

**Construction Phase Plan as required under the
Construction (Design and Management) Regulations 2015 (CDM)**

**Incorporating a Construction Environmental Management Plan as required by the
Local Planning Authority**



10 Goffs Park Road
Crawley
West Sussex
RH11 8AY

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1. STATUS REGISTER / AMENDMENT RECORDS / REVIEW

[illegible]

2. DISTRIBUTION AND AUTHORISATION RECORDS

The controlled distribution of this document is detailed in the table below.

Copy to be held in site office

COPY N ^o	RECIPIENT	ADDRESS
1	Client – Raven Devco Ltd Contact Name – Tel – 01737 272 553 [REDACTED]	Raven House 29 Linkfield Lane Redhill Surrey RH11 1SS
2	Principal Designer – PDP Architecture Contact Name – Mike Willenbruch Tel – 023 9248 1100 [REDACTED]	2 Beechworth Road Havant Hampshire PO9 1AX
3	Principal Contractor– Selsdon Building Contractors Contact Name: Paul Tarrant Tel – 0208 406 0600 [REDACTED]	56 Chapel View, South Croydon, Surrey CR2 7LF
4	Lead Designer– PDP Architecture Contact – Mike Willenbruch Tel – 023 9248 1100 [REDACTED]	2 Beechworth Road Havant Hampshire PO9 1AX
5	Structural Engineer– Wilcox Cooper Associates Contact – Graham Wilcox Tel – 01202 201 750 [REDACTED]	23 Hinton Road Bournemouth BH1 2EF

This plan has been based upon known activities and information available at the time of preparation. It is the responsibility of the Site Manager to authorise the plan, and to ensure that during the contract period, the plan is reviewed and developed to reflect the contract requirements and works being carried out, including information from the Client, Principal Designers, Designer, Contractors, workers and any other interested parties.

Any revisions made to the plan shall be issued to all other controlled copyholders. It is the responsibility of the controlled copyholder to amend their plan as revisions are received.

Site Specific Form Amendments

Should any enhancements be required to any forms (i.e. Client requirement) then a local amendment must be recorded in the Plan and a copy of the amended form added. The forms must not have anything removed from them and as stated must be **company** controlled forms. The exception to the rule is the use of sub-contractors work inspection sheets and inspection test plans which may be used if meeting the companies' requirements.

3. ISSUES AND RECEIPT RECORD

CONSTRUCTION PHASE PLAN ISSUE RECORD		
CONTROLLED COPY	NO	ISSUE N ^o : 0
NAME:		
FROM:		
Please sign and return a copy of this record to the Site Office, confirming receipt of the following:		
REFERENCE SECTION	SUBJECT / AMENDMENT DETAILS	AMENDMENT N ^o
N/A	CONSTRUCTION PHASE PLAN	0

CONSTRUCTION PHASE PLAN ISSUE RECORD		
TO:		
FROM:		
I confirm that I have received the following:		
SIGNED:		DATE:
REFERENCE SECTION	SUBJECT / AMENDMENT DETAILS	AMENDMENT N ^o
N/A	CONSTRUCTION PHASE PLAN	0

4. FORWARD

Selsdon Building Contractors Limited has prepared this document based on the Construction (Design & Management) Regulations 2015 and guidance document L153. It should be read in association with the Pre-Construction Information produced by the Principal Designer. Where Selsdon Building Contractors Limited have contract design responsibility, specific Health and Safety requirements raised by the Principal Designer & Designer(s), shall be included. Any other requirements raised by the Principal Designer shall also be included.

It has been developed specifically to address the SHEQ requirements for this contract, including any information about restrictions which may affect the work such as neighbouring buildings, utility services, vehicular and pedestrian traffic flows and work activities of the client.

If all of the information relating to the project is not available to develop the plan fully before construction works commence amendments to the plan will be implemented within the appropriate section and subsequently recorded within the Index of Amendments contained above.

5. INTRODUCTION

Selsdon Building Contractors Limited are committed to ensuring the health; safety and welfare of their employees, contractors and any other person affected by the activities being undertaken under their control. This plan will be developed and maintained as necessary as the project progresses with the input of the project management team and all contractors to allow employers to disseminate information and effectively manage their employees.

5.1 *Preparation & Review of the Construction Phase Plan*

The Construction Phase Plan will be prepared prior to the commencement of the project in conjunction with information from the Client and the Principal Designer in the form of the Pre-Construction Information and Client Brief.

Once prepared and authorised the Construction Phase Plan must be issued to the Client in accordance with CDM 2015.

Throughout the duration of the project the project management team, assisted by their contractors will review the plan at regular intervals, not to exceed two working months. These reviews will take into account significant changes to the project such as but not restricted to:

- Planning restrictions.
- Specific phased completions.
- Changes to personnel appointments and responsibilities.
- Updates to emergency arrangements.
- Traffic management.
- Environmental aspects and impacts.

5.2 *Project Health & Safety Objectives & Goals*

It is the intention of Selsdon Building Contractors Limited to ensure that health and safety is given due regard on this contract. To achieve this; the co-operation of all contractors is essential, together with good planning and a risk assessment approach to identify hazards and so eliminate risks.

Along with any client objectives issued and to assist the project team and contractors the following objectives have been agreed with the project team;

- To achieve zero Accidents
- To achieve zero Incidents
- To create a safer working environment for all
- To remove occupational health hazards
- To protect the public
- To be considerate to the neighbours of the project
- To circulate regular newsletters and updates to the community

Selsdon Building Contractors Limited will act as co-ordinator for the various contractors working on the project. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in this Plan, which will be brought to the attention of employees, visitors and contractors working on the site.

Selsdon Building Contractors Limited will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents Selsdon Building Contractors Limited must be informed and if the incident is reportable to the Health and Safety Executive a copy of the report form must be given to Selsdon Building Contractors Limited. Further guidance can be found in the section entitled "Emergency Procedures"

We ask contractors and their employees to assist Selsdon Building Contractors Limited in implementing this Plan and so ensure a safe and healthy site for everyone. Selsdon Building Contractors Limited will have a visiting safety consultant (RHSS Ltd) and site personnel will be able to voice their feelings with regards to health and safety to the safety adviser or they should contact the Site Manager. In addition if any person on site sees an unsafe situation or finds themselves in a position of danger they should stop work and report it immediately to their supervisor or to the Site Manager.

