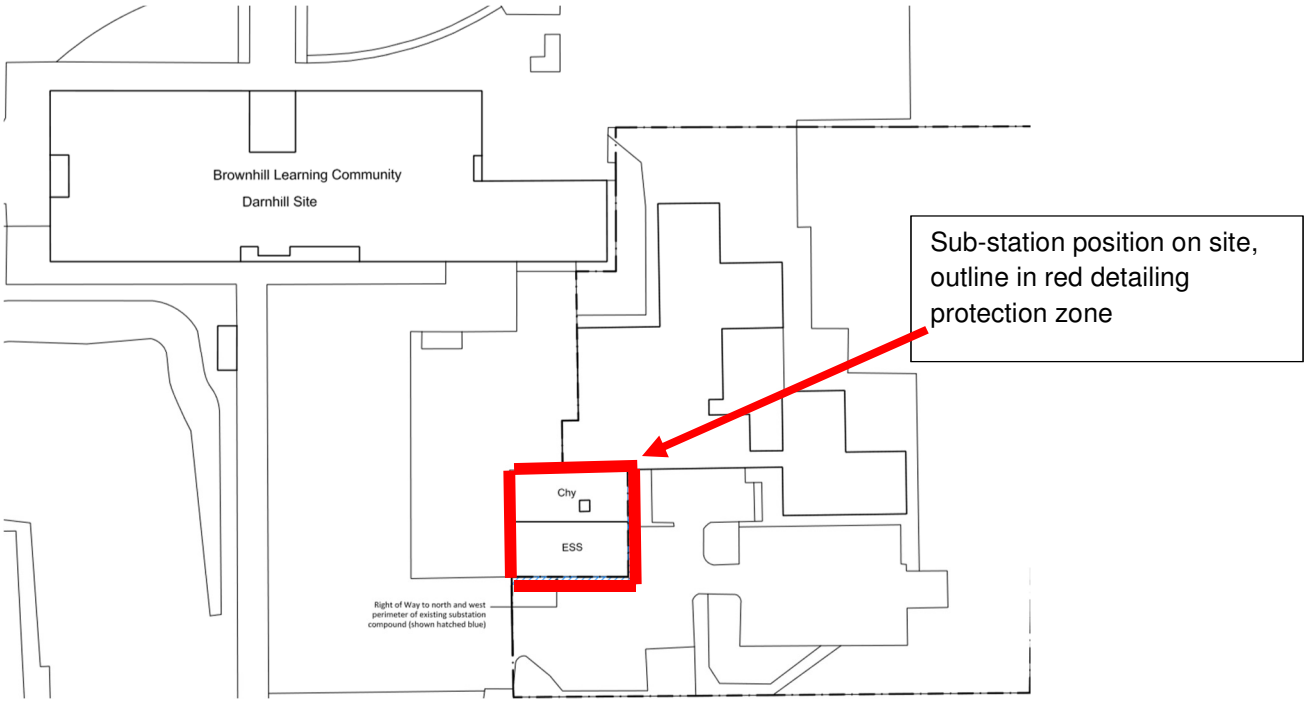
3.11 Site Risks and Hazards

QSH Construction PLC shall assess the risks created by our undertaking so as to identify the measures we need to have in place to comply with our duties under health and safety law.

Risk Assessments shall be produced for all construction-based activities and reviewed by the Project Manager, Risk Assessments shall be briefed to the workforce. Relevant risks and control measures shall be detailed in the site and activity risks section of the RAMS

3.11.1 Sub-Station

The existing sub-station has been identified as potential risk primarily from potential damage and interface with demolition activities, to mitigate and prevent any damage to the structure, a protection exclusion zone will be installed, via heras fencing hoardings!!!!



