

Construction Design & Management Regulations 2015

Construction Phase Health & Safety Plan

Project

13 Whittaker Street, Whitefield, Manchester

Company Details:

P McVey Building Systems
Creagh Business Park,
Hillhead Rd,
Toome,
Antrim
BT41 3UF

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Construction Phase Health & Safety Plan
Title: Whitefield Manchester R360 Rev 00



CONSTRUCTION PHASE HEALTH & SAFETY PLAN CHANGE REGISTER

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1 Project description

(a) Project description & Programme details

Construction of a single storey modular building to provide additional teaching and ancillary accommodation, including all associated site works and car parking facilities

13 Whittaker Street

Radcliffe

Manchester

M26 2TD

Contract Period

Mid April - 12 weeks

(b) Contract details

Client:

Walker Sime, The Cornerhouse, Fourth Avenue ,Trafford Park, Manchester, M17 1DB

Contract Administrator:

Walker Sime, The Cornerhouse, Fourth Avenue ,Trafford Park, Manchester, M17 1DB

CDM Co-ordinator:

Walker Sime, The Cornerhouse, Fourth Avenue ,Trafford Park, Manchester, M17 1DB

Quantity Surveyor:

Walker Sime, The Cornerhouse, Fourth Avenue ,Trafford Park, Manchester, M17 1DB

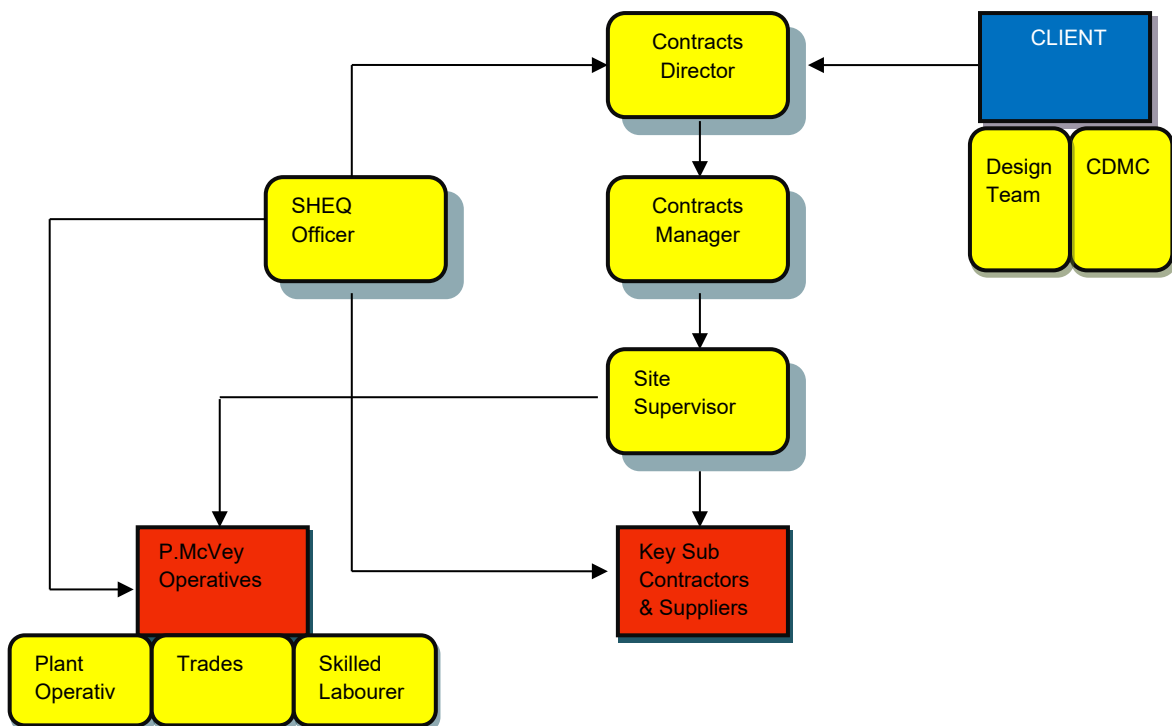
(c) Existing records, drawings & plans

Existing drawings and information supplied in the pre-contract information will be utilised in the installation of the building. Once in possession of the site, the information will be checked and verified with service providers and in accordance with HSG 47 in exposing services by means of trial holes.

Design drawings from the design team will be utilised in construction of the new building.

2 Management of the works

(a) Management structure & responsibilities



P. McVey Building Systems Ltd

Project Management Structure

(b) H&S Goals, Monitoring and Review

Permanent works objectives include:-

- Ensuring that construction operation tasks can be undertaken without risk to the Health and Safety of persons, or the environment, so far as is reasonably practicable.

Construction work objectives include:-

- To have no incidents on site, either construction workers, staff or members of the public
- To have no dangerous occurrences on site, involving Site staff or the public
- To have zero tolerance regarding the above
- To have no occupational ill health arising from the project
- To ensure the least disruption to the local community as a result of the project
- To ensure that statutory Health and Safety requirements applicable to the project are complied with
- To ensure that no environmental damage occurs
- To provide and maintain safe passage for persons past or through the site, and exclude all unauthorised persons, especially children from the current area of work activity
- To provide and maintain the required temporary welfare facilities for site personnel
- To ensure that all persons on site have received the necessary training required to ensure safe working on site

Monitoring and Review process will be via the below stated inspection and audit plan:

- Daily site checks by site supervisor
- Weekly site inspections by site supervisor
- Site inspections & Audits by Health & Safety Officer
- Statutory inspections 6 monthly and annually as indicated by legislation

(c) Arrangements for

(i) Regular liaison between parties on site

Site Manager/Supervisor will be responsible for directing and co-ordinating the activities of any other contractors on site.

This will be achieved by having other contractors or their employees reporting directly to him on site, on a daily basis, on their arrival to site, and sign in the Company register. This serves a twofold purpose, it will inform the Site Manager/Supervisor of the total numbers on site for emergency evacuation procedures, and contractors/sub-contractors can be fully briefed on the day's activities, together with other necessary safety measures such as Risk Assessments or Method Statements.

This does not preclude face-to-face discussion at any other time between the Site Manager/Supervisor, and any contractor or employee on any matter, relating to the project in particular, or Health and Safety matters in general.

There is provision within the organisation for the appointment of a Health & Safety Committee, however due to the fact there is currently a limited number of employees, all consultation in the organisation is done on a face-to-face basis and written memos when required.

Day to Day liaison will be co-ordinated via the Site Manager/Supervisor to who sub contractors should report on entering site each day.

(ii) Consultation with the work force

We recognise the importance of consulting with the work force therefore we plan to achieve this when developing safe systems of work; including risk assessments (were practicable). Methods of consultation will be in the form of direct face to face consultation, tool box talks or in written form such as memos and letters.

