



Construction Phase Health and Safety Plan

Waterside, Summerseat Village, Bury.

DOCUMENT CONTROL SHEET

Issue Detail

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Revision History

Revision	Description
0	Initial Plan
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This Construction Phase Plan is prepared in accordance with the Construction (Design and Management) Regulations 2015. It is a working document which will evolve during the course of the construction phase. The Company Health and Safety Policy forms part of the plan and all construction work will take account of its contents. It is the Principal Contractors intention that the project is constructed in such a way that the hazards to the health and safety of all persons either during the construction phase or during the use of the building are eliminated or reduced as far as reasonably practical. All those involved in the project have a duty to comply with the Construction Phase Plan.

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1. DESCRIPTION OF PROJECT	

1.1 Project Name:
Waterside, Summerseat Village, Bury

1.2 Project brief and goals:
The construct a 3 storey block of 16 apartments.

1.3 Contacts and key responsible parties:	
Client:	Langdale Homes
Principal Designer/Contract Administrator:	Opulwood Developments
Principal Contractor:	Opulwood Developments

Local Authority Bury Metropolitan Borough Council 0161 253 5000

HSE	RIDDOR Online	www.hse.gov.uk/riddor/report
HSE	RIDDOR Report Line	0845 300 99 23 (Major event)
Environment Agency	General Enquiries	08708 506 506
(EA)	Incident Report	0800 807 060
Hospital	Fairfield General Hospital	0161 6240420
Fire Station	Ramsbottom Firestation	999/111
Police Station	Greater Manchester Police	999/111

Contract Team	
Contracts Manager:	Craig Knox
Health & Safety Manager	Lee Taylor (Spectra)
Site Supervisor:	John Knox
Quantity Surveyor:	
First Aider Onsite	John Knox

1.4 Site Location:



1.5 Timescales/Programme/Value:

Commencement Date:	May 2023	Completion Date: (Weeks)	40 Weeks	Contract Type:	Design & Build
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1.6 Reference of Pre-Construction Information:

The Pre-Construction Information developed by the project Principal Designer has been utilised as a basis for the compilation of this Construction Phase Plan. A copy of the Pre-Construction Information can be found in the Site Supervisor's Health and Safety File.

1.7 Existing Site Information:

Site details:	Former Waterside Public House & Car Park
Temporary Works:	Temporary Works register has been created for all works that are expected. Please see Temp Works Register attached as appendix. Details of contractors carrying out the works are included in the Register, however contractors have still to be confirmed. Temporary Works Co-ordinator will be the Contracts Manager

Existing Services:	All existing records and plans will be provided by the Client prior to works commencing. Prior to commencement of works, the Site Supervisor will make himself and operatives aware of all service routes impacting on the existing external site areas to be utilised for the compound and for site access. The Site Supervisor will ensure that all service routes impacting on the site are to be appropriately and adequately protected for the duration of the works. Prior to any Services being worked or disturbed, the Site Supervisor will provide a Method Statement and Risk Assessments to the Building Manager/ PD and work to an appropriate Permit to Work.	
Existing H&S File, Records and Plans:	There is Health & safety file but with limited existing records. Should there be a requirement for further clarification of details for the existing structure, this must be communicated to the project team before commencement of works or a specific task on site.	
Management of Site Traffic/ Deliveries: See Appendix 1	All deliveries will need to report to the site office and sign in with the site manager. All deliveries will be met with a banksman who will watch traffic whilst the delivery enters site. It's the banksman's duties to jetwash off any excess mud prior to deliveries entering the public road. Road sweepers will be allocated in worsened conditions. 	
Management of Security on Site:	Security of the site is the responsibility of the site manager.	
Existing Structures, Health Hazards, & Health & Safety Information	The river Irwell runs adjacent to the proposed property so we will need to install temporary fall arrest systems.	
Surveys:	Asbestos Survey	N/A

	Ground Investigation Report	Phase 1 & 2 Investigation reports compiled by UA Antia.
	Building Survey	N/A
Existing photos:	Any site photographs will be made available to the Site Supervisor where required. Prior to works commencing a dilapidation survey will take place with the local authority to establish the condition of the existing roads and surrounding areas that may be effected by the construction phase. All photographs to be agreed by both parties and OWD to confirm in writing that the existing surrounding will remain intact and if any damage occurs its OWD responsibility to put right unless agreed as per design which will be approved by the LA.	

1.8 Who should receive a copy (or part copy) of the Construction Phase Plan?	
Principal Designer:	A copy of this Construction Phase Health and Safety Plan is sent to the Principal Designer and the Client for comment before commencing work onsite.
Contractors (specify):	The Site Supervisor will hold a master copy which he will retain, and there will be a specific plan held on each individual site. This will include: - • CPP • RAMS • Site Register • Sites Rules • Induction • Induction Register • Accident Documents • Permits to Work

2. MANAGEMENT OF THE WORKS

2.1 Management Structure
Responsibilities The responsibilities of management and site operatives are detailed in the Company Health and Safety Policy

2.1 Communication arrangements for regular liaison between parties on site:
The Site Supervisor will co-ordinate the communication and regular liaison between parties onsite. Where liaison between parties is required, the Site Supervisor will hold an informal meeting with the parties to discuss necessary issues and manage the exchange of information. If other project parties are required, the Site Supervisor will contact head office and further action will be taken to include necessary parties such as Designers, Health and Safety Advisor, Principal Designer, other contractors etc. The Site Supervisor will liaise with the Client and PD regularly or throughout the day if required. If not, the Site Supervisor will make contact with the nominated person on the Client Directory. The Client Directory will be held in the Site Supervisors Health and Safety File. Health and Safety will be discussed at monthly progress meetings in order to ensure cooperation between all team members on site.
Health and Safety Aims/ Brief: Target to run a zero harm site with no accidents or near misses. All RAMS to be in place prior to works commencing. Toolbox talks to be carried out on a weekly bases. All plant check sheets to be handed to site manager on a weekly bases.

2.2 Exchange of design information and handling design changes:
Any design information received from the Principal Designer or Architect in written or drawing form will be forwarded directly from head office to the relevant subcontractor by post or email. Any design work carried out by contractors will be submitted to the Principal Contractor, lead designers and Principal Designer prior to commencement of the works in order for the co-ordination of health and safety matters to be considered. The Principal Contractor will inform the lead designers and Principal Designer of any events, occurring during the progress of the works on site, which will require changes to the design. The design will be amended as necessary, and health and safety implications will be considered. If unexpected additional risks are brought about by a change in design on or around the site, the Principal Contractor will inform the Principal Designer. Any design changes will form part of the regular progress meetings.

2.3 Selection, competence and control of contractors:
(CDM 2015)

Before a contractor can tender for works they must first complete a pre-tender competence assessment.

Once this assessment has been satisfactorily completed and submitted the contractor is placed on the 'Approved Contractors List.' When a contractor has been awarded a contract, they must submit Risk Assessments and Method Statements for approval as a minimum. This procedure is detailed in section 2.12.