6. DESCRIPTION OF THE PROJECT

6.1 Project Directory

The Project Directory will be expanded as necessary, but as a minimum shall be

The Client

Raven Housing Trust	Contact Name:
	Tel:
	Fax: -
	Email:

The Principal Designer

PDP Architecture	Contact Name: Mike Willenbrush
	Tel: 023 9248 1100
	Fax: N/A
	Email: [REDACTED]

The Principal Contractor

Selsdon Building Contractors Limited	Contact Name: Gerry Gallen
	Tel: 0208 406 0600
	Fax: N/A
	Email: [REDACTED]

The Lead Designer – Architect

PDP Architecture	Contact Name: Mike Willenbrush
	Tel: 023 9248 1100
	Fax:
	Email: [REDACTED]

Enforcing Authorities

Health & Safety Executive

Health and Safety Executive,	Contact Name: - N/A
	Tel: 0845 345 0055
	Fax: N/A
	Email: - N/A

Local Authority

West Sussex County Council	Contact Name: N/A
	Tel: N/A
	Fax: N/A
	Email: N/A

Environment Agency

Environment Agency National Customer Contact Centre PO Box 544 Rotherham S60 1BY	Contact Name: N/A
	Tel: 0800 80 70 60
	Fax: N/A
	Email: N/A

Utilities**Water Treatment**

	Contact Name:
	Tel:
	Fax:
	Email:

Electricity

UK Power Networks	Contact Name:
	Tel:
	Fax:
	Email:

Gas

SGN	Contact Name:
	Tel:
	Fax:
	Email:

Telecommunications

British Telecom	Contact Name:
	Tel:
	Fax:
	Email:

Emergency Servicers

Local Addresses and contact numbers are for information; always dial 999 in an emergency.

Hospital (Accident & Emergency)

East Surrey Hospital Canada Avenue Redhill Surrey RH1 5RH	Contact Name: N/A
	Tel: N/A

Fire Brigade

	Contact Name: N/A
	Tel: 999 or 101

Police

	Contact Name: N/A
	Tel: 999 or 101

6.2 Project Notification to HSE & Other Statutory Notices

On receipt of the (F10) from the Principal Designer; a copy will be displayed on the main site notice board. The following information is also to be displayed on the main site notice board:

- Health & Safety Law Poster.
- A copy of the signed company Health and Safety Policy Statement
- A copy of Selsdon Building Contractors Limited insurance verification
- Latest site inspection report for the project
- Emergency contact details
- Route to hospital
- Fire action notice

6.3 General Description of the Project

Demolition of existing single detached dwelling house.

The construction of 10 apartments (5x1 bedroom & 5 x 2 bedroom) in a part 2 storey and part 2.5 storey block set in landscaped grounds with 9 new car parking spaces and associated refuse and cycle stored to form a comprehensive development with No 8 Goffs Park Road.

Construction of the apartment block is from traditional brick / block cavity walls on trench fill concrete foundations, pre cast concrete floors with timber and tiled roof.

6.4 Project Dates

Date of site possession	02 November 2015
Enabling work duration in weeks	14 weeks to include demolition
Contract duration in weeks	68 weeks
Contract completion date	20 February 2017

6.5 Hours of Work

Days	Times worked
Monday – Friday	08.00 – 17.30 hrs
Saturday	08.00 – 13.00hrs
Sunday	Not worked

6.6 Existing Records, Drawings & Information

Please see existing records, drawings etc within the Health and Safety file.

6.6.1 Existing Structures

Existing detached dwelling house constructed in circa 1950, brick built, timber pitch tiled roof, please see below



6.6.2 Existing Use

The site is now under the possession of Selsdon Building Contractors Limited having previously been a small business park.

6.6.3 Existing Services

Service	Comment
Gas	No current gas supply to the house
Water	TBC
Electrics	Overhead electrical 3 phase power lines installed directly outside the site, these are currently attached to the dwelling as can be seen from the picture above
Telecommunications	BT Lines
Other pipelines	N/A

6.6.4 Existing Ground Conditions & Ground Survey Reports

Soil surveys and ground reports completed and records held by Paul Tarrant, these will be held on site. Grounding to be of a suitable loadbearing capacity to allow for the temporary cabins to be located safely..

6.6.5 Previous Use of Adjacent Sites

N/A

6.6.6 Current Use of Adjacent Sites

- 8 Goffs Park Road is a neighbouring development which is also owned by Raven Housing Trust, this is located to the east of the plot.
- Gardens from residential properties on Falmer close back onto the construction site.
- Keymer Road is located to the west of the plot and serves residents in this road and Falmer Close
- Large detached dwellings are located on the opposite side of the road to 10 Goffs Park Road.

6.6.7 Road and Traffic Systems Adjacent to the Site

The site will be accessed via Goffs Park Road a road with a 30 Mph speed limit. Double yellow line Parking restriction are in place along Goffs Park Road meaning parking on this road will not possible at any time. Keymer Road is a dead end close located to the west of the plot, there are some parking bays located on this road and limited restrictions.

We will encourage operatives to car share to avoid unnecessary parking of vehicles close to the site and also to reduce the carbon footprint of ours and out sub-contractors activities. We will ensure that parking of vehicles is managed appropriately IE: not causing inconvenience to residents of Keymer Road.

6.7 Planning and other Restrictions Applicable to the Site

All works must be planned to minimise the impact and disruption to local residents, business users, and the public; this should also include road users. We will ensure deliveries to site are made outside of rush hour and ensure no deliveries are made before 08.00am or after 17.00hrs.

The selection of plant, equipment and methodology; including delivery times will be taken into account. Noise and Vibration will be reduced to the lowest level to comply with both environmental and occupational health concerns.

6.8 Access to Site

Access to the site for vehicles will be made utilising the roadway of No 8 Goffs Park Road, vehicles will travel down this roadway and enter the site via the access gates located at the rear of the plot. A separate pedestrian access gate will be constructed towards the front of the site again accessed by No 8 Goffs Park Road, from here a safe route to be constructed to the welfare facilities

6.9 Site Fencing & Security

Selsdon Building Contractors Limited will ensure the site perimeter is adequately fenced utilising existing site boundaries as available and providing temporary site fencing if required. The resultant effect will be that the site is securely fenced by 2.4 metre high fencing which will be of close boarded hoarding to the front with herras fencing to the sides and rear. Hoarding will come under the control of a Temporary Works Coordinator and will be erected as detailed in the design drawings and be included in the Temporary Works Register.

