Construction Management Plan.

Project Reference: Causey Drive
Project Address: 1 - 5 Causey Drive Middleton Manchester M24 5PN



Construction Phase Plan

Prepared for:	Great Northern Hub				
Project:	Causey Drive				
Location:	Langley Middleton				
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1	5/5/2022	Adam Colley	Draft For Approval		

Introduction:

This Construction Phase Plan has been approved by the Managing Director of G.N.H. This is to comply with regulation 23 (1) of the Construction Design and Management Regulations 2015. The plan forms the basis of health and safety management on the site and allows the Client to comply with regulation 16 (a) of CDM 2015.
The plan is a "live" document to be supplemented and or revised as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which include:

- Appropriate legislation.
- Corporate Governance.
- Company Processes and Procedures (amended as necessary).
- Methodologies and Programmes.
- Organisational Structures.
- Supply Chain Requirements.

The Project:

Construction of 3 story 6 unit apartment block.

Project Key Dates:

Please refer to the baseline programme of works (appendix c) Baseline Programme of Works

Details of Client:

Adam Colley - Director - G.N.H. 07921103500
Brenda Deka - Director - G.N.H. 07450012535
David Hollins - Director - G.N.H. 07517996309

Details of Principal Designer:

Adam Colley 07921103500 adam@4-ad.co.uk

Details of Principal Contractor:

Adam Colley 07921103500 adam@4-ad.co.uk

G.N.H. intends to use pre-approved external contractors and employees to undertake the renovation works on the project.

G.N.H. - Managing Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including the wearing of appropriate PPE).

- b) Implement G.N.H. health and safety policies and procedures.

- c) Administer the health and safety policies throughout the company by appointing a safety manager responsible for health
and safety.

- d) Ensure the policy is reviewed regularly with the health and safety consultant and updated as necessary.

- e) Make adequate financial provision for implementing the health and safety policies and procedures.

Contractors:

- a) All contractors will cooperate in accordance with G.N.H. health policies and procedures, site specific rules and Client's requirements, as explained both within the site induction process and in contract documentation.

- b) All contractors shall co-operate with each other to facilitate the safe operation of the site activity.

- c) G.N.H. operates a zero-tolerance approach and any contractor(s) failing to comply with safe practices/procedures/provisions of safe tools and equipment will be asked to remove themselves and their equipment from site.

Health & Safety Goals for the Project:

G.N.H. in undertaking the works as per the tender and schedule of the Client aspire to:

- Achieve zero fatalities, major injuries, permanent disabilities and improve the safety performance throughout the term of the project.

- Comply with all current Health and Safety Legislation and Approved Codes of Practice.

- Ensure compliance with the Client safety requirements and publish these as part of the project requirements.

- Maintain safe and unimpeded access and egress from the site, particularly for emergencies and minimise the disruption
  to neighbours (both vehicular and pedestrian.

- Employ a health and safety consultant to carry out site safety audits and inspections.

- Maintain adequate levels of welfare facilities for the work force.

- Identify and provide health and safety training to promote awareness of safety of employees and others where
  necessary.

Liaison Between Parties:

Various meetings will be held throughout the course of the contract, minutes from each meeting will be recorded and circulated to the appropriate parties including the Client and Principal Designer.

Pre-Start Meeting	1 Per Contract
Progress Meetings	Monthly
Client Meetings	Snagging Meeting/Post Launch
Health & Safety Meeting	Monthly or as necessary

Consultation with the Workforce:

All employees and contractors/sub contractors have the right to consult with us over arrangements for health and safety. To aid this process the following forums and methods of communication will be available:

a) Minutes from all site meetings.
b) Toolbox talks.
c) Safety bulletins.
d) Minutes from safety meetings.
e) Risk assessments, method statements, COSHH assessments.
f) Site safety inspections and audits.

The Exchange of Design Information:
G.N.H. are in receipt of the pre-construction information from the Client. This plan as a live document will be updated to reflect the information received and as the project evolves.

Handling Design Changes:

- The term ‘designer’ includes everyone preparing drawings and specifications for the project. Designers include architects, structural engineers and surveyors. Before preparing any design, the designer should ensure that the Client has been made aware of their own duties under the CDM Regulations 2015.