(iii) The exchange of design information between client, designers, CDM-C and contractors

Progress meetings involving sub-contractors, Designers and others, to monitor and review Health & Safety matters, will be arranged and held at regular intervals, (normally every 2-4 weeks) based on the necessity of the contract. These Progress meetings will be minutes, and copies circulated to all parties.

(iv) Managing design changes during the project

Design changes must be co-ordinated through the Project Design Team/CDM-C/Client they will ensure that altered plans etc are brought to the attention of the Site Manager/Supervisor and sub-contractors.

(v) Selection and control of contractors

The selection of sub-contractors will be conducted in line with our internal procedure, sub-contractors must complete a competency based questionnaire and provide information such as site/task specific risk assessments and written systems of work, insurances, employee training, accident/enforcement stats and availability of competent H&S advice.

The information will be evaluated and, if suitable, documentation forwarded with the sub-contractor placed on the approved register.

In order to control contractors on site we shall ensure that site inductions are given on arrival, at the end of which contractors will be communicated their safe system of work and sign off on the induction and SSOW briefing record.

Other control measures will be in the form of site inspections/audits LOLER certs, equipment and training checks. Contractors will also be present on meetings and tool box talks.

(vi) Exchange of information between contractors

It is essential that information is passed in a timely fashion, this will occur 2 weeks before a contractor is due on site to assess the adequacy of safe systems of work, when the portion of work is complete all information relating to the hand over file/O&M

Manuals will be forwarded via direct contact/email/fax in order to prepare all info for the CDM-C.

(vii) Site security

Security hoarding / fencing will be erected around the site boundary with a fixed and controlled access/egress point with a site traffic management system in operation.

The site access/egress point will be operated as to prevent unauthorised access to the construction site and will be kept closed when not in use. Warning signage will be placed around the hoarding warning of the dangers inside the site; mandatory signage will be displayed along with site rules board at the site entrance which will inform all operators of the PPE requirements and site standards.

The construction site is under the control of the site manager/supervisor and it will be his responsibility to enforce site safety rules and procedures. The site supervisor will also ensure that the site is devoid of persons and totally secure at the end of the working day.

As far as is reasonably practical we shall take steps to exclude the public, children and unauthorised persons from accessing the site, this will be achieved by securely locking access gates when closing the site, ensuring that the integrity of the site hoarding has not been compromised and by educating through strategically placing warning and danger signage.

The company will also liaise with the local police station to ask for passing attention during out of hours.

(viii) Site induction

To meet our legal obligation under the CDM Regulations 2015 all site operatives will undergo a site specific induction and sign the induction register to confirm same.

(ix) On site training arrangements

Training on site will be continual via weekly tool box talks as an effective tool to reinforce and address immediate site safety concerns and working practices.

All site operators must hold the relevant CSR/CPCS card or equivalent to access the site and to operate plant and machinery. A copy of training cards will be retained on site.

Any operator arriving on site with no proof of training will not be granted access to site.

(x) Welfare facilities and first aid

Welfare: - The contracts team have surveyed the site and plan to drop site office/accommodation huts at a prearranged location, toilet facilities will be brought to site. Site management will ensure same is kept clean/tidy and serviceable at all times.

Other arrangements will include hot & cold or warm running water with means of drying hands, adequate number of seats and benches, drinking water, means of heating food as a minimum.

The setting of welfare facilities will be in line with schedule 2 of the Construction Design and Management Regulations 2015

First aid: - In line with the First Aid Regulations the correct number of first aiders will be provided along with fully equipped first aid boxes, this will be inspected monthly and replenished when needed. The First Aid appointed person on-site will be the Site Manager

First aid procedures will include nominated persons driving to the nearest hospital to familiarise themselves with the route, nominated first aiders will be identifiable by stickers on their hard hats.

(xi) Reporting and investigation of accidents, incidents including near misses

P.McVey have developed and maintained an accident/incident procedure, which set out systematically the procedure to take in the event of an accident/incident.

Any accident/incident will be thoroughly investigated by the Company Health & Safety advisor with corrective/preventive action taken; adequate resources will be made available by the Managing Director.

Any accident/incident/dangerous occurrence which falls under the remit of RIDDOR will be reported to the HSE via telephone then backed up with the appropriate documentation via HSE web site.

P.McVey will set H&S targets at:-

Zero accidents, zero incidents, zero dangerous occurrences zero tolerance

P.McVey will introduce an inspection programme to monitor and manage site health, safety and welfare; those involved will be site supervisor/contract management/H&S Advisor. The company will inform the Client/CDM-C of any accidents or incidents and will also be copied in on any reports.

Any accident/incident will be measured using the frequency rate of 100,000 man hours and recorded within our accident stats.

(xii) The production and approval of risk assessments and written systems of work

No work activity will be permitted to be carried out unless a detailed assessment of the risk has been completed, sub-contractors will forward their safe systems of work 2 weeks before they arrive on site, this is to ensure that they have completed and developed SSOW in proportion to the level of risk and activities on site.

As part of the site induction safe systems of work will be communicated to operators by the relevant supervisor who after which will sign the SSOW briefing record to confirm that they have received and understand same.

If for whatever reason an activity must be carried out on site that has no previous assessment developed, the site supervisor will liaise with the H&S advisor who shall develop a written SSOW, under no circumstances will the activity be carried out without written systems of work

(xiii) Site documentation and signage

All the relevant official and mandatory signage will be displayed on-site, whether that be on boundary fencing, site office or canteen and welfare facilities. The Site Office shall display the F10 form, Health & Safety Law Poster, P.McVey Insurances and Policies and Traffic Management plans. Health & Safety and Welfare posters and information shall be display in the site canteen and welfare facilities and reinforced through Tool Box Talks. The relevant H&S Documentation, Drawings, RAMS and Procedures shall all be contained in the Site Office and checked and updated as required by the Site Manager.

(d) Site rules including drug & alcohol policy

Name of Site: - Whittaker Street

SITE RULES

1. All personnel must accept these Site Rules as a condition of working on this site,
 2. This document is part of the company's Health & Safety Procedures and your conditions of employment **and must be strictly adhered to.**
 3. This document and the conditions referred to are applicable to **all personnel working on or visiting the site.**
 4. All personnel must wear safety helmets, safety footwear and visibility vest or clothing at all times as a very minimum.
 5. All personnel to wear proper safety footwear.
 6. Site Manager or Supervisor instructions are to be obeyed at all times.
 7. All site Notices must be obeyed especially all signage relating to Covid 19 and site specific signage such as operating times as stated by the education authority.
 8. If this is a shared site with others working around us. **PLEASE BE AWARE.**
 9. Only 110 volt power tools or leads will be permitted on site and they must display current PAT test. Where possible battery powered tools must be used. Only site accommodation will be 240v with RCD's fitted at source with commissioning certificates issued & retained on site by the site supervisor.
 10. All materials must be adequately and safely stored.
 11. Skips are provided for rubbish and all areas must be kept clean and tidy, use correct skip to segregate waste.
 12. **Fire extinguishers** will be located in the Site Office and inside the site hoarding then periodically around
 13. **Nearest hospitals for A&E are:**

North Manchester General Hospital

Delaunays Rd,

Crumpsall,

Manchester

M8 5RB
- Emergency 999 from any phone. For directions see appendix**
14. Report to your Supervisor **any defects** in plant or equipment.
 15. Refrain from horseplay.

