

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PRINCIPAL CONTRACTOR



PROJECT

**Chery Invicta
Bury
BL9 7DF**

Rev A

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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INTRODUCTION

It is a legal requirement of the Construction (Design and Management) Regulations 2015 that all construction sites have a Construction Phase Health and Safety Plan in place before work commences on the site.

It is the responsibility of the Principal Contractor Castle House Projects Ltd to keep the Plan up to date throughout the Construction phase of the project. The Health and Safety Plan is a working document, which will need to be added to, reviewed and updated as the project develops.

The Plan should set out how health and safety matters are to be arranged and controlled on site to protect everyone carrying out construction work and all others who may be affected by it. The Plan should also deal with the details of the project to be undertaken, as well as relevant items highlighted in the index list on the previous page.

This Plan must be used in conjunction with the Company Health and Safety Policy, safe systems of work, method statements, emergency procedures etc already in place, unless otherwise stated in the Safety Plan.

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SECTION 1.

PROJECT BRIEF

NAME OF CLIENT	Invicta Motors
Principle designer	SRA Architects
Principle contractor	Castle House Projects Ltd

PROJECT NAME	Chery Invicta, Bury
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DESCRIPTION OF PROJECT	Strip-out of internal finishes and furniture, demolition of existing glazing and bulkhead to make way for new extension. The extension consists of new structural steels, roofing, cladding, glazing along with new internal finishes, furniture and lighting.
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PROJECT LOCATION	Chery Invicta 170 Rochdale Road Bury BL9 7DF
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PROJECT DURATION	20 Weeks. Working hours for the contract: Monday-Friday 8am – 6pm Saturday 8am - 1pm

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GENERAL STATEMENT OF HEALTH AND SAFETY

It is the intention of **Castle House Projects Ltd**, that the above-named project is arranged, managed and constructed in such a way that health and safety risks are as far as is reasonably practicable eliminated or controlled.

All members of management, site operatives and sub-contractors will actively support the company to ensure these aims are met.

SITE REGISTRATION WITH THE HSE

SRA Architects will register the site with the HSE using form F10 (rev) and a copy of this form will be displayed on the site. This is being updated to reflect the altered works and time frame.

PROJECT DETAILS

GENERAL DESCRIPTION OF WORKS

GROUND CONDITIONS

Generally, the externals of the site are made up of hardstanding concrete and tarmacadam. The building itself is made up of structural steel frame, curtain walling, cladding and masonry in terms of its external make up. Internally, the existing dealership is comprised of offices, showroom floor, WC's and a canteen. The floor finishes are comprised of carpets and ceramic floor tiles.

GROUND CONTAMINATION

Due to the nature of the site and the works to be carried out, there has been no Phase 1 or Phase 2 surveys carried out. However, if any suspect ground conditions, colours, or odours within the ground are detected these will be treated as contaminants until proven otherwise. The Contract Engineers shall be contacted to investigate and confirm course of action required.

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PRECAUTIONS NECESSARY

REF	HAZARD	BRIEF DESCRIPTION
1.	Contact with unknown services.	Site is an existing car dealership and as such has the potential for buried unknown services. Utility Services drawings for the site have not been obtained Until proven otherwise, the site does have services running within the site. Once the works have commenced anything suspicious found will be reported immediately prior to further works being carried out, any service that is unknown will be treated as LIVE until confirmed otherwise. All excavations to be carried out by specialist contractor and by specialist RAMS
2.	Contact with services	All services where possible will be traced and logged on the drawings. All services will be logged and recorded within the as-built information. Service will be treated as LIVE until proven otherwise
3.	Deliveries/Collection of goods/ site won material.	It is noted that Only 1 access and egress point from the Highway is available to the works and Invicta Chery, this is Highlighted on the Appendix a Rev B dwg and is communicated to all staff and visitors to site. It is also issued to all suppliers for the construction works. The removal of goods inclusive of excavated materials along with Deliveries will be to the Loading area at the entrance to site, (see appendix A) all deliveries and collections will be always carried out under supervision. Access and Egress points are to be kept free of obstruction throughout the Project to ensure deliveries can be taken within the site and have a clean run off from road onto site, the road shall be always kept free of debris and detritus. wheel washing

