

*In Partnership with*

## **St Peters Primary School**



### **PROJECT:**

## **St Peters School Extension**

**Project Number: 00257**

# **Construction Phase Health & Safety Plan**

In accordance with Regulation 23 (1) (a) of the Construction (Design & Management)  
Regulations 2015

| Compiled by   | Date       |
|---------------|------------|
| Billy Roberts | 15/09/2023 |
| Accepted By   | Date       |
|               |            |

## Revision Record

1

St Peters School, Muriel Street, Rochdale, OL16 5JQ

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## **1. INTRODUCTION**

It is our aim that this project will be carried out to avoid or control all foreseeable risks to the Health and Safety of those personnel involved in the construction work or third parties who may be affected by our work during the project phase.

Jamieson Contracting (NW) Ltd (JCL) acknowledges the Client's, School Governors of St Peter's CE Primary School, emphasis on the highest standards of Health & Safety and to this end the project will be carried out in accordance with the requirements of the Construction (Design and Management) Regulations 2015, the Approved Code of Practice to the Regulations, and all relevant Regulations made under the Health and Safety at Work etc. Act 1974. The Company Health and Safety Policy, Risk Assessments and COSHH Assessments will also form a part of the Plan and all construction work will be carried out in accordance with them.

### **1.1 Scope of Works**

Jamieson Contracting Ltd is the Principal Contractor in accordance with the Construction (Design & Management) Regulations 2015.

The objectives of this document is to enable the Company to further develop the Pre Construction Phase Health & Safety Plan provided by the CDM Principal Designer into a Construction Phase Health & Safety Plan in accordance with Regulation 23 of the Construction (Design & Management) Regulations 2015, and Regulations 3 & 4 of the Management of Health & Safety at Work Regulations 1999. Further development of the plan will be through the use of job specific method statements and risk assessments.

The scope of works include, but are not limited to;

- The demolition of the existing canopy and associated works
- Installation of new drainage systems
- Rip up and replace existing carpark
- Construction of new extension building
- Marking out carpark
- New Signage

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Programme of works

## **1.2 Project Goals**

It is the aim of the directors and management of JCL that the works be carried out accident free, in a safe environment for the health and welfare of our operatives, contractors and members of the public.

Our protection of the health welfare is not only for the duration of the works but also for the operatives long term health and welfare by controlling activities connected with occupational health and safety.

Discussion have been held with the building operators and other building users about the safe site segregation of construction activities and the general day to day building users.

## **2 PROJECT BRIEF**

### **2.1 Client**

Name: AHR Building Consultancy Ltd  
Address: Norwich Union House, High Street, Huddersfield  
Contact: Stephen Bottom  
Telephone: 01484 537411 / 07976 294727  
Email: [Stephen.bottom@ahr.co.uk](mailto:Stephen.bottom@ahr.co.uk)

Jamieson Contracting Ltd,  
Unit 5 Hyde Point,  
Dunkirk Lane,  
Hyde,  
Greater Manchester  
SK14 4NL  
Contact: Tom Edwards  
Tel: 0161 366 0075  
[tom@jamiesoncontracting.co.uk](mailto:tom@jamiesoncontracting.co.uk)

## **St Peters School, Muriel Street, Rochdale, OL16 5JQ**

### **2.2 Address of Site**

The site is located at the following address:

St Peter's CE Primary School  
Muriel Street  
Rochdale  
OL16 5JQ

### **2.3 Site Boundaries**

As the site is contained within the grounds of the school the site boundaries will have to be secured and managed to ensure there is no accidental access from other building users.

JCL will be responsible for the safety and welfare of all site personnel and members of the public around the site.

St Peter's CE Primary School  
Muriel Street  
Rochdale  
OL16 5JQ



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## **2.4 Description of Work**

The School Governors have engaged JCL to carry out the demolition of existing structures and build an extension to the school dining room, and complete drainage alterations, some renovations to the carpark and perimeter fencing.

The work will be completed in two phases:

### **Phase 1**

#### **Site set up**

- Site Possession
- Site Dilapidation survey
- Office/Welfare Set up
- MEP Isolations
- Cat Scan
- Excavate Trial Pit

#### **Demolition**

- Remove Fence and Benches
- Remove Canopy
- Remove Bin Store

Following the site set up the structure will remove existing structures and install the new drainage systems. Once the demolition and civils / in ground elements have been completed the construction of the new extension building will commence.

### **Phase 2**

The extension to the existing dining hall building, carpark works, perimeter fencing works

- Substructure
- Excavate /Fill to Formation Level
- Lay Stone
- Excavate Bases
- R/F/C Bases inc HD bolts
- Excavate and concrete strip footings
- Underslab drains and services
- Superstructure
- Steel Lead time from drawing approval
- Portal Frame
- Steel Erection

## **St Peters School, Muriel Street, Rochdale, 0L16 5JQ**

- Cladding rails and purlins
- Roof
- Safety Netting
- Temporary Handrail and Haki Staircase
- Install Metal Deck
- Gutters
- Vapour Barrier
- Insulation
- Bauder Roofing systems
- Roof edge protection install
- Rainwater Outlets
- Remove Netting, edge protection and Haki Stair
- Existing Roof
- Re-work junctions with existing roof
- Façade
- Brick/Blockwork
- Scaffolding
- Rainwater Pipes
- Curtain Walling and external doors
- Aluminium Insulated Panels
- Cap Flashings
- Ground Floor Slab
- Grade & Blind to slab
- Underslab insulation
- DPM/Membrane to slab
- Mesh/Reinforcement
- Concrete slab
- Concrete Slab curing Period

### **Fit Out**

- Remove windows and lintels
- Infill to apertures
- M&E First fix to ceiling void - tray, trunking, ducts, pipes, wiring, insulation
- Fire Protection to steelwork
- Dot & Dab plaster board
- Plaster
- Mist coat
- Suspended Grid & Service tiles
- Joinery 1st & 2Nd Fix
- MEP 2nd Fix
- Vinyl Floor
- Doors, Screens and ironmongery
- Final Coat Decoration
- MEP Final Fix

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- FF&E
- Clean

**Servery**

- Shutter Framework to DG06
- Partition MF and single side boarding
- MEP to partitions
- Insulation and 2nd side boarding
- Drainage
- Pipework to servery
- Servery counters
- Shutter to DG06
- External works
- Connect Rainwater Drains
- Excavate and lay hardcore
- Aco Drains
- Tarmac
- Cycle Store
- Fence
- White lining
- Test & Commissioning
- Test and commission
- Completion

**2.5 Timescale**

The works are currently scheduled to take place over a 20 week period. The works shall begin 23/10/2023 and plan to be completed by 25/03/24.

**2.6 Key Dates**

Currently there 2 key dates

1. Start Date 23/10/2023
2. Completion date 25/03/2024

**2.7 Working Hours**

Site opening times are between 7:30 and 17:00 and working hours between 8:00 and 16:30.

Any weekend work and the timing of the work shall be agreed with the Head Teacher, and with any other relevant stakeholders before works begin.

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## **2.8 Stakeholders**

The key stakeholders identified are:

- School Governors of St Peter's CE Primary School
- St Peter's CE Primary School,
- AHR Building Consultancy

All stakeholders will be consulted before works begins and every effort will be made to ensure all parties are aware of the planned activities and the timescales.