16. Alcohol or drugs (including medicinal items unless approved by your Doctor) must not be brought on site and no staff must be under the influence of drink or drugs when on site. The standard for being unfit on site is the same as that for driving a car on the public road.
17. The safety of all personnel on site is of paramount importance. Please note you have a responsibility to carry out your duties in a safe and responsible manner.
18. Under the Construction (Design and Management) Regulations (NI) 2007 the Principal Contractor **must** ensure all subcontractors comply with any rules contained in the Health and Safety Plan. The Regulations also place a responsibility on all subcontractors to co-operate with the Principal Contractor.
19. On no account, should anyone working on this site attempt to carry out any task or operation for which they have not been trained, which is obviously dangerous, or which could cause injury to themselves or anyone else. If you are in any doubt at all please consult the Site Supervisor.
20. Smoking inside site offices/accommodation is strictly prohibited, the site supervisor will select and point out a site designated area for smoking while providing and maintaining fire provisions for same.

(e) Fire and emergency procedures

Employees, sub-contractors and others upon entry to the site will receive a comprehensive site induction and will be familiarised with the fire points, evacuation routes and procedures, assembly point's in operation during construction.

Emergency assembly points will be identified and established in line with the risks posed from site activities. As well as communicating emergency procedures they shall be posted at relevant points around site. Procedures will be practiced periodically throughout the project, all exit routes/final exit gates and hydrants will be obstruction free at all times.

P.McVey will appoint other employees to assist the site supervisor in managing emergencies i.e. fire marshals and first

aiders.

3 Arrangements for controlling significant site risks

The significant risks associated with this project are:

- 1) Children and members of the public
- 2) Excavation of Foundations adjacent to neighbouring structures
- 3) Work in proximity to adjacent structures
- 4) Neighbouring busy roads

Site specific method statements / risk assessments will be developed for these activities as the project progresses.

(a) Safety risks including:-

(i) Delivery and removal of materials including waste and work equipment taking account of any risks to the public

Deliveries to site will be controlled via the site traffic plan, the site supervisor will, organise all waste removals to ensure that the site waste management plan is strictly adhered too and that the delivery/removal will not hinder site or general public activities. All sub-contractors will liaise with the site supervisor to ensure that deliveries to site are co-ordinated and planned.

Skips will be placed in an area within the site compound and fenced off ensuring that skips are covered to prevent waste blowing around site.

Delivery drivers must comply with site signage were they shall be asked to park up, dismount and report to the site supervisor, were they will be site inducted and informed of the site traffic plan.

Materials and equipment will be off loaded in pre-designated areas and controlled by the site supervisor or charge hand.

(ii) Dealing with services – water, electricity & gas including under ground/over head services & temporary electrical installations.

Prior to this project starting we shall liaise with service providers i.e. ENWL, Cadent Gas, United utilities and open reach to gain marked up service drawing, which we shall treat as “approximately” only. If needed P.McVey will request the service provider engineer to attend site for face to face discussions and guidance, service’s will be adequately marked out with excavator operators given a copy or made aware of services including emergency actions.

We acknowledge the notes / drawings in the pre-construction plan. Drawings will be used as guidance only. Locations of services will be verified on site by consultation with service providers, scanning for services, use of trial holes. This shall be completed within guidance in HSG 47.

Temporary electrical installations in areas such as site accommodation and offices will be carried out by competent electricians in line with the current version of the Electricity at Work Regulations, commissioning certificates will be provided to the site supervisor who will retain same on site.

If any temporary supply is modified in any way then the contractor will re-inspect the supply and reissue an up to date certificate.

The company will appoint a competent electrical contractor to carry out the works.

Overhead cables:

- On site consultation with service provider engineer (where practicable)

- Render dead and remove via the owner (ENWL etc) if possible
- Redirect the line to a safe location via the owner (ENWL etc) if possible
- Implement safety precautions recommended by the provider (ENWL) and the HSE
 1. Erect goal posts with bunting to identify approved crossing points using non-conducting materials
 2. place at a safe distance barriers to identify the direction of travel of lines which will also identify and establish travel routes for vehicles
 3. place signage warning of overhead power lines periodically along the goal posts and barriers
 4. develop and implement emergency procedures for making contact with power lines
 5. Risk assess the hazards and communicate same to all operators
 6. ensure all are site inducted
 7. fit excavators or other plant with raising arms with height restrictors

Closely supervise works and employ banks men

Under ground services:

- Risk assess the hazards associated with ground work and communicate to all
- Use CAT on all modes to locate underground lines
- Survey the site for signs of services i.e. manholes/gas lines/freshly dug ground etc
- Hand dig trial holes inline of the direction of intended digging
- Mark line of excavation using chalk/spray paint/wooden pegs
- Mark mains using correct colour of wooden pegs i.e. yellow = gas water = blue etc
- Ensure that mains are marked this side to identify where the excavation must stop
- Employ hand digging using blunt hand tools, no picks or breakers
- Develop emergency procedures for striking underground services
 1. water
 2. gas
 3. fully energised power line
- no mechanical digging within 0.5 meter of service lines
- close supervision including banks men

- At any time only trained and competent persons will work on services

(iii) Accommodating adjacent land users

The site is located within an established residential area and as such it is envisaged that there will be a number of young children within the immediate area, as well as significant volumes of traffic at peak times. P.McVey will ensure that local roads and footpaths are kept clean and road worthy by keeping mud and dirt from tyres off the road and paths.

Site management will ensure that no one is obstructed from using all roads and footpaths will be kept open and free of any construction materials and traffic and by consulting with the relevant parties in the immediate area.

Our ultimate aim is to act as a considerate contractor and good neighbour at all times.

(iv) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

The stability of structures will be paramount to complete the works, we shall ensure that no structure will be compromised by appointing competent engineers/site staff and management team to supervise and complete the works.

Where indicated by the approved drawings we will implement all recommended construction methods.

Correct supporting materials i.e. propping and propping at the correct points such as structural weak points

For operators to enter an unsafe or structurally vulnerable building they need to be made safe we shall do this after the same has been inspected by a structural engineer who shall advise on where to prop and the correct method needed to achieve this.

At no point will unsafe acts be carried out which will put lives at risk.

(v) Preventing falls

In construction it is inevitable that working at height will occur at some point, however this can be reduced or even eliminated via good building design and construction methods, we will expect designers to, at design stage of the project eliminate work at height or where possible ensure that good construction methods are recommended.

As contractors our effort towards fall prevention will be to eliminate work at height where possible or to ensure that appropriate working/standing platforms have edge protection including intermediate guard rails toe boards all of which are inspected as per statutory recommendations.