Lighting will be installed along the external hoarding to highlight the site boundary.

Access gates to the site will be kept closed except when in use. Notices will be posted advising employees, visitors and site operatives of the PPE requirements on site.

A full time security provision will be provided at the internal fit out stage.

7. COMMUNICATION & MANAGEMENT OF THE WORK

7.1 Management

The specific management structure for this contract is contained within section 7.2 of this plan.

Responsibilities of the various members of the project team whether site or office based are described in Section A of Selsdon Building Contractors Limited's H&S Policy

The following arrangements and procedures will be used in the managing of issues on site at several stages throughout the contract;

- Prior to commencement on site a Pre-Commencement Planning Workshop is held to review the information available for inclusion within the Construction Phase Plan. The project management team applicable to the contract and an RHSS Ltd Construction Consultant will attend this meeting. Company Standard Risk Assessments will also be completed at this meeting.
- It is deemed within the tender enquiry documents that all sub-contractors/suppliers must carry out their works, and allow within their quotation to meet the requirements of the Health and Safety at Work etc. Act 1974, and in particular the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015, as well as Selsdon Building Contractors Limited health and safety requirements as a minimum. At the time of tender, sub-contractors/suppliers are made aware that project specific documentation is available in particular the Pre-Construction Information, client brief, the Construction Phase Plan and contract documentation, together with any other relevant health and safety information.
- A Pre Start Meeting is to be held with each sub-contractor prior to commencement to review and develop all health, safety and environmental information that requires taking.
- All operatives and visitors who visit site will receive an induction from the operational management team who will explain, complete and give a copy of the site rules to all persons before commencing or visiting site for the first time see for the site specific rules. All personnel will be expected to complete Personnel Safety Induction Record.
- Monthly meetings will be held to review health and safety matters past and future and deal with corrective and preventative action. Monthly Site Safety Committee meeting minutes will be produced and distributed to all sub-contractors on site. Sub-contractor Progress Workshops will also be held where health and safety matters are reviewed and addressed.

7.2 Signatories

All site personnel signatures shall be maintained on the following page of this section, which will detail the scope of authority allocated by the person appointed responsible for the management of the contract, such as letters / plant / materials / work inspection sheets etc.

If upon inspection at the time of delivery, any material/product is found to be either, incorrectly delivered or damaged, it shall be returned by the same transport and the ticket clearly marked.

Where this is not possible, the material/product shall be segregated from mainline operations and stored in a Designated area or clearly marked as damaged or incorrect until it can be replaced or re-classified.

The delivery tickets shall be recorded and maintained in the site office daily.

Delivery tickets shall be checked against raised orders for compliance.

Suppliers shall be notified of any discrepancies found as soon as possible, so that a solution can be agreed.

NAME	SCOPE OF AUTHORITY	SIGNATURE
Tadas Kardokas	General Site Management	
Tadas Kardokas	Skip tickets, Time Sheets ,Delivery Tickets, Work Inspection Sheets, Quality Plan, Company Forms etc	
Tadas Kardokas	General Document Control	
Tadas Kardokas	Weekly H&S Inspections	
TBC	Temporary Works	
TBC	Scaffold Inspections	
Tadas Kardokas	Hot Works Permits	
RHSS Ltd	Fire Risk Assessment	
Tadas Kardokas	Site Inductions	
Tadas Kardokas	Contractor Risk Assessment & Method Statement evaluations	
Tadas Kardokas	Monthly contractor meetings	
RHSS Ltd	Monthly independent H&S inspections	

7.3 *Monitoring & Review of Health and Safety Performance*

Selsdon Building Contractors Limited will undertake the following monitoring system:

- Daily checks by the site manager with regards to general health and safety standards.
- Weekly Site Safety & Environment Inspection by the site manager
- Monthly H&S Inspections (RHSS Ltd)
- Monthly Safety & Environmental Meetings
- Contractor supervisors will undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and either recorded in the registers located in the Site Managers office; or If the contractor is recording their own inspection in their contractor management pack

With regards to the visits undertaken by RHSS Limited, a formal written report is submitted and this is copied to the Construction Office & Site Manager for their information. If the consultant is concerned about any aspect of the work, he will telephone either Gerry Gallen or Paul Tarrant to express his concerns so the necessary actions can be rectified without delay.

7.4 *Consultation with the Client, Principal Designer and Designers*

Selsdon Building Contractors Limited will liaise with the Principal Designer and designers as required according to the work in progress and the difficulties experienced. This item will be a standard agenda item at the progress meeting and so the need for further input or liaison with Principal Designer or Designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

7.5 *Consultation with Employees - Health & Safety Meetings*

Selsdon Building Contractors Limited will ensure the establishment of a formal safety committee with meetings being held on a monthly basis. Sub-Contractor supervisor or nominated representative will be required to attend the meeting. Minutes will be produced using Monthly Site Safety Committee Agenda with the minutes being distributed to all present and displayed on the site notice boards. The Site Manager will be in daily contact with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the Site Manager.

If a contractor or employee has any concerns relating to health and safety they should bring it to the attention of any member of Selsdon Building Contractors Limited/project team without delay.

7.6 *Exchange of Health and Safety Information*

The Site Manager will be the “on-site” point of contact for all significant information flow between the Client, Principal Designer and, Designers and Contractors.

7.7 *Exchange of Health and Safety Information between Selsdon Building Contractors Limited and contractors*

This plan will be updated as the project progresses. Information from the Client, Principal Designer and Designers has been included in appendices to this plan and this information forms a part of the overall plan. In addition to this plan, details of site specific hazards will be outlined to contractors at the tender stage, in particular the hazards relating to the particular package being tendered by the contractor, together with any special precautions or control measures Selsdon Building Contractors Limited feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures they will apply in their method statements and risk assessments.

Selsdon Building Contractors Limited will co-ordinate the activities of contractors on site and if any contractor has a health & safety question or there is a co-ordination problem with other contractors this should be referred to Selsdon Building Contractors Limited as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the Site Manager and discuss precautions that can be adopted to minimise any risk.