3.12 Traffic Management

A traffic management and plan, will identify project access and egress routes, a controlled demarcated vehicle turning and reversing point, to negate vehicles reversing out onto Sutherland Road, delivery times will be managed to lesson impact on local school runs (Brownhill Learning Centre) morning and evening, a competent banksman will control all deliver and plant movements, traffic management plan to include any site restrictions will be provided to all suppliers providing materials to site.

3.13 Deliveries

All material deliveries will be coordinated by the site team to arrive via Sutherland Road through site security gate and within the controlled off-loading area A banksman will control the arrival and departure of all material delivery vehicles. Delivery drivers will receive a driver's induction prior to loading/unloading. All delivery drivers will be met by the Site Supervisor or nominated person and not left unaccompanied.

3.14 Parking

All personnel, contractors and site visits will have the provision of segregated car parking area within the confines of the project, to prevent overburden of parking within the local area, reverse parking will be mandated within the sites parking facility

3.15 Segregation of Vehicles and Pedestrians

Pedestrian-only areas and safe designated pedestrian routes to work locations from which vehicles are completely excluded will be established and maintained.

3.16 Services

A plan will be drawn up for all known / charted services. This will be kept up to date throughout the life of the project. All identified services will have the marker/boards liner marker spray or pegs (wooden) placed to demarcate the location of known services.

3.16.1 Underground Services

All areas to be excavated will be surveyed even if services are not thought to be present. If known services cannot be located, the relevant Statutory Authority will be consulted. The project team will not assume that the service is not there. All works must be in accordance with HS(G)47 'Avoiding danger from underground services.

3.16.2 Overhead Services

Prior to any works being undertaken adjacent to or under overhead power cables the following protective measures will be implemented:

Secure fencing and warning signs will be erected in accordance with HSE Guidance GS6 'Avoidance of danger from overhead electric lines.

The local electrical distribution company will be contacted to ensure the safe working distances are understood and are complied with.

3.17 Stability of Structures

- There will be on going assessment and evaluation of the structural stability of all above ground structures during demolition works, note: no building will be left in state of instability after the working day has been completed.

3.18 Working at Height

Working at height is defined as work in any place, including a place at or below ground level, from which a person could fall a distance liable to cause personal injury.

All working at height activities will be controlled via the assessment of risks associated with the task, the controls required be implemented to mitigate falls from height, developed within specific risk assessments.

The primary controls developed for working operations on this site, will be Collective edge protection in the form of tube and fitting scaffold will be installed for all access to height during housebuilding activities.

The use of ladders on site will only be used if no other viable alternative can be sourced via a review of the hierarchy and assessment of working at height

3.19 Lifting Operations

During site mobilisation, there will be a requirement to utilise heavy plant/machinery to place office and welfare cabins. Where this is required it will be executed by competent and trained machine operatives (CPCS/NPORS) and competent Lift Co-ordinator and Supervisor, as will any other lifting operations where QSH Construction PLC are responsible to carry out the lifting.

Refer to procedure Lifting Operations.

All plant and equipment will have current test/examination certificates. Only tested equipment is to be used for all lifts, which will be controlled by site based trained Slinger / Signaller. All equipment will only to be used by trained and competent persons (CPCS or equivalent).

3.20 Plant and Equipment

No work equipment will be used without the relevant certification and pre-use checks having been carried out, all defects are reported and addressed Westshield plant department.

All drivers of mobile plant are to be in possession of an appropriate NPORS or CPCS card or one of a similar standard. Only properly trained and authorised personnel will be authorised to operate plant or equipment. Any hired plant shall be subjected to a document check regarding driver competence, serviceability and test certificates. All plant is subject to a document check by the Site Manager before plant is put to use.

All mechanical plant will have a USERS instruction manual and the operator will be familiar with the methods of operating and maintaining the plant.

3.21 Excavations

Excavations will have specific design requirements detailed in the Temporary Works Register.

Arrangements for shoring, plant selection, access/egress, surrounding environment, security etc. will be identified and a risk assessment prior to work commencing will be carried out. Temporary work design will include control measures defined in the risk assessment.