## **3 PROJECT PERSONNEL**

### **Client:**

Name: School Governors of St Peter's CE Primary School,  
Rochdale  
Address: St Peter's CE Primary School, Muriel Street, Rochdale, OL16 5JQ  
Contact: Aelred Whelan  
Telephone: 01706 648195  
Email: sjlloyd@stpetersce.rochdale.sch.uk

### **Principal Designer**

Name: AHR Building Consultancy Ltd  
Address: Norwich Union House, High Street, Huddersfield HD1 2LF  
Contact: Stephen Bottom  
Telephone: 01484 537411 / 07976 294727  
Email: Stephen.bottom@ahr.co.uk

### **Designer / Architect:**

Name: AHR Building Consultancy Ltd  
Address: 5th Floor, 55 Princess Street, Manchester, M2 4EW  
Contact: Richard Abrahams  
Telephone: 0161 828 7935 / 07799 648200  
Email: richard.abrahams@ahr.co.uk

### **Structural Engineer:**

Name: AHR Building Consultancy Ltd  
Address: 5th Floor, 55 Princess Street, Manchester, M2 4EW  
Contact: Richard Abrahams  
Telephone: 0161 828 7935 / 07799 648200  
Email: richard.abrahams@ahr.co.uk

**St Peters School, Muriel Street, Rochdale, OL16 5JQ**

**Principal Contractor:**

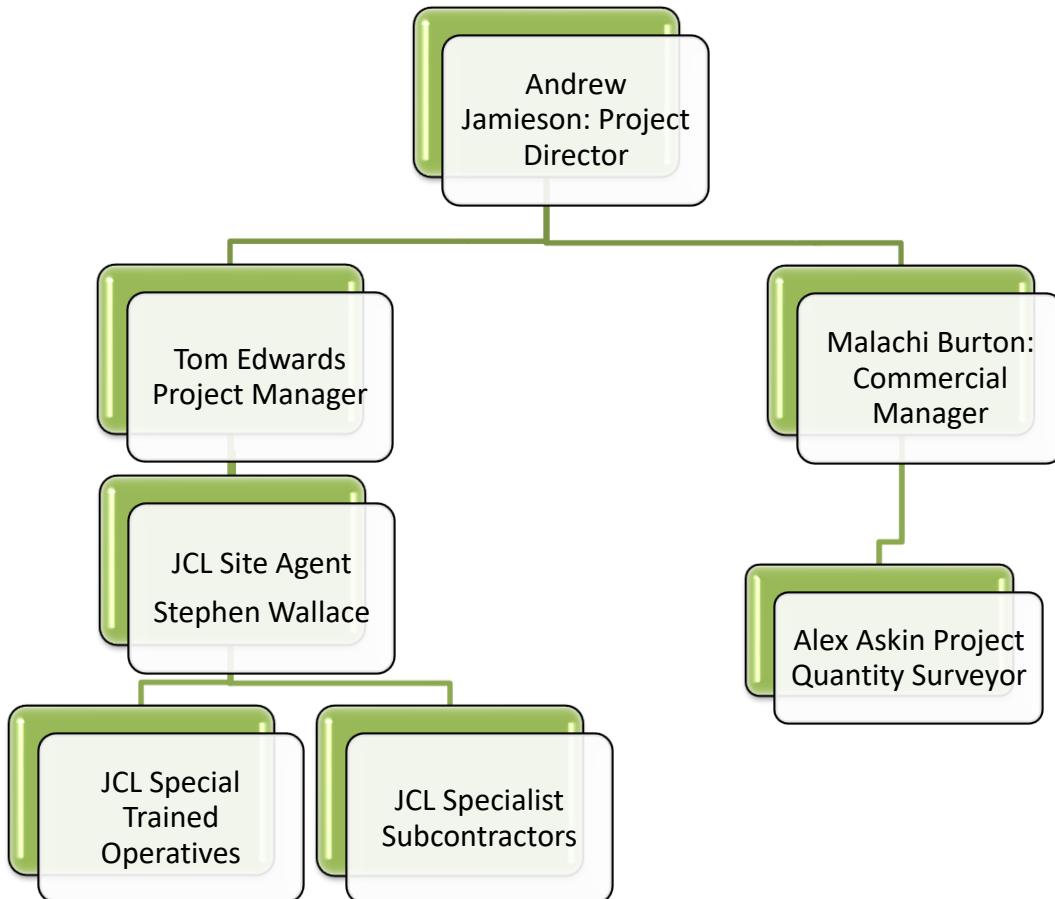
Jamieson Contracting Ltd,  
Unit 5 Hyde Point,  
Dunkirk Lane,  
Hyde,  
Greater Manchester  
SK14 4NL  
Contact: Tom Edwards  
Tel: 0161 366 0075  
[tom@jamiesoncontracting.co.uk](mailto:tom@jamiesoncontracting.co.uk)

**Site Facility Management:**

Name: School Governors of St  
Peter's CE Primary School,  
Rochdale  
Address: St Peter's CE Primary  
School, Muriel Street, Rochdale,  
OL16 5JQ  
Contact: Aelred Whelan  
Telephone: 01706 648195  
5. Email:  
[sjlloyd@stpetersce.rochdale.sch.uk](mailto:sjlloyd@stpetersce.rochdale.sch.uk)

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### 3.1 Site Management Structure



## 4 HSE NOTIFICATION

HSE notifications will be dealt with by the site team and notify the client of any occurrences.

## 5 INFORMATION FROM CLIENT

### 5.1 Site History

St Peters is a Church of England school within the Diocese of Manchester. The school is a voluntary controlled Church of England School, and as such is governed by both the Diocese of Manchester and Rochdale Local Authority

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A hard copy of all the pre construction information will be kept on site and readily available for review by anyone that may require it.

### **5.2 Existing Services**

All existing services plans were issued at tender, JCL will carry out all necessary checks to services when we take control of the site. Care will be taken to ensure that there is no disruption to the remaining area of offices during the construction phase.

### **5.3 Extent and location of existing records and plans**

Copies of all existing records and plans available to JCL will be kept on site in the site office in paper copy and also at on the company electronic server which can be accessed from site, head office and any other remote location by JCL staff.

### **5.4 Existing storage of hazardous materials**

The Pre-Construction information has stated that is no hazardous material is currently being stored on site which will interfere with our works.

JCL will review COSHH and Data sheets for hazardous materials and the item will be stored in line with manufactures guidelines.

## **6 PROJECT RESOURCES**

### **6.1 Contractor/Sub-Contractor Selection**

During the project contractors/sub-contractors will need to be appointed. Generally this will be by the appointing of sub-contractors who have previously worked with JCL and whose competences are known. Where new contractors are to be appointed this will be preceded with a thorough review of the Health & Safety competences by means of a Contractor Assessment Questionnaire, interview and references.

Monitoring of contractors will continue throughout the project to ensure the level of competence expected is maintained, continual monitoring will be carried out by the site manager.

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## 6.2 Sub-Contractors

|   | Subcontractor Name | Type of Subcontract<br>(e.g. Ground Works, Electrician etc) | Assessed<br>(Yes/No) |
|---|--------------------|-------------------------------------------------------------|----------------------|
| 1 | JCL                | Construction                                                | Y                    |
| 2 | KEY IS             | Electrical                                                  | Y                    |
| 3 | Sedgley flooring   | Flooring specialists                                        | Y                    |
| 4 | HBL Tarmac         | External road works                                         | Y                    |
| 5 | PSN painters       | Painters and decorators                                     | Y                    |
| 6 | SRL                | Aluminium window and door specialists                       | Y                    |
| 7 | Roche Shutters     | Installation of security shutters                           | Y                    |
| 8 |                    |                                                             |                      |
| 9 |                    |                                                             |                      |

## 6.3 Contractor Requirements

The contractor will be expected to follow all of Jamieson Contracting's site rules concerning health, safety and welfare of all site users.