The Site Supervisor will undertake Weekly Health and Safety Inspections, review RAMS, and consult with operatives by means of Tool Box Talks and discussions to ensure they are competent to undertake their works. Poor performance is dealt with onsite by the Site Supervisor. Repeated poor performance or a single act of unacceptable behaviour is reported to Opulwood Developments and where further action is considered. Action may result in immediate discontinuation of the contractor's services.

2.4 Consultation with the workforce over H&S matters:
(INDG 232)

The Site Supervisor will ensure that everyone working on site can discuss and offer advice on matters that are likely to affect their own or other persons health and safety. The Site Supervisor will communicate with and co-ordinate the views of operatives on-site. Opulwood Developments operates an open door policy and welcomes employee input in order to actively seek to improve the health, safety and welfare of all onsite.

2.5 Arrangements for dealing with unforeseen eventualities during Construction:

The following action is to be taken in the event of unforeseen eventualities arising during construction, which require significant design changes or affect resources required:

- The Principal Designer/ Client is to be advised as soon as possible.
- Details of the health and safety issues of the eventuality are to be submitted to the Principal Designer as soon as possible.
- Details of the re-design and its health and safety implications are to be submitted to the Principal Designer for consideration and agreement in sufficient time to allow adequate consultation prior to the execution of the affected works.

2.6 Overlap with the client's undertaking

Handover to take place between contracts manager and the sales team.

2.7 Site induction, information and further training:

All persons who visit site must receive a site induction provided by Opulwood Developments which will identify the site hazards and rules. Following the Induction, all operatives will be provided with branded Hi-Viz Vests and safety glasses which should be worn at all times. The Personal Details/Site Induction sheet must be duly completed by all workers and stored.

All Operatives entering the site will hold valid CSCS Cards.

The Induction will consist of the following: -

- Access and Egress to the site

- Signing in and out
- Emergency Procedures
- Fire and Evacuation
- Any Excluded Areas
- Welfare
- First Aid
- PPE/ RPE
- Accident Reporting
- Smoking- is not allowed on site, including vapour smoking, this will be carried out off-site
- Ignition and Hot Working
- COSHH
- Permits to Work
- Housekeeping
- Electrical Equipment
- Disciplinary Procedure

Fire precautions will be detailed as part of the induction process and notices provided on all site notice boards.

NO RADIOS ARE ALLOWED ON SITE

Information will be given to all persons affected by any works onsite in order that they are fully aware of the hazards present and the control measures in place to prevent harm. This information is given by means of informal instructions, site inductions and toolbox talks with risk assessments made available for everyone who may be affected by the works.

All workers onsite must have a CSCS card as a minimum. Further, additional training may be required depending on the work being carried out or the conditions onsite. If this is the case, the Site Supervisor must inform head office and the required training will be organised for employees.

2.8 Exchange of health and safety information between contractors:

Where necessary, before contractors commence work onsite the Site Supervisor will provide them with all of the necessary information to ensure their work can be carried out safely and does not present a hazard to others. Once contractors have commenced work onsite the Site Supervisor will co-ordinate the works and manage the transfer of information using necessary resources and where necessary, calling on other members of the construction team.

The Site Supervisor will regularly carry out Tool Box Talks and team briefings to engage with all operatives on-site. This will ensure that all operatives will be involved with the project to ensure safe working practices are carried out.

2.9 Interfaces with the General Public

The Site Supervisor has developed an enabling and construction site and traffic management plan. All Operatives will work in accordance with the above plans throughout the construction phase.

The Site Supervisor will fully segregate their site boundary where required with hoarding, barriers and signage- refer to site plans.

Existing public areas:- The site butts up to Kay street that has a public footpath running adjacent to the site. Protection measures shall be put into place if required if works or access/egress to site impeded on the footway.

The Site Supervisor will erect hoarding where required and appropriate signage and lighting as described in 'Managing Security Section' to maintain a public access route which is suitable and sufficient for use.

The above works will be carefully managed and supervised by the Site Supervisor. Regular liaison will be made available between local tenants and Opulwood Developments.

2.10 Site Security Arrangements:

(CDM Regulations 2015)

Hoarding/ Fencing:	The Site Supervisor will segregate the perimeter of the site with Hoarding and Signage where required and agreed with the Client.
Lighting:	The Site Supervisor will ensure that adequate lighting is installed/ provided internally and externally prior to works commencing.
Signage (instructions, warning etc.):	The Site Supervisor will install the following on the site Hoarding and other areas across the site/agreed locations: - • Warning Signage • Keep Out Signage • Information Signage • PPE Signage • Site Rules Signage.
Locking up procedures:	The Site Supervisor will ensure that the working areas, site compound, and welfare facilities are securely locked and cleared of waste at the end of each working day. Ladders will be removed/ made unusable.

2.11 Welfare facilities:

(Construction Information Sheet No.59) (CDM 2015)

Location of welfare facilities:	All welfare facilities will be located within the site work area. These facilities will be adequate for the number of operatives on site. In the event of there is a requirement for additional labour/ operatives, the Contracts Manager will place additional welfare on site to accommodate.
Drinking water:	The Site Supervisor will use the existing mains for drinking water.

Washing facilities:	The facilities will have the provisions of: • Clean hot and cold running water (running where reasonably practicable). • Soap or other suitable means of cleaning. • Towels or other suitable means of drying. • Sufficient ventilation and lighting. • Sinks large enough to wash hands, face and forearms.
Drying/Changing facilities:	The facilities will provide operatives with the following Drying/ Changing Facilities: - • Lockable drying/ changing area. • Clothing will be kept a safe distance from heaters.
Rest Facilities/making meals:	The facilities will provide operatives with the following: - • Microwave. • Kettle. • Fridge. • Seating and tables. Storing plant and equipment in the canteen is prohibited.
Smoking rules:	Smoking/ vapour smoking is prohibited across the premises.
Cleaning arrangements:	All welfare facilities onsite will be maintained by all workers that use them. Additional cleaning will be carried out as and when necessary depending on frequency of use, site conditions etc.

2.12 First-aid: (INDG 214 (rev1) (First Aid Regulations 1981))	
First Aiders Appointed Persons	<u>Appointed Person</u> In the event of the appointed First Aider isn't available, they will nominate an appointed person. <u>First Aider</u> The Site Supervisor is the Appointed First Aider on site. The Site Supervisor has undertaken training and has a qualification approved by the HSE. <u>First Aid Procedure</u> We will ensure that adequate first aid provisions are identified and made available including: • the number of first aiders and appointed persons required • what first aid equipment is needed • the emergency procedures that must be followed