A permit will be issued for all excavations or breaking ground activities. NO PERMIT – NO DIG.

All excavations will be guarded by a suitable barrier system to prevent unauthorised access to plant and personnel.

Any working operations to be undertaken in manholes / deep structures adequate steps will be taken to prevent collapse and that confined space requirements are duly considered.

3.22 Storage

Suitable storage areas will be identified within the site plan. This will be reviewed to ensure that any new materials that are to be used or encountered by QSH Construction PLC or our sub-contractors are identified prior to being brought onto site and suitable arrangements made for storage, use and disposal.

3.23 Asbestos

Asbestos Containing Materials (ACM's) have been identified via a pre-demolition survey, contained within pre-construction information, a specialist licences asbestos contractor will be contracted to undertake the provision removing the ACM's

The asbestos contractor will notify relevant regulatory enforcement bodies. All asbestos removal activities will be undertaken via controls developed within specific method statement and risk assessment.

3.24 Hand Arm Vibration

All tools and equipment that has the potential to provide a risk of exposure to vibration, will be assessed to identify ms/2 (vibration magnitude), this information will allow for the development of a HAV assessment ensuring that personnel are not exposed to vibration over the ELV of 400points.

3.25 Hazardous Substances and Chemicals

In the case of substances hazardous to health, the Project Management Team will be competent to apply suitable control measures as defined by the COSHH Risk Assessment. For any hazardous substances that remain part of the permanent works relevant information will be included in the Health and Safety File and passed to the Principal Designer.

The "COSHH Register" gives details of all substances hazardous to health being used on this project and is contained within the COSHH folder in the stores and Health & Safety filing system.

3.26 Contaminated Land

The project has instigated phase 1 and phase 2 site investigation procedure to identify and provide information and guidance to the presence of any potential contained within the substrate, the results of the S.I has yet to be provided as from today 14/11/2018. On receipt of report information to be added to this CCP

3.27 Manual Handling

Where materials are hazardous by virtue of their weight, the Project Management Team will carry out risk assessments as required by the Manual Handling at Work Regulations and maximise the use of mechanical handling methods in preference to manual handling.

3.28 Noise

All construction activities undertaken on this project that present levels of noise that have the potential to provide short- and long-term hearing loss, will be assessed to allow adequate and sufficient controls to be implemented.

Reducing levels of noise at source will be the projects primary control measure, installing acoustic hoardings around generators, and stationary plant local levels of noise will be controlled by personnel utilising hearing protection PPE, mandatory hearing protection zones will be established within areas of the site where noise levels are assessed as above 85Db(A)

3.29 Temporary Works

QSH Construction PLC will take due consideration for controlling the risks arising from the design and use of temporary works, including updates to the Project Risk Register. Temporary works have been identified during the construction phase and will be identified within the Temporary Works Register.

3.30 Demolition or Dismantling

The arrangements for carrying out demolition or dismantling will be planned to eliminate or significantly reduce health and safety risk and will be subject to site specific RAMS submitted to QSH Construction PLC site management for acceptance. Control measures shall be addressed for the key issues such as:

- Falls from height- all working at height activities during the demolition phase will be controlled via the provision of MEWP
- Hazardous materials- the asbestos containing materials (ACM's) to be removed as part of the demolition process, will be undertaken by a specialist licensed asbestos contractor.

Airborne dust containing silica produced from onsite recycling activities, will be controlled via the introduction of water vapour dust suppressant systems, installed to encapsulate any potential dust prior to becoming airborne

- Injury from falling materials – effective exclusion zones clearly demarcated, covered walkways, high reach machines and reinforced machine cabs.
- Worker involvement- the arrangements for effective communication of hazards, risks and control measures.
- Uncontrolled collapse- a designed planned sequence of demolishing structures will be developed by the specialist contractor, as part of the strategy and controls developed to prevent uncontrolled collapse of any the structures
- Risks from connected services- the requirement for isolations of gas, water, electricity and telecommunications and or the requirement for clearly labelling pipes and cables to ensure they are not disturbed.
- The existing sub-station is in close proximity to the works, an exclusion zone will be established around the building to ensure no damage or interface occurs whilst demolishing or any other construction activities are undertaken, daily inspections of the sub-station will be maintained to ensure the works are not having a detrimental impact on the structure.
- Fire- Consider the emergency fire plan for where hot works are involved.