Contractors will also be required to submit health and safety paper work in the form of risk assessment and method statement for their works.

All contractors will be required to supply personal protective equipment and personnel as will be necessary for them to complete their tasks safely and without risks to others in the allotted time.

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#### **6.4 Management of Contractors**

Contractors are informed at the pre-start meeting of the risks to their Health & Safety arising from the environment in which the project is to be carried out. Information about the risks of the ongoing construction work is conveyed at review meetings. The principal source of information is this Health & Safety plan and associated method statements.

The Project Manager & Supervisor will ensure that all plant and equipment supplied for use on site is properly selected, used and maintained. All plant operators will have been adequately trained and competent to use the equipment. Records of such training will be provided and held on site, similarly records of all maintenance, tests and thorough examinations of plant and equipment will be provided and copies held on site.

#### **6.5 Common Services**

As Principal Contractor JCL will ensure the following facilities are maintained and available at all times:

- Toilet facilities, hot & cold running water, a kettle and facilities for warming food.
- Work area security arrangements.
- Site mandatory notices.
- Mandatory warning signs.
- Storage facilities.
- Debris/rubbish collection and disposal.
- First aid equipment and cover to include at least one trained first aider.
- Suitable firefighting equipment and early warning provisions.
- Familiarise and ensure compliance with clients Fire Plan and emergency procedures.
- Ensure compliance with the client permit and protocols systems for safe systems of work.

### **7 MANAGEMENT & ORGANISATION**

#### **7.1 Management structure & responsibilities**

A copy of our Company Health & Safety Policy document can be viewed at JCL offices; this includes the company organisational charts with regard to Health, Safety & Welfare. A copy of the Policy Statement is at Appendix 1.

#### **7.2 Site Management**

**Stephen Wallace**, Site Manager, will coordinate all day to day activities and will ensure that all site documentation is in place. Offsite issues will be dealt with by Jonathan Arthur, who is responsible for the overall project.

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Health, Safety and Welfare issues relating to the project will be managed on a day to day basis by **Stephen Wallace**?????, external advice and management will be provided by our consultants Lighthouse Health & Safety.

**Allan Arthur** will liaise on a daily basis with Mr A Whelan with regards to site activities, any potential disruptions, and progress updates.

### **7.3 Communication & Cooperation**

Control and communication of any project matters will be discussed and resolved at the weekly/fortnightly site meetings or as deemed necessary as works dictate. All project representatives will ensure that relevant information from these meetings is distributed to employees and contractors following their own management system. These meetings will provide the opportunity to discuss and resolve any potential design changes or concerns with project by any project member. Any changes to the current project will be subject to a review from a health and safety perspective.

Co-operation between contractors regarding Health & Safety will be managed by the site manager in accordance with this Health & Safety Plan. Information relating to health and safety matters will be conveyed through changes in this Health & Safety Plan, issue of method statements or by distributing the minutes of site meeting. Our Policy regarding communication can be found in the General Statement of Health & Safety Policy at Appendix 1.

Names and contact telephone numbers for key personnel can be found at Appendix 5

### **7.4 Consultation with people on site**

The Company will ensure that employees, self-employed operatives and contractors on site are able to discuss and offer advice on matters which affect their Health, Safety and Welfare.

The project manager will ensure that every person on site is provided with safety training and information on the risks to Health & Safety arising out of or in connection with the works by:

- Undertaking a mandatory Induction.
- Tool Box Talks.
- The Issue of Safety Literature.
- Task Specific Briefings.

Statutory posters and information about the project will be displayed on the site notice board in the main office.

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## **7.5 Legislation**

Legislation which applies to the construction activities will be complied with throughout the construction works.

If any doubt exists as to the interpretation of Health & Safety Law, then the original documents should be consulted. Further guidance is available from the Company Health & Safety Manager, Billy Roberts

## **8 INFORMATION & TRAINING**

The following information is to be provided to all site personnel on arrival on site and will be documented and recorded on the Record of Site Induction Training Form with a signature where indicated and held on site.

### **8.1 Company Policy for Health & Safety at Work**

The company policy statement will be displayed on site and the full policy available on requested.

JCL will ensure that all site labour has been advised of any specific hazards that relate to their works, and that all labour is trained to deal with regard to these hazards. The site manager will carry out a site induction with all persons working on the site and cover the general hazards detailed in section 8.3 including the following:

- Site Rules.
- First Aid.
- Emergency Procedures.
- Accident Reporting.
- Welfare Facilities.

The induction checklist form and register must be completed by all personnel working on the site.

### **8.2 Specific Hazards**

Any specific hazards associated with the works have been listed in section 10.1 of this document. They will be managed by the subsequent development of risk assessments and method statements held in this document. Contractors will ensure that their employees have been advised of any specific hazards that relate to their works, and that all labour is trained with regard to these hazards.

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### **8.3 General Hazards**

#### **8.3.1 Noise**

Noise will be kept to a minimum as far as reasonably practicable to avoid nuisance to the general public, School staff and those working or transiting in and around the site. Noise assessments will be carried out where applicable and copies will be left on site, wherever a contractor is expected to create noise they will be responsible for carrying out their own assessments and ensure wherever possible ensure that the correct silencing has been fitted to any items of plant. Hearing protection will be available for all workers on site.

#### **8.3.2 Dust**

We will attempt to reduce levels of dust generated where generation of dust cannot be eliminated.

If we are required to carry out any breaking out and dust is produced we will ensure that eye protection is worn and that the correct dust mask is used, these will be issued when required with a copy of any relevant COSHH assessment. Dust mask will be face fitted.

#### **8.3.3 Alterations**

Extension works, externally and internally as well as alterations of the structures and walls present a number of hazards including cuts, abrasions and structural collapse.

We will ensure that adequate measures are implemented to reduce the risk of collapse. The structural frames and walls will be propped and secured during all structural works.

A structural engineer will design any temporary works if required for works.

#### **8.3.4 Falling objects**

Safety helmets must be worn at all times when on site when there is a risk of falling objects or while breaking out. We will ensure that adequate protection is put in place to reduce the risk of others being injured from falling objects.

#### **8.3.5 First Aid**

Site First Aider will be the site manager, any other trained personnel will be identified and assist the site manager in these duties.

First Aid equipment will be held in the site office marked and identified to all personnel at Induction stage.

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*The following action to be taken in the event of an accident:*

- a) The injured person is to make his way to the nearest first aid facility.
- b) If a first aider is not present the injured person is to contact a member of staff who will send for a first aider and reassure the injured person.
- c) No first aid to be administered without the presence of a first aider.
- d) If the injured person is unable to go to the site office a colleague should advise the first aider and take him to the scene of the accident.
- e) The first aider will call an ambulance if necessary.

*The following action is to be taken in the event of a Major Accident or incident requiring emergency procedures:*

- a) On witnessing an accident/incident and if it is not possible to aid the injured, obtain help, do not endanger yourself.
- b) Immediately find a member of staff who will direct a first aider to the scene.
- c) The first aider and site manager will assess the situation, arrange for the emergency services to be called and ensure access to the incident is kept clear, wait for the emergency services and direct them to the scene.
- d) The first aider will remain with the injured person.
- e) The site manager will contact key personnel of the incident by phone and Email.