- Design work should only become necessary during construction if the work method or materials have to change in order to suit the law, prevent injury or in order to overcome environmental conditions.

- Identify a system e.g., before specifying a design or material change the designers and Principal Designer must be informed and details recorded in the design change file ready for inclusion in the Health and Safety File.
  Selection & Control of Contractors
  The project will only be employing external contractors that have been pre-assessed by G.N.H.. These contractors are in the process of being selected. As previously mentioned, no contractors will be on site unless they have received prior authorisation from G.N.H.. All documentation relating to contractor competencies will be stored on site in the applicable site folder. This will include:

  - Copies of the induction declaration (signed and dated).
  - Copies of relevant training certs such as CSCS/CICSRS/PASMA/SMSTS.
  - SWIGA or CIGA certs.

Pre-Start Meeting
Progress Meetings
Client Meetings

Contractors for the Project:

Name of Contractor	Trade	No of Employees on Site
Insert	Building Work General	Insert
Insert	Electrical	Insert
Insert	Plumbing (Wet)	Insert
Insert	Plumbing (Gas)	Insert
Insert	Damp Proofing	Insert
Insert	Groundworkers	Insert
Insert	Asbestos	Insert
Insert	Plastering/Dry Lining	Insert

Contact Name
Insert Insert Insert Insert Insert Insert Insert Insert
Insert

Window/Glazing
Insert Insert

Insert Joinery Insert

Insert Exchange of Health & Safety Information

- ☐ Operatives will be required to register in and out during the course of the working day.

- ☐ Operatives who operate plant or machinery must have documented evidence that they are qualified to use the plant/equipment prior to commencing work. This will be stored on site in the designated file for training and competence record purposes.

- ☐ As part of the site induction, Contractors are asked if they have read and clearly understood their own method statements and risk assessments and to sign a register to confirm. If they have not, the Contractor will be asked to carry out a toolbox talk with his own operatives prior to commencing work on site.

- ☐ All employees on site will provide evidence of qualifications to show competence to be on site. i.e. CSCS & NASC, copies of these will be maintained on site. This will be stored on site in the designated file for Training and Competence.

- ☐ Health & Safety Information will be discussed at meetings of regular intervals. Health & Safety meetings will be held on a monthly basis to discuss performance, lagging & leading indicators, promotion campaigns and other essential Health & Safety areas.

  Site Security

  The Principal Contractor will implement and arrange the security measures to adopt.

  As a standard, all employees and visitors will register on site upon arrival to site and upon leaving site. Short term visitors will sign the visitor's book located in the site office. See Visitor Log.

  It is essential that all long-term employees sign in and out of each working day. Failure to do so will result in interview meetings and disciplinary procedures may be followed.

  All employees working on site will have a site induction issued by the Site Manager or Site Representative of G.N.H.. Any employees found on site found to not have had this induction will be removed from site.

  As this work leads directly onto a pedestrian footpath, site isolation and containment in the conventional way (i.e. Heras fencing,) may be challenging at times. Where physical barriers / fencing is not possible to minimise members of public / tenants / visitors and other unauthorised persons entering the construction

work area. The following control measures will be employed (although this list is not exhaustive):

- Suitable & sufficient signage – barriers will be used as required dependant on site and location. Other visual signage will include bunting and warning signs.
- Banks men – deliveries of and unloading of materials.
- Watch person for high-risk activities – erecting scaffold.

All lay down areas will be suitably identified on the traffic management plan (TMP) and will be checked at the end of each shift.
Where there is a situation incurred that requires reporting i.e., theft onsite, excessive vandalism, violent or threatening behaviour of the penetration of site security measures by un-authorised personnel, these situations will require reporting to G.N.H. to Adam Colley. Who will suggest the best means of controlling the situation and offer assistance with the possible implication of a site visit to further investigate and recover any loss or damage.
Site Induction
All operatives including contractors and visitors are required to be fully inducted onto site. This induction will be produced locally and tailored to suit the project needs and requirements in its most recent format and content. The induction will include the following key features:

- Site specific lay out and risks.
- Address details for welfare and storage.
- Delivery details.
- Emergency Procedures.
- Conflict Management.
- Plant and Equipment.
- Accident Reporting.