	All first aid personnel and equipment will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended) and Approved Code of Practice L74, as a minimum standard.
Location of first-aid kits:	The first aid kit will be located in the site office and will be readily accessible to all onsite.
Who maintains kits, first-aid emergency procedures?	The First Aid kit will be regularly checked and restocked by the First Aider/ Appointed Person to contain suitable and sufficient items taking into account the hazards onsite. Emergency procedures onsite will be maintained by the First Aider / Appointed Person.
First-aid risk assessment:	A First Aid Risk Assessment will be in place for all sites.
First-aid signage requirements:	A First Aid sign will be located on the outside of the site cabin and above the first aid kit. 'Know Your First Aider' signs must be completed with the details of the sites first aider and displayed in prominent positions onsite (canteen, toilets etc.)
2.13 Reporting of accidents and incidents including RIDDOR 2013:	
Reporting and Investigating Accidents and Incidents	Opulwood Developments will record all accidents and incidents (and report them to the appropriate authorities where required) that occur due to workplace activities. Following an accident or incident we will undertake the following steps: • ensure that the correct records have been completed • contact Spectra Safety • complete the accident/incident investigation form • report under RIDDOR if required • review relevant risk assessments and implement any additional control measures required to prevent reoccurrence • monitor controls to ensure they are suitable and sufficient
RIDDOR:	RIDDOR reportable injuries, diseases and dangerous occurrences must be recorded in the accident book/incident report form as soon as is reasonably practicable and a copy sent to head office so that the HSE can be notified and an investigation can commence. RIDDOR reportable injuries diseases and dangerous occurrences are detailed below. The Client will also be notified of an Accident.
Accident book:	An accident report book will be readily accessible in the site office with all workers informed of its location at induction stage. All accidents onsite that result in personal injury must be recorded into the sites accident report book as soon as is reasonably practicable. A copy of the

	report must be sent to Head Office Client in order that an investigation can commence. Any spills within the working areas will be reported immediately to the Client and managed accordingly.									
Accident Investigation forms:	An accident Investigation form must be completed for every reported accident in order that the route cause is identified and preventative control measures can be created and implemented.									
Incidents/Near misses:	All incidents and near misses must be recorded onto the Incident Report Form as soon as is reasonably practicable with a copy being submitted to head office in order that an investigation can commence. Near Miss – an unplanned event that did not result in injury, illness, or damage - but had the potential to do so e.g. materials falling close to someone’s head. Incident – A planned/ wanted event that resulted in or had the potential to result in injury, damage or loss. Injury, damage or loss resulted or could have resulted from the activities of the planned/wanted event. Accident – An undesirable or unfortunate happening that occurs unintentionally and results in injury. <table><tr><td>Injury accident/ incident</td><td>–</td><td>Accident Report Book</td></tr><tr><td>Non-Injury incidents</td><td>–</td><td>Incident Report Form</td></tr><tr><td>Near Miss</td><td>–</td><td>Incident Report Form</td></tr></table>	Injury accident/ incident	–	Accident Report Book	Non-Injury incidents	–	Incident Report Form	Near Miss	–	Incident Report Form
Injury accident/ incident	–	Accident Report Book								
Non-Injury incidents	–	Incident Report Form								
Near Miss	–	Incident Report Form								

RIDDOR
Injuries
• Fracture, other than to fingers, thumbs and toes; • Amputation; • Dislocation of the shoulder, hip, knee or spine; • Loss of sight (temporary or permanent); • Chemical or hot metal burn to the eye or any penetrating injury to the eye; • Injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours; • Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours; • Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent; • Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin; • Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
Over 7 day Injuries
If there is an accident connected with work (including an act of physical violence) and your employee, or a

self-employed person working on your premises, suffers an over-seven-day injury you must report it to the enforcing authority within fifteen days (day of injury in not counted).

Diseases

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil Folliculitis/ Acne.
- Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, Mesothelioma;
- Infections such as: Leptospirosis; hepatitis; tuberculosis; anthrax; Legionellosis and tetanus;
- Other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous Occurrences

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting of any closed vessel or associated pipe work;
- Failure of any freight container in any of its load-bearing parts;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion; Accidental release of a biological agent likely to cause severe human illness;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- Unintended collision of a train with any vehicle;
- Dangerous occurrence at a pipeline;
- A dangerous substance being conveyed by road is involved in a fire or released;
- The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100kg or more of flammable liquid; 10kg of flammable liquid above its boiling point; 10kg or more of flammable gas; or of 500kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

2.14 Fire and emergency procedures:

Emergency site telephone number during normal working hours:	Head Office 01254 706203
Emergency site telephone number out of normal working hours:	Nick Kennedy 07707343642
Fire procedure/plan:	Please refer to the attached Fire/ Emergency Plan and Fire Risk Assessment. Access to site for emergency vehicles will be via

	Upon hearing the fire alarm sound, Operatives will exit to the nearest designated Muster Point. I. The whole site is a non-smoking site. A designated area will be appointed on-site/ off-site. Operatives who do not abide to this rule will be escorted off-site. All means of escape through the site, including temporary access shall be kept clear of obstructions at all times and provided with adequate lighting and signage. The Site Supervisor shall ensure that all lighting and signage is securely fitted. There must be no excessive storage of flammable gases which may be used on site. Propane and other gases used for cutting, brazing etc. must be brought on site as and when required, with appropriate firefighting equipment and a hot works permit in place. All bottles must be stored in strict accordance with GE700 section H4. Any Hot works will only be undertaken via a Permit to Work System controlled by the Site Manager. The person discovering a hazardous situation which has resulted or may result in a fire or explosion will alert other personnel, and if the fire is small, and if safe to do so, attempt to extinguish it using the correct fire extinguisher. If the fire cannot be quickly or safely extinguished, or if there has been, or there is the potential for an explosion, ensure that all personnel move out of the area as quickly as possible. Control over any hazardous situation will be exercised by the Site Supervisor, who will immediately upon being made aware of the situation raise the alarm using the site emergency alarm. The site emergency alarm will be tested once per week. The Site Supervisor will direct all personnel to the Assembly Area and ensure that the emergency services have been called. The Site Supervisor will go to the Assembly Area, check if any personnel are missing and be ready to receive and brief the emergency services giving the location of the emergency water supplies/hydrants and details of any missing personnel. The location of the Assembly Area is marked up on the Emergency Plan.
Location of nearest Fire Hydrant	Kay Street
Location of firefighting equipment, detectors, alarms, signs etc.:	Fire extinguishers to be placed in the site office and welfare facilities with fire points made up of fire extinguishers and signage to be placed strategically across the site. High risk fire areas such as hot work areas must have fire extinguishers within easy reach. • CO2 – Black –Liquid, electrical • Water – Red – Paper, wood, textiles, solids • Foam – Cream – Liquid, wood, textiles, paper • Powder – Blue – Liquid, electrical, wood, textiles, paper -

	(External Use Only unless otherwise advised) Please refer to the Emergency Plan provided during the induction for location of fire extinguishers and alarms.
Assembly point: 	Muster Point for the Site is located