#### **8.3.6 Site emergency arrangements**

As detailed in appendix 3

#### **8.3.7 Evacuation procedure**

As detailed in appendix 3 JCL will ensure that all existing routes are kept clear if for any reason existing routes need to be restricted this will be agreed prior

#### **8.3.8 Security**

The Site Manager will sign in and out at Reception each day and shall maintain a register of personnel on the construction site.

Access into the existing building is secured via an access control system. For the duration of the works within the existing building, the contractor will be issued with a fob for the electronic lock on the main entrance door, which shall be his point of access into the building. This doorway must be kept closed at all times.

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Contractors' personnel must not enter any area of the building, other than the current work area and designated access routes.

At the end of each day, the principal contractor shall ensure that the site is secured and left in a safe condition. This shall include removing access ladders; covering or fencing-off pits and excavations; isolating and immobilising plant; storing materials safely; and locking away hazardous materials; etc.

The site is currently secure by perimeter fencing and gated entrance. The works areas will be segregated by heras fencing. Jamieson will ensure that these are locked upon each shift

### Address of Nearest A & E Hospital

Rochdale Infirmary,  
Whitehall Street,  
Rochdale,  
OL12 0NB

15/09/2023, 12:24

St Peter's Church of England Primary School to Rochdale Infirmary - Google Maps



St Peter's Church of England Primary School  
Muriel St, Rochdale OL16 5JQ

Take Woodbine St E and Crawford St to Oldham Rd/A671

- |   |                                                          |                |
|---|----------------------------------------------------------|----------------|
| ↑ | 1. Head north-east towards Muriel St                     | 4 min (0.8 mi) |
|   | ▲ Restricted-usage road                                  |                |
| ↩ | 2. Turn left onto Muriel St                              | 46 ft          |
| ↪ | 3. Turn right onto Lockhart St                           | 341 ft         |
| ↪ | 4. Turn right onto Woodbine St E                         | 289 ft         |
| ↩ | 5. Turn left onto Moss Bridge Rd                         | 0.1 mi         |
| 🔄 | 6. At the roundabout, take the 1st exit onto Crawford St | 472 ft         |
|   |                                                          | 0.4 mi         |

Follow A671 to Whitehall St

- |   |                                   |                |
|---|-----------------------------------|----------------|
| ↪ | 7. Turn right onto Oldham Rd/A671 | 6 min (1.3 mi) |
|   |                                   | 0.4 mi         |
| ↪ | 8. Turn right onto Wood St/A671   |                |
|   | 📍 Continue to follow A671         | 0.8 mi         |

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9. At the roundabout, take the 1st exit onto Howard St
- 482 ft

Continue on Whitehall St to your destination

- 1 min (0.2 mi)
10. At the roundabout, take the 3rd exit onto Whitehall St
- 404 ft
11. Turn left
- 377 ft
12. Turn left
- i** Destination will be on the left
- 135 ft

Rochdale Infirmary  
Whitehall St, Rochdale OL12 0NB

St Peters School, Muriel Street, Rochdale, 0L16 5JQ

### **8.3.6 Fire Procedures**

It is the intention of JCL that any fire risks arising from its work activities are either eliminated or reduced to a minimum through planning and preparation. It is acknowledged however, that despite these measures the possibility of a major incident must be considered.

It may be difficult to isolate detectors during the works JCL if we are required to isolate JCL will look to set up a regime and ensure that these are removed at the end of each shift

Procedures for dealing with emergencies including fire will be produced for the site and will be included within the induction.

#### **Procedure**

- Fire bell sounded
- Operatives to stop work and follow the signage to the emergency exit
- Operatives to then raise the alarm to other building users
- Operatives will then use the stairs to evacuate the building
- Operatives will head out of the main entrance to the must point below
- Site manager will then take a register to ensure all operatives have evacuated the building
- Site manager will then liaise with School facilities team to inform them all operatives have evacuated from site
- Once the building has been secured, site manager will get the ok from School facilities team so operatives can re-enter the building
- Operatives will then re-sign in

Instructions can be found in: Appendix 3 – Emergency Procedures.

### **8.3.7 Site Rules**

All personnel working on site must be fully conversant with JCL Site Rules and must adhere to them at all times:

- Site Working Hours for the duration of the project will be 8:00-16:30.
- No work is to be started unless the relevant permit has been issued by the site management.
- Failure to follow safe systems of work as set out in the method statements could lead to disciplinary action or ultimately, loss of employment.

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- Safety helmets, Safety footwear, eye safety wear, gloves and Hi-Vis clothing will be worn on site at all times.
- All visitors must report to the site manager and sign the visitor's book.
- All persons must attend a site induction.
- Any person suspected of being under the influence or in possession of non-prescribed, illegal or intoxicating substances will not be allowed on site.
- All accidents must be reported to site management and recorded in the site accident book.
- No 240volt equipment to be used on site
- No horseplay is permitted on site.
- No bad language is acceptable on site
- Any other rules that the client may impose or that may be required for the safety of the site.
- Generators shall not be used inside the building without adequate ventilation.
- Smoking is only permitted in the designated areas on the site

## **9 CONSTRUCTION HEALTH & SAFETY MANAGEMENT**

### **9.1 Welfare facilities**

JCL and our contractor's will have welfare facilities provided within the site compound. Toilets are to be cleaned and monitored by JCL management to ensure they are fit for use. The facilities will consist of the following:

- Facilities for making hot drinks and warming food.
- Toilet facilities to include hot and cold running water.
- Rest area with table and chairs.
- Fire Fighting and First Aid equipment and procedures.
- A drying area for clothing, boots, equipment, etc.

### **9.2 The reporting and investigation of accidents and incidents including near misses**

All accidents will be reported to the project manager which will then be recorded in the site accident book. Any serious incident on site will be reported to AHR Building Consultancy as soon as practicable.

Where necessary an investigation will be carried out by our Health & Safety consultants who will then make recommendations to prevent re-occurrence. If accidents or incidents are classed as reportable under RIDDOR 2005 (amended 2012) our Health & Safety Advisors will carry out the reporting under our behalf on form 2508.

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### 9.3 The production and approval of risk assessments and method statements

Risk assessments together with method statements for undertaking the work form part of this Health & Safety Plan. Additional method statements will be produced for high risk activities which will then be approved by the project manager.