Please note that the above list is not exhaustive. All persons inducted will be required to complete the site register for the induction and a record will be stored locally and are subject to inspection and review.
Protection of The Public
G.N.H. fully understands that their work will involve them working in close proximity to the public. G.N.H. strongly believes and endorses close lines of communication must be struck up with the public by way of correspondence, newsletter and or coffee mornings as applicable to the size of the project. As a further measure sites will carry with them two

separate assessments which to highlight any reasonably foreseeable risks and the controls required.

Lone Working

It is envisaged that Lone Working may take place on projects of this nature. If Lone Working is planned, it is therefore imperative that the 05-002-006 Lone Working Procedure is referenced before the work begins and a risk assessment carried out.

Long Term Contract Employees

G.N.H. safety inductions are carried out on any given day and agreed locally. Safety inductions will be held at the site office and include site specific and bespoke Health and Safety information regarding conduct of staff and the risk/hazards that may be encountered.

Short Duration Works

Short duration workers will be inducted locally by the Site Manager/Site Representative of G.N.H.. The date and time of induction will be pre-arranged.

Visitors

Visitor's to the site will receive a visitor's induction by the Site Manager or Site Representative.

Onsite Training

Toolbox talks will be delivered on a weekly basis by the Site Manager or appointed person, additional toolbox talks will be delivered if required. A record of all toolbox talks will be held on at the site office on Training Confirmation Attendance and also on the company database.

Welfare Facilities

Welfare facilities will be provided to comply with the CDM Regulations 2015. The following facilities will be available on site and maintained and cleaned daily:

- ☐ Toilet and wash hand basins with hot and cold running water.
- ☐ Facilities to cook hot food (microwave).
- ☐ Mess room / seating area adequate for the number of people on site (with back support).
- ☐ Source of clean drinking water.
- ☐ First aid box (fully stocked and maintained which will be kept in the site office).
- ☐ Sufficient and suitable fire-fighting equipment.
- ☐ Heated drying room, where appropriate.

  The welfare facilities can be found inside the building at 11 Lancaster Avenue which will be highlighted during the site induction.

  Following confirmation of lay down area, welfare and site office location, a fully functional traffic management plan will be formulated, and the above details will change to suit including photographic identification.

First Aid Facilities

Under a shared welfare agreement as set out in the Health and Safety (First Aid) Regulations, and where required by the contract, the Principal Contractor will be responsible for providing their own qualified First Aider / Appointed Person as determined by the First Aid risk assessment and their own first aid box; all accidents and incidents must be reported to the Principal Contractor.
First aid facilities will be provided at the site office and will include but not limited to:

- ? A suitably sized first aid box.
- ? Eyewash station.
- ? Appointed first aider.

Reporting & Investigation of Accidents
All accidents and incidents must be reported to the Site Manager immediately who will ensure this is recorded and retained in accordance with Legislation. The Site Manager will then be responsible for reporting this to the SHEQ Consultant.
Near Hit Reporting

- ? All near hits must be reported to G.N.H..
- ? Potentially serious hazards / incidents of a critical nature that cannot be left should be addressed immediately and
wherever practicable remove or isolate these hazards.
- ? If the situation is not critical and immediate action is not required, the actions should be noted and referred to when
deciding the correct controls to take in order to avoid further incursion.

RIDDOR
Any incident that is reportable under the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR) 2013 will be the responsibility of the Safety, Health and Environment Manager of the company involved.
The Safety, Health and Environment Manager will be required to notify the HSE by quickest means and by completing the applicable HSE form:

- ? If the incident incurs an injury the applicable form will be an F2508.
- ? If there is a dangerous occurrence the form that is required to be completed will also be an F2508.
- ? In case of a disease use form F2508A.
- ? Copies of the completed F2508 forms will be required to be sent to G.N.H. and PTL SHEQ Consultants Ltd.

All near hits and accidents will be recorded and investigated in accordance with Accident & Incident Reporting Procedure.