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		facilities where required shall be located by the gate and be always available for use throughout the contract. These restrictions shall ensure that there is no risk to waste/mud etc being taken out of the confines of the site. In the unlikely event that Dirt/mud etc is taken out onto the highway labour will be available to clean off immediately with the back up of locally sourced road sweepers available to attend site at short notice. All materials will be stored within the site. Deliveries will be scheduled to avoid clashes with other deliveries to site to avoid vehicles waiting to enter the site. All contractors and Suppliers will be instructed through the order process that access onto the development shall be via this means and how to approach the site. Abnormal Loads will not be required within this scheme as the need has been designed out, all materials are lengths that are suited to general articulated vehicles.
4.	Dust – Also refer to the Dust management plan	Dust shall be controlled on site via the means of suppression to the site and site born activities, this will mean damping down of the site generally as required but to also ensure that all cutting equipment has correct suppression and that elements such as cutting of brick and blocks are carried out with use of splitters rather than grinding. Reference should be made to the Dust management plan within Appendix 18.
5.	Public	Due to the nature of the site and locality, nearby commercial and residential properties, there are likely to be members of the public around the site during the working day, controls measures will be placed to ensure that all Plant and Vehicular access and egress to the site

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		shall be from the Entrance immediately in front of the Showroom building from Rochdale Road the West side of the site. NO ACCESS SHALL BE ALLOWED FROM THE 2ND ACCESS POINT TO THE EAST OF SITE FROM ROCHDALE ROAD. All vehicles will exit the site via this means also, it shall be explicitly instructed to all Suppliers and contractors working on the site that this is the access and egress to the site. A storage compound shall be formed and be relocated to various areas of site during the works. Pedestrian access and egress generally will be through the entrance gate off Rochdale Road into the site compound and clearly signed as the Site personnel & visitor entrance with clearly visible notice of the site manager name and contact telephone no. All deliveries to the site shall avoid the busiest times of the day i.e. between 8;30am and 9.15am and again between 3pm and 3.15pm
6	Coronavirus (COVID 19)	All staff must abide by the Governments advice. RAMS are available covering the implications. All staff on site and remotely affected must keep up to date with these ever-changing guidelines Cleanliness shall be always maintained on site.
7	Noise & Vibration	This document is written in reference to BS5228 and the NSP's that surround the site. That being the Commercial, Retail Residential properties recorded around the area of the site. The two major factors that must be considered for the NSP's are the proximity to the works (none have boundaries that are shared with the site), although the Properties that are the

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		closest to site are recorded as being a minimum of 25m away being a mix of residential and retail properties, along with a Petrol Station on Rochdale Road. The Second major factor is ambient noise. This varies at points within the day, but the northern and south eastern sides of the site are bound by the busy road network. It is noted that prior to the works being carried out all neighbouring facilities were visited, and a simple discussion was held to discuss the types of works being carried out and the likelihood for them to be a nuisance for the habitants. For instance, throughout the week at 8.30am-9;15am it has been confirmed site works shall be respectful of these times and NOT carry out any elevated noise sensitive works during the period of School arrival times. Techniques such as ensuring that the plant is stored furthest away from the NSP's Loading and unloading operations are carried out within the centre of the site which is more remotes from all NSP's and as works progress the new buildings assist in shielding these NSP's even further. The two closest NSP's have a limited time being exposed to site works as the buildings will form part of a sound boundary, Residential properties also tend to be vacant during normal working hours and this appears to be these in this instance which is a benefit to control of the noise as these facilities aren't present during most of the working day. Other techniques such as ensuring muck heaps are left to not be above any hoarding or fencing inclusive of the plant. Elements that have been considered and removed from Noisy works are Site mixing of
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		mortars and concrete, these shall be brought to site as ready mix materials. Banning the use of small temporary generators, battery charging facilities have been provided to ensure they are not required. The Chart supplied within the BS5228 shall be considered and Noise prediction made for the works ongoing to assist in confirming if further controls are required. The above is Not a fully reliable confirmation that the works will not require additional control, to that end monitoring shall be required and implemented by the staff on site. It should not be required that a conversation is difficult in nearby buildings with the windows shut. Induction process on site shall consider this and each member of the team shall be given the Noise be considerate sheet.
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PROJECT RESOURCES