2.15 Production and approval of risk assessments and safe systems of work: 5 steps to Risk Assessment	
The procedure for obtaining and approving contractor's safe systems of work is as follows: Contractors submit a safe system of work to head office at least 2 weeks before commencing work onsite. The SSOW consists of Risk Assessment, Method Statement as a minimum and COSHH Assessment, Manual Handling Assessments etc. where applicable. The SSOW is checked at head office and if satisfactory, filed and a copy sent to site. If amendments are required, the SSOW is sent back to the contractor for improvement and re-submission. Once the approved SSOW is sent to site it is checked by the Site Supervisor and filed in Appendix 3 of this Plan. If the Site Supervisor requires alterations, the SSOW is sent back to head office and in turn, back to the contractor. Once the contractor commences work onsite, alterations with the SSOW are dealt with between the Site Supervisor and contractor. Contractors communicate the SSOW with their employees who sign an acknowledgement form. The SSOW is monitored and reviewed throughout the duration of the works by the contractors. Risk Assessment & Method Statement should include items such as the following:	
Risk Assessments	Method Statements
• Description & Location of the Works. • Hazards and Risks with initial evaluation. • Persons at risk. • Control measures with re-evaluation. • Name and Position. • Date and Review.	• Name of Project. • Description, location, start/completion date. • Supervision arrangements. • Individual responsible for supervising / monitoring the works with mobile number. • Plant/equipment to be used. • Task specific training. • Additional assessments. • Safety of third parties. • Environmental controls. • List of PPE. • Emergency procedures. • Sequence of the work. • Name of person completing the assessment, Position, Date and Review.
The complexity of the documents must reflect the work carried out	

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2.16 Personal protective equipment to be worn on site: (Personal Protective Equipment regulations 2002) (INDG 174 rev1)	
Head protection:	Hard Hats are compulsory for all on site personnel and visitors to the site. Hard hats will be worn for all work activities undertaken above head height or working externally. In addition any tasks being carried out where there may be a high risk of falling objects or contract with sharp edges chin straps are to be worn on any hardhats
High-visibility Vests:	Hi-Vis vests/ jackets are compulsory for all personnel and visitors on site.
Gloves:	Operatives will be issued with the correct type of glove specific to the task.
Protective footwear:	Steel Toe Cap Boots are compulsory for all on site personnel and visitors to the site.
Overalls:	Overall must be worn onsite as and when the work necessitates in order to provide body protection against hazardous substances, moisture etc.
Hearing Protection:	Hearing protection must be worn onsite where average noise levels reach 80dB (A) or 135dB(C). Although the legal requirement to enforce the use of hearing protection is at 85dB (A) or 137dB(C) it is company policy to enforce their use at 80dB (A) or 135dB(C) as good practice. For action levels please refer to 3.7.
Safety Glasses:	Safety Glasses will be worn by operatives if it is identified in a risk assessment that they will be required for a certain task.
PPE is a last form of defence. All hazards must be controlled by first considering elimination of the hazard, reduction of the severity of the hazard, isolation of the hazard or controlling the hazard. Spare PPE must be onsite and readily available for employees and visitors to site.	

2.17 Permits to work
During Hot Works, the Site Supervisor will ensure that the Contractors have the following Fire Equipment: • Fire Extinguishers • Heat Mats • PPE Operatives will also carry out a Fire Watch procedure and work in accordance with the Fire Alarm Procedure. The Contractor will submit RAMS to the Site Supervisor for approval. Once they have been approved, the Site Supervisor will create a Permit to Work. Hot works permits must be issued by the Site Supervisor on site after a thorough inspection of the work area has been made, and the removal of all combustible materials have been removed and appropriate firefighting equipment is supplied.

All sheeting used for protection of finished surfaces must be flame retardant and comply with the Loss Prevention Standard LPS1207 to satisfy the flame-retardant criteria.	
Hot Work Permit:	As required.
Confined Space Permit:	As required.
Work at Height Permit:	As required.
Use of Hazardous Substances Permit:	Not required.
Electrical Work Permit:	PTW for work on or adjacent to live systems is to be used where required.
Other:	Isolation Permit where required.
All Permit to Work forms should be completed and signed off daily. Completed Permit to Work forms should be filed in applicable site H&S File.	

2.18 Working Periods:	
The working hours will be:	Working hours on site will be: 07.30am – 18.00pm Mon-Fri Any alternative hours will need to be agreed with Client/ PD prior to commencement. The Site Supervisor may require special working hours which will be agreed with the Client/ PD in advance.
Weekends:	As per agreed hours above. Saturdays 8am – 1pm Sundays – NO WORKING

2.19 HSE Notification	
Has an F10 or equivalent form been updated and sent to the HSE?	F10 notification is required for this project as there will be approx 20 operatives on site each day totalling an estimated 5040 person days.
Where is the F10 Notification form displayed on site?	For the main works - Site Office Notice Board. During the enabling works – within the site file located in the work vehicle

2.20 Arrangements for inspecting, monitoring and reviewing H&S performance:
The Site Supervisor will monitor the daily Health and Safety performance of all on-site and will report persistent minor failings or single major failings to head office for further action. The Safety Advisor/ Consultant will carry out regular site inspections and submit a report to management identifying areas of good practice with advice on further action necessary for areas of poor performance. All contractors and employee's health and safety performance is regularly reviewed to ensure high

performance onsite is maintained.

2.21 Client activities that affect construction work:

The site will be operational throughout the day. The sites are generally accessed by a wide variety of persons. Contractors are to be aware of pedestrians, moving/manoeuvring vehicles within the grounds of the site at all times and high visibility vests are to be worn at all times.

A Site Traffic/ Logistics Plan will demonstrate the segregation of site traffic from pedestrians and other vehicular traffic. Please refer to the Site Access Plan

2.22 Control of planning restrictions:

2.23 Client Site Rules

No specific site rules have been provided apart from the general considerations already outlined within the Construction Plan.

2.24 Principal Contractor Site Rules

The Principal Contractors Site Rules are detailed below:

SITE RULES

3. ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

Listed here are the main hazards highlighted by the Principal Contractor, Contractors, Client, Designer and Principal Designer. Also refer to the PCI document and Design Risk Assessment document.

Ledges and surfaces around the exterior of the building have varying degrees of soiling by droppings from pigeons and some pigeon carcasses/live pigeons may be encountered. There is a risk of Psittacosis and other diseases from work involving bird droppings and appropriate PPE must be worn including where necessary protection from breathing in dust or water droplets containing contaminated bird droppings.

Contractors RAMS will outline specific PPE required.

Work at Height has a risk of falls and shall be carried out only from suitable access scaffold/equipment by appropriately qualified operators from properly guarded work platforms and using appropriate PPE and fall restraint/arrest systems to be specified in the contractors RAMS.

Risk of injury to persons below, by collapse of sections of the brickwork/stonework during removal of vegetation; taking down loose brickwork and heavily eroded stonework is to be avoided by the contractor ensuring that suitable protection is in place to prevent material passing below the scaffold platform.

Manual Handling Procedures set out in the contractor's health & safety manual will be followed to avoid risk of injury from lifting materials and personnel will use appropriate lifting equipment operated by suitably trained operators.

Risk of injury to eyes whilst removing mortar and the like using hand tools will be avoided by personnel wearing eye protection. Only suitably trained personnel should be carrying out this work.

Risk of electrocution will be avoided by the electricity supplies connected to the scaffold for temporary lighting, hoisting and intruder detection and alarm shall be provided by suitable earthing and protection measures, installed by a suitably qualified electrical engineer. The electrical engineer will provide a suitable document to state that the installation has been tested and is safe.