Production of Risk Assessments & Method Statement
All work must be carried out under an approved risk assessment and method statement.
All Contractors will provide risk assessments and method statements for their activities prior to commencement. These will be vetted by G.N.H.. These must meet our standards and from time to time will be subject to review following a change in legislation, project requirements or following an accident.
Contractors without "suitable & sufficient" assessment of risk will not be able to enter the site.
These can be viewed on request and are subject to revision and re-issue under the guidance of the Client, Contractors, the Principal Designer or changes in the work stream or current legislation
Site Rules

- ? All personnel arriving / leaving site for any reason must sign in and sign out.
- ? Persons suspected of being under the influence of drugs/alcohol will be asked to leave site immediately.
- ? No abusive, racist, sexist, violent or threatening behaviour will be tolerated on site.
- ? No eating or drinking on site except for in site welfare.
- ? No 240v plant or equipment allowed on site.
- ? You may only operate plant and equipment that you are trained / authorised to use and carry out tasks for which you are

authorised and competent to do so.

- ? This is a no smoking site.
- ? This is a hard hat site, unless the Managing Director of G.N.H. authorises and approves otherwise.
- ? Mandatory PPE for site is safety boots with toe and mid sole protection, hi viz vest, safety gloves.
- ? Vehicles on site must comply with the site traffic management plan i.e., be parked in designated areas, no double
parking, no parking on pavements or obstructing public and surgery access.
- ? No Radio's, MP3, MP4 etc devices to be used during work activity.

Permits & Authorities
All permits to work will be issued, monitored, and logged by the Site Manager or

appointed person in accordance with 05-002-004 Permit To Work Procedure. “All hot working is to cease at least 30 minutes prior to the operative leaving the individual property, to reduce the risk of fire”.

Fire & Emergency Procedures

The project site will be subject to a fire risk assessment in compliance with the Regulatory Reform Fire Safety Order 2005. G.N.H. operate a fully functional Fire Risk Assessment which must take into account both the site itself, the welfare and laydown and any storage containers utilised in the delivery of this project. In the event of a fire emergency all operatives are required to proceed immediately to the fire assembly point as detailed on the emergency response poster displayed on the site notice board and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools, equipment or clothing or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

General Emergency Response Actions in the Event of Fire or Explosion

- Upon discovering a fire raise the alarm using the designated sound device for that zone which will be to shout ‘FIRE’ as you leave the site at the appropriate exit.

- All personnel located in that zone will evacuate their work areas, taking care when descending from access equipment, and travel to their ‘zone’ assembly point which will have been communicated prior to work commencing. If this zone is obstructed by equipment or other obstacles the fire warden will refer personnel to another point.

- The responsible person will notify the emergency services (if required) using the national number of 999.

- The Site Manager will maintain a daily attendance list located in the main site office. This list will act as the primary roll
call for each zone and will be suing during the evacuation or test.

- The site entry record will be used to provide a secondary check of the complete evacuation if required.

- It is strongly advised and required that all staff including Contractors and any other personnel remain at the assembly
point until the responsible person or persons have consulted with the emergency services that it is safe to return to the work area or the emergency is deemed ‘over’. Communication of this must either come directly from emergency services or the responsible person.

In the Event of Spillage

- On discovery of a spill firstly assess the spill with regards to what the substance is and its potential effects on the work area and individuals situated in

this work area.

- ? If the intensity of the spill is controlled by an easily identifiable source i.e. a tap or pipe then try and adopt a, stop, contain & divert manoeuvre by controlling at source.

- ? Locate the nearest spill kit and prevent the spread of the liquid by use of absorbent material.

- ? The Site Manager or responsible persons should be immediately notified by the quickest means available.

- ? The situation should then be assessed with regards to its impact on the environment external to the site and also within
the site. This should be recorded using the incident template on site.

- ? Covers will be maintained adjacent to vulnerable drains on, and adjacent to the site. These will be used whenever the
possibility of contamination exists.

In Case of an Injury

- ? Do not move injured persons unless it is safe to do so, or it is necessary to avoid additional risks / injury.

- ? Provide first aid (if qualified to do so and without putting yourself or others at risk).