REF	ITEM	Y E S	NO	COMMENTS
1	Power supply & Lighting	X		The Site currently has an available Electrical supply. . we plan to use the existing lighting in place as much as practically possible. This will ensure there is no glare to neighbouring properties and keep ay spill of lighting to an absolute minimum.
2	Welfare facilities	X		The existing welfare facilities and WC's inside the building will be utilised. All staff working in close proximity to one another – , ensure the utmost hygiene is maintained at ALL TIMES. All eating and drinking is to be carried out within the welfare facilities at all times. Bins with Lids shall also be located within the welfare facilities and emptied on a regular basis. All accommodation shall be elevated from ground level to assist with potential for nesting pests on site. The compound shall be always kept clean and clear of debris and be used for welfare and office provisions along with offsite parking
3	Site offices	X		Site office shall be located within the existing building

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				on the First floor level & will also act as a First Aid point.
4	Access equipment	X		MEWPS will be used where-ever possible in the construction of all aspects of the works, where these are not possible then podium stations and tower scaffolding platform are to be utilised
5	First Aid	X		Within site office
6	Firefighting equipment	X		Positioned as site set up/Management plan within App A1
7	Lifting equipment		X	Pallet trucks & Forklift trucks will all be utilised throughout the scheme to minimise manual handling, heavy items such as structural frame, roofing and cladding and glazing shall have Contract Lifts carried out and or Use of Forklift telehandler. Each operation is to be carried out by a specialist in the field and all Risk Assessment's and Method statements carried out submitted and approved by the Site manager
8	Secure store	X		Located adjacent the Welfare area
9	Site plant	X		All Plant is to be inspected on a weekly basis unless the item has been subject to any failures or breakdowns etc to which the plant will not be utilised until such time as someone qualified confirms its operations status All plan must only be

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				operated by operators who are qualified to do so and are to have copies of their relevant licenses on site. All plant is to be secured when not in operation.
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SECTION 2.

SITE HISTORY

INFORMATION AVAILABLE AND ATTACHED

N O.	INFORMATION	Y E S	NO	REFERENCE
1.	SOIL REPORT		X	N/A
2.	ASBESTOS REPORT	X		An asbestos Survey will be carried out before works on site are due to start. If any asbestos is identified, then this will be isolated and removed by a licensed contractor, and works will not begin until the site is made safe. If anything else after this point deemed suspicious is found, then this will be treated as Asbestos until confirmed otherwise.
3.	EXISTING GAS SERVICES AND MAINS	X		There are LIVE existing services around the perimeter of the site. These will be traced and tagged where possible and recorded within the site notice board to highlight to all contractors on site.
4.	EXISTING ELECTRIC SERVICES AND MAINS	X		As above – the existing supply will be utilised to save the need for extra generators.
5.	EXISTING WATER SERVICES AND MAINS	X		Water services should be live within the site. Although if any suspecting services found these shall be classified and Live until proven otherwise
6.	EXISTING TELECOM		X	TBC