7.8 *Controlling Design Changes*

If a problem arises which questions or may require a change or review of the existing design, Selsdon Building Contractors Limited will ensure this is formally raised with the designers, and in addition, ensure the Principal Designer is also advised. Any changes in design will be evaluated by Selsdon Building Contractors Limited's Project Management team and all interested parties will be advised of these changes with revised drawings and or information being issued.

7.9 *Selection of Contractors*

Selsdon Building Contractors Limited will ensure only contractors who can demonstrate the necessary organisational skills, knowledge, training and experience will be selected to work with the organisation. To this end we will ensure a pre-qualification questionnaire is completed in its entirety, this will then be evaluated by a selected member of staff at head office.

Contractors are to be signed up to the appropriate CITB CSCS and/or CPCS scheme; only approved contractors will be used.

Selsdon Building Contractors Limited will complete end of contract reviews with all contractors where two way dialogue can be made.

For the purposes of CDM, a contractor is a company or individual who is providing a package of work including plant and materials to Selsdon Building Contractors Limited. For company's supplying labour only, such as bricklayers, painters etc. these people will be classed as employees and will be controlled by the Site Manager.

7.10 Control of Contractors

The Site Manager is responsible for ensuring adequate co-ordination and control of all contractors; this will be achieved by:

- Only employing contractors from the companies approved list.
- Ensuring all essential health and safety information is given to the contractors. – Sub-contractor pre-start safety and environmental meeting agenda refers, – 2 Weekly sub-contractor/supervisors meeting agenda, – Sub-contractor Progress Meeting Agenda & RAMS Pro forma.
- Ensuring contractors written safe systems of work meet with Selsdon Building Contractors Limited's standards.
- If the work is high risk, ensuring contractors produce method statements and inform their employees of the precautions to be taken by means of a tool box talk. The Site Manager must also be briefed about the work. Safety Induction Register, – Method Statement Briefing Register, – Tool Box Talk Register.

Contractors are reminded of their duties to co-operate with Selsdon Building Contractors Limited and other contractors under the Health and Safety at Work Act, CDM Regulations and the Management of Health and Safety at Work Regulations.

7.11 General Duties of Contractors

If safe and healthy sites are to be achieved Selsdon Building Contractors Limited will need the co-operation of its contractors. As well as their legal duties contractors are required to assist Selsdon Building Contractors Limited by:

- Informing the Site Manager of any significant risks that have not been foreseen that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety. – Tool Box Talk Register, – Method Statement Briefing Register, – Safety Induction Register.
- Providing the appropriate personal protective equipment.
- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the site rules and any relevant method statements.
- Check own competence.
- Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Report obvious risks.

7.12 General Duties of All Employees

The Health and Safety at Work Act 1974, requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and Selsdon Building Contractors Limited by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. In particular, employees can assist by:

- Using the appropriate personnel protective equipment (i.e.; safety helmets, eye protection, hearing protection, safety footwear etc.)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their Site Manager.
- Not operating any plant or carrying out any task for which the employee has not been trained and are not familiar with.
- Follow the site rules and any relevant method statements.

If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the Site Manager.

7.13 Production and Approval of Risk Assessments and Method Statements

Any task that has been identified as being of high risk will be subject to a detailed method statement which must be agreed with Selsdon Building Contractors Limited before the work commences. Contractors must undertake risk assessments for the work under their control. If as a result of this assessment the task or work is considered to be high risk work, (i.e. the potential to cause death, or major injury, or seriously damage someone's health), then a specific method statement must be produced for this work. Generic assessments or model assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly with regards to method statements, these must be site specific.

Method statements should be submitted a minimum of five working days in advance of the planned commencement of the work to give sufficient time for the Site Manager to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly. – Method Statement/Risk Assessment Schedule, – Method Statement Evaluation Sheet.

Policy & Procedures for Risk is to be referred to when reviewing Method Statement and Risk Assessment Sub-Contractor supervisors will be responsible for briefing their own operatives on the relevant Method Statement, Risk Assessment and other associated document as required.

7.14 Permit to Work

Permits to work will be issued in accordance with Policy and Procedure Permits for the following work practices:

- Hot Works
- All digging or excavation work.
- Electrical Permit to Work.
- Permit To Load / strike (Temporary Works)

The site manager will be in overall control of the permit system; where, through risk assessment the requirement for a permit has been identified all contractors are responsible for following the procedure. Permits are issued for one day

or one shift whichever is the shorter; all permits are to be returned; all sections completed by the site manager/permit controller on completion of the works, at the end of the working day or shift.

7.15 *Reporting Procedures*

The following will be tabled for discussion at each internal site meeting

- The status and progress recorded against the contract programme
- Current short – term programmes and stages recorded against contract programmes with, if necessary, actions for bringing works in line with the programme
- Monthly labour, fuel, accident returns
- A rolling schedule of approvals of all materials yet to be approved. This schedule will be updated on a weekly basis
- A schedule of materials and projects manufactured off site, with status of percentage manufactured and anticipated delivery dates.

Weekly Safety and Environmental Meeting Agenda, – Weekly Sub-contractors/Supervisors Meeting Agenda, – Internal Site Management Meeting Checklist, – Monthly Progress Report, – Sub-contract Progress Meeting Agenda.

7.16 *Exchange of Health and Safety Information*

Selsdon Building Contractors Limited accepts one of its main duties is to ensure that essential health and safety information is disseminated to employees and contractors (including self-employed and labour only supply contractors).

8. INFORMATION INSTRUCTION & TRAINING

8.1 Information

All Health and safety information and statutory notices will be displayed in the site office and in the welfare facilities. Emergency procedures together with the identity of persons in charge will be displayed.

8.2 Induction Training

All personnel who work on site must receive an induction from Selsdon Building Contractors Limited Management team before they commence work. All contractors will be expected to meet the requirements of CSCS Recognised Card Scheme and be in possession of the relevant & current card.

Contractors are responsible for maintaining their training records on site; a comprehensive training matrix is to be maintained and available upon request.

Visitors to site will be given a shorter induction which will cover any health & safety issues they need to be aware of and to identify any health & safety concerns we may have to address. All visitors to site must be accompanied by their respective sponsor. The induction will be carried out by the site manager or their appointed representative.

Relevant parts of the Construction Phase Plan, Method Statements and Risk Assessments will be made known. A record will be kept of all training carried out – Safety Induction Register and – Personnel Safety Induction Record.