When the need arises i.e. when working in MEWPs-booms, operators will wear harnesses to mitigate the chance of falls, no overreaching will be allowed at any time with both feet firmly on the standing platform.

Ladders will not be used for general access to height work, only the correct grade 1 heavy duty ladder will be used for short duration low risk work, all ladders will be inspected, unpainted, stood at the correct angle of 1-4 ratio tied and footed when in use. Ladders will be placed on the site ladder register.

(vi) Working near or with fragile materials

Access to fragile materials will not be permitted by every site person; the site supervisor will store materials in compound with restricted access ensuring that the materials are protected from damage.

Where fragile materials are in the working area i.e. weak points on roofs they shall be identified and protected to prevent operators falling through.

(vii) Control of lifting operations

Lifting operations will be planned in compliance with the Lifting Operations & Lifting Equipment Regulation (LOLER)

When carrying out lifting operations we shall:

- Appoint a competent person to plan and oversee the operation (lift supervisor)
- Appoint competently trained slinger/signallers to rig and direct loads
- Conduct a formal risk assessment of the task
- Develop a lifting plan
- Carry out a ground survey
- Appoint a competent crane supplier/operator
- Ensure all lifting chains/slings and other aids are inspected
- Correct lifting techniques are used during operations
- Reinforce safety via tool box talk sessions
- Cordon off the work area to prevent unauthorised persons from entering the area

(viii) Maintenance of plant and equipment

In line with PUWER and LOLER the Company have all plant inspected by a 3rd party engineer with certificates retained at head office.

P. McVey will expect the same level of commitment from all sub-contractors with certificates requested along with safe systems of work before access to site is granted.

Maintenance will be carried out before plant arrives on site and should the need for maintenance arises during the construction phase the company mechanic will be mobilised to site to carry out repair works.

(ix) Works on excavations and work where there are poor ground conditions

Excavation work will be preplanned to ensure that:

- Safe access and egress is provided
- Trench supports including trench boxes are set in place
- Battering back the edges will reduce the likely hood of collapse
- Excavations will be inspected before entry
- If needed atmospheric testing will be carried out before entry
- Excavation edges will be identified using hazard marking tape or where needed adequate edge protection will be put in place where there is a risk of persons falling.

(x) Works on wells, underground earth works and tunnels

The above is not applicable on this project, however if during the excavation works the above is uncovered work will stop until the project engineers develop methods of making the area safe to continue construction works, we shall ensure that the area is protected adequately from unauthorised access.

(xi) Work on or near water where there is a risk of drowning

This is not applicable on this project as no main water ways are near the site.

(xii) Traffic routes and segregation of vehicles and pedestrians

Where appropriate vehicular and pedestrian protection measures provided and other installations must comply with Road Service requirements and planned to the needs of chapter 8 of the Road Service manual

At no time will we prevent the free flow of traffic for users of public roads or footpaths close to surrounding property.

Secure hoarding / fencing will be provided to adequately secure the site from accidental or deliberate trespass. The type of hoarding / fencing erected will comply with the contract documents.

Deliveries of materials, arrivals and departures of construction plant, and the removal of waste will be co-ordinated by site management, to minimise disruption to surrounding activities and road/pedestrian traffic.

Parking for construction vehicles to be provided in a safe and secure location within the site boundary, all open excavations will be identified to prevent falling in.

Vehicle and pedestrian segregation on all relevant areas of site will be accomplished by the provision of pre-planned protected designated routes bounded by solid barriers or reflective tape as appropriate with crossing points being highlighted by warning signage. Lighting will be provided as required and proposals will take into account the needs of those with disabilities.

These routes must remain free of obstruction including slip/trip hazards. Excavations or other hazards will be protected from incursion by both pedestrian – vehicular traffic and illuminated as necessary.

To aid with the safe development of a site traffic plan where possible a one way system will be put in place to avoid vehicles reversing if not possible then vehicle turning points will be established and banksmen used to aid vehicles reversing, all operators on site will wear hi-visibility clothing and a speed limit of 10 mph will be set.

(xiii) Storage of materials including hazardous materials and work equipment

Deliveries of large and heavy loads may be outside of normal working hours and will be by agreement between site management, supplier, road service and local police service. Minimum quantities of materials and substances will be stored on site. All construction materials will be delivered to, unloaded within the site confines and stored in a secure and orderly fashion within the site and will not obstruct access and egress to the work place or block emergency exit routes and doors.

(xiv) Any other significant safety risks

Setting standards – control & supervision

A full time site safety supervisor, whose training experience and expertise will reflect on the activities on site. The supervisor shall work to the contracts manager/director and set via induction and by action, standards for others to follow and maintain.

Adequate time and financial resources will be provided to meet the safety needs to complete the project. Site activities will be planned to ensure that the health & safety of operators and others are not compromised.

Propping, demolition, steel work erection

All significant risk work to be preceded by a risk assessment/method statement and where appropriate a permit to work ensuring that all necessary control measures are taken and in place. Where necessary the relevant engineer will develop drawings detailing the method for back propping etc.

Environmental

An environmental aspects register will be developed detailing the risks posed to the environment from site activities and detailing the measures to take to reduce or eliminate the risk. Spill plans will be in place including materials needed to soak up chemical spills.

Site inductions – Tool box talks

To meet our legal obligation under the CDM Regulations NI 2007 all persons entering the site shall be given a specific site safety induction, after which all will sign the induction record and be communicated their safe system of work before signing the SSOW briefing record.

Tool box talks are required on a weekly basis from direct employees and sub-contractors. TBT's should be relevant to the task and conducted by the relevant supervisor. The site supervisor may conduct joint talks on general topics such as fire/first aid and emergency procedures or house keeping issues. After the TBT is completed all those attending must sign the record with sub-contractors forwarding a copy of their register to the supervisor.

Working area

All operators must keep to their working areas and not to travel around, the area must be kept free of obstruction and if relevant not block emergency exit doors or routes. The site shall be set up so that there are designated areas for the storage of materials and the loading/off loading of same.

Scaffold – towers

Any scaffolding required will be designed, erected / tied-in / brick guarded, fitted by competent scaffolders around the perimeter of the building and as work progresses will be carried vertically to the required levels to provide work areas & edge protection. Platforms will be fully planked out, brick guarded, toe boarded and double railed at every level. The scaffolding will be clad with a membrane to suppress dust and eliminate wind-blown debris. In addition pedestrian / public protection measures such as fans to be provided where required. Access ladders to the first platform level will be removed at the end of each working day and locked in secure storage. Inspections will be carried out in compliance with the regulations and recorded in the scaffold inspection register with the Scaff Tags up dated to reflect same.

The contracts team will inform the scaffolding company of the required numbers and locations of loading bays on scaffolding in order for the scaffolding contractor to design bays accordingly each bay will be designed to take the required weight, have a safe working load sign displayed with swing gates for accepting loads with a scaffolding bar provided for solid edge protection.

Demolition Works

Will be conducted by competently trained specialists, who will be working to a specific safe system of work.