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	SERVICES			
7.	EXISTING DRAINAGE	X		Drainage has NOT been surveyed Although manholes have been viewed and is recorded in its location and depth. This information is available within the ECE drawings for the works
8.	EXISTING CABLE TV SERVICES		X	As above
9.	LOCATION PLAN	X		Appendix A1
10.	INFORMATION ON ADJOINING PROPERTIES	X		There are No Adjoining properties. However, the business will remain operational to the rear of the building (the workshop) This section of the building will be entered on a pre agreed manner, the site will have separation between the works and the client operations wherever possible as there will be temporary cabins located within the forecourt.
11.	INFORMATION ON PARKING RESTRICTIONS	X		There is very limited parking available within the site compound. staff and visitors will be instructed to use or public transport links from other areas where possible.
12.	INFORMATION ON VEHICULAR AND PEDESTRIAN TRAFFIC	X		All delivery's will be to the gates/compound from Rochdale Road. (Western Entrance is to be Utilised only) As reordered within Appendix A Rev B. They shall travel to site from Rochdale Road and then into site. They will exit via the

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				gate and have clear access back onto Rochdale Road. All pedestrian traffic shall enter via personnel gate situated on Rochdale Road. Site generally will be reviewed daily to ensure that vehicular movement within the site is not generating dust – dampening down will be available at all times. The client shall have use of the secondary entrance to the bottom of the site for the duration of the works. Deliveries and collection will be limited to 9am-3pm on Weekdays and 9am-12pm Saturdays. Major deliveries shall be 2-3/ days during the first 4-6 weeks then reducing to 1-2/per day with small vans entering site
13.	INFORMATION ON RESTRICTIONS DUE TO CLIENT'S WORK ACTIVITIES		X	There are elements of works to be carried out by the Clients contractors within the site and it program, these are yet to be fully defined
14.	INFORMATION OF EXISTING STRUCTURE	X		Existing structures have been surveyed and noted in the engineers' reports.

SECTION 3.**SITE MANAGEMENT**

Darren Bowen will be present on site, as far as is reasonably practicable, always this project is being carried out on site. If for any reason he must leave the site for short periods of time, then a competent person will be appointed to attend to health and safety related issues.

MANAGER RESPONSIBLE FOR PROJECT

NAME	POSITION	TEL.
Darren Bowen	Site Manager	07738 595674

OTHER SITE SUPERVISION (IN ORDER OF PRIORITY)

NO.	NAME	POSITION	TEL.
1	Tony Bowen	Contracts Director	07500 802485
2			
3	Harry Rodgers	CDM administrator	01246 261556
4			
5			
6			
7			
8			
9			
10			

PLEASE NOTE:

LINE OF COMMUNICATION FOR HEALTH AND SAFETY ARE SHOWN IN THE COMPANY HEALTH AND SAFETY POLICY, A COPY OF WHICH IS HELD ON SITE.

SECTION 4.**DOCUMENTATION ON SITE**

All work being carried out on site will conform to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and other relevant statutory requirements.

Full details of expected health and safety standards are highlighted in the Company Health and Safety Policy, a copy of which is available on site.

DOCUMENTATION	YES	NO	LOCATION
CDM Regs (welfare)	YES		<i>Main office files</i>
COSHH Information	YES		<i>By sub-contractor docs.</i>
Safety Plan	YES		<i>Main office files</i>
Safety Policy	YES		<i>Main office files</i>
Method statements - own	YES		<i>Main office files</i>
Risk assessments - own	YES		<i>Main office files</i>
Risk Assessment COVID 19	YES		<i>Main office files and notice board</i>
Lifting appliance register	YES		<i>Main office files</i>
Excavation Register	YES		<i>Main office files</i>
BI510 accident book	YES		<i>Main office files</i>
Scaffold register	YES		<i>Main office files</i>

SAFETY NOTICES	YES	NO	DISPLAYED
Law abstract poster	YES		<i>Site notice board</i>
Employer insurance cert.	YES		<i>Site notice board</i>
Emergency notice	YES		<i>Site notice board</i>
F10 rev	YES		<i>Site notice board</i>
Notice to site operatives	YES		<i>Site notice board</i>

SUB-CONTRACTORS INFORMATION	YES	NO	LOCATION
Method statements	YES		<i>Main office files</i>
Risk Assessments	YES		<i>Main office files</i>

SECTION 5.