- ? If necessary, call for ambulance - accompany the injured person to hospital.

- ? If ambulance is not readily available, take the injured person to nearest hospital.

- ? In the case of contact with hazardous substance, obtain the products material safety data sheets and COSHH risk
assessment from the site office.

In Case of All Emergencies

- ? Always assist and cooperate with all emergency services where safe, practicable and requested.

- ? If site evacuation is required, make sure all personnel and visitors from the site gather at the muster point and are
accounted.

- Follow the Principal Contractor's incident notification guidelines once the emergency situation is over.

- Always assess conditions on site to ensure all risks have been eliminated prior to re-opening all or part of the operations.

Arrangements for Monitoring & Review

The Site Manager will actively monitor and record health and safety performance on site. He will carry out daily inspections of the works and will highlight to Contractors concerned, any breaches of the regulations, site rules or bad practices that may be a danger to themselves or others working on site.

The SHEQ Consultant will make regular visits in accordance with the contract arrangements to the site and compile and issue written reports as required. These will be issued to:

- Managing Director
- Principal Designer
- Client

All non-conformances will be closed out by a re-visit or completion of the follow up form.

Monitoring of site health and safety will also be discussed at the weekly liaison meeting with personnel and Contractors where related subjects will be raised, discussed, and actioned accordingly. All meetings shall be documented and recorded.

On completion of the project an internal review will take place to assess how the standards set compare with those actually achieved, in order that any shortcomings can be fully address for future projects/works.

Throughout the life cycle of the project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the co-operation and attention provided to the SHEQ Consultant compared to standards that were set out in the plan.

Safety Performance Indicators

All Contractors will be measured against the following:

- Monitoring checks carried out.
- Near hits reported.
- Joint safety inspections completed.
- Number of accident free days.

Arrangements for Controlling Significant Site Risks Delivery & Removal of Materials

- Deliveries will be managed to run with the progress of the works so that storage is kept to a minimum.

- All products will be sourced from local suppliers if commercially viable to the business.

Services

Principal Contractor to ensure that all areas are surveyed prior to any work activity being undertaken. All works will be undertaken by a competent person with the required qualifications, skills, knowledge, and experience. All work will be undertaken in line with:

- Approved risk assessments and method statements and in accordance with procedures contained within this construction phase plan.

- Applicable current legislation.

Adjacent Land Use

The site is located within a residential area, there is a residential building and an allotment to either side of the site. Stability of Structures

It is assumed unless otherwise instructed by the Client or in the pre-construction information that all structures being worked on as per the project scope of works are of sound construction and stability, if in any doubt cease work immediately and contact the Managing Director.

Preventing Falls

All arrangements for work at height must be risk assessed and consider work at height regulations hierarchy of control:

- Eliminate the need to work at height through design.

- Prevent falls e.g. use of handrails and competently erected work platforms.

- Minimise the distance and consequences of a fall.

- Mitigate the consequence of a fall e.g. nets, bean bags.

- Emergency procedures for suspension trauma must always be available.

Scaffolding erection companies are legally obliged to give the Managing Director a handover certificate on completion of scaffold erection. Scafftags must be displayed and information recorded and kept on site in the site office.

Control of Lifting Operations

- All lifting operations will be assessed, and a lifting plan signed by an appointed person and approved by the Managing Director will be available.

- ? Lifting equipment will have an appropriate lift test and inspection certificate. All certification will be recorded and kept on site.

- ? If the equipment lifts people, it must be inspected every 6 months. If the equipment is for lifting goods it should be inspected every 12 months.

- ? All lifting plant on site will undergo a programme of monthly maintenance.

- ? All lifting plant on site will be subject to weekly Site Manager's inspection and daily driver inspection. Records will be available on site.

Maintenance of Plant & Equipment

Any work equipment used on this project must comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

- ? Plant and equipment shall be subject to routine maintenance at intervals appropriate to its use and working environment.

- ? Faulty plant and equipment shall be removed from service and quarantined until repaired and tested. All faulty equipment must be recorded, and the information kept on site.

