

Construction Phase Health & Safety Plan

Brownhill Community
Learning School
OL10 3PY

Prepared By:

**PLP Construction Ltd
30 Rochdale Lane
Heywood
OL10 1PF**

Tel: 01706 627512

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Amendments

Amendments are shown by the line indicator on the right column.

Edition	Date	Section	Action	By
1	10 th June 2024	All	Initial issue	BD
2	18 th June 2024		Client Issue	JJ
3				

This is a summary of the management procedures, which will be established to safely manage the project in accordance with Construction (Design and Management) Regulations 2015 and the supporting Regulations which may include the following;

- The Management of Health and Safety at Work Regulations 1999.
- The Noise at Work Regulations 2005.
- COSHH Regulations 2002.
- RIDDOR Regulations 2013.
- The Working at Height Regulations 2005.
- The Personal Protective Equipment at Work Regulations 2002.
- The Provision and Use of Work Equipment Regulations 1998.
- The Control of Asbestos Regulations 2012.
- Environmental Protection Act 1990

The plan must be viewed as a development of the information provided and indicates the procedures by which identified hazards are to be safely managed and controlled.

In correct interpretation of CDM 2015 Regulation 12 (4) this plan does not aim to be complete for the whole project, but forms an established set of controls and procedures with which the work can be safely started. Additional information including risk assessments and method statements are to be produced for all activities once the project is under way and when contractors are appointed. The actual procedures and safe systems of work, forming the complete site plan, will be available on site during the works.

1.0 Description of Project:

1.01 General concept:

The project consists of the formation of a Four Classroom and additional office space single story Extension, Also the formation of a turning circle and additional parking area.

The intended sequence of works is detailed on the Construction Programme.

The PLP Construction Ltd site team will co-operate with the Client and co-ordinate all activity for the duration of the works.

Considering the location of the site, procedures will be used to ensure the safety, health and environmental well-being of others not involved with the construction work, this includes:-

- Safe site set up and controlled demarcation during construction
- Site security
- Third party protection and traffic management for shared access/egress areas
- Removal of waste from site
- Awareness and control of activity that may disrupt neighbours & business
- Control of Noise and Dust

The company undertake to manage this project in accordance with all statutory provisions and in the spirit of the CDM Regulations 2015. Performance reference: "Successful health and safety management" HSG 65.

1.02 Details of Project Team

Client

Rochdale Borough Council
Asset Management Group
Number One Riverside,
Smith Street,
Rochdale.
OL16 1XU

Contact:

Tel:

Mobile:

Email:

Principal Designer

Rochdale Borough Council – Property
Services
Number One Riverside,
Smith Street,
Rochdale.
OL16 1XU

Contact: Paul Harris

Tel: 01706 923269

Mobile: 07812267092

E Mail: paul.harris@rochdale.gov.uk

Quantity Surveyor

Rochdale Borough Council
Capital Projects
Surveyor

Contact: John Chadwick

Tel:

Mobile:

E Mail: john.chadwick@rochdale.gov.uk

Project Health & Safety Advisor

GMCT Ltd
Bowlee Nursery
Heywood Old Road
Middleton
M244TH

Contact: Brad Daniel

Mobile: 07711916093

E Mail: Brad.Daniel@GMCTLtd.co.uk

Principal Contractor

PLP Construction Ltd
30 Rochdale Lane
Heywood
OL10 1PF

Contact: Laurie Bradley

Tel: 01706 627512

Mobile: 07811165205

Email: Laurie@plpconstructionltd.co.uk

HSE

Tel: 0151 951 4000

Redgrave Court,
Merton Road,
Bootle,
Merseyside,
L20 7HS

1.03 Site Address:

Brownhill Community Learning School
Sutherland Rd
Heywood
OL10 3PY

Electric

Tel: 0800 195 4141

Gas

Tel: 0800 111 999

Water

Tel: 0800 330 033

1.04 Existing traffic system and restrictions that may affect the planned works.

Access to the site is off Sutherland Road, the site is surrounded by domestic properties.

Arrangements for site transport (including pedestrian traffic) and vehicle movement restrictions are to be agreed with the Client's representative at the Pre-Contract Site Meeting and to be confirmed by the Principal Contractor via a site access plan to be included in the site induction. PLP Construction will give due consideration to other users and occupants for access and parking restriction, on other adjacent roads.

Limited contractor parking will be available on site.