Risk of vehicles and personnel colliding with the scaffold at street level is to be reduced by the PC providing suitable protection, signage and illumination.

Due to the age of the building there is a risk of lead paint residues remaining on the older previously painted items such as rainwater goods, railings and original external doors. The PC will carry out testing for lead paint and the appropriate PPE shall be worn when preparing materials containing lead paint for redecoration.

There is an inherent lack of fire protection to the internal structure and the risk of fire is to be avoided by not permitting any hot works or smoking on the site.

Asbestos

Opulwood Developments will undertake a Refurbishment survey prior to any intrusive works being undertaken.

The Site Supervisor and Operatives will refer to the Report upon Induction. The Asbestos Reports will be made available on site.

All Operatives working within an area or existing structures constructed prior the Year 2000 will have received Asbestos Awareness Training.

All Operatives will receive an Asbestos Tool Box talk prior to commencement of works. In the event that Operatives identify Asbestos, they will notify the Site Supervisor, and works will stop until a further Asbestos Survey is undertaken. The PD, Client and Project Manager will also be notified.

Deliveries to Site and Storage

All deliveries to site must be booked in advance with the Site Supervisor and Site Security where applicable. All vehicle delivery personnel will report to the site office.

All delivery vehicles will be escorted by an appointed Trained Banksman at the construction site boundary.

Access to site/ works area will be via the indicated access on the site plan.

Under no circumstances will deliveries arrive on site without being booked in. In the event this happens; the Site Supervisor will refuse entry.

Suitable pedestrian/ works operative access is to be maintained at all times, separation of pedestrians and moving vehicles is imperative.

All materials and tools shall be stored within the site boundary and materials will be delivered to site as when required thus reducing the level of congestion on site.

The Site Supervisor will ensure the area is kept clear at all times.

Scaffolding

The scaffolding contractor will ensure edge protection is in place with the main guard rail at least 950 mm high; toe board and brick guard where there is risk of objects being kicked off the edge of the platform; and a suitable number of intermediate guard rails or suitable alternatives positioned so that there is no gap more than 470 mm.

In accordance with the Working at Height Regulations 2005, All scaffolding will be erected, dismantled and altered in a safe manner. This is achieved by following the guidance provided by the NASC in document SG4 'Preventing falls in scaffolding' for tube and fitting scaffolds or by following similar guidance provided by the manufacturers of system scaffolding.

Scaffolding will be inspected by means of an approved system no more than every 7 days.

Operatives working at height will ensure they will have the appropriate PPE in place; Hi-Vis Vests, Safety Boots, Eye Protection, Hard Hats, and Gloves where required.

Please refer to the RAMS on site.

Any non-standard scaffold needs to be designed (as temporary works), included within the temporary works register and the PD should be forwarded all details prior to erection to allow consideration.

Injury/ fire relating to modifications to existing services

In the event of operatives being required to make modifications to the existing services, the Site Supervisor will ensure that permission is granted by Client. The Site Supervisor will ascertain the location of the services and denote accordingly. The Site Supervisor will isolate the services and work in accordance with the RAMS and a Permit to Work System, and ensure firefighting equipment is nearby in the event of a fire. In the event of either the services being damaged or the operative sustaining any injuries, works will stop, and this will be notified to the Site Supervisor.

Discomfort/ damage/ nuisance through noise/ dust

In the event of works becoming too noisy on-site, the Site Supervisor will ensure that soundproofing/exclusion zones are implemented and that all operatives are wearing hearing protection. The Site Supervisor will regularly monitor the noise levels throughout the project, and if additional control measures are required he will ensure these are in place.

Operatives undertaking dusty works will be Face Fit Tested prior to wearing RPE. The Site Supervisor will ensure that operatives dampen down any dust and suppression is utilised in the form of water spray. Operatives will place adhesive matting to reduce the migration of dust throughout the site where required.

Removal of waste and redundant equipment

All waste and redundant equipment will be placed on to the works vehicle are removed from site during the enabling works

During the main works all waste and redundant equipment will be placed into skips that will be located within the designated areas. The Skip(s) will be changed as and when required, and the Site Supervisor will retain a copy of the waste transfer note.

Site Hoarding/ Perimeter Fencing

The Site Supervisor will erect suitable Hoarding, barriers and signage to prevent unauthorised access. Refer to Site Plans for each individual location on Appendix.

Storage of waste within operational premises/sites and the potential of increased risk of arson.

All waste will be stored in the skip which is located in the designated area. The transfer of waste from the premises will be undertaken during agreed times with the Client as to help ensure waste removal doesn't affect the building operations.

The Waste Skip and Storage Containers will be lockable. See location plan.

Emergency measures in case of a fire or an accident

The Site Supervisor will ensure that there is sufficient space for Emergency Services to gain access to the site. Please refer to sections 2.12 Accidents and Reporting and 2.13 Fire for the information.

Work at Height

Operatives working at height will be trained and competent. Operatives will use the appropriate access equipment. All works will be monitored by the Site Supervisor

All Operatives will be provided with Tool Box Talks.

Pre-use Check will be undertaken all access equipment prior to being used.

Detailed RAMS will be provided regarding the works being carried out.

Temporary Works

The Site Supervisor will manage all works which require temporary arrangements.

The Temporary works will be produced by the relevant contractor and/or designer Consultants under the appointment of Opolwood Developments.

The temporary work structures will be inspected by the Site Supervisor regularly throughout the working day to ensure they have not been damaged or disturbed.

Hot Works

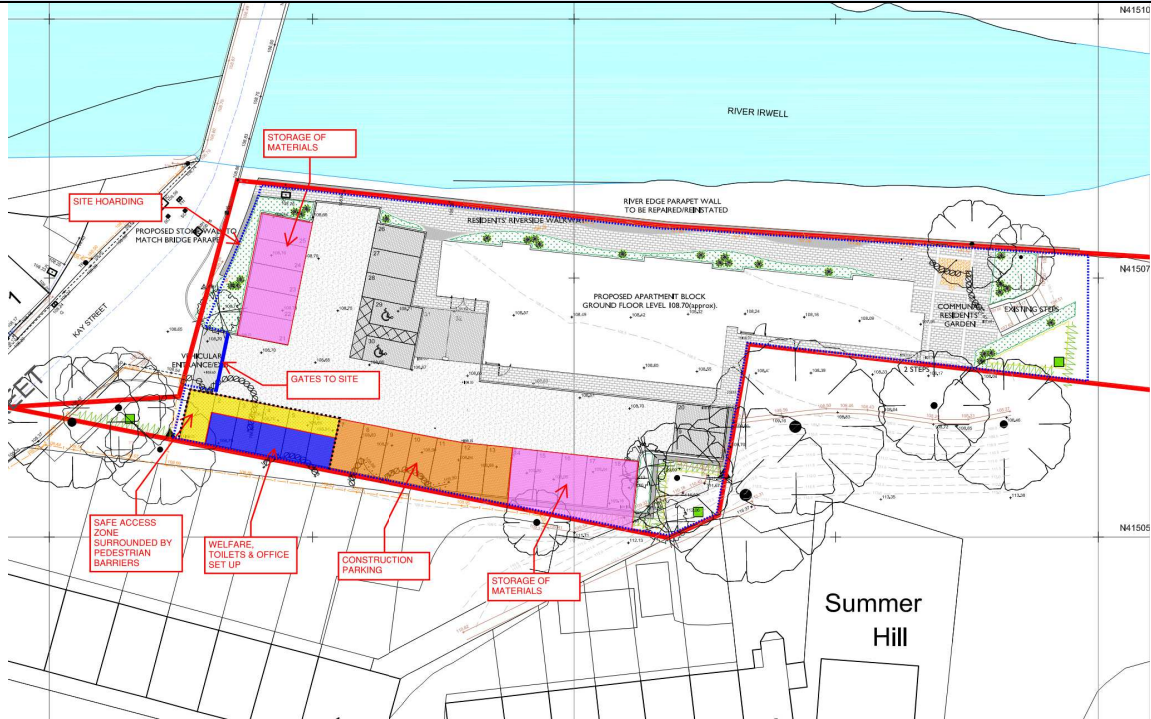
In the event that Hot Works take place, the Site Supervisor will ensure that a Hot Works Permit to Work is made available and that the Contractors have the following Fire Equipment:

- Fire Extinguishers
- Heat Mats
- PPE

Operatives will also carry out a Fire Watch Procedure and work in accordance with the Fire Alarm Procedure.

Due to the nature of the site prior to any hot works taking place an assessment it to be carried out as to the best working method to reduce the spread of sparks and heat during the works within use of fire blankets and screeds

The following sections outline the significant risks that are generally applicable to the work being undertaken on this site, together with the Principal Contractor's procedures and policies that should be followed.

3.1 Site layout and control	
	
Parking arrangements:	As down on logistic plan above.
Lighting arrangements:	All work areas will be adequately lit in order that work can be carried out safely. Natural sunlight must be first preference to artificial light. The Site Supervisor will provide shared accommodation lighting however, all contractors must supply their own task specific lighting.
Security arrangements:	
Housekeeping arrangements:	All contractors onsite will maintain their work area, gather all materials and debris at the end of every working shift and carry out an area clearance upon completion of their works. The Site Supervisor is responsible for maintaining a tidy site.
Location of temporary site accommodation:	Temporary site accommodation will be located as shown on the above logistic plan.
Construction site demarcation:	The site perimeter is to be highlighted on the attached site plan.
The construction areas will be specified and demarcated under the supervision of:	The Project Site Supervisor.
Controls for storage:	Storage areas must be lockable, well maintained, regularly tidied, contain a suitable storage area for the storage of substances complete with drip/ spill trays where required. Storage areas shown on the logistic plan. All paint will be stored within the Steel Container.

Protection from accidental spillages, dust and debris.	Wheel washing facilities is to be controlled by the banksman using a jet wash. The location where deliveries will park when booking in and unloaded will be a 450mm clean stone mat that will allow all excess mud and debris from wheels to filter through. This mat is to be monitored and replaced accordingly whenever/ if ever it gets silted up. It's the banksmans responsibility to ensure there is no excess water/slurry onto the main highway or to the river Irwell. Re Fuelling – The diesel bowser will be a double banded fuel tank. There will be an additional steel drip tray situated underneath the tank. There will be 2 spill kits attached to the bowser along with each item of plant having its own spill kit. All chemicals will be stored in a lockable container within the storage areas. All materials will be stored withing the storage areas on the logistic plan. It's the site managers responsibility to ensure the areas do not become overloaded and form risk of any seepages to the river Irwell. Dust will be monitored by the site manager and if required dampening down measures to be set into place. Where a fixed timber hoarding cannot be installed we will use heras fencing. Debris netting will be installed on the fencing to prevent any flying debris leaving the site boundary.
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Manual Handling arrangements:	
All manual handling operation should be avoided or reduced where reasonably practicable. A general risk assessment must be carried out for manual handling operations. A specific manual handling assessment must be carried out where there is a significant risk of injury. All operatives onsite must be trained in manual handling operations.	

3.7 Health risks: describe what risks exist and how they are addressed.	
Manual handling: (Manual Handling Regulations 1992) (INDG 142 Rev2)	A Manual Handling Assessment must be carried out where handling operations pose a significant risk of injury taking into account the task, the individual, the load and the environment. Use of mechanical equipment will be used unless it is not reasonably practicable.

Use of hazardous substances: (COSHH Regulations 2002) (INDG 136 rev4)	All hazardous substances must be accompanied by a COSHH Assessment that identifies the hazards, control measures and emergency procedures for the safe use of the substance. The manufacturers Safety Data Sheet should be referred to when creating the COSHH Assessment.																		
Health Surveillance and Screening	Where health surveillance has been identified in regulation, risk assessments or COSHH assessments Opulwood Developments will ensure that this is completed in line with the requirements and is subject to regular review. All employees may be required to complete a health screening questionnaire. Opulwood Developments vets all medical questionnaires, and any medical conditions identified are referred to Spectra Safety for assistance. On-going health surveillance will be provided to relevant company personnel based on their individual circumstances and job specific roles.																		
Reducing noise and vibration: http://www.hse.gov.uk/vibration/hav/presentations.htm INDG 175(rev2) http://www.hse.gov.uk/noise/calculator.htm INDG362(rev1)	Noise and vibration should be eliminated or reduced wherever reasonably practicable. Noise reduction can be made by simply relocating noisy equipment to other areas onsite away from workers or using quieter equipment. The use of vibrating equipment with lower acceptable levels will decrease the work exposure time resulting in more efficient use onsite. Vibration exposure can be eliminated using alternatives such as a pecker on a machine or reduced using worker rotation. <table><tr><td>Noise levels:</td><td>(A) average</td><td>(C) impact</td></tr><tr><td>First Action Level:</td><td>80 dB(A)</td><td>135dB(C)</td></tr><tr><td>Second Action Level:</td><td>85dB(A)</td><td>137dB(C)</td></tr><tr><td>Maximum level:</td><td>87dB(A)</td><td>140dB(C)</td></tr></table> <table><tr><td>Vibration Levels:</td><td>Action Value</td><td>Limit Value</td></tr><tr><td>2.5m/s2 A(8)</td><td>5m/s2 A(8)</td><td></td></tr></table> (A(8) is average exposure over an 8 hour period)	Noise levels:	(A) average	(C) impact	First Action Level:	80 dB(A)	135dB(C)	Second Action Level:	85dB(A)	137dB(C)	Maximum level:	87dB(A)	140dB(C)	Vibration Levels:	Action Value	Limit Value	2.5m/s2 A(8)	5m/s2 A(8)	
Noise levels:	(A) average	(C) impact																	
First Action Level:	80 dB(A)	135dB(C)																	
Second Action Level:	85dB(A)	137dB(C)																	
Maximum level:	87dB(A)	140dB(C)																	
Vibration Levels:	Action Value	Limit Value																	
2.5m/s2 A(8)	5m/s2 A(8)																		
Dust:	Refer to Significant Risks.																		
Exposure to UV radiation (e.g. sun): (INDG 147)	It is not permitted to go topless or wear shorts onsite. Signage and information will be posted onsite to inform all employees of the dangers of working in the sun and what precautions should be taken.																		
Other significant health risks:	N/A																		

3.8 Provision, use and maintenance of plant, equipment, power tools and electrical items:

PAT – All portable electrical appliances must be PAT tested every 3 months onsite.