Sub-contractors will be required to submit their RAMS for inspection two weeks prior to starting their package of works. All subcontractor RAMS will be checked against form [7003 General Method Statement Checklist](#)

### 9.4 Health & Safety and Statutory Inspection Records

The Site Supervisor / Project Manager will maintain the statutory inspection records on site and will be responsible for maintaining and keeping the records up to date. The file will hold records of the following:

- Plant & Lifting Equipment Inspections.
- The Relevant Personnel Training Records and Certificates.
- Induction Training and Tool Box Talk Register.
- PPE issue Register.
- Compliance with the Clients Permits to Work Systems.
- JCL permits to work (hot works, excavations)
- CSCS cards.
- Permits

| To be communicated             | By                    | To                                                                                                    | Format/Status                                                             | When                                 |
|--------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------|
| Construction Phase Plan        | Jamieson HSQE Manager | Jamieson project team, AHR project team                                                               | Written documentation                                                     | First Issue<br>Subsequent revisions  |
| RAMS                           | Jamieson HSQE Manager | Jamieson project team, AHR project team                                                               | Written documentation                                                     | First Issue<br>Subsequent Revisions  |
| Project Risk Register (PC)     | Jamieson HSQE Manager | Jamieson Project Team, AHR project team                                                               | Written documentation                                                     | First Issue,<br>Subsequent revisions |
| Daily Work shift Briefing Plan | Jamieson Site Manager | Site Operatives / Staff                                                                               | Written Documentation, Verbal Presentation and Signatures from recipients | Daily                                |
| Permits                        | Jamieson Site Manager | Subcontract Supervisors and site operatives<br>All hot works will be subject to JCL's hot work permit | Written documentation                                                     | Daily (As Required)                  |

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|                           |                             |                                                                                                                                          |                             |                                    |
|---------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------|
|                           |                             | system. Task-specific risk assessments and method statements must be submitted to the for approval in advance of any proposed hot works. |                             |                                    |
| Fire & Emergency Plan     | Jamieson HSQE Manager       | JCL Project Team, Constructors, Site notice boards                                                                                       | Written, Drawings           | First Issues, Subsequent revisions |
| Progress updates          | JCL Site Manager            | Jamieson project team, AHR project team                                                                                                  | Email                       | Weekly                             |
| Project progress report   | JCL Project Manager         | Jamieson project team, AHR project team                                                                                                  | Written documentation       | Monthly before meeting             |
| Monthly Clients meeting   | JCL Project Manager to lead | Jamieson project team, AHR project team                                                                                                  | Written Notes, site meeting | Monthly                            |
| Health & Safety Statistic | JCL HSQE Manager            | Head Office, HSQE team                                                                                                                   | Written                     | Monthly                            |

| Section to be monitored           | By who                     | Frequency                              |
|-----------------------------------|----------------------------|----------------------------------------|
| Site welfare                      | Site Manager / Supervisor  | Daily                                  |
| First Aid Kits                    | Site Manager / First Aider | Weekly                                 |
| Eye Wash Facilities               | Site Manager / First Aider | Weekly                                 |
| Fire Extinguishers                | Site Manager / Supervisor  | Weekly                                 |
| Site Inspection                   | Site Manager / Supervisor  | Daily                                  |
| Site Managers Safety Audit        | Site Manager / Supervisor  | Weekly                                 |
| Safety Tour                       | HSQE / Project Manager     | Monthly                                |
| HSQE Safety Audit                 | HSQE Manager               | Fortnightly / Random                   |
| Inspection following safety event | HSQE Manager               | As soon as possible within 24 of event |
| Medical Reviews                   | Professional Medic         | After severe illness<br>After accident |
| Drugs & Alcohol                   | Professional Medic         | Random and for cause                   |
| Equipment Checks                  | Operator                   | Daily before each use                  |

## 10 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISK

This Health & Safety Plan is developed by the use of job specific method statements which contains a risk assessment: these are supplemented by specific task briefs.

These will be reviewed each shift to ensure they are still accurate for the task and revised if needed. Copies shall be sent to the Client Project Manager and the CDM Principal Designer if requested.

### 10.1 Hazards Identified

Listed below are those significant work activities and risks identified in JCL Risk Management meetings with the project team.

These hazards will be addressed with job specific risk assessments and method statements, which will be issued prior to the commencement of the work. Additional work activities may identify other hazards during the project; these will be assessed and controlled accordingly.

An Asbestos survey has been carried out and is available on site. The summary of this report was that **asbestos has been identified within the door head panels** within the main building. It is isolated and contained, therefore not an imminent risk to the project or office workers. The asbestos will need removing prior to phase 2 works starting by a licensed specialist.

Phase 1 of the works can proceed as programmed as the pre fabricated unit has been identified as asbestos free.

On site there is a potential for exposure to radiation JCL operatives and sub contractors are not to enter these areas at any time during the works

### Identified Risks

- Working on a live **school** building
- Works associated with demolition and redevelopment of existing non load bearing walls?????
- Temporary works
- Deliveries to site and removal of waste and equipment
- Movement of materials to and from site
- Manual Handling
- Work at height
- COSHH
- Dust and Vibration
- Working with live electrics
- Working within open trenches
- **Radiation risk?????**

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## 10.2 Pedestrian and Traffic Management Plan

### Pedestrian

JCL operatives and contractors shall try to segregate their movements from other building user as much as practicably possible. Where possible a banksman will accompany materials and equipment movements.

### Traffic Management

The control of traffic arriving and leaving the site area is crucial for the safe management of JCL work force. All deliveries shall enter through the main gate and directed to the relevant area on site.

## 10.3 Waste Management

Any waste material generated from the project will be segregated where possible, stored in waste skips within the site boundaries and removed from site during off peak hours. The waste shall be taken directly to a recycling facility to be separated. All waste transfer notes must be held in the file and uploaded on the live folder.

## 11 HEALTH AND SAFETY FOLDER

Under the Construction (Design and Management) Regulations, it is a requirement that a Health and Safety File is compiled for each project.

All contractors are required to contribute and provide information intended for the Health and File as they complete their works. This information will be collated for the file production and given to the Principal Contractor for eventual handover to the Client.

Such information will include:

| Information required             | Examples                                                                     |
|----------------------------------|------------------------------------------------------------------------------|
| Project Records                  | As built drawings, design criteria, materials and construction methods used. |
| Project Directory                | Design Consultants, Contractors & Material Suppliers.                        |
| User Restrictions                | Details of structures equipment and maintenance facilities.                  |
| Existing Facilities And Services | Emergency or firefighting systems, location of utilities and services.       |
| Maintenance                      | Cleaning decorating and plant maintenance.                                   |

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|                       |                                                                                                             |
|-----------------------|-------------------------------------------------------------------------------------------------------------|
| Procedures            |                                                                                                             |
| Operating Manuals     | Specialist plant operating and maintenance manuals and spare part schedules - checked by an M&E consultant. |
| Test Certificates     | All equipment, e.g. electrical circuits, lightning conductors, fire alarm system, lifts, lifting beams etc. |
| Demolition risk items | Hazardous materials, reverse method statements                                                              |
| Other Risk Items      |                                                                                                             |

The detailed structure and format of the File, the arrangements for collection, gathering and storage of information shall satisfy the client's requirements as defined by the Principal Designer.

An Operation & Maintenance Manual will be prepared by JCL, working in conjunction with the Principal Designer. The completed manual will be reviewed by the Principal Designer and cross referenced to the Health & Safety File.