PLP Construction Ltd will ensure that the traffic and pedestrian routes adjacent the site are maintained at all times. Special care must be exercised by the contractors in relation to the residents, especially during peak times. Pedestrian traffic routes are to be confirmed by the Client's representative at the Pre-Contract Site Meeting and to be detailed on the Principal Contractor's site access plan.

1.05 Working Restrictions

Attention is drawn to the possible presence of overhead telecommunication lines, connected to the neighbouring buildings, running across roofs, etc which may be affected by the works. The presence of overhead lines above the roads surrounding the site may restrict the means of access to the site for deliveries and plant, the height of vehicles used etc.

PLP Construction Ltd will be responsible for ascertaining the exact position of all existing mains and services and should take appropriate safety precautions in accordance with HSE Guidance note HSG47 "avoiding danger from underground services". Please refer to the service drawing included in Pre construction information provided by the client.

1.06 Time Restrictions:

We will adhere to any instruction, issued by the client, concerning time restrictions. Normal working hours will be as follows;

Start Date: 22nd July 2024

Duration: 34 weeks

Proposed Working Hours: Mon – Fri **07:30-18:00**
Sat, Sunday & Bank Holiday only
with written approval

All deliveries to site will be supervised by PLP Construction and must be arranged with site Management prior to arriving on site.

1.07 Site Access:

Access to the site shall be via Sutherland Road to the site gate and entrance, PLP Construction will control access to the construction site and car park.

Care must be observed by all drivers approaching site. The speed limit on Sutherland Road is 30mph this will reduce to 5mph on site. PLP construction will ensure that all members of the public and operatives are given suitable and appropriate warning and protection from all vehicles accessing site. The Site Manager will be responsible for the planning and coordination of all vehicular access and egress.

Site traffic and deliveries will be closely supervised and escorted/banked on and off site as required.

All operatives and visitors must report to the site office on arrival where they will be informed of any site specific hazards.

ALL persons attending site must BOOK ON and OFF at all times.

1.08 Site parking:

PLP Staff and subcontractors are to park in the designated area for contractors parking.

Pedestrian traffic routes are to be detailed on the Principal Contractor's site access plan and included into the site induction. Care must be taken to segregate pedestrians from construction plant movement and deliveries.

1.09 Site Layout

The site layout is as per the Logistics Plan.

1.10 Safe site set-up.

The site logistics set up has been confirmed during the pre-start visit, this includes the location of the welfare facilities and the safety warning signs to be displayed on the site approaches.

The administration area and welfare facilities will be established as shown in the site logistics plan. The site perimeter for all works including any external works will be maintained throughout the project in order to prevent unauthorised access.

1.11 Demarcation from existing activities:

The area of work shall be fully cordoned off to separate site activities from others such as staff, work activities, pedestrian and vehicular traffic.

Adequate warning signs e.g. "Danger Keep Out", "Men Working Overhead" etc. must be provided at all areas of work.

The majority of PLP Construction activities will be fully isolated within the allocated construction area. Unauthorised access to these areas will be controlled by utilising existing walls and fences enhanced with Heras fencing or other physical barriers (chapter 8 pedestrian barriers) may be used.

All areas allocated to PLP Construction will be classed as a construction zone however PPE free zones will be established within the admin/welfare area. Warning signage will be displayed denoting construction activity at the site access points. PLP minimum requirements on site are as follows;

- Hard Hat
- Safety Boots with mid sole protection
- Gloves and Eye Protection (risk assessed based)
- High Visibility vest / jackets

1.12 Extend and location of existing records and plans

1.12.1 Health and Safety File

Service information in relation to the excavation works are available from the relevant utilities supplier and in the pre-construction information, PLP Construction must establish the location of any services before excavation.

HSG 47 “Avoiding the dangers from buried services”

1.13 Enabling works

Prior to the commencement of work, the following provision will be put in place to ensure that compliance with CDM Regulations; Schedule 2 Welfare requirements are met.

- Site boundaries, secure perimeter fencing with controlled access point
- Construction of safe zones
- Welfare cabins and storage area including connection to utilities, to include;
 1. Toilets
 2. Site cabin
 3. Drying facilities
 4. Hot and cold running water
 5. Mess room
 6. Office

1.14 Limitations to the development of the plan prior to starting work:

This document remains live and is to be amended accordingly throughout the project with additional risk assessment, method statements and appropriate safety information.