Working at height

All working at height irrespective of the distance above base level (applicable from zero to infinity) will be subject to a written risk assessment/method statement and where determined necessary protection measures provided as described below.

When work at height is involved company policy is to provide protection against personnel and materials falling by either or a combination of, the installation of a soft landing system, fall arrest system netting, bird cage scaffolding, independent tied scaffolding with brick guards, debris netting, edge & opening protection, support boarding, propping and/or other equally approved measures in conjunction with operatives using harnesses/lanyards and other appropriate PPE.

Proper access/egress facilities will be provided to all work locations. All openings, edges etc as they are created or exist are to be provided with edge protection and warning signage.

Work at heights is not permitted in high wind or inclement weather situations. Areas beneath personnel working at height and those areas within and adjacent to the swing arc of materials in transit will be delineated and maintained as strictly NO ACCESS.

Permit to work

P.McVey, as good practice operates a strict permit to work system which covers the following activities:- hot work/excavation-digging/electrical/confined space and lifting operations.

Before work on the above mentioned tasks begin, the site supervisor will issue the permit to the relevant competent person i.e. lift supervisor/electrical supervisor or digger operator. The permit is valid only for the time/date stated on it and must be cancelled out by the relevant parties in order to close out the specific task.

Note!! For hot work a fire watch must be maintained for the stated time after works finish!!!

Site electrics – lighting

Electrics – the use of electrical equipment on site should be avoided where practical and replaced with battery powered tools. Where this is not possible, then all electrically powered tools must be made as safe as is reasonably practical by reducing the voltage out put to 110v via CTE transformer. 240v work using power tools must be avoided using the above and below mentioned methods, tools such as drills etc should be double insulated, in good working condition and correct for the job.

Users of electrically powered tools are required to visually inspect there work equipment prior to use, **look for:-**

- Damage to cable sheath
- Damaged plugs, cracked casings or bent pins
- Taped or other inadequate cable joints
- Outer cable insulation not secured into plugs or equipment
- Faulty or ineffective switches
- Burn marks or discolouration
- Damaged casings
- Loose parts or screws

- Wet or contaminated equipment
- Loose or damaged sockets or switches

It's always good practice to plug an RCD to the mains for added safety and piece of mind,
NEVER TAKE CHANCES WITH ELECTRICITY!!

Temporary installations - such as power units to site accommodation will be installed by a competent electrical contractor in line with the current electricity at work regulations and associated guidance. After power is brought to the required place the system will be inspected with commissioning certificates issued to site supervisor who will retain same on site. The system will be re-inspected on a 3 monthly basis or when the system has been modified at any time, only trained and competent persons will work on electrical installations.

Lighting – at all times adequate lighting will be provided around the site this will aid traffic management, communal areas and provide safe access and egress to and from the work place, where lighting is needed the site supervisor will organise.

To avoid trips and falls all trailing cables must be tacked to walls and/or removed when not in use.

False work – Form work – Propping – Temporary works

Will be designed, erected, maintained and dismantled by a competent person with site specific risk assessments and method statements provided pre commencement on site. Proper, suitable & sufficient access and egress measures to all work areas to be incorporated.

For false and form work we will appoint a competent false work co-ordinator which The Code of Practice for Falsework BS 5975 sets out in detail the role of the co-ordinator.

The false work co-ordinator will be responsible to the site manager/supervisor and have the relevant experience and technical knowledge to carry out the task.

Site visitors – personnel

Personnel and visitors to site will be required to undergo a site induction and sign the induction register to confirm that they have received an induction and will fully comply with same.

Whilst on site all persons no exceptions must wear a minimum of **head protection, hi-vis vest/jacket, safety foot wear incorporating steel toes and mid soles**. Some hard hats and hi-vis vests will be held on site for infrequent visitors however those in the design team and management team must through the wearing and enforcing of the wearing of PPE set examples to all site personnel. Any one not wearing PPE or not complying with site rules will be removed from site.

Personnel compliance

All personnel employed on site will be required to wear appropriate PPE, adhere to site rules/instructions and emergency procedures comply with induction procedures and safe systems of work all designed to ensure the health & safety of them and others.

Disciplinary action will be taken for non-compliance.

Lasers

The use of lasers is limited to class 1&2 which must only be operated in compliance with the manufactures instructions by competent persons. Lasers must only be used in delineated areas with the beam well clear of eye level range and the beam stopped at the end of its working path.

Plant and Equipment

Plant and equipment brought to site must be in a serviceable condition and safe for use, plant i.e. excavators/telescopic handlers/dumpers will be thoroughly inspected annually by third party competent engineer with certificates held for access on the company server.

Plant for site use must have flashing beacons, roll protection and for dumpers/telescopic handlers be fitted with a reversing siren. Any sub-contractor bringing plant to site for operations must maintain and provide same to the required standard, pre-use of plant will be carried out by operators with damage reported to the site supervisor to contact the mechanic for repairs, and any major fault reported must result in the machine being put out of use.

Personal Protection Equipment

P.McVey will provide all PPE required by operatives and will assess their work activities and provide any specialist PPE, if required i.e. for entry in to confined spaces. It is Company policy to ensure that all PPE issued to operatives is worn and maintained by them. Disciplinary action will be implemented against those found to be in breach of the Company instructions.

The wearing of safety helmets, safety footwear and high visibility clothing as a minimum is mandatory on this site with other PPE being used as appropriate to the task and as per the Risk assessment/method statement.

Hours of work

Will normally be 07:00 – 18:00 Monday to Friday, exceptions to this may be necessary on occasions. Written permission must be obtained from the Project Manager if work outside core working hours is required except where an incident has occurred which might compromise the safety of the public. Construction holidays set out by construction first will be taken with exceptions agreed by all parties if changes need to be made.

Site safety inspection programme

P.McVey promotes a pro-active approach to site safety which includes:-

- site supervisor daily checks recorded in site diary
- Weekly work place inspection by site supervisor
- Work place inspection by the health & safety advisor
- 6 monthly LOLER inspection by 3rd party engineer

- Annual plant & equipment inspection by 3rd party engineer
- WAH Inspections every 7 days
- Pre use plant checks (completed by operative)

(b) Health risks, including:-

(i) Asbestos

Appropriate measures will be adopted to ensure safe removal of ACM's (Asbestos containing material) this will include a pre commencement full intrusive survey and/or gaining the latest and most up to date asbestos register supplied by the client prior to any refurbishment/fit-out works.

Asbestos prior to demolition/referb (where practical) will be removed by an appointed specialist contractor who is fully licensed by the HSE they shall prior to the task:-

- Provide a copy of their licence issued by HSE
- Provide a copy of registered waste carrier licence
- Notify in writing the HSE as per the requirements at least 14 days before commencement of work
- Carry out all works in compliance with the regulations
- Provide the company with a copy of site-specific risk assessments/method statements
- Provide the company with a copy of special waste consignment note (retained for 3 years)

If during works operators discover suspect materials, work must stop the area cordoned off with access denied, the site supervisor informed who will inform the contracts team/H&S advisor were testing of the suspect material will be organised. No work in the area will be reconvened until confirmation of the substance has been achieved.