## **12 APPENDICES**

Appendix 1 – General Statement of Health & Safety Policy

Appendix 2 – Company Insurance Documents

Appendix 3 – Emergency Procedures

Appendix 4 – Project Personalities and Contact Details

Appendix 5 – Welfare Facilities

Appendix 6 - First Aid

Appendix 7 – CPP Sign off sheet

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## Appendix 1

### General Statement of Health & Safety Policy

**JAMIESON**  
CONTRACTING

Jamieson Contracting (NW) Ltd  
Unit 5, Hyde Point, Dunkirk Lane,  
Hyde, Cheshire SK14 4PL  
t: 0161 366 0075  
f: 0844 811 7595  
e: [info@jamiesoncontracting.co.uk](mailto:info@jamiesoncontracting.co.uk)  
[www.jamiesoncontracting.co.uk](http://www.jamiesoncontracting.co.uk)

JCNWLPOL:1002:03.01.23 – Issue 1

#### GENERAL STATEMENT OF HEALTH & SAFETY

The Director of Jamieson Contracting (NW) Ltd is committed to ensuring a safe and healthy environment for staff, customers, contractors and visitors.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. The aim is to ensure that health and safety becomes an integral part of the company's activities.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with employees on matters affecting their health and safety and encourage active participation to maintain and improve standards;
- to provide and maintain safe and healthy premises;
- to provide and maintain safe work equipment;
- to ensure safe handling and use of substances;
- to ensure employees are competent to do their tasks, providing information, instruction, training and supervision as required to ensure safe and healthy working;
- to ensure contractors are competent to manage the health and safety aspects of their work;
- to monitor health and safety standards by carrying out regular inspections;
- to record and investigate significant accidents and cases of work-related ill health and where appropriate implement measures to prevent re-occurrences;
- to review and revise this policy as necessary or at least every 12 months;
- a commitment to the prevention of injury and ill health and continual improvement in OHAS management and OHAS performance;
- a commitment to at least comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OHAS hazards;

Where appropriate the arrangements of this policy will be developed locally to control specific risks.



Chris Jamieson  
Managing Director  
03/01/2023

St Peters School, Muriel Street, Rochdale, OL16 5JQ

## Appendix 2

### Company Insurance Documents



RAIL INDUSTRY SPECIALIST INSURANCE

#### To Whom It May Concern

06 September 2023

Dear Sirs

**Insured** Jamieson Contracting (North West) Ltd  
**Address** Unit 5, Hyde Point, Dunkirk Lane, Hyde, Cheshire, SK14 4PL  
**Business** General Construction, Civil Engineering and M & E Design and Build Contractor including rail sector. Labour Supply.

This letter is given by us on the instruction of the above named Insured with their full knowledge and consent as to its terms and does not constitute an acceptance of an advisory relationship between us and you and we make no representations that they meet any requirements that you may have.

We are Insurance Brokers for the above named and would confirm having arranged the following covers:-

#### Employers Liability

**Insurer:** Newline Insurance  
**Policy Number:** NID23954860A  
**Period of Cover:** 08 August 2023 to 07 August 2024 (both days inclusive)  
**Limit of Indemnity:** £10,000,000 any one occurrence restricted to £5,000,000 in respect of Terrorism

#### Public/Products Liability

**Insurer:** Newline Insurance  
**Policy Number:** NID23954860B  
**Period of Cover:** 08 August 2023 to 07 August 2024 (both days inclusive)  
**Limit of Indemnity:** £10,000,000 any one claim and in aggregate in respect of Products Liability

#### Professional Indemnity

**Insurer:** Newline Insurance  
**Policy Number:** NID23954860C  
**Period of Cover:** 08 August 2023 to 07 August 2024 (both days inclusive)  
**Limit of Indemnity:** £5,000,000 any one claim (defence costs inclusive)

#### Contract Works

**Insurer:** NMU  
**Policy Number:** EAA042144024  
**Period of Cover:** 08 August 2023 to 07 August 2024 (both days inclusive)  
**Limit of Indemnity:** £3,000,000 any one contract  
**Hired in Plant:** £300,000 any one claim / item

We confirm that the Newline policies include an Indemnity to Principals Clause and include cover for working trackside in the cess, between the lines, on the open line and where any adjacent line is open.

This document is provided for information purposes and does not make the person or organisation to whom it has been issued an additional assured, nor does it modify the contract of insurance. Any amendment change or extension of such contract can only be effected by specific endorsement.

Each confirmation given in respect of the Insurances in this letter is given solely as at the date of this letter and does not extend to any renewal or replacement of any Insurance after the expiry of the period of insurance set out in respect of that Insurance. Should the above mentioned Insurance Policies be cancelled, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the holder of this document is accepted by the undersigned insurance brokers.

Cover is subject to the full terms, conditions and exceptions of the policies and we will be pleased to furnish you with any additional information you may require on hearing from you.

We trust you find this to be in order, however should you have any queries or wish to discuss further please do not hesitate to contact us.

Yours faithfully



Tim Smith Cert CII NEBOSH  
 Client Director – Rail  
 Telephone: 07493 888305  
 Email: [tim.smith@jjrail.co.uk](mailto:tim.smith@jjrail.co.uk)

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## Appendix 3

### Jamieson Contracting Ltd Emergency Procedures

#### SPILL RESPONSE PROCEDURE

Many of the basic steps involved in cleaning up emergency and non-emergency spills and leaks are similar. The primary difference is the type & degree of hazard, location of the spill, level of training, and types of personal protective equipment necessary to clean up the spill safely. Even non-emergency spills and leaks take knowledge and training to clean up safely.

The following is a generic procedure which can be applied to essentially any type of liquid spill clean-up in the workplace. As with all spills, know what you are dealing with, and only respond if you have been suitably trained, have the required materials on hand, and are wearing appropriate protective equipment.

#### ASSESS THE SITUATION

1. **Get Away** - The first person to notice the spill or leak, should get away from the immediate area in order to evaluate the situation without exposing themselves to any danger. Obviously, this might not be needed if the nature of the spill is known and is minor.
2. **Identify the spill to the greatest extent possible** - Do so without being at risk. This includes identifying: a) the type of material spilled; b) the size of the spill and whether the leak has stopped; c) whether two potentially incompatible chemicals; and d) any unusual features such as foaming, odour, fire, etc.
3. **Is this an emergency?** - Leaks that can be cleaned up by personnel on the spot or by maintenance personnel are not usually emergencies. Often what determines an emergency has been defined in the Emergency Response Plan and incorporated into spill response training. If this is not clear, or someone has been seriously injured, consider it an emergency.
4. **Get help for all but very minor spills** - When reporting a spill, do not leave the spill unattended. Establish a hazard zone that will keep non-emergency response personnel well out of danger. In emergency situations, the amount of training determines the degree of participation in the cleanup.
5. **Identify the spilled material** - Is it flammable, combustible, toxic and volatile, toxic or corrosive and non-volatile, or an oxidizing agent? The label and Material Safety Data Sheet for the product should give information on safe cleanup.

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6. **Plan how to clean up the spill** - Procedures for common types of spills and leaks should be part of the Emergency Response Plan and training. Consider variables such as rain and wind.
7. **Obtain proper spill control materials** - This would include spill control materials such as sorbents, containment socks, spark proof tools (for flammable liquids), booms, neutralising fluids, etc.

### **CLEAN UP THE SPILL**

8. **Put on appropriate PPE** - Personal Protective Equipment (PPE) can include respirators, gloves, goggles, etc., as needed.
9. **Stop the source of the spill or leak** - This can include turning off the valve, patching a leaky hose, draining a tank, or up righting a knocked over container of liquid.
10. **Stop the spill from spreading** - This can include use of appropriate absorbent/containment materials such as socks, shutting down ventilation systems to keep gases and vapours from spreading, and plugging drains to prevent contamination of the water supply.
11. **Use appropriate sorbents & equipment** - Remember, particulate sorbents are primarily suited for cleaning up small spills and the residues left over after a large spill. Absorbent pads can be used to collect the bulk liquid first. Watch out for free liquid as pads will tend to over-saturate.
12. **Dispose of contaminated materials properly** - Contaminated spill control materials and disposable personal protective clothing may have to be disposed of as hazardous waste. Contaminated tools and non-disposable PPE should be safely decontaminated and stored in clean plastic bags for future use.