3.31 Biological Health Hazards

Where the following biological hazards may be present on site a risk assessment and controls measures will be developed and applied to protect personnel against infection and disease:

- Bird droppings.
- Discarded Needles.
- Rat infestation and rat urine.
- Animal Faeces.
- Stagnant / Infected Water.

3.32 Mandatory Personal Protective Equipment

QSH Construction PLC have set a mandatory Personal Protective Equipment (PPE) policy for this project. Any person failing to comply with the PPE requirements, client specific will be subject to disciplinary action.

Mandatory PPE incudes:

- Hi Visibility Vest – BS EN 471
- Head Protection – BS EN 397
- Safety Boots – BS EN 345 SBP with ankle support **(NO RIGGER BOOTS)**
- Gloves – BS EN 388 / 420

Other PPE that may be required, subject to Risk Assessments is:

- Respiratory Protection.
- Hearing Protection – BS EN 352 1/2/3 (if tasking is deemed necessary)
- Fall Restraint / Protection.
- Enhanced Eye Protection.
- Face Shield.
- Impact goggles.

- Safety boots impervious to chemicals.
- Fire resistant overalls.

3.32.1 Subcontractors PPE

PPE used by all subcontractors and self-employed workers must meet the projects mandated standards.

4 Health and Safety File

4.1 Purpose

The Health and Safety file details the information needed to alert those carrying out future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to risks help them to decide how to work safely.

The file should contain information useful to:

- Residential Housing Ltd who has a duty to provide information about their premises and infrastructure, to those who carry out work there.
- Designers and Engineers during the development of further enhancements or alterations.
- Planners, Contractors and Co-ordinators preparing for construction work.
- Principal Contractors and Contractors preparing to carry out or manage such work.

4.2 Layout and Format

The scope, structure and format for the file shall comply with the Residential Housing Ltd requirements, records management of health and safety files. The detailed arrangements shall be agreed between the Residential Housing Ltd the Principal Contractor, project team and Principal Designer at the start of the project.

The Project Management team will compile information required for the Health and Safety File during the project, and where appropriate will require information to be supplied by any sub-contractors.

As part of the set-up procedure the Contracts Manager will reach agreement with the Principal Designer as to the format and content of the Health and Safety File. The file shall be forwarded to the Client on completion of the project.

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

- A brief description of the work carried out.
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services).
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off).

The Principal Designer will gather information as the project progresses and hold in a folder for insertion into the Health and Safety File when the project is completed.

On Contract completion all relevant documentation will be handed over to Principal Designer.

5 Appendices

5.1 List of Applicable Standards

Legislation & Regulations
The Health and Safety at Work Act 1974.
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 2015.
The Control of Substances Hazardous to Health Regulations 2002.
The Electricity at Work Regulations 1989.
The Regulatory Reform (Fire Safety) Order 2005.
The Health and Safety (Consultation with Employees) Regulations 1996.
The Health and Safety (First Aid) Regulations 1981.
The Lifting Operations and Lifting Equipment Regulations 1998.
The Manual Handling Operations Regulations 1992.
The Noise at Work Regulations 2005.
The Personal Protective Equipment at Work Regulations 2002.
The Provision and Use of Work Equipment Regulations 1998.
The Confined Spaces Regulations 1997.
The Work at Height Regulations 2005.
The Working Time Regulations 1998.
The Workplace (Health, Safety and Welfare Regulations) Regulations 1992.
Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013.

5.2 Site Layout Plan