2.0 Communications and Management of the Works:

2.01 Management Structure and Responsibilities:



2.01.1 Contracts Manager

Responsibilities:

- Ensure adequate resources are applied to the project.
- Ensure that all contractors are competent and qualified for the planned work.
- Ensure that full investigations are undertaken into the cause of all accidents and then to instigate additional resources, competence and controls to avoid a reoccurrence.
- Ensuring all equipment provided including power tools and access equipment is suitable for the job and is maintained in good order. Where scaffolding is required, it is provided by a reputable and competent company, and the relevant recorded statutory inspections are carried out.
- Ensuring adequate resources are allowed for welfare facilities on the site.
- Ensuring that those employed to carry out work on site are provided with sufficient information, instruction and training about the hazards and work on site.
- Timely and close co-operation and co-ordination of activities and development of a team approach with client, principal designer and designers.
- Ensure that all purchased hazardous material for the project is accompanied with safety data sheets and that COSHH assessments are undertaken by a competent person.
- Provide adequate support and resources for the Site Manager to undertake his role properly.

2.01.2 Site Supervisor

The Site Manager will be on site at all times during working hours.

Responsibilities:

- Ensure that the site is set up in accordance with the agreed plan.
- Ensure that all operatives are given a full safety induction and that contractor's views are encouraged in weekly site meetings.
- Liaising with all operatives and any contractors on site to ensure co-ordination of activities in respect of provision of safe places of work, access and egress.
- Ensuring that all shared access equipment is safe and that a competent person is carrying out the relevant recorded inspections.
- Ensuring that there are adequate welfare arrangements on the site including sufficient first aid arrangements, hot and cold water, mess facilities and ensuring a good standard of discipline is maintained on site and that detail of all accidents, near misses and dangerous occurrences are communicated immediately to the Contracts Manager and safety department.
- Ensure that a daily 'pre use' inspection is conducted on all working areas, tools and plant. Supervise and monitor all required weekly inspections.
- Ensuring that employees are only allowed to carry out work for which they have received adequate training, instruction and information to do so safely and are physically capable of carrying out that work without risk to themselves or others.
- Ensure that all operatives including sub-contractors are competent to conduct work on site, check competency cards such as CPCS, CSCS and obtain register of competency from all sub-contractors.
- Check all safe systems of work including Method Statements and Risk Assessments prior to work commencing. Periodically monitor work to ensure compliance.
- Ensuring that all emergency evacuation procedures particularly to the site have been fully communicated to all contractors and employees i.e. fire alarm, fire points, and evacuation & assembly points.
- Ensure that all operatives and visitors sign the visitor's book.
- Ensure that all contractors and employees have the appropriate PPE for the work at hand.
- Ensure high risk and exposed work is suspended during inclement weather.
- Ensure that any young workers on the site, either direct employees or with other contractors are properly supervised at all times.
- Ensure that the safety culture is developed for the project and that contractors fully appreciate the location of all safety documents, their importance and role in safety management on the project.

2.02 Health Safety & Environmental Goals

The overall goal for this project will be the achievement of quality compliant construction works by the required date in the total absence of any accident or incident to any persons or property.

A ZERO Incident Site

The CDM Regulations are designed to promote a systematic approach to the management of health and safety to reduce the incidence of accidents and occupational ill-health arising from construction work.

The Client understands the importance and key role it must play in order to ensure that the work carried out is conducted with proper regard to the health and safety of workers and others whom may be affected by such works.

In addition, PLP Construction Ltd shall;

- Show consideration for neighbours
- Follow all safeguarding policies and procedures established by the client.
- Minimise waste and pollution and implement best practice for reusing and recycling surplus materials.
- Protect the existing environment and ecological features
- Use best practise to minimise energy use during the project

As recommended In accordance with the principles of sustainable development.

2.03 Arrangements for monitoring of Health & Safety performance:

PLP Construction Ltd undertake to manage all construction work in accordance with the relevant statutory regulations including the Construction (Design and Management) Regulations 2015 and to discharge its duty as the Principal Contractor in accordance with the prescribed duties, (Reg. 13 and with all duties relating to safety on construction sites – Part 4 of CDM 2015), this will be conducted in the spirit of the regulations with the general principles of prevention being applied.

2.03.1 Health and safety monitoring on site:

GMCT Ltd will audit the site for safety compliance on a monthly basis.