**EXCLUSION OF NON-AUTHORISED
PERSONS ON SITE**

FENCING/ BARRIERS

The site boundaries generally will have newly installed heras type fencing to all boundaries. The site shall have vehicular access gates installed with a personnel gate from the car park. These shall be set up behind the access line into site from the western access point from Rochdale Road. Storage and waste areas will be formed within the site via pedestrian barriers to ensure safe means of access and egress.

The entrances into the site for staff and visitors will be signed and accessed from the carpark.

Site pedestrian and Staff access will have site sign/notice board noting activities which will give a clear instruction to staff and visitors alike and display all its to the site.

This will segregate the building work from areas accessed by the general public and vehicle/plant operations with staff and visitors. The welfare area is accessed by pathways marking out the route to the offices and working areas within the site, which must be strictly adhered to by all employees' sub-contractors and visitors, site staff and visitors will be instructed to use parking available within the compound but will also use existing public parking local to the area.

SIGNS/ NOTICES

In addition to the required signage that is to promote a safe construction site, there will also be signs to give notice to visitors and deliveries to the site as well as to general pedestrian traffic. Specialist Notices shall be distributed around the site notifying staff and visitors of the precautions in place for COVID 19. Signage shall be installed to the fencing confirming delivery locations and collection locations. The shall also reminders to Staff on site to be respectful of their neighbours.

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SECURITY

Daily site checks will be made to ensure that all fencing is secure and locked shut whilst not in use to prevent unauthorised site entry. The Client has also made arrangements for onsite security during out of hours.

SPECIFIC RULES

All visitors to the site will report to the main site office and will then be directed to the person responsible for site induction training. All site visitors, site-based employees and sub-contractors will wear yellow high-visibility vests, hard hats, and safety boots at all times whilst on site. Other personal protective equipment will be worn relative to the work activities risk assessments.

SECTION 6.**SUB-CONTRACTORS****SUB-CONTRACTORS ASSOCIATED WITH THIS PROJECT**

REF.	REQUIREMENTS OF SUB-CONTRACTORS	YES	NO
1	Checked to ensure provisions have been made for their health and safety	X	
2	Copy of their Health and Safety policy, insurance and details of trade competence provided for inspection.	X	
3	Copies of their method statements and risk assessments prior to commencement of work on site.	X	
4			

CONTACT WITH CDM – Principal Designer WILL BE BY

NO.	NAME	POSITION	TEL.
1	SRA Architects	Principle designer	01225 827444
2			

CONTRACTORS NOMINATED FOR THIS PROJECT

NO.	NAME	ADDRESS	BRIEF DESCRIPTION OF CONTRACT AWARDED
1	Fearn Plant Construction	Thorne Road Newark NG23 7ER	Demolition, site clearance and ground works
2	Bespoke building Projects	Unit 15, Foc Covert Way, Crown Farm Industrial Park, Mansfield, NG19 0FR	Roofing and Joinery Contractors
3	Bowen Construction & Management Solutions	32 Smithy Carr Ave, Chapletown, S35 2ZQ	Brick and block work

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4	BC Roofing	34 Northampton Road Scunthorpe Lincolnshire DN16 1UJ	Roofing and cladding
5	Brava Building Services	34 Shirely Road, Bradford, BD4 9PX	Plumbing services AC and vent install.
6	Cass Electric	10 gateway place Parkgate, Rotherham, S62 6LL	Electrical services
7	North Lincs	Bessemer way Scunthorpe DN15 8XE	Structural Steelworks
8	Ideal Aluminium	Unit 29a Waters Meeting Business Park, Britannia Way, Bolton, Greater Manchester, BL2 2HH	Glazing and Curtain Walling

SECTION 7.