(ii) Dealing with contaminated land

If we have to deal with contaminated land then we shall appoint a competent waste disposal contractor to remove and dispose of the land as "special waste" all waste transfer notes will be held on site and kept further for at least 5 years.

(iii) Manual handling

Manual handling accounts for the largest portion of construction injuries; this must be reduced with the hierarchy of control used to manage manual handling activities.

- Eliminate manual handling
- Risk assess activity
- Split the load down in to smaller more manageable loads

- Use mechanical aids
- Team lift

(iv) Use of hazardous materials specifically where there is a need for health monitoring

Substances that will be used on the project will be general building and landscaping materials and therefore will not need specific health monitoring. However if any substance used during construction include those named under schedule 6 of the COSHH Regulations then health monitoring will be implemented.

“Where employees are exposed to a substance linked to a particular disease or adverse health effect and there is a reasonable likelihood, under work conditions, of that disease or effect occurring and it is possible to detect the disease or health effect.”

(v) Control of noise and vibration

Vibration and noise need to be in compliance with the vibration at work regulations 2005 and noise at work regulations 2006 respectively. Vibration risk assessments covering hand arm vibration (HAV) and whole body vibration (WBV) to be prepared for all applicable tools and plant with adequate information provided to users. Exposure limit values cannot be exceeded. The noise at work regulations place stringent standards of 80dba first action level and 85dba second action levels.

Risk assessments to be prepared for all applicable tools and plant and the information provided to users with suitable hearing & other protection when appropriate.

(vi) Control of ionising radiation

This is not applicable on this project

(vii) Exposure to uv light (sun)

Following these steps will dramatically limit/reduce/avoid operatives' exposure to UV light.

- Risk assess the hazard and implement protective measures
- Operators to keep covered up at all times specifically the head
- Provide sun block cream for operatives
- Educate via tool box talks of the risks
- Enforce strict site rules
- Health surveillance forms part of the site inspection programme

(viii) Any other significant health risks

During planning stage no other health risks exist, however during the works phase other health risks are identified then this construction plan will be updated to reflect same.

4 The Health and Safety file

(a) layout and format

The CDM-C is duty bound to formalise the finished article of the health & safety file including operating & maintenance details, as principle contractor we shall provide all relevant documentation in a timely fashion to the required format set out in the pre-construction information pack.

(b) Arrangements for the collection and gathering of information

Information for inclusion in the hand over file will be collected as work completes. Sub-contractors as part of there pre-agreement conditions will forward to P McVey via email or hard copy information relating to their portion of works, which in turn will be forwarded to the CDM-C.

(C) Arrangements for storage and keeping the file up to date

After completing the hand over file and providing same to the client, it will then become the duty of the client to store, up date as necessary and make it available for viewing by those who need to see it for purposes of works/maintenance etc.

APPENDIX 1

METHOD STATEMENT 1:	WORKING ALONGSIDE OTHER THIRD PARTIES, IN CLOSE PROXIMITY TO MEMBERS OF THE PUBLIC
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Hazards:

Electrocution and fire

Falls from height

Third party exposure to falls and falling objects

Children/visitors entering site during working hours

Children/trespassers entering site outside working hours

Pedestrians and road users affected by site traffic

Neighbours directly/indirectly affected by site work

Noise and environmental nuisance/damage

Regulatory Requirements:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Control of Substances Hazardous to Health Regulations 2002

Electricity at Work Regulations 1989

Construction (Health, Safety and Welfare) Regulations 1996

Method:

- Our Site Foreman will liaise with the Client to ensure full reciprocal knowledge of existing hazards, demarcation of areas of responsibility and work hazards.
- Details of existing services will be indicated before work begins.

- Operatives will be trained on hazards, necessary precautions and safe work methods required for the works area.
- The works area will be segregated with physical barriers and notices to isolate work from other contractors and to prevent unauthorised access.

- Fire exit routes will be kept free from obstruction, or alternative routes will be found and signed.
- Holes and uneven ground will be covered.
- Plant and equipment will be immobilised when not in use and securely stored.
- Materials will be confined to the works area and securely stored when not in use. All areas will be kept clean, tidy and free from obstructions at all times.
- The off-loading of materials from delivery vehicles will be supervised by the Site Foreman or a competent person nominated by him.
- Where work at height is involved adequate measures will be taken to protect the public and site operatives.

Standing rules will be as follows:-

- All personnel to report to Site Foreman upon arrival.
- Personal Protective Equipment to be worn by operatives and visitors at **all** times.
- The Site Foreman can refuse access to any part of the site at any time where he considers safety could be compromised.
- Physical barriers and notices to be checked and maintained.
- Plant/equipment and materials to be securely stored at the end of each working day.
- Works area to be secured at the end of each working day.

Hazards: Fire, Electrocution and other contact effects
Falls etc., consequent of electrical contact
Damage to equipment

Regulatory Requirements:

Electricity at Work Regulations 1989

Provision and Use of Work Equipment Regulations (PUWER) 1998

Management of Health and Safety at Work Regulations 1999

Method:

- Competence of electrical sub-contractor will be checked and detailed method statements will be requested prior to works commencing.
- All site operatives will be trained in the hazards, risks and nature of the work.
- All circuits to be worked on must be treated as live until verified as dead. There will be no exceptions to this requirement; experience of employees is irrelevant. Access to live conductors will be controlled and appropriate signs will be in place.
- Live work will only be carried out by authorised competent electricians under direct supervision of nominated supervisors.

Hazards: Falls of persons or materials

Regulatory Requirements:

Provision and Use of Work Equipment Regulations (PUWER) 1998

Working at Height Regulations 2005

Construction (Health, Safety and Welfare) Regulations 1996

Personal Protective Equipment at Work (Amendment) Regulations 2022

BS EN 355, 358, 361-365: PPE against falls from height

Method:

- Work will be planned to ensure a safe means of access to all works areas is provided. All equipment will be provided and maintained to the required legal and other standards.
- All operatives will receive a 'tool box' awareness talk about working at heights and gaining access to the working area.
- Where required towers or standing scaffold will be provided to reach working areas and safety harnesses will be utilised.
- Suitable signs and barriers will be positioned directly below works to warn of overhead operations.
- Voids will be marked and covered to prevent operatives falling through.
- Where edge protection is removed for access, or is not reasonably practicable, fall arrest or restraint equipment will be used by operatives working near or at the edge.
- Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties.
- All operatives will wear hard hats at all times and other PPE as instructed.