### **EVALUATE**

13. **File an incident report** - The incident report should be filed with the person responsible for the site, for every spill, including non-emergency (incidental) spills. Evaluate your spills plan to determine if changes are required. Replenish all supplies.

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## St Peter's School

### Fire Rules and Procedure

All personnel are to take care to prevent a fire starting. The following rules are to be adhered to:

- No smoking on site – only within designated areas
- All flammable materials to be stored as per manufacturers/suppliers' instructions
- Good housekeeping on site
- Firefighting and alarm equipment to be kept within the work and welfare areas and 1m from any hot works
- All hot works are under permit conditions – site manager to issue permits
- After any hot works, 1-hour observation of the workings area is required

In the event of a fire, the following procedure must be adhered to:

- A. Raise the alarm using the horn or bell provided
- B. Only fight the fire if it is safe to do so, using the equipment provided
- C. If it is not safe to fight the fire, warn the site personnel and NR staff and head to the nearest Muster Point: Welfare Area
- D. If possible, barriers to be erected at all entrances to prevent unauthorised access
- E. No persons to enter site until the site manager has given authorisation
- F. The site manager or authorised person to contact the fire service by calling 999 and state:
  - Your name
  - Your employer: Jamieson Contracting (NW) Ltd
  - The location you are speaking from: St Peters School
  - Muster Point:
  - Await further instructions from the emergency services

**No persons are not to re-enter site until authorisation has been given by the Site Manager and site personnel must re-sign in.**

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## Accident and Incident Procedures

If an accident or incident occurs, which affects the safety of any personnel on site or a member of the public then work is to cease, and the following procedure must be adhered to:

### Site Evacuation:

- A. Sound alarm
- B. Site Manager to direct all site personnel and commuters to the muster point within the Network Rail Compound
- C. Barriers to be placed at all entrances to stop entry to the worksite
- D. No persons to enter site until the site manager has given authorisation

Injured and insensible person – **only evacuate if safe to do so and will not further injure the person**

- a) Ensure the person is well enough to move
- b) Two people to slowly and carefully help injured/insensible person to the muster point following the signal box pedestrian walking route
- c) First aider to provide support until emergency services (if required)

If the emergency services are required, the Person in Charge should follow this procedure:

- b)
- c)
- d) Proceed to the nearest telephone and contact the necessary emergency services by calling 999
- e) State:
  - Your name
  - Your employer: Jamieson Contracting (NW) Ltd
  - The location you are speaking from: St Peters School
  - Muster Point: At agreed Point
  - Await further instructions from the emergency services

**No persons are not to re-enter site until authorisation has been given by the Site Manager and site personnel must re-sign in.**

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## Appendix 4

### Project Roles & Contact Details

| Name                                                     | Role               | Organisation                  | Contact details                                                                                             |
|----------------------------------------------------------|--------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------|
| Billy Roberts<br>(2 <sup>nd</sup> out of hours contract) | JCL HSQE Manager   | Jamieson Contracting          | 0161 366 0075<br>07826 473 216<br>Billy@jamiesoncontracting.co.uk                                           |
| Allan Arthur<br>(1st Out of hours contact)               | Site Manager       | Jamieson Contracting          | 07876653875<br>allan@jamiesoncontracting.co.uk                                                              |
| Richard Abrahams                                         | Lead Designer      | AHR Building Consultancy Ltd  | 0161 828 7935 / 07799 648200<br>Email: richard.abrahams@ahr.co.uk                                           |
| Stephen Bottom                                           | Principal Designer | AHR Building Consultancy Ltd. | 01484 537411/ 07976 294727<br>Email: <a href="mailto:stephen.bottom@ahr.co.uk">stephen.bottom@ahr.co.uk</a> |
| Tom Edwards                                              | Project Manager    | Jamieson Contracting          | 07759 839 713<br>tom@jamiesoncontracting.co.uk                                                              |
| Aelred Whelan                                            | Head of Facilities | St Peters School              | 01706 648195<br>sjlloyd@stpetersce.rochdale.sch.uk                                                          |

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## Appendix 5

### Welfare Arrangements

|                                                                                            |                                                          |                                                                  |               |            |   |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------|---------------|------------|---|
| Contract:                                                                                  | St Peters Extension                                      |                                                                  | Contract Ref: | 00257      |   |
| Location:                                                                                  | St Peters School                                         |                                                                  | Date:         | 15/09/2023 |   |
| Activity:                                                                                  | Extension to the school dining room and associated works |                                                                  |               |            |   |
| Duration:                                                                                  | Weeks                                                    | Approx. Max No. of Personnel:                                    | 8             |            |   |
| Welfare Assessment Matrix: <i>(Please indicate what category applies to the work site)</i> |                                                          |                                                                  | A             | B          | C |
|                                                                                            |                                                          |                                                                  |               |            | X |
| Transient or Non-Transient Site: <i>(Please state)</i>                                     |                                                          |                                                                  | Non Transient |            |   |
| Local Facilities, Category A:                                                              |                                                          |                                                                  |               |            |   |
|                                                                                            |                                                          |                                                                  |               |            |   |
| Non-Transient Work Site Facilities, Category C:                                            |                                                          |                                                                  |               |            |   |
| Facilities                                                                                 |                                                          | Details of Provision <i>(Please state what will be provided)</i> |               |            |   |
| General Services                                                                           |                                                          |                                                                  |               |            |   |
| Lighting                                                                                   |                                                          | Included in mobile welfare unit                                  |               |            |   |
| Heating                                                                                    |                                                          | Included in mobile welfare unit                                  |               |            |   |
| Water                                                                                      |                                                          | Included in mobile welfare unit                                  |               |            |   |
| Other:                                                                                     |                                                          |                                                                  |               |            |   |
| Toilet Facilities                                                                          |                                                          |                                                                  |               |            |   |
| No. of Male Toilets Required                                                               |                                                          | 1                                                                |               |            |   |
| No. of Urinals Required                                                                    |                                                          | 0                                                                |               |            |   |
| No. of Female Toilets Required                                                             |                                                          | 0                                                                |               |            |   |
| Other:                                                                                     |                                                          |                                                                  |               |            |   |
| Washing Facilities                                                                         |                                                          |                                                                  |               |            |   |
| No. of Sinks Required                                                                      |                                                          | 1                                                                |               |            |   |

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|                                          |                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------|
| Method of Drying Hands                   | Hand towels                                                                       |
| Other:                                   |                                                                                   |
| <b>Storage &amp; Drying of Work Wear</b> |                                                                                   |
| Clothes Storage                          | Yes                                                                               |
| Drying Facilities                        | Yes                                                                               |
| Other:                                   |                                                                                   |
| <b>Rest Facilities</b>                   |                                                                                   |
| Tables/Chairs                            | 8 seats, 1 table                                                                  |
| Heating Food                             | Microwave                                                                         |
| Heating Water                            | Kettle and Welfare Boiler                                                         |
| Drinking Water                           | Bottled water                                                                     |
| Other:                                   |                                                                                   |
| <b>Maintenance &amp; Cleaning</b>        |                                                                                   |
| Effluent and Waste Disposal              | When required                                                                     |
| Cleaning Details / Frequency             | Inspected by the site manager at the start of each shift and cleaned accordingly. |
| Other:                                   |                                                                                   |
| <b>External Facilities</b>               |                                                                                   |
| External Lighting                        | Yes                                                                               |
| Protected Accesses                       | Yes                                                                               |
| Car Parking Arrangements                 | Site parking spaces available                                                     |
| Other:                                   |                                                                                   |