- ? Hired equipment shall be confirmed to be in good condition with information / plates / signs (e.g. on/off emergency stop) in good order from accepting from the hire company all documentation including handover certification will be provided with the equipment.

- ? Mobile plant shall be subject to formal daily inspections in accordance with manufacturers requirements.

- ? All electrical work equipment shall be tested every 3 months recorded and logged.

Excavations & Poor Ground Conditions

Excavation works on this project include excavation for the footing of the new build. It is G.N.H. policy that all excavation works will be inspected at the start of the working shift and throughout the day. Prior to work on excavations contractors will be provided with relevant information on ground conditions; underground structures or water courses; the location of existing services. This information will be utilised during the planning and preparation for the excavation work.

Traffic Management

An up-to-date traffic management plan will be displayed in the site office on the site safety board. It will identify pedestrian access and egress to the site, any traffic routes, and container storage and lay down areas. It will be updated when required by G.N.H. i.e.

following an incident or accident or alterations to the site topography or access for site plant and vehicles.

Storage of Materials & Work Equipment

Allocation of storage areas is identified on the traffic management plan that will be periodically updated. All personal tools / equipment and belongings left in storage cabins / vehicles / site office will be done so at own risk with no liability placed on the Principal Contractor or the Client.

Asbestos

Asbestos Disturbance Procedure

On commencement of work and after receiving the relevant asbestos register information from the Clients; if any employees, direct or indirect disturb asbestos in any form (drilling, chiselling, and cutting) then the following emergency procedures shall apply

- [?] Stop work immediately.
- [?] Prevent access to the area.
- [?] Report to the person in charge.
- [?] Minimise spread of contamination to other areas.
- [?] Keep exposures as low as you can.

G.N.H. will arrange for sample tests, air tests and shadow vac which will be carried out by an approved and authorised asbestos removal company. All records of exposure to asbestos will be recorded and kept in the site safety file and will be required to be submitted for the Health and Safety file. A record will also be required to be communicated to the SHEQ Consultant.

Discharges to Water

To ensure that all discharges to water and water surface drainage is kept to a minimum all activities which include the cleaning of tools and equipment will be done so in a controlled environment. All trade effluent will be contained in bunded drums and removed from site by an approved waste disposal carrier company. Consignment notes will be kept on site by the Site Manager.

Manual Handling

Principal Contractor to control the delivery and movement of all materials and ensure that mechanical aids are provided as required. Any loads that cannot be moved by mechanical aid must not exceed the individual's safe lifting capacity. All personnel to have had manual handling training and personnel are to be issued with appropriate PPE and work wear.

Hazardous Materials

All hazardous substances used on site must be assessed with regards to COSHH and chemical data sheets and risk assessments available on site and controlled accordingly.

Noise & Vibration

Noise and vibration introduced by work activities must be controlled by:

- ? The training and instruction with competent supervision of operatives.
- ? All activities that include significant noise and vibration will be risk assessed before commencement and communicated.
- ? The selection, procurement and use of low noise and low vibration tools and equipment.
- ? The use of applicable personal protective equipment, the selection of which should be suitable for task at hand and not inhibit operation.
- ? Ensuring users know the 'trigger-time' limit of vibrating tools.
- ? Ensuring users know the exposure time limit of the noisy work area.
- ? Ensuring signage/barriers are in place at the noise 'action' boundary to protect passers-by.
- ? Ensuring that the levels of noise are kept to a reasonable level and do not exceed the working time directive unless prior arrangement (as described in the section) has been fulfilled.

Preventing Slip/Trip/Fall Hazards

Prevention of slips trips and associated falls will be prevented by ensuring:

- ? Safe access & egress.
- ? Suitable & sufficient lighting.
- ? A clean work site at all times.
- ? Use of battery operated tools where available.
- ? Cables run either under cable covers / overhead / tight to edge.
- ? Avoid cables on stairs.
- ? Suitable edge protection when working at height.

Waste Management

All waste will be segregated and disposed of in appropriate labelled skips.

All waste documentation (waste transfer notes / waste carriers license/consignment notes) will be retained on site in the environment file under site waste management.