METHOD STATEMENT 4:	MAINTAINING EXISTING FIRE ROUTES
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Hazards: Failure to evacuate in the event of a fire

Regulatory Requirements:

Regulatory Reform (fire safety) order 2005

Construction (Health, Safety and Welfare) Regulations 1996

Management of Health and Safety at Work Regulations 1999

Method:

- Our Site Foreman will liaise closely with the Architect to ensure a suitable emergency plan is agreed and implemented. This will ensure the safe evacuation of site operatives and the public in the event of an emergency.
- Our Site Foreman will brief all site operatives on the temporary arrangements regarding emergency evacuation, and ensure they are made aware and fully understand the procedure.
- Current existing fire escape routes will be maintained as far as is reasonably practicable. Fire escapes will be kept clear at all times and will never be obstructed in any way.

Hazards: Slips, trips and falls of persons

Regulatory Requirements:

Health and Safety at Work Act 1974

Construction (Health, Safety and Welfare) Regulations 1996

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Personal Protective Equipment at Work (Amendment) Regulations 2022

Method

- Operatives will be trained by the Site Foreman in the importance of good housekeeping prior to the works commencing. A tidy site is a safer site.
- All operatives will wear suitable safety footwear at all times and trainers are prohibited.
- Access to the works area will be restricted to authorised company personnel.
- All spillages will be reported to the Site Foreman immediately and closed off to prevent injury.
- All loose objects will be removed as soon as they are discovered.
- All loose tiles, loose carpets, uneven floors, trailing wires and faulty lighting will be reported to the Site Foreman immediately so they can be repaired.
- All site operatives will walk slowly around the works area and must never run.
- Warning signs will be erected where there is a risk.

Hazards:

Contact with power lines

Overturning of vehicles

Collision with pedestrians

Collision with structures or other vehicles

Causing collapse of or falling into excavations

Regulatory Requirements:

Provision and Use of Work Equipment Regulations 1998

The Management of Health and Safety at Work Regulations 1999

Construction (Health, Safety and Welfare) Regulations 1996

Noise at Work Regulations

The Road Vehicles (Construction and Use) (amended) Regulations 2022

Personal Protective Equipment at Work (Amendment) Regulations 2022

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Method:

- Site vehicle routes will be planned to avoid danger to pedestrians, contact with buildings, structures or overhead power lines. Only authorised, licensed and insured persons will drive company vehicles.
- Vehicles in connection with the contract will access/exit the site via the left hand side entrance/exit point off Crumlin Road.
- Vehicle operating areas and traffic routes will be clearly signed and fenced off where practicable.
- Drivers will ensure loads are placed evenly in vehicles and that the vehicle is not overloaded. The Site Foreman will ensure that loads leaving or entering the site are within the limitations of the vehicle.
- Drivers will not remain in or on vehicles being loaded or unloaded.
- Tipping vehicles will not move with the body raised.
- Speed restrictions will be displayed and enforced as necessary.
- Where audible warnings are not fitted to vehicles, banksmen will be used to give warning to others when vehicles are reversing.
- Parking on site will be limited to designated spaces as agreed with the Client/Architect and vehicles will be locked/immobilised when not in use.

METHOD STATEMENT 7: CONTROL OF DUST AND NOISE

Hazards: Inhalation of dust and exposure to excessive noise

Regulatory Requirements:

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Personal Protective Equipment at Work (Amendment) Regulations 2002

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The Management of Health and Safety at Work Regulations 1999

Construction (Health, Safety and Welfare) Regulations 1996

Control of Noise at Work Regulations 2005

Method:

- Operatives will be made aware of the need to control dust levels and noise emissions throughout the contract prior to the works commencing. They will be trained by the Site Foreman on the importance of good housekeeping and good practice.
- Where practicable debris/waste materials will be removed as they are produced.
- All operatives will wear disposable FFP2 masks, goggles and coveralls if necessary to reduce the risk of injury from dust.
- All operatives will wear ear defenders when drilling or during demolition work to protect from excessive noise exposure.
- All operatives will practice good personal hygiene and will eat and drink away from the works area to reduce contamination.
- The works area will be segregated by use of temporary barriers and screens in an attempt to contain the dust and noise emissions.
- The works area will be checked regularly by the Site Foreman and Safety Officer, to ensure that dust and noise is controlled as far as is reasonably practicable throughout the contract.

METHOD STATEMENT 8: LIFTING & HANDLING MATERIALS/ EQUIPMENT OVER 25kg

Hazards: Injury due to lifting, pushing, pulling or carrying a load.

Regulatory Requirements:

Health and Safety at Work Act 1974

Manual Handling Operations Regulations 1992

Construction (Health, Safety and Welfare) Regulations 1996

The Management of Health and Safety at Work Regulations 1999

Method:

- All operatives have received training on safe handling and will be further instructed through a 'tool box' talk from the Site Foreman prior to the works commencing.
- Where possible manual handling will be avoided and a mechanical handling aid will be utilised.
- Site operatives will not attempt to move/carry a heavy load alone at any time.

METHOD STATEMENT 9: OVERHEAD POWER CABLES

Hazards:

Arcing or contact by plant or vehicles

Contact by long metal objects

Regulatory Requirements:

Electricity at Work Regulations 1989 (Regulation 14)

British Standard BS7121: Code of Practice – Safe use of cranes

Method:

- Pre-contract liaison will be undertaken with ENWL to agree safe clearance distances.
- Barriers and goalposts will be erected where necessary.
- Appropriate signs will be positioned.
- Operatives and subcontractors will be briefed on the specific site hazards. Drivers of visiting vehicles affected will be briefed on the hazards and the crossing points.
- Operations involving movement of long metal objects in the vicinity of overhead lines will be subject to specific authorisation and supervision.
- Movements of visiting vehicles and plant will be controlled. Barriers and warning signs will be continuously monitored by the Site Foreman to ensure they remain intact and in place.

METHOD STATEMENT 10:

SITING OF MATERIALS, PLANT & SKIPS

Hazards:

- Falling materials from storage area or skip.
- Unauthorised contacts by trespassers, especially children.
- Environmental contamination.

- Trapping between skip and fixtures.
- Overturning of plant.
- Unauthorised driving of plant and subsequent collision with pedestrians or structures.

Regulatory Requirements:

Health and Safety at Work Act 1974

Construction (Health, Safety and Welfare) Regulations 1996

The Management of Health and Safety at Work Regulations 1999

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Method:

- Our Site Foreman will brief all site operatives on site rules and hazards, correct use of skips, good housekeeping, correct material stacking/storage and the importance of immobilising plant when not in use.
- Materials will be stored in a location within the existing approved site location on prior agreement with the Architect.
- Skips will be sited on level ground in a location agreed with the Client/Architect, and will not be overloaded.
- Hazardous waste will never be placed in common skips. Such waste will be disposed of appropriately in accordance with COSHH Regulations 2002, HSE and the recommendations of the relevant council.
- Skip lugs and other lifting equipment will be stored in a secure location when not in use.
- Due to the limited space for storage, materials will generally be brought on site as required.
- A secure storage area will be provided for hazardous substances if necessary to prevent access by unauthorised persons.
- Materials stacked over 2m will require authorisation by the Site Foreman.
- Stacks of cylindrical objects, such as pipes, will be stabilised using chocks or wedges.
- All plant will be immobilised and keys removed when not in use. The keys will be kept by the authorised and competent driver.
- Plant will be parked safely at all times with the load removed, forks/platform at ground level etc. Parked plant will not obstruct access routes at any time
- All windows and doors of the toilets will be closed and locked at the end of each day.
- Ladders will be stored in a secure location when not in use.
- The Site Foreman will check the works at the end of each working day to ensure it is secured.