**General comments on site welfare** A static none transient welfare unit will be in place with adequate facilities for the number of operatives on site. The Site Manager will ensure the welfare unit is in a good working condition and is kept clean and tidy at all times and ensure it is serviced regularly.

|                                                                                         |  |         |
|-----------------------------------------------------------------------------------------|--|---------|
| Are specialist contractors required? (e.g. <i>Asbestos, contaminated ground, lead</i> ) |  | Yes???? |
|                                                                                         |  |         |
| Will the specialist contractors provide their own welfare facilities?                   |  | No      |
|                                                                                         |  |         |
| Please state what specialist welfare facilities will be provided:                       |  |         |

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|       |               |           |              |       |            |
|-------|---------------|-----------|--------------|-------|------------|
| Name: | Billy Roberts | Position: | HSQE Manager | Date: | 15/09/2023 |
|-------|---------------|-----------|--------------|-------|------------|

## Appendix 6

### First Aid Arrangements

 Issue: 1  
 Date: 02 September 2017

| NR/L2/OHS/00110/F01 - FIRST AID RISK ASSESSMENT                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                              |                                                                                                                    |                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------|
| To be used in conjunction with First Aid at Work business process NR/L2/OHS/00110                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                              |                                                                                                                    |                                |
| Date:                                                                                                                                                                                                                                                                                                                                                  | 15/09/2023                                                                                                                                                                                                                   |                                                                                                                    |                                |
| Location:                                                                                                                                                                                                                                                                                                                                              | St Peters Primary School                                                                                                                                                                                                     |                                                                                                                    |                                |
| Name:                                                                                                                                                                                                                                                                                                                                                  | Billy Roberts                                                                                                                                                                                                                |                                                                                                                    |                                |
| Workplace/Activity being assessed:                                                                                                                                                                                                                                                                                                                     | Extension works                                                                                                                                                                                                              |                                                                                                                    |                                |
| <b>1. Injury and Ill Health</b><br>Using your knowledge and experience of the general level of accidents and illnesses suffered by your staff undertaking this type of activity, in the assessed environment allocate a value from 1 to 6 from the table on the right:<br>(If necessary, consult accident records and/or staff representatives)        | <b>POTENTIAL SEVERITY</b><br>1 Minor injury, but no time off work<br>2 Injury causing up to 3 days' absence<br>3 Injury causing more than 3 days' absence<br>4 Long-term absence<br>5 Single Fatality<br>6 Multiple Fatality |                                                                                                                    |                                |
| Potential severity of accident or illness                                                                                                                                                                                                                                                                                                              | Insert figure here ➡ 2                                                                                                                                                                                                       |                                                                                                                    |                                |
| <b>2. Work Activity</b> Using your knowledge and experience of the type of activity to be undertaken, allocate an appropriate score from 0 to 5: 0 = no risk, 5 = high risk or N/A, then add together for TOTAL figure<br><b>NOTE: control measures shall affect your scoring</b>                                                                      |                                                                                                                                                                                                                              |                                                                                                                    |                                |
| On or near the line                                                                                                                                                                                                                                                                                                                                    | 0                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Working at height                                                                                                                                                                                                                                                                                                                                      | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Hazardous chemicals                                                                                                                                                                                                                                                                                                                                    | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Manual handling                                                                                                                                                                                                                                                                                                                                        | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Electrical                                                                                                                                                                                                                                                                                                                                             | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Cutting equipment                                                                                                                                                                                                                                                                                                                                      | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Plant machinery                                                                                                                                                                                                                                                                                                                                        | 2                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Working at night                                                                                                                                                                                                                                                                                                                                       | 0                                                                                                                                                                                                                            |                                                                                                                    |                                |
| Any additional hazardous work activity e.g. dealing with public, confined spaces, radiation sources<br>(please score as instructions above and name activity below)                                                                                                                                                                                    |                                                                                                                                                                                                                              |                                                                                                                    |                                |
| Insert TOTAL figure here ➡                                                                                                                                                                                                                                                                                                                             | 12                                                                                                                                                                                                                           |                                                                                                                    |                                |
| <b>3. Number of people working at workplace or site of work</b><br>(pick most typical figure)                                                                                                                                                                                                                                                          | Lone worker (5)<br>2 to 50 (3)<br>51 and above (5)<br>Insert figure here ➡ 3                                                                                                                                                 |                                                                                                                    |                                |
| <b>4. Vulnerable Individuals</b> Are there inexperienced workers or people with disabilities or health problems?<br>(assume yes if you do not know the group e.g. Contractors, public)                                                                                                                                                                 | Yes (5)<br>No (1)<br>Insert figure here ➡ 1                                                                                                                                                                                  |                                                                                                                    |                                |
| <b>5. Remoteness</b><br><b>5.1</b> Likely response time for emergency services to arrive on scene of incident?<br>(pick most typical figure)                                                                                                                                                                                                           | 8 minutes (1)<br>30 minutes (3)<br>Over 30 minutes (5)<br>Insert figure here ➡ 3                                                                                                                                             |                                                                                                                    |                                |
| <b>5.2</b> Has a suitable road vehicle access point for evacuation been identified at the planning stage?<br>(pick most typical figure)                                                                                                                                                                                                                | Yes (1)<br>Moving worksite (3)<br>No (5)<br>Insert figure here ➡ 1                                                                                                                                                           |                                                                                                                    |                                |
| <b>5.3</b> Is emergency mobile telephone communication available at the workplace or site of work, with coverage?<br>(pick most typical figure)                                                                                                                                                                                                        | Yes (1)<br>Usually (3)<br>No (5)<br>Insert figure here ➡ 1                                                                                                                                                                   |                                                                                                                    |                                |
| Add the numbers you have inserted in the summary boxes for sections 1 – 5 to determine risk level from the Table below. Then use the table on Page 2 of this form for the suggested minimum level of provision for the severity level identified.                                                                                                      |                                                                                                                                                                                                                              |                                                                                                                    |                                |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <b>Table:</b><br/> <b>Low Severity</b> 1 - 18<br/> <b>Medium Severity</b> 19 - 30<br/> <b>High Severity</b> 31 and above             </td> <td style="width: 50%; border: none;">               Insert OVERALL score here ➡ 23             </td> </tr> </table> |                                                                                                                                                                                                                              | <b>Table:</b><br><b>Low Severity</b> 1 - 18<br><b>Medium Severity</b> 19 - 30<br><b>High Severity</b> 31 and above | Insert OVERALL score here ➡ 23 |
| <b>Table:</b><br><b>Low Severity</b> 1 - 18<br><b>Medium Severity</b> 19 - 30<br><b>High Severity</b> 31 and above                                                                                                                                                                                                                                     | Insert OVERALL score here ➡ 23                                                                                                                                                                                               |                                                                                                                    |                                |

**NOTION** - Check the total scores are correctly calculated as it would impact on the severity category

## Appendix 7

## CPP Briefing Record

***By completing this form, the signatory acknowledges that he/she has received a briefing of this document. The briefing must be completed at the initial site visit during site induction.***

**Additional sheets should be used, as necessary.**

[illegible]