Daily Checks – All tools, plant, machinery and equipment being used onsite must be checked daily by a competent person.

Pre use Check – All items used onsite must be checked for damage before every use.

Weekly Written Record – Plant, machinery, larger items of equipment must be inspected daily with a weekly written record.

Log Book – Every site will have a 'Weekly Inspection Log' and all written records of inspection must be entered into the log. This includes scaffolding, excavations, plant, machinery equipment etc.

Thorough Inspection – All plant and certain machinery require a thorough inspection by a competent person. The thorough inspection will normally be carried out by an external organisation.

Lifting equipment – 12 months

Lifting equipment that lifts people – 6 months

Lifting accessories (shackles, chains etc. – 6 months

Competence - Only competent persons can operate plant, machinery and equipment onsite.

3.9 Use of Services (describe who supplies and organises):

Electrical supply:	Client
Gas:	Client
Water:	Client
Liquid disposal:	Local Authority drainage
Sewage:	Local Authority drainage
Waste:	Opulwood Developments
Communication cables:	Client

3.11 Working at height:

(Work at height regulations 2005) (INDG 401)

3.12 Other Activities:

4. HEALTH AND SAFETY FILE

4.1 Layout and format:

The Health & Safety File is principally a reference document to highlight any residual design and construction risks and ensure that correct maintenance procedures are followed on any further works to the structure, including demolitions. It is also to assist Designers and Contractors when preparing Health & Safety documentation in the future.

H&S FILE INFO REQUIRED

1.0 General Information.

- 1.1 Address of Project
- 1.2 Location Plan
- 1.3 Pre-Construction Information Plan
- 1.4 Contact Information Details
 - Consultants
 - Sub-Contractors
 - Suppliers
 -
- 1.5 Sub-Contractors, Suppliers and Manufacturers

2.0 'As built' / 'As fitted' Drawings.

- 2.1 Architects Record Drawings
- 2.2 Structural Engineers Record Drawings
- 2.3 Mechanical Engineers Record Drawings
- 2.4 Electrical Engineers Record Drawings
- 2.5 Specialist Sub-Contractors Drawings (i.e. windows, doors, roof cladding)

3.0 Building Fabric / Materials and components Information.

4.0 Mechanical Manuals.

5.0 Electrical Manuals.

6.0 Sprinkler Manuals

7.0 Risk Register

8.0 Lift Information including Maintenance Information.

9.0 Mechanical and Electrical Test Certification.

10.0 Manuals / Cleaning & Maintenance information

4.2 Arrangements for collecting information for the H&S File:

The Principal Contractor is advised that it will be necessary to receive, collect, co-ordinate and collate file

information on an on-going basis as it becomes available to enable the Health & Safety File / Building Maintenance Manual to be prepared and delivered to the Principal Designer in advance of practical completion.

To enable this information to be prepared a programme of supply of information will be required as part of the initial Construction Phase Plan by the Principal Designer from the Principal Contractor, it will be required as soon as possible after the commencement of the construction works.

4.3 Storage of information:

On completion of the project, the Principal Designer hands over the File/Building Maintenance Manual to the Client. The Client must keep the H&S File available, preferably on the premises but if that is not possible, it must be easily accessible at all times, for any future repairs or maintenance during the lifetime of the structure.

4.4 Discovery/ disturbance of Asbestos

Discovery of asbestos

If you accidentally disturb asbestos during your work, it must be dealt with quickly and appropriately.

Operatives

If during your work you discover materials which you believe to be asbestos **stop work immediately** and leave the areas. Notify any persons in the areas and advise them to also leave the area. Close off the areas if safe to do so and ensure nobody enters the area. Send a second person to report the problem to the site manager / supervisor. Stay just outside but adjacent to the areas until the site manager / supervisor advises you to move.

Site manager

Ensure the areas is adequately sealed off using doors, plastic and clear signage put in place to create an exclusion zone and ensure now one enters this area. if the operatives involve has been in direct contact with or disturbed the subsequent material then implement the below Emergency decontamination procedure.

Workers exposed to be decontaminated as below flow chart to minimise the spread of asbestos by ensuring they are suitably decontaminated

Opulwood Developments H&S to be advised of disturbance.

Arrange to have a sample of the material analysed. If it does not contain asbestos then work can continue. If the material does contain asbestos then follow the flow chart to decide if the work needs a licensed contractor.

Alternatively, you could presume that the material contains the worst type of asbestos and apply the appropriate controls, using a licensed contractor if required.

Notify a licenced/non-licenced contractor to undertake an environmental clean if required and issue a reoccupation certificate for the area.

Ensure the asbestos survey is updates to identify the additional items and carry out further surveys if required;

Emergency decontamination procedure

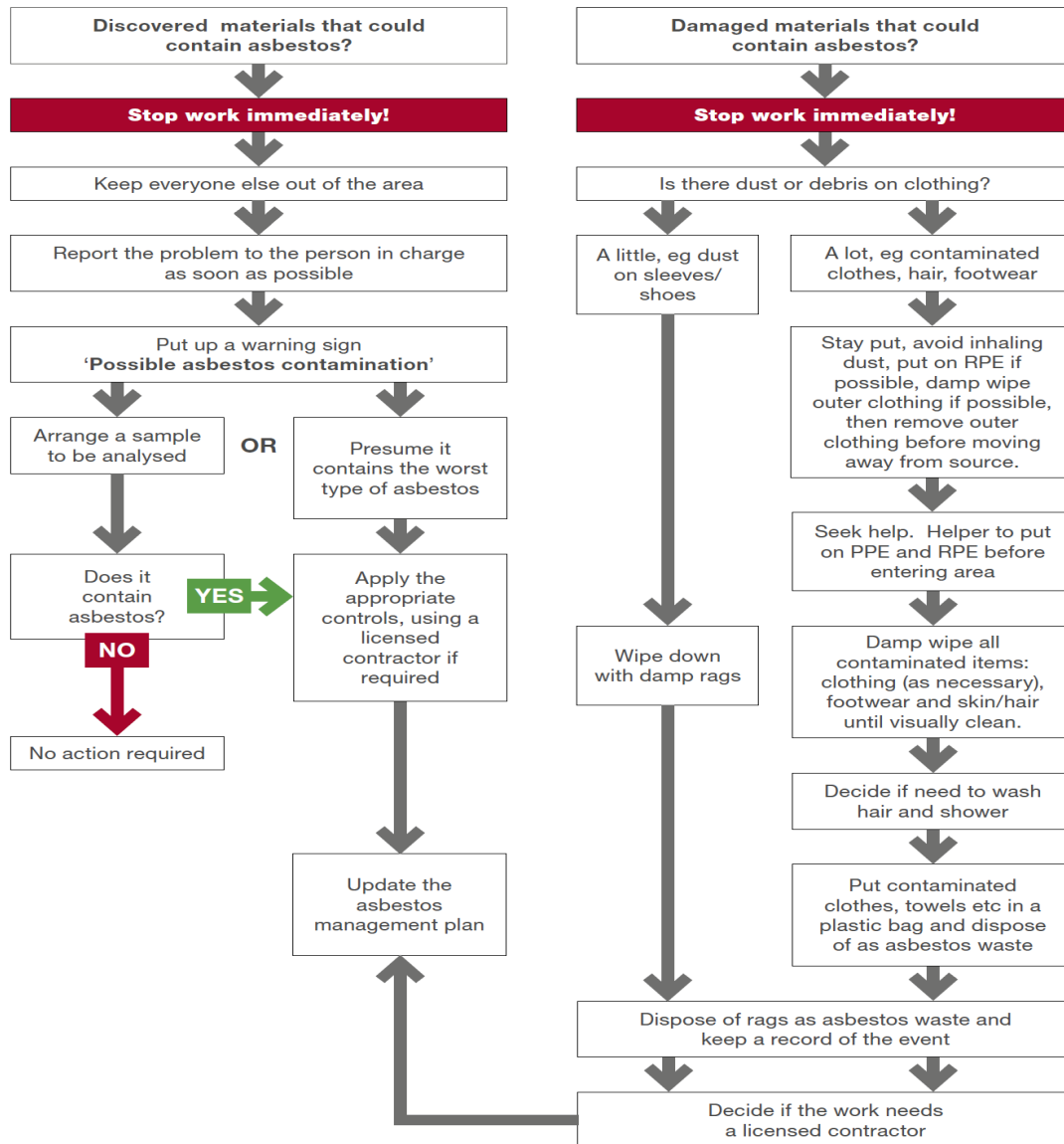
- Operatives to remain adjacent to the area until advice.