The Health & Safety File Layout & Format

The Health and Safety File will be a separate and distinct document from the Operations Manual/ Trade Manuals that accompany the built structure. In each case, an index will be

provided describing the contents. The Trade Package information will be provided by each significant trade Contractor.

Collecting & Gathering Information

The Health & Safety File will be provided by the Principal Designer however, The Principal Contractor and Contractors will provide information to the Principal Designer or Client for the finished project.

Storage of Information

Upon final completion of the project all Health & Safety Information will be submitted to the Principal Designer/Client for final acceptance and inclusion into the Health & Safety File. This will be provided to the Principal Designer/Client within 1 month after the practical completion date.

Appendices

Please note that the below is a list of documentation that will be present following commencement on site:

- Appendix A Site Rules.
- Appendix B F10
- Appendix C Baseline Programme of works
- Appendix D Pre-Construction information (once provided)
- Appendix E Emergency Plan
- Appendix F Fire Plan
- Appendix G Traffic Management Plan
- Appendix H Site Wide Risk Assessment

The above list is not exhaustible and should be reviewed periodically.

Appendix A Site Rules

The rules set out below applies to all personal visiting and working on site including external visitors, delivery drivers etc.

- This is a no smoking site.
- This is a Hi Viz site, you must always wear this item when traversing around site.
- Hard hats must be worn when the risk assessment dictates them to be necessary.
- Safety boots with toe and mid sole protection must be worn at all times whilst on site.

- ? Safety gloves must be worn at all times when carrying out any type of work activity on site.

- ? All personnel arriving / leaving site for whatever reason must sign in and sign out.

- ? Welfare facilities are located within the property.

- ? There is limited parking on site and the surrounding streets, under no circumstances should company or contractor's
vehicles be left outside adjacent premises or block access and egress routes, driveways, pavements, or walkways.
ALL INCIDENTS MUST BE REPORTED AS SOON AS THEY HAPPEN TO:
  - ? Site Manager of G.N.H..

  - ? If the Site Manager is not available, the incident must be reported to the SHEQ Consultant directly on 07896337449.
    The following company rules also apply:
    The Contractor operates a zero-tolerance stance on many safety related issues.

- ? If you have not signed in, you are not here for Fire or First Aid; once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. Failure to comply will result in immediate removal from site.

- ? Persons suspected of being under the influence of Drugs/Alcohol will be asked to leave site.

- ? Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and not to return.

- ? You must not trespass upon any adjoining areas except where permission has been granted, to facilitate the execution of
your works,

- ? You must comply with Safety Signs at all times.

- ? You must comply with risk assessments / method statements written for your work activity and comply with the
arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

- ? Suitable and sufficient Personal Protective Equipment (PPE) must be worn as appropriate, provided by your employer free of
charge. All areas of the site are deemed to be hard hat, hi viz and protective

footwear area unless designated otherwise by
the Managing Director.

- ? Eating and drinking is only permitted in the designated area.

- ? You may only operate plant and equipment that you are trained/ authorised to use and carry out tasks for which you are
authorised and competent.

- ? If you suspect that plant/equipment/scaffold is not safe please do not use and report this to the Managing Director
immediately.

- ? If you see any hazards on site, either real or potential, inform the Managing Director immediately

- ? Do not block access/egress/escape or fire exit routes on site.

- ? Maintain a safe place of work by being tidy any removing your rubbish as the work progresses.

- ? No person may work from height other than from a secure platform with guardrails and toe boards. All mobile work
platforms must be locked down when in use. You should not erect or dismantle a mobile tower unless you are either
competent or trained to do so or supervised by a competent person.

- ? You are requested to declare to the Managing Director, details of any physical condition you have and the taking of any
prescribed or un-prescribed medication, if you feel this would have an effect on your work; this information will be kept in
strictest confidence.

- ? No children or pets are allowed on site.

- ? Hot work must cease 30 mins before the site closes.

- ? Site personnel must not enter areas outside the boundaries of the site unless previous arrangements with the Clients
representative
Abusive Language
Abusive, foul, sexist, abusive or racist language will not be tolerated.
Any personnel who persistently breach the rules outlined in this document will be dismissed from site.