COMMUNICATION AND CONSULTATION

PRINCIPAL CONTRACTOR	Castle House Projects Ltd
PRINCIPLE DESIGNER	SRA Architects
HEALTH & SAFETY CO-ORDINATOR	Darren Bowen

CONSULTATION WITH PEOPLE ON & OFF SITE

We have a duty to consult with people both on and off site that may be affected by the works.

On site: A notice must be displayed advising all operatives on site to consult the Principal Contractor with regard to any problems they have regarding Health and Safety. This must be communicated via the Site Ordering and induction process.

Off site: A letter drop to all adjoining/neighbouring properties shall be carried out confirming a brief scope of works, time expected on site and a contact name and number.

MONITORING HEALTH AND SAFETY

1. Safety inspections will be carried out daily by **the Site Manager** or a nominated person.
2. A report of these inspections will be held in the site files. Immediate action must be taken on any areas requiring attention.
3. All accidents will be investigated to ensure lessons are learnt and preventative measures are taken to ensure similar occurrences are prevented.
4. Safety inspection shall be carried out as a minimum on a monthly basis and all reports held on site, any shortfalls must be recorded and rectified with all rectifications recorded.
5. Corona Virus action plan is in place on this site, Management and all staff and visitors must abide by the structure put into place for the safety of all.
6. On all New Construction Sites there can be a risk from Dust generated on site, this must be reviewed as the scheme

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progresses and measures implemented to avoid the risk to persons both on and off site.

7. Site Cleanliness is vital on all construction sites, this involves the personnel on site aswell as the condition of temporary welfare on site. All food waste from site shall be kept within covered containers until collected at regular intervals.

CO-OPERATION AND CO-ORDINATION

Darren Bowen will act as Health and Safety Co-ordinator on this project. When necessary, he will arrange site meetings with sub-contractors to discuss any work that he feels may require co-ordination between them or other site operatives. Minutes of these meetings will be kept on file.

[illegible]

SECTION 9.

**METHOD STATEMENTS TO BE
FOLLOWED ON THIS CONTRACT**

NO.	DETAILS	DRAFTED	
		YES	NO
1.	Fearn plant	X	
2.	Cass electric		
3.	Bespoke Building services		
4.	B C Roofing	X	
5.	North Lincs		
6.	Brava Building Services		
7.	Ideal Aluminium		
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14.			

COPIES TO BE FOUND IN SECTION A3

METHOD STATEMENTS TO BE FOLLOWED BY SUB-CONTRACTORS ON THIS CONTRACT

NO.	DETAILS	DRAFTED	
		YES	NO
1.	Brava Building Services		
2.	Cass Electric		
3.	Bespoke Building Projects		
4.	Fearn Plant	X	
5.	North Lincs		
6.	BC Roofing and cladding	X	
7.	Ideal Aluminium		
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COPIES TO BE FOUND IN SECTION A3

SECTION 10.

**RISK ASSESSMENTS TO BE
FOLLOWED ON THIS CONTRACT**

NO.	DETAILS	DRAFTED	
		YES	NO
SM 1	Site Management and general site activities	YES	
SM 2	Visitors, general public and trespassers gaining access onto the site	YES	
SM 3	Using sub-contractors and their staff to carry out work on our behalf	YES	
SM 4	Welfare conditions on site	YES	
SM 5	Vehicles and plant Traffic management plan	YES	
001	Corona virus	YES	
SM 6	Noise & vibration control	YES	

COPIES TO BE FOUND IN SECTION A4

SECTION 10 (Continued)

**RISK ASSESSMENTS TO BE FOLLOWED
BY SUB-CONTRACTORS ON THIS
CONTRACT**

NO.	DETAILS	DRAFTED	
		YES	NO
1.	Coronavirus – Setup and accommodation		
2.	Coronavirus general operations		
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COPIES TO BE FOUND IN SECTION A4

SECTION 11.

EMERGENCY PROCEDURES

FIRE

A PROMINENT NOTICE MUST BE DISPLAYED ON SITE GIVING THE EXACT SITE ADDRESS.