2.04 Arrangements for regular liaison between parties on site

2.04.1 Client/Principal Designer:

PLP Construction Ltd will ensure that the Client is aware of their duties and undertake to keep them informed of all on site developments. PLP Construction will consult with the Client/Principal Designer on any proposed subcontract design and where necessary provide drawings, specifications and method statements for evaluation. The management team will attend all meetings as agreed or any others required at any significant stages in the work.

2.04.2 Contractors:

Copies of this health and safety plan shall be issued to sub-contractors or any appropriate 3rd party.

The Site Manager will communicate all site management directives, to all contractors prior to commencement of work on site.

All PLP Construction Ltd sub-contractors are to provide the following;

- Electronic copy of the RAMS/CoSHH to be forwarded to GMCT Ltd 14 days prior of work
- Hard copy of the RAMS to be taken to site and signed off by the supervisor.
- Full details provided of competency cards i.e. CPCS, CSCS trade
- Complete the sub-contractor competency certificate prior to work commencing
- Identification of any medical issues to the first aider
- Identification of any 'Young Workers' and details of assessment and supervision

Contractor's nominated supervisor / foreman shall report daily to the site manager prior to commencing work to coordinate activities.

A morning briefing will be delivered by PLP construction Ltd's Manager at the site Huddle board before work commences.

2.05 Arrangements for the consultation with the workforce;

The company has established procedures for the provision of safety induction training sessions for all operatives on site. The induction training will introduce the site environment along with identified hazards and adopted controls. All high risk items of work will be introduced along with any specific sequences of work. Additional information to all operatives will be made available via the Site Manager and during site meetings as work progresses.

Information will be conveyed to operatives by:

- Site inductions.
- Site safety will be discussed at all site meetings
- Safety forums
- Displayed F10 rev notice.
- Daily 'task briefing' meeting
- Notice board displays.
- Displayed site rules.
- Safety signs and notices.
- Display of emergency procedures. (Emergency contact numbers).
- Tool box talks as work progresses.
- Site safety inspections and reports.

2.06 Design information

2.06.1 Exchange of design information between the project team and operatives on site shall be coordinated at head office, two hard copies are required with PDF version electronic copies.

2.06.2 Design changes must be approved by the project team, any foreseen changes shall be discussed at the design meetings and information forwarded electronically as soon as possible.

2.07 Arrangements for the selection and control of contractors

PLP Construction Ltd has established procedures for the selection of all contractors who will be working on the project. The assessment of competency will involve a judgement using;

- Information from references, qualifications, also details obtained in our contractor competence questionnaire.

- Demonstration that the contractor has the skills knowledge and experience to conduct the task, in accordance with CDM 15 Regulation 8

The Contract Manager shall ensure that only competent contractors are appointed in accordance with the above stages.

2.08 Competency to undertake construction work:

All PLP operatives should hold a CSCS/CPCS recognised competency qualifications. Sub-contractors are also required to provide the appropriate proof of competency for their operatives prior to attending site, periodic inspection of operative competency will be conducted.

All contractors are required to provide a completed Competency Register of all operatives attending site prior to work commencing, all risk assessments and safe systems of work are to be approved prior to work by GMCT Ltd and the PLP Site Manager.

2.09 Arrangements for the exchange of Health & Safety Information

Daily hazard briefings to supervisors and operatives, toolbox talks, safety bulletins and alerts shall ensure that all operatives on site receive suitable information regarding the safe culture on all PLP Construction Ltd sites.

2.10 Arrangements for the Security, site induction, onsite training

2.10.1 Security of the site

All areas of site including places of height, excavations and welfare areas will be fully protected and adequately secured in order to prevent the access of trespassers (children and others) including non-working hours. The Site Manager will ensure that all access ladders to any areas of height are removed or secured to prevent access before the site is closed at the end of each day. Details of the site boundary are detailed in the site plan.

Performance reference: Protecting the public – your next move” HSG 151.

2.10.2 Induction

All operatives will receive a detailed induction package prior to any work on site.

2.10.3 On-site Training

Any on-site training including apprenticeship, supervised training and any training for young persons (under 18) must be approved by the Site Manager, General toolbox talks shall be organised and planned by the Site Manager or Company safety alerts will be issued by GMCT Ltd, all operatives including contractors shall attend if requested.