- Operatives to be provided with a disposable dust mask and overalls
- Dust mask to be worn, clothing removed and placed within a plastic bag and sealed.
- Disposable overalls worn.
- Operatives to then clean themselves thoroughly including hair, arms and face.

all clothing is to remain within the sealed bags and is to be disposed of as asbestos waste if the material is found to be containing asbestos.

Following the above, an investigation is to be undertaken to determine the cause of the disturbance and prevent any future reoccurrences.

Flow chart



Site Setup Checklist Example

Existing Info, Drawings & Surveys (required from others)

- ☐ Asbestos Survey
- ☐ Any Other Reports
- ☐ Health and Safety File
- ☐ Existing Drawings
- ☐ Site Plan
- ☐ Service Drawings (gas, electric, water, sewer, BT)
- ☐ Risk Assessments from cabins, electricians and plumbers for temporary connections

Additional Site Requirements

- ☐ Letter to Local Residents
- ☐ Asbestos Plan (if required)
- ☐ SWMP
- ☐ Existing Photos
- ☐ Accident Report Book
- ☐ HSE Law Poster
- ☐ Emergency Resuscitation Poster
- ☐ Site Entrance Main Sign
- ☐ Fire Extinguishers
- ☐ First Aid Kit
- ☐ Whistles for each fire point
- ☐ PPE
- ☐ Bucket of Sand and a box for equipment manuals

Laminated Signs

- ☐ F10
- ☐ Employers Liability Insurance
- ☐ Policy Statement
- ☐ Site Rules A3
- ☐ Fire Point & Fire Action
- ☐ Emergency Alarm
- ☐ Emergency Escape & Arrow (if required)
- ☐ Assembly Area A3
- ☐ Emergency Drawing
- ☐ Hospital Sign
- ☐ First Aid Instructions
- ☐ First Aid (cross on its own)
- ☐ First Aid (cross & eye wash)
- ☐ First Aid (know your first aider)
- ☐ Site Supervisor Sign
- ☐ Contacts Sign (laminated to SM sign)

Health and Safety Plan Appendices

- ☐ Induction Forms
- ☐ Site Weekly Checklist & Guidance
- ☐ Risk Assessments + Guidance
- ☐ COSHH Assessments
- ☐ Permits to Work
- ☐ Test Certificates (PAT & Equipment Register)
- ☐ Training Schedule Supervisor Handover Sheets
- ☐ Programme
- ☐ PCI & F10
- ☐ Designers Hazards
- ☐ Site Registers (PPE Register)
- ☐ Emergency Plan (layout, access, emergency routes, traffic, fire)
- ☐ Toolbox Talks & GT700
- ☐ Documented Conversation Forms
- ☐ Statutory Inspections Log & Guidance
- ☐ Site Rules

- ☐ Toilet Sign
- ☐ First Aid Kit Contents
- ☐ Boundary Warning Signs
- ☐ 'No Smoking Onsite' 'Smoking Area'
- ☐ 'Hard Hats to be worn at all times' signs
- ☐ Site Traffic Rules
- ☐ Asbestos Signs (if required)
- ☐ RA Hierarchy of Control sheet
- ☐ Previous Surveys (Ground investigation, Asbestos, Environment, Geotechnical)
- ☐ Existing Drawings, Site Plan, Location Plan, Service Drawings (building & underground)
- ☐ Emergency Procedures (Fire Action, First Aid, Emergency Contacts, Confined Space, Suspension Trauma Rescue, Explosion, Leaks)
- ☐ Incident Reports
- ☐ Signing in Logs
- ☐ HSE Guidance
- ☐ Waste Carriers Licence & Licence Lists

EXAMPLE

Onsite Documentation

Construction Phase Health and Safety Plan	Should be onsite and readily accessible
Health and Safety law poster	Should be displayed in a prominent position
Emergency resuscitation poster / instructions especially where there may be a risk of electrocution	Should be displayed in a prominent position
F10 (HSE notification)	Should be displayed in a prominent position
Employer's liability insurance certificate	Should be displayed in a prominent position
Health and Safety policy	Should be onsite and readily accessible
Traffic Management Plan	Drawing and rules should be displayed in a prominent position
Emergency plan (Contacts, drawing)	Completed drawing, rules and emergency contact details
Accident report book	Should be onsite and readily accessible
First Aid Details	First aid arrangements to be displayed prominently
Site Inductions Construction Phase H&S Plan	Induction sheets should be filled in and kept in the
Toolbox Talk Sheets sheet should be completed and stored in the H&S plan.	When informing/instructing workers onsite the toolbox talk
Plant Inspection booklets every Monday	Booklets for each item of plant to be filled in
Site Inspection booklet temporary handrails etc.	Should be used for inspecting excavations, scaffolding,
Lifting plant & equipment inspection certificates inspected every 6 months with certificates readily accessible (Lifting equipment that does not lift people – 12 months)	All lifting equipment and accessories must be professionally
PAT testing certificate with certificates onsite readily accessible	All portable appliances onsite must be PAT tested every 3 months

Site Contacts

Site Address

Contracts Manager

H&S Manager

First Aider

Hospital Accident & Emergency

5. APPENDICES

These appendices are compiled as the project progresses and as information is received from contractors and other parties.

Appendix 1 Site/ Traffic Plan