Contractors are expected to carry out their own induction talks in accordance with the induction guidance sheet issued by the Site Manager covering their own Method Statements & Risk Assessments.

8.3 Site Rules

Specific site safety instructions will be explained to site personnel before they commence work or to visitors before they enter onto site. Refer to the Site Safety Information and to the Site Induction Training Register on which a signature is required acknowledging receipt of safety induction – Safety Induction Register refers.

The rules may be made specific for certain groups or individuals, such as visitors. A copy of the site rules is below:

SITE SAFETY INFORMATION AND RULES

To be explained by Site Management and given to all on site.

1. All persons having any business on site must attend an induction and receive and understand a copy of the site rules.
2. All persons, whether operatives or visitors to the site, will report to the site office and sign in before entering the site, and sign out on leaving the site.
3. All persons on site must wear a safety helmet and high visibility vest at all times exempt:-
 - When inside cab of a vehicle
 - When Inside site office, canteen, toilet etc.
4. Protective footwear must be worn at all times these must incorporate a steel midsole. Trainers will not be permitted at any time. Visitors arriving on site must wear suitable foot protection, where agreed Selsdon Building Contractors Limited may provide footwear.
5. The correct Personal Protective Equipment must be worn at all times, e.g. high visibility vests, footwear, and hard hat. Note: this list is not exhaustive. Additional PPE will be required in accordance with individual Method Statements, Risk Assessment and COSHH recommendations.
6. Rubbish is not to be burnt on site at any time; waste must be removed from site in the prescribed manner.
7. The playing of radios outside, use of abusive language or making excessive noise is prohibited.
8. Unauthorised interference with scaffolding or other equipment by personnel is strictly forbidden.
9. Personnel operating vehicles, plant or machinery including fitting of abrasive wheels and erecting or dismantling scaffolding must be suitably qualified and be in possession of a current certification e.g. CITB or similar. *(Operators will complete Plant Authorisation Form prior to commencing works.)*
10. Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the Site management immediately.
11. Anyone found to be under the influence of drugs or alcohol will be removed from site.
12. You are responsible for clearing up after yourself and leaving the welfare facilities clean and tidy at all times.
13. Fire Exits must be kept clear of vehicles and materials at all times this includes that to all access routes.
14. All accidents and dangerous occurrences must be reported to the site office, and all injuries however minor (including near misses) must be entered in the accident book.
15. Hot Works Permits are operated for all operatives using any equipment producing a naked flame and must have within arm's reach a suitable fire extinguisher.
16. A Permit to Work is required for any person entering a confined space.
17. All reversing vehicles and excavators must be supervised by a banksman.
18. It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions.
19. Portable electric tools and equipment shall only operate at 110 volt power or lower. Wherever possible use RCD protection. Selsdon Building Contractors Limited requires copies of PA test certificates.
20. All persons must understand the Emergency Evacuation Procedures described detailing Emergency Exits and Fire Assembly Points.
21. The site First Aider is Tadas Kardokas
22. The First Aid Box is located in the site office.

24. Operatives must comply with Environmental Legislation, including storage of fuels, waste transfer etc. See Posted Environmental Issues.
- All Hazardous waste to be deposited within a skip located within designated area clearly marked 'Hazardous Waste' – this includes:
Paint Tins
Mastic Tubes
Oil Spillage
25. All fuel and chemicals including that of bituthene etc. must be stored within suitably bonded areas
26. In the event of a spillage the 'Oil Spillage Plan' must be adhered to
27. All fuel bowzers to be locked at all times to prevent unauthorised used
28. All generators must have drip trays
29. Refuelling must only be carried out within designated area
30. All operatives must take responsibility for disposal of their rubbish and general litter by use of the identified skips – discarded waste will not be tolerated
31. Should sub-contractors supply their own skips Selsdon Building Contractors Limited require proof of skip license together with transfer notices
32. Concrete wash out must only be carried out in designated area
33. No site operatives are allowed in Electrical distribution board rooms.
34. The site working hours are:
- | | |
|------------------|---------------------------------|
| Monday to Friday | 08:00 to 17:30 |
| Saturday | by agreement only 8:00 to 13:00 |
| Sunday | No working |
35. No smoking onsite other than in smoker's shelter. None compliance will result in evacuation from site

Signed

.....Date.....

8.4 Sub-contractors

The Sub-contractor will advise site management of the appointment of their Safety Advisor and request that an appointment is made for Selsdon Building Contractors Limited Site Management to meet the Safety Advisor on their first visit to establish:

- Arrangements for notifying site management that an inspection is to take place
- Procedures for carrying out site inspections
- Arrangements for reporting results of inspections to both the subcontractor concerned and Selsdon Building Contractors Limited site management
- All plant operators must complete Plant Operators Authorisation at the site induction.

Selsdon Building Contractors Limited request that sub-contractors provide proof of relevant training and competence of their operatives be issued to site – this is discussed during initial sub-contractor Pre Start Meeting.

8.5 Non-English Speaking Contractors

Selsdon Building Contractors Limited endeavours to be an equal opportunities employer and accepts that more and more non-speaking contractors are entering the construction industry. There is an increasing problem with communication on site with people not be able to understand the spoken or written English language. Selsdon Building Contractors Limited recognises that some employees or contractors have difficulties understanding English, or have low literacy levels. On that basis there are a number of ways communication can be encouraged to create their involvement.

- Ensure adequate time for consulting with employees/contractors where language and/or literacy may be an issue, so they can absorb the information and respond as required.
- Where difficulty lies, employees/contractors should be encouraged to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret and identify them as the 'team leader', so that should any emergency evacuation take place, to ensure the individual escapes in good time and not be left behind. It may be necessary for these employees to receive some training if they are asked to undertake this role.
- Consider, getting information translated, where possible, and check that this has been done clearly and accurately by testing it with native speakers.
- The use of pictorial information and internationally understood pictorial signs where appropriate.
- Where information has to be in English, use clear and simple materials, and allow more time.
- If Committees and representatives are in place, they should reflect the workforce they represent.

Be aware of cultural differences and take these into account when consulting employees -there may be some employees who do not feel able to speak up about health and safety matters.

The key to individual consultation is to make sure that everybody is involved so choose those methods that you know will reach all members of the workforce.