2.11 Arrangements for Welfare

The company will assist the Client to ensure compliance with the welfare requirements specified in the CDM regulations. It is proposed to provide site welfare facilities as follows;

Double stacked cabins will be located in a suitable area, welfare set up will comprise;

- Site office/meeting room
- Canteen/dining area and drying room
- Toilet block

2.12 Arrangements for First Aid

2.12.1 First aid points

A suitable and up to date first aid point will be established within the welfare area. All operatives will be informed about the facility during their site induction.

2.12.2 First aid signs

Details of the sites first aid provision will be displayed in the welfare area during the site set up and at appropriate locations as the project progresses.

2.12.3 First aider

To be nominated at/during site induction

Any contractors working on site are to inform the Site Manager of any trained operatives in order to update the emergency plan.

2.12.4 Hospital

Fairfield General Hospital

Rochdale Old Rd,

Bury

BL9 7TD

Tel. 0161 624 0420 for non-emergency or 999 for an emergency

2.13 Arrangements for the reporting and investigation of incidents

All incidents including 'near misses' must be reported to the Site Manager, these will be forwarded to GMCT Ltd using the appropriate report format. **Any incident resulting in Hospital treatment or any Dangerous Occurrence is to be reported to the Contracts Manager or GMCT Competent Person by phone immediately.**

All incidents shall be investigated by GMCT Ltd and a report with recommendations produced, the nature of which shall depend on the severity and likelihood of recurrence. Reports and learning outcomes of any investigation shall be distributed to all sites within PLP Construction Ltd.

RIDDOR 13 - An accident report form will be available on site and reporting procedures will be in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

It is the responsibility of PLP Construction Ltd, (with advice from GMCT Ltd) Responsible Person to inform the HSE of any reportable incidents of their employees, subcontractors are responsible for reporting their company RIDDOR reportable incidents.

All contractors are to forward copies of any RIDDOR reports and investigations with 7 working days to PLP Construction Ltd and GMCT Ltd.

2.14 Arrangements for the production and approval of Safe Systems

2.14.1 Hazard identification

Although not all hazard information will be available at the start of the project or indeed at tender stage. This plan acknowledges the existence of these potential hazards and that procedures are in place to manage such hazards if they present significant risk to the project. This includes;

- Client/design information.
- Contractor hazard information considering the available information at tender stage and including additional surveys of the site prior to production of this plan.
- Unforeseen hazards on site arising, possibly, from a lack of client information including surveys of the site and previous land usage.

2.14.2 Risk assessments

Risk assessments will be undertaken for all identified work activities.

Sub-contractors must ensure that safe systems of work and associated risk assessments are provided 14 days prior to commencement of work. No contractor shall commence work without the provision of these documents.

2.14.3 Risk Action Plan

PLP Construction Ltd will complete, monitor and review all risks and control accordingly.

2.14.4 Unforeseen risks

All Site Managers are provided with blank risk assessment formats to conduct 'on site' risk assessments. PLP Construction Ltd is mindful that they must advise the project team, especially the Principal Designer of any unforeseen risks arising during the course of work.

2.14.5 Method statements

Site specific controls and safe systems of work will be established for all identified high risk work activities. It is important to note that this plan will collate safe methods of work for all specific items of work and then co-ordinate the combined effect of all work on the safe progress of the project as a whole. The combined effect of all safe methods of work will be conveyed to all our operatives and sub-contractors during our site induction training session, daily briefings and additional toolbox talks as work progresses.

2.14.6 Safe systems of work

Additional method statements from PLP Construction Ltd and all sub-contractors will be produced as work progresses. Safe Systems of Work/ Risk Assessments from sub-contractors will be required to be approved before their work commences on site by GMCT Ltd.

PLP Construction Ltd's General methodology is to be followed with the appropriate annex below.