IN THE EVENT OF FIRE:

1. Raise the alarm.
2. Fight the fire with equipment on site only if trained to do so.
3. Dial 999 and give the exact site address.
4. Exit site by the safest route and report to the assembly point adjacent to the main entrance.
5. Do not re-enter the site until you are told it is safe to do so.

ACCIDENTS

Darren Bowen must be advised of all accidents on site, so they can be recorded in the site accident book and appropriate action can be taken.

REPORTING OF RIDDOR ACCIDENTS AND INCIDENTS

RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Tony Bowen or Alison Bowen must be informed of all accidents, ill health and dangerous occurrences that need to be reported to the Health and Safety Executive or RIDDOR Incident Centre.

Please note: - All sub-contractors working on site have a duty to inform the Health and Safety Executive or RIDDOR Incident Centre of all reportable accidents and incidents on report form F2508.

A copy of the report form MUST be forwarded to **Jackie Barnett** (Refer to Section A12/13).

SECTION 11 (Continued)

EMERGENCY PROCEDURES

- A. EMERGENCY PROCEDURES**
- B. EMERGENCY TELEPHONE NUMBERS**
- C. FIRE PLAN**
- D. FIRE RISK ASSESSMENT**
- E. VISITORS INFORMATION**
- F. FIRST AID – RISK ASSESSMENT**
- G. FIRST AID – BOX CONTENT**
- H. LIQUID SPILLAGE**

SECTION 11 (Continued)

EMERGENCY PROCEDURES

EMERGENCY TELEPHONE NUMBERS

**LOCAL HOSPITAL
DETAILS**

**Fairfield General Hospital
Rochdale Old Road
Bury
BL9 7TD**

**LOCAL POLICE STATION
DETAILS**

**Bury Police Station
Dunster Road
Bury
BL9 0NL**

**LOCAL FIRE STATION
DETAILS**

**Bury Community Fire Station
Magdalene Road
Bury
BL9 0ES**

If for any reason any of the above are uncontactable please call 999 in an emergency situation and state the service you require, quoting your telephone number and the site address.

THE SITE ADDRESS IS:

**Chery Invicta
170 Rochdale Road
Bury
BL9 7DF**

The site manager, Darren Bowen must be advised of all accidents on site, so they can be recorded in the site accident book and appropriate action taken.

SECTION 12.

**SITE RULES TO BE FOLLOWED ON
THIS CONTRACT**

GENERAL	YES	NO
1. All operatives will receive induction training	YES	
2. Safety helmets to be worn at all times whilst out on site	YES	
3. High visibility clothing will be worn at all times whilst out on site	YES	
4. Safety footwear to be worn on site	YES	
5. All operatives and visitors to sign in	YES	

HOURS OF WORK	
Days	6
Time	8am – 6pm Weekdays 8am – 1pm Saturdays

NO.	SPECIFIC RULES
1.	Access and egress for staff and visitors through the entrance gates. Signed noting operatives/visitors only. Signage will also notify staff and visitors of site access, clear walkways, and traffic areas off the front car park
2.	Access to site Must be via the western access point from Rochdale Road with NO Exceptions, all traffic leaving site MUST turn immediately left
3.	Invicta Motors will have NO access to the Eastern access point into site and shall share the western access point with the works at all times,
4.	Electric tools used on site to be 110v
5.	Walkways under scaffolds to be always kept clear and to be boarded out to facilitate safe access and egress