8.6 Tool Box Talks

Toolbox talks are to be conducted on a weekly basis all operatives attending the talks are to sign the TBT Register.. Copies of the completed TBT Register are to be submitted to the Site Management Team

8.7 *Arrangements for Monitoring*

Monitoring of the Construction Phase Plan and site operations will be carried out as follows:

- Visual Inspections carried out daily by the Site Management. Management of Safety, Health and Environmental (SHE) Inspections will take place weekly.
- Periodic inspections will be carried out by the Safety, Health and Environmental Advisor, the intervals not exceeding one month and recorded and sent to Site Management.
- The routine monitoring of current legislation and standards and to give guidance and advice on how to meet these requirements.
- Investigation of incidents (whether causing injury, loss or 'near miss') and complaints.
- Regular meetings between senior management and SHE Advisor to advise on appropriate standards / controls.
- Arrangements for periodic inspections by safety advisors appointed subcontractors.

9. GENERAL ARRANGEMENTS

9.1 Welfare Facilities

Adequate and suitable toilets, washing facilities, rest rooms and changing rooms will be provided at the earliest possible. The welfare arrangements will conform to the Construction (Design & Management) Regulation 2015 Schedule 2 and will:

- Be easily and safely accessible.
- Be kept clean and orderly with a cleaning programme being established by the site management team.
- Be adequately ventilated and lit
- Have a place to store normal and work clothing and dry it when wet.
- Have facilities for rest in a non-smoking atmosphere.
- Have a supply of drinking water (clearly marked).
- Have facilities for boiling water and heating food.
- Have facilities for eating food etc.
- Have facilities that will be safely maintained.
- Have separate toilet, washing and changing facilities for male and female staff or a lockable door.
- Not be used for storage of materials or plant.

Portable facilities will be provided only as an interim measure and for remote or short-term work.

Running water for washing and flushing will be provided as soon as possible. Wash hand basins with water, soap, and towels or dryers will be provided.

Seating will be provided with back support in all canteens and rest facilities.

Site Provisions

Facility	Site Provision & Numbers
Toilets	Male and female toilets to be provided
Canteen	Canteen located on the ground floor of double stacked cabins
Changing room	Single storey mess room with lockers and adequate means of drying clothing.
Drying room	Not required on this project
Site office	1 st floor of the double stacked cabin.
Smoking Area	Smoking area to be located behind the welfare cabins, in a purpose built compound with suitable means of collecting cigarettes and extinguishing devices.

10. FIRST AID & EMERGENCY ARRANGEMENTS

10.1 Details of Emergency Services

In the event of a major injury, fire or other dangerous occurrence, the Emergency Services shall be contacted by telephone (999 or other number dependant on location). The incident shall immediately be reported to the site office, where the site manager or deputy shall assess further actions required. Emergency details (name, address and telephone number) of all the nearest Accident and Emergency Hospital, Fire Station and Police Station will be posted in prominent positions on site together with a map showing their location. Details of local site specific emergency contacts can be found below:

10.2 General Fire Precautions

A fire risk assessment will be carried out to identify what emergency and fire precautions are needed.

The plan will identify and incorporate the following:

- Name(s) of overall Fire Safety Co-ordinator – TBC
- General Site Fire Precautions – this will include but not limited to:
 - Type and Extent of Extinguishers
 - Type of Fire Detection Systems
 - Type of Fire Alarm System
 - Type of Accommodation / Emergency Lighting
 - Sketch Plan showing location etc. including Assembly Points
 - Fire Brigade Facilities / Contacts for Emergency Services see section 6.4 of this plan

This information will be displayed on site and can be found below.

Fire Plan and Fire Risk Assessment to be reviewed at regular intervals, not exceeding one working month, working with Section 5.1 of the Construction Phase Plan. Any amendments to be recorded on Section 1.

Storage of Materials for HFL, LPG and waste material, detailing

- Minimum quantities of highly flammable liquids will be allowed on site and these will be securely stored in a lockable, labelled fireproof container at least 3m away from site offices.
- All gas bottles will be securely stored in a vertical position within a ventilated, lockable, labelled store at least 3m away from site offices.
- All waste will be stored in skips (covered where necessary) at agreed locations.

Hot Work Permit Regime

- Permit to work systems will apply to all hot works – Permit to Work Hot Cutting or welding .

Fire instruction notices will be prominently displayed and made known to all on site outlining:

- The action to be taken on discovering a fire, including raising the alarm and firefighting, if it is safe to do so.
- The action to be taken on hearing the alarm;
- Fire alarm systems and escape routes will be checked weekly and simple records kept.

Fire points containing the appropriate fire extinguishers will be installed in site offices, adjacent to escape routes and at prominent positions adjacent to specific activities such as hot works or HFL/LPG storage.

10.3 First Aid

Each site will have a suitably trained First Aider who will be in possession of a current first aid certificate to manage first aid. In the absence of a company First Aider, a qualified person employed by a subcontractor will be appointed to provide cover.

First aid facilities will be kept on site for minor injuries as well as for the purpose of preserving life and minimising the consequences of injury and illness until help from a medical practitioner or nurse can be obtained. The minimum provision will be a suitably stocked first aid container. The site manager will be responsible for re-stocking the first aid box

Notices to show the location of equipment, facilities and personnel will be displayed in a prominent position on site.

All injuries however minor will be entered in the site accident book. Reportable accidents and Dangerous Occurrences must be recorded with a copy being sent to the relevant Director.

10.4 Accident, Incident & Near Miss Reporting

Medical treatment shall be sought for injuries sustained, no matter how slight and appropriate records shall be entered in the accident book.

All accidents and incidents, including damage to property belonging to Selsdon Building Contractors Limited or others, shall be reported to site management and the relevant Health & Safety Manager who shall instigate an initial investigation as soon as is practicable as to the cause of the incident.

The site management team shall introduce where appropriate immediate corrective actions to avoid recurrence of the incident.

The site incident investigations shall be completed within a reasonable time frame, any investigation extending beyond two working days must be reported to the H&S Coordinator.

Note: In instances where a major incident has occurred, the services of Selsdon Building Contractors Limited external safety consultants should be sought to assist in the accident investigation if required. All RIDDOR categorised reportable accidents, incident, dangerous occurrences are to be reported.

All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR 2013 must be notified to the relevant enforcing authority and appointed Health & Safety Manager as soon as is practicable.