ANNEX	Title	Remarks	Date of Review
A.	Bricklaying		Sept 2023
B.	Joinery		Sept 2023
C.	Site Set up		Sept 2023
D.	Roof work Carcassing		Sept 2023
E.	Mechanical Demolition		Sept 2023
F.	Hand Demolition		Sept 2023
G.	Floor and wall tiling		Sept 2023
H.	Plastering		Sept 2023
I.	Kitchen Installation		Sept 2023
J.	Steelfixing		Sept 2023
K.	Below Ground Tanking		Sept 2023
L.	Single ply membrane Installation		Sept 2023
M.	Art-stone installation		Sept 2023
N.	Locating buried services		Sept 2023
O.	Mobile towers and MEWPS		Sept 2023
P.	Removal of roof flashing by MEWP		Sept 2023
Q.	Telehandler Schedule of Common Lifts		Sept 2023
R.	Placing MOT Stone		Sept 2023
S.	Block and beam installation		Sept 2023
T.	Surfacing		Sept 2023
U.	Ashfelt and bitumen to flat roofs		Sept 2023

Annex's To MS-01 Excavations (Adapt Civils)

Annex	Title	Remarks	Date of Review
A	Pipeline Installation		Sept 2023
B	Construction of Manholes		Sept 2023
C	Cutting Timber & Ply		Sept 2023
D	Placement of Concrete		Sept 2023
E	Confined Space Entry		Sept 2023
F	Rebar Fabrication		Sept 2023
G	Macadam Laying		Sept 2023
H	Kerb laying		Sept 2023
I	Paving		Sept 2023

2.14.7 Permit to Work Systems

PLP Construction Ltd has procedures for the safe management of works. If required PLP will issue any relevant permits to work to its sub-contractors. No phase of work will commence without the approval of PLP Management on this site.

2.15 Risk Assessments and Method Statements included within this plan

Initial Method Statements will be developed by the Contracts Manager to complement this plan.

2.16 Site Rules

PLP Construction has an established set of site rules, which will be adhered to at all times. All operatives / visitors to site will be informed of these on induction and sign agreeing to comply. Failure to comply with the rules will result in immediate removal from site and may result in disciplinary procedures.

The following additional rules are site specific.

- All operatives and visitors must wear PPE at all times when in the construction zone.
- Foul language, verbal or physical abuse will not be tolerated; site visitors, client staff and members of the public shall be treated with respect and appropriate assistance given at all times.
- **NON SMOKING SITE** Smoking area shall be provided within the welfare area. Smoking times are restricted to normal break periods ONLY. Any operative found smoking on site (including in vehicles on site) or during non break periods may be removed from site and be disciplined accordingly.
- Operatives are to adhere to the company Drugs and Alcohol Policy and as such are not report to site under the influence of drugs or alcohol and not consume drugs or alcohol on site.

2.17 Fire and emergency procedures

The closest fire station to the project is as follows;

Heywood Fire Station
129 Middleton Rd,
Heywood
OL10 2LU

Tel: 01706 901203

In the event of a fire on site the fire service will be called on **999/112** all other enquiries are to be on the number listed above.

Steps will be taken to prevent the risk of injury to any person from fire, explosion, flooding or hazardous substances.

2.17.1 Fire alarm

Construction Phase

Appropriate fire points containing bell alarms or air horns shall be located within the site and at the welfare area during the enabling works.

Verbal warnings will also be used and the alarm sounded by shouting 'Fire, Fire, Fire'.

2.17.2 Escape

PLP Construction Ltd will ensure that a sufficient number of suitable emergency routes and exits are provided to ensure any person can reach a place of safety. The fire assembly point will be located as shown in the site logistics plan, by the PLP Construction Ltd.

The Site Manager will call the roll from the sign in/out register and report any missing persons to the fire service. Fire plan details will be displayed at temporary fire points.

Please refer to the Fire Risk Assessment at Annex C

2.17.3 Fire points/ extinguishers

Temporary fire points will be established in accordance with HSG 168. Extinguishers will be located within the site welfare area and on internal areas once construction commences.

All appliances shall be checked weekly and details recorded monthly.

3.0 Arrangements for controlling significant site risks:

3.01 Significant Hazards

The following hazards have been identified to date and appropriate safe systems of work shall be prepared and implemented prior to work commencing for that phase.

- Access & Egress – Site traffic and pedestrian movement
- Working at Height – Roof working
- Buried services – Currently presumed and awaiting information
- Excavations – Construction of foundations and installation of drainage
- Manual handling – movement of materials to upper levels
- Temporary propping/falsework to existing structures.
- Use of cranes/lifting operations
- Demolition of existing structure
- Overhead power cables
- Timber frame construction

3.02 Delivery and removal of materials (including waste) and work equipment

All deliveries to site must be supervised by the PLP Site Manager, in liaison with the client.

3.02.1 Transport movement on site

The movement of plant to site and in work areas will be fully planned and supervised during the construction work. Vehicles are to adhere to the logistics plan. Banksman will coordinate all movements of plant and trucks whilst on site. Vehicles are not to REVERSE or conduct any LIFTING procedures without a competent banksman in control.