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

6.	Emergency meetings to be arranged as and when required between Architect, Principal designer, Principal Contractor and Client
7.	Signing in and out procedure – all contractors are required to sign in and out whenever they are working on or visiting the site.
8.	Sub-contractors should only work in the designated areas they are assigned to and should not enter any unauthorised areas unless given prior permission.
8.	The area you are working in must be inspected at the beginning and at the end of each shift. Any findings requiring attention must be reported to Principal Contractor or their designated person.
9.	Under no circumstances should you remove or alter any scaffolding, guard rails, toe boards or barriers.
10.	Do not leave machinery or equipment in a dangerous condition and unguarded.
11.	Always wear the correct personal protective equipment for the job of work you are carrying out.
12.	Food and drink must only be consumed in designated areas. Always but waste food or wrappers/ cans bottles and the like in the waste bins provided
13.	Smoking is not permitted on this site except in designated area.
14.	Immediately after signing in please WASH YOUR HANDS in the facilities provided
15.	Site is within an area of high residential occupancy and as such ALL operatives are to be respectful and mindful of noise and disturbance to the surrounding properties
16.	Abide by the Noise Handout received in the induction process
17.	Site has a strict NO burning on site policy
18.	Tree Protection Zones has been set up within the site-these must not be removed or tampered with in anyway
19.	All personnel should only handle tools and equipment that they are trained to do
20.	Abide by the guidance given within ALL Corona Virus signage distributed throughout the site

SECTION 13.

SAFETY FILE

POSITION: Administrator

[illegible]

APPENDIX: A Rev B

SITE DRAWINGS

SITE ESTABLISHMENT

Site layout drawings showing the following.

- First aid points
- Site signage
- Access and egress
- Gates and fencing
- Traffic movements
- Office and welfare facilities
- Storage areas
- Waste storage areas
- Parking
- Loading and unloading areas
- Fire points

APPENDIX: A2

**SUB CONTRACTORS
SAFETY DOCUMENTATION**
(TO BE INSERTED HERE)

APPENDIX: A3

METHOD STATEMENT DOCUMENTATION

(TO BE INSERTED HERE)

APPENDIX: A4

**RISK ASSESSMENT
DOCUMENTATION**

(TO BE INSERTED HERE)

APPENDIX: A5

NOISE CONSIDERATIONS SHEET – HANDOUT

APPENDIX: A6

PRE CONSTRUCTION INFORMATION

(TO BE INSERTED HERE)

APPENDIX: A7

**SITE INDUCTION
DOCUMENTATION**

(TO BE INSERTED HERE)

APPENDIX: A8

**PLANT
DOCUMENTATION**
(TO BE INSERTED HERE)

APPENDIX: A9

**SITE INSPECTION
DOCUMENTATION**

(TO BE INSERTED HERE)

APPENDIX: A10

COSHH
DOCUMENTATION
(TO BE INSERTED HERE)

APPENDIX: A11

PPE DOCUMENTATION

(TO BE INSERTED HERE)

APPENDIX: A12

**PERMIT TO WORK
DOCUMENTATION**

(TO BE INSERTED HERE)

APPENDIX: A13

RIDDOR
DOCUMENTATION
(TO BE INSERTED HERE)

APPENDIX: A14

**COPIES OF COMPLETED F10 & F2508A
FORMS**

(TO BE INSERTED HERE)

APPENDIX: A15

**NEAR MISS INCIDENT REPORT
DOCUMENTATION**

(TO BE INSERTED HERE)

NEAR-MISS INCIDENT REPORT FORM

SECTION A Employee or sub contractor to complete

Name:		Employer:	
Date of occurrence:		Time of occurrence:	

Details of occurrence (Use a diagram if necessary)

Signature :		Date:	
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Once **Section A** is complete, pass this form to the Principal Contractor or the Health and Safety Co-ordinator as soon as possible.

SECTION B Principal Contractor or the Health and Safety Co-ordinator to complete

Remedial action to take to prevent a reoccurrence:

Signature :		Date:	
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SECTION C

Action taken:

Signature :	
----------------	--

Date:	
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APPENDIX: A16

**HAZARD SPOTTING
DOCUMENTATION**

(TO BE INSERTED HERE)

APPENDIX: A17

WASTE MANAGEMENT PLAN

(TO BE INSERTED HERE)

APPENDIX : A18

DUST MANAGEMENT PLAN

(TO BE INSTERTED HERE)

APPENDIX : A19

COMPANY HEALTH & SAFETY POLICY

(TO BE INSERTED HERE)