METHOD STATEMENT 11: HOT WORKS

Hazards:

- Fire & Explosion
- Inhalation of toxic fumes & Asphyxiation
- Injury to eyes & Burns

Regulatory Requirements

Health and Safety at Work Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at Work Regulations 1999

Construction (Health, Safety and Welfare) Regulations 1996

Provision and Use of Work Equipment Regulations 1998

Control of Substances Hazardous to Health (COSHH) Regulations

Personal Protective Equipment at Work (Amendment) Regulations 2022

Method

- All site operatives involved in the work will have received extensive trade and safety training and will hold a valid CSR card to demonstrate their competence in welding.
- A safe system of work will be developed and explained in detail to site operatives and they will be made aware of emergency procedures.
- All Hot Work will be supervised by the Site Foreman .
- Suitable screens, fire blankets and PPE will be readily available to protect flammables and persons from sparks and heat.
- Only authorised and competent operatives will have access to the works area. Precautions will be taken to ensure no unauthorised access during hours and outside working hours.
- A permit to work will be requested prior to works commencing where necessary.

METHOD STATEMENT 12:

**SITE SECURITY & DELIVERY OF LOOSE
FURNITURE/EQUIPMENT**

Hazards:

- Public or vandals entering the site during working hours
- Slips, trips and falls of persons and objects
- Site users affected by delivery vehicles

Regulatory Requirements:

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Construction (Health, Safety and Welfare) Regulations 1996

Method:

- Site operatives will be made aware of the hazards and necessary precautions to protect third parties and particularly to protect against vandals.
- Physical barriers and signage will be erected to prevent unauthorised access to the works area.
- Access corridors within the building will be checked for loose cables and materials regularly.
- Common traffic routes will be checked regularly for obstructions.

Traffic Management

Traffic to the site will enter and leave via the entrance designated in the drawings.

All traffic entering and exiting the site will be escorted by a banksman, who will watch out for children, pedestrians and other road users.

Roads, verges and footpaths will be maintained in safe condition and unobstructed by any construction vehicles, plant, equipment or materials throughout the project. All necessary excavations, areas of paving, paths etc. under repair are will be properly and safely protected and lighted.

The following rules will also apply:

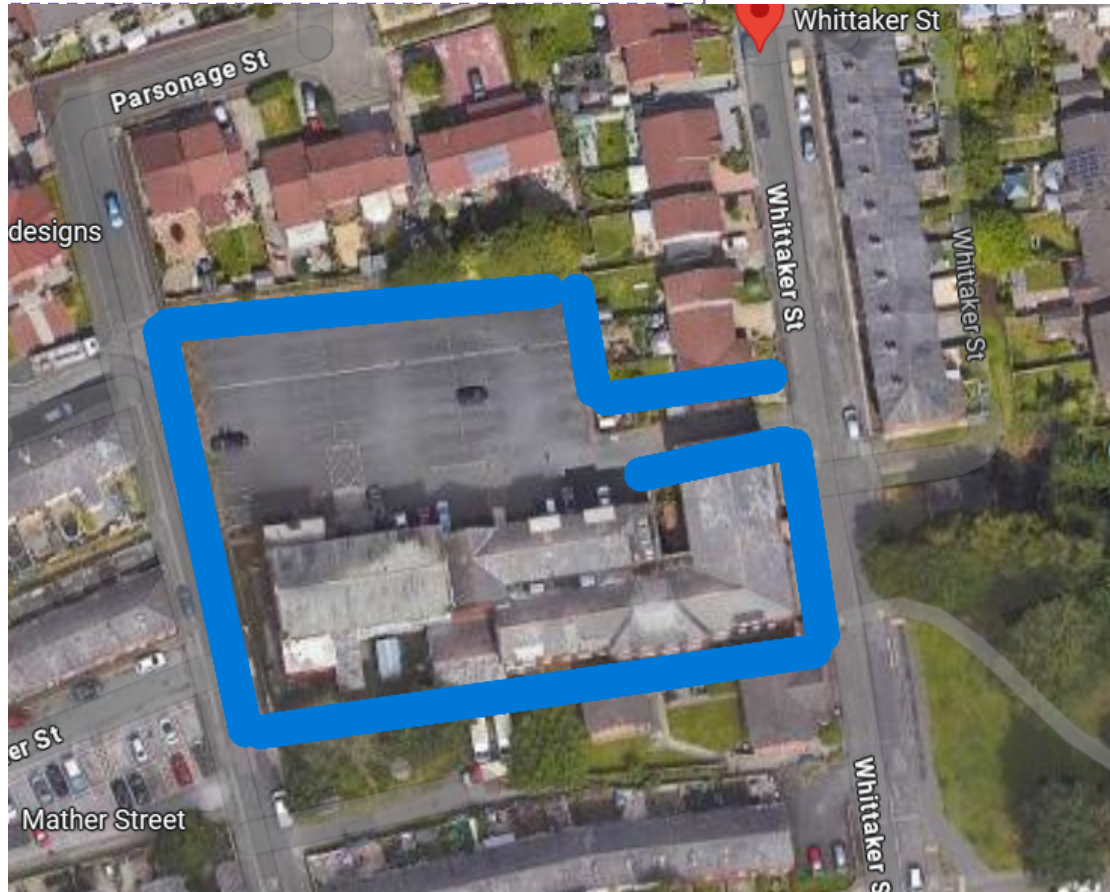
1. No deliveries during out of work hours, unless written permission has been granted.
2. All Sub-contractors and related vehicles to the construction process will be made aware of the road conditions before arrival on-site.
3. Signage will be erected at the main entrance, informing road users and pedestrians of construction vehicles in the area.

All vehicles will park in the designated compound and will users must adhere to all traffic rules.

- All deliveries will enter site through the main entrance at Whittaker Street.
- In layout below where proposed car park is; this will be utilised for deliveries.
- This area will be used for turning lorry's when delivering modular units for off loading by crane.
- The external site boundary will be as shown below Internal fencing will not be installed to the end of the project.
- Sufficient space will be available for the turning of lorries to exit site again at Whittaker Street.
- Exclusion zones & pedestrian routes will be in place where applicable to segregate lorries from other site operatives. Site offices, welfare units and storage will be cordoned off from moving plant and vehicles.
- Trained signaller will be present during all unit deliveries.

Site Location.

Buildings shown in screenshot below have now been demolished. Blue line outlining the site boundry.



Vehicle entry and exit point.



Proposed site set up