Performance reference: "The safe use of vehicles on construction sites" HSG 144.

3.02.2 Controlled disposal of waste

All waste materials expected to arise on site will be categorised for reuse, recycle or disposal.

PLP construction Ltd only uses competent waste contractors. All full skips will be removed from site immediately, avoiding peak traffic and pedestrian hours as detailed above. Any contaminated materials will be disposed of as special waste.

The Site Manager is required to collect all transfer slips for chain of custody requirements.

3.03 Dealing with services (water, gas and electricity)

All services within the site boundary are to be identified prior to any works commencing.

Current service information and drawings have been requested and are to be made available to the PLP on site team, These will be held by the Site Manager. All service drawings are to be made available to all site operatives as required and are to be updated accordingly

The Site Manager is to ensure that all identified buried or overhead services are clearly identified to all operatives during induction. The PLP Site Manager will ensure that all contractors complete excavation permits for their works prior to breaking ground.

3.04 Surrounding land use:

The site is situated in a residential area.

3.05 Structural Stability

There are no known issues regarding ground stability however some ground works are required to connect to existing sewers. Particular care and attention will be taken when excavating near adjacent structures to prevent undermining. If required temporary works will be installed to prevent any ground instability. If any issues arise during these excavations work shall stop and a specialist engineer consulted.

3.06 Preventing falls, working at height

PLP Construction Ltd follows the hierarchy of control, with avoidance being priority.

3.06.1 Ladders / stepladders

Ladders are permitted on site for temporary use only and must be graded Class 1 for construction work. Following the hierarchy of control ladders would be a last resort, and must be controlled by an authorisation form issued by PLP construction Ltd.

3.06.2 Trestles

Trestles or improvised platforms are not permitted on site without suitable handrail protection, once erected these are to be inspected in accordance with the scaffold checks.

3.06.3 Scaffolding

Mobile and Tube Scaffold must be erected, altered or dismantled by competent persons ONLY. Site Managers are to ensure all working platforms are inspected prior to daily use, and inspected weekly (recorded).

Any areas of scaffold adjacent to access routes are to be appropriately protected against falling objects.

Access is not permitted to any completed scaffolding without a certificate issued by the scaffold contractors for each completed level.

3.06.4 Fall protection

PLP Construction Ltd shall provide suitable fall protection systems as appropriate to the working conditions.

3.06.5 Falling Objects

Kick boards, platform mesh, nets and danger protection zones shall be provided as appropriate to the working conditions.

3.07 Control of lifting operations

All lifting operations shall be planned and coordinated with controls by competent person. All lifting operations shall be covered by a lift plan, associated lift register and a safe system of work.

Thorough examination certification shall be required on site for all equipment and associated lifting accessories.

3.08 The maintenance of plant and equipment

All plant and machinery will be recorded in the site register and be suitable and fit for purpose. All plant will be operated by competent persons only.

All plant and tools to be used on the project will be recorded in the onsite register following a visual inspection and confirmation that the user is competent and qualified.

The Site Manager is to ensure that 'pre use' checks are conducted initially and daily with a record of a weekly check (supervised and monitored) entered in the Plant log book.

All Plant and lifting equipment on site is required to have a copy of the Thorough Examination Certification (Copies of PLP's own equipment are held at the head office).

Performance reference: "Health and safety in construction" HSG 150.

3.09 Work on excavations

A detailed method statement including safe system of work will be produced for reduced level excavation. All excavation work shall be in accordance with PLP's permit to excavate.

Suitable trench support shall be used where required or suitably stepped/battered excavation with safe access and egress shall be implemented.

Excavations are to be supervised by a competent person, and inspected prior to work daily. The Site Manager is to ensure that the area is safe and secure at the end of the working day.

Operatives must not, under any circumstances work within the operating radius of any excavator.

3.10 Work in confined spaces:

If there is a requirement to enter manholes to connect drainage then a safe working procedure will be established. This will be managed and controlled and will include:

- Safe access.
- Trained operatives
- Authorised work in teams (no lone workers)
- Work under permit only.
- Emergency procedures established.

3.11 Traffic routes and segregation of vehicles and pedestrians

Segregation of pedestrians, plant and vehicle delivery are a key part of site set up and hazard control. Appropriate segregation of the site access road from the walkways will be provided these will have sufficient fencing and demarcation. The site traffic management plan will be briefed at induction and displayed on site.

3.12 Storage of Materials and work equipment

All materials on site shall be stored in such a manner to ensure safety at all times. Materials will be delivered to site and loaded out into the site boundary or suitable storage areas. Sub-contractors are responsible for their own tools and equipment

3.13 Biodiversity Management

Due to the nature of the site, it is not thought that any ecological issues may arise.

3.14 Pollution Management

With close proximity to neighbouring residential properties it is vital that we consider our environmental aspects and introduce control measures, this includes the effects of noise and dust.

Throughout all systems of work it is required to consider any pollution effect, and plan an alternative or less disruptive method. This should include:

- Dust suppression - use of water when excavating in dry weather or using stone saws
- Covered skips to avoid dust from inert waste being removed.
- Maintenance inspections of plant to reduce possible spillage
- Spillage kits available on site
- Completion of early drainage to capture rain water and divert from site
- Periodic checks of site to reduce pollution impact
- Close relationship with neighbours regarding dust and noise

3.15 Asbestos

The Pre-Construction information states there are no existing hazardous materials.

All PLP Construction Ltd employees undertake annual asbestos awareness training.

PLP operatives will be made aware of the site being brown field at the site induction. Should any suspect material be uncovered/excavated during any phase, then works will stop immediately and the area will be quarantined, and the Client and Principal Designer will be informed. Samples of the suspect material will be taken and sent for analysis.

See HSE publication HSG 264 for guidance

3.16 Dealing with contaminated land

A Japanese Knotweed management plan and survey have been produced by the client, Japanese knotweed will be remediated before construction work proceeds as required in the pre-construction H&S information.

Should any contaminated land be identified during excavation, PLP shall stop work, sample and identify contaminant and remove as a controlled waste as required.

BS 10175:2001 Investigation of potentially contaminated sites - Code of practice

3.17 Manual Handling

The Site Manager shall identify any manual handling tasks and with pre planning attempt to avoid any that are classed as excessive, PLP appreciate that physical handling of objects shall be required, appropriate equipment and training shall be provided on all projects

3.18 Use of Hazardous substances

Flammable and dangerous substances will be stored and used in accordance with the Material Safety Data Sheet (MSDS) and any subsequent CoSHH Risk Assessments.

3.19 Reducing noise and vibrations

The Site Manager shall identify all tools and equipment which may cause health hazards, pre planning to attempt to provide equipment and hand tools with low noise and vibration outputs, followed by controls to rotate operatives with noise protection zones and warning signs. PPE will be provided to control the residual risk. All HAV's exposure will be recorded on the appropriate PLP forms as detailed in the company policy.

3.20 Reduced exposure to dust

During the creation of construction dust measures will be taken to reduce the dust at source this will include;

- Demolition/breaking – Water suppression unit hose pipes to dampen down
- Stone saws (Silica) - Water suppression systems to be fitted and used
- Timber cutting - Dust extraction vacuum is to be fitted and used at all times.

These control measures only reduce the amount of dust created and are insufficient to negate the hazard created by the residual dust. It is PLP's policy that RPE will be worn during the processes mentioned above.

3.21 Other significant health risks

The site has the potential for some vermin, infestation and pigeon droppings, Operatives conducting initial works will be made aware of the potential hazards associated with vermin (leptospirosis) and pigeon droppings by an Induction/toolbox talk. The highest standards of personal hygiene are to be applied and hand washing is to be conducted prior to eating or smoking.

4.0 Information for the Building Manual (incorporating the Health and Safety File):

PLP Construction shall collate and provide all information required by the Client, via the Principle Designer, this will be in the form of the standard PLP safety file and O&M manuals unless otherwise specified.

The recommended format and contents are;

Format and content

The format of the health and safety file shall be an A4 ring bound file. The file shall include information about each of the following where they are relevant to the health and safety of any future construction work.

- (a) A brief description of the work carried out.
- (b) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc)
- (c) Key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- (d) Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).
- (e) Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting, order or other special instructions for dismantling etc).
- (f) health and safety information about equipment provided for cleaning or maintaining the structure.
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- (h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).

5.0

Annexes

- A** **Emergency information**
- B** **Site Induction booklet**
- C** **Fire Risk Assessment**
- D** **First Aid Risk Assessment**