Records of accidents, direct employee plus sub-contract personnel numbers, and total hours worked are to be prepared monthly for Company safety performance measurement.

A toolbox talk is to be carried out by the relevant contractor post-accident with evidence being provided to Selsdon Building Contractors Limited management team.

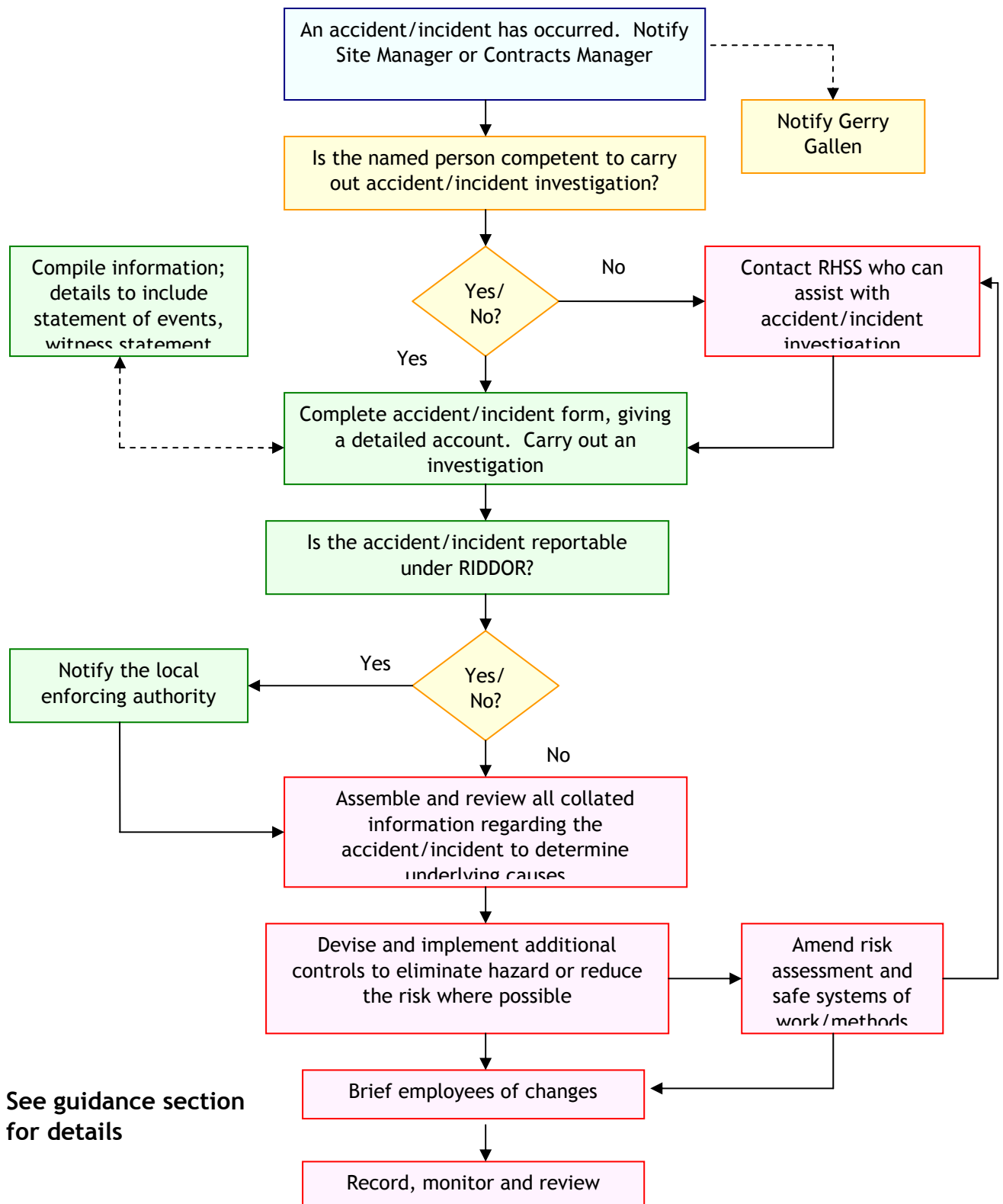
Near Misses whilst on company projects must be reported to the Site Manager and project team. Projects teams are to encourage the reporting of near misses.

Environmental incidents must be recorded and sent to the Site Manager.











Below is a flowchart outlining the procedure for reporting accidents:

10.5 Company Procedure / Flowchart

The following flowchart outlines Selsdon Building Contractors Limited's procedure for reporting all accidents and Dangerous Occurrences:



Site Safety Organisation & Emergency Response Chart

Contract No:		Goffs Park Road		Contract Period:		68 Weeks	
Project Name:							
MANAGEMENT DUTY HOLDERS		HOLDER	DEPUTY	EMERGENCY RESPONSE TEAM			
Site Safety Representative		Tadas Kardokas	N/A	Tadas Kardokas			
Temporary Works Co-ordinator		TBC	N/A				
Existing Services Co-ordinator		Tadas Kardokas	N/A				
Scaffold Co-ordinator		Tadas Kardokas	N/A				
Lifting Appliances Appointed person			N/A	DEPUTY EMERGENCY RESPONSE TEAM			
Logistics Co-ordinator		Tadas Kardokas	N/A				
Fire Safety Co-ordinator		Tadas Kardokas	N/A				
Asbestos Co-ordinator		N/A	N/A				
Environmental Co-ordinator		Tadas Kardokas	N/A				
FIRST AIDER(S)		HEALTH & SAFETY CONSULTANT		ALTERNATIVE SAFETY CONTACT			
Tadas Kardokas		Jack Rumbol - [REDACTED]		Paul Tarrant – [REDACTED]			
KEY LOCATIONS							
	First Aid Kit(s) In the Site Office			Fire Points Site Office, canteen, smokers area, and around site			
	Telephones Site Office			Eyewash Station In the Site Office			
	Washing Facilities Site Office / Toilets / Canteen			Hospital East Surrey Hospital, Redhill			
	COSHH Register Site Office			Evacuation Signal Interconnected Howlers			
	Spill Kit(s) Site Office			Assembly Point Outside Avalon Dental and Implant Centre			
OPERATIVE & STAFF TRAINING & COMPETENCE RECORDS LOCATION							
Plant (CPCS)		CMP		Duty Holders		Site Notice Board	
Machinery (e.g. Abrasive Wheels)		Project Files		CSCS		CMP	
REGISTERS/PERMIT HOLDERS							
Scaffolding		Site Office		Lifting Appliances/Plant		Site Office	
Excavations		Site Office		Permit to Dig		Site Office	
Electrical		Site Office		Hot Work Permit		Site Office	
Plant Certificates		Site Office					
CONTACT NUMBERS							
Police		999	Fire Brigade		999	Ambulance 999	
Tree Officer		N/A	Noise Team		N/A	Local Authority 0207 364 5008	
Project Leader			HSE		0845 345 0055	Env. Health 0800 80 70 60	
Gas			Electricity			Water	
Waste Disposal Contractor			Hazardous Waste Disposal		N/A	Spill Clean-up Contractor N/A	
Traffic Management		N/A	Street Lighting		N/A	EA/SEPA N/A	

11. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

11.1 *Significant Hazards Specific to this Project*

The following sections outline the significant risks that are generally applicable to the work being undertaken on this site.

For high risk activities a site specific method statement will be required which must be agreed with the principal contractor before the work can commence. For routine site operations these site rules should be observed together with any relevant guidance issued by the HSE. If Site Manager or any contractor needs further information with regards to HSE guidance, contact Selsdon Building Contractors Limited's health and safety advisers who will assist.

Significant Risks	Control Measures
Demolition	Demolition contractor to complete a full demolition plan which will contain their risk assessments and method statements for these works. Structural engineer to be consulted.
Overhead cable tower located outside 10 Goffs park Road	Electrical provider to be contacted in the first instance to gain advice on what actions to be followed. Following this Selsdon Building Contractors to complete a risk assessment on the overhead cables which details how safe systems of work will be maintained to prevent accidental contact with electrical cables or flashover. Ideally the hazard should be eliminated by isolating the cables onto the site and diverting other lines near to the site entrance. As the cable tower will still remain in close proximity to the site entrance hence goalposts may need to be installed. This is of particular importance to vehicles and scaffolding which is to be erected on site.
Fire	A full fire risk assessment to be completed prior to the project starting and this will be updated throughout the construction phase. A suitable means of raising the alarm of fire will be installed on site. Extinguishers will be available on site. All hot works on site to be designed out where possible those that must remain will be completed under a hot works permit. No smoking permitted apart from in smoking areas. Site manager is a trained fire warden.

Hoarding	Hoarding will be installed by a competent sub-contractor in line with a temporary works design schedule. Hoarding will be entered onto a temporary works register and maintained by the temporary works coordinator. Site managers will inspect hoarding weekly.
Lifting Operations	Pre cast concrete floors will need to be lifted into position utilising a lifting aid, either a small crane or HIAB. This lifting operation to be appropriately planned, managed, monitored and coordinated by the sub-contractor. Lifting plan to be in place prior to any lifting operations taking place.
Plant movements	Mobile plant to be carefully selected and be suitable for the tasks required to do in relation to size, weight, ground conditions, reach etc. All mobile plant to be operated by competent operators with CPCS certification. Site conditions to be monitored. All plant to be inspected and recorded on a weekly inspection register.
Security	Fully hoarded site to prevent unauthorised access. CCTV provision out of hours Signage in place stating dangers of entering a construction site Out of hours security to be provided during internal fit out stage.
Scaffolding	Selsdon Building Contractors Limited will contract the services of a competent scaffolding contractor to install a TG20:13 scaffold. All scaffolding will be handed over with suitable records made. Regular inspections of the scaffold will be made by site manager who is competent in basic scaffold inspection. Any remedial actions required will be taken. Scaffolding will be added to the temporary works register and kept up to date by the temporary works coordinator. Brick guards to be installed on all scaffolding where there is a risk of falling materials to the ground below where people are working.
Slip, Trips and Falls	Sub-contractors to be encouraged to use battery operated tools. Where not possible transformers are provided for by Selsdon Building Contractors Limited. All operatives to be reminded of the importance of lifting trailing cables off the floor or taping these to the floor.

Storage of materials	A materials storage compound will be located on site; this will be located to the rear of the site near the vehicle access roadway.
Traffic Management	Selsdon Building Contractors Limited to produce a traffic management plan for all deliveries and removals from site. Trained banksman to be nominated on site for controlling vehicle movements both on site and on the public highway. Pedestrian diversion signage to be installed during deliveries / removals from site.
Working at Height	Work at height should be avoided where possible. Where this cannot be avoided sub-contractors should look to provide a safe working platform such as a scaffold or tower scaffold. These working platforms must be erected by a competent person and inspected every day and recorded every 7 days. Stepladders should be used for very short duration works. Where a safe working platform cannot be provided PPE must be seen as last resort such as harnesses and other fall arrest equipment. Should fall arrest PPE be required then operatives must be competent in their use.

11.2 *Precautions to be taken at the End of the Day*

At the end of the working day all plant should be positioned and immobilised so that it is safe and does not interfere or obstruct of other contractors. Small items of plant should be isolated and left in a safe position. Items such as compressed gas cylinders must be isolated at the cylinder valves. Electrical items should be turned off and the plug removed from the power supply. Contractors' supervisors must check their job sites to confirm the areas are safe, especially with regards to fire safety.

11.3 *Housekeeping Site Tidiness*

Slips and trips account for about 35% of all lost time accidents. Good housekeeping is essential for a safe site. Therefore contractors will be expected to keep their work area tidy. It is the contractors' responsibility to provide waste skips and dispose of all waste that they generate on site. If contractors fail to do this Selsdon Building Contractors Limited reserve the right to arrange a clean-up of the contractor's area but all costs will be passed on to the contractor. Contractors are reminded that the site is very tight for space and there are vehicle access restrictions. Therefore careful planning will be required with regards to the storage of waste on the site and its removal.

12. HEALTH RISKS

12.1 Health Surveillance

Selsdon Building Contractors Limited is aware their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control. Where health surveillance has been identified as being required either by risk assessment for hazards such as; Noise, Vibration, and Welding or by specific legislation such as COSHH, Lead or Asbestos regulations, health surveillance will be undertaken and monitored by a Registered Occupational Health Practitioner.

Site health risks may include; but should not be restricted to:

Health Risk	Controls
Asbestos	Refurbishment / demolition asbestos survey has been completed which identified some ACM's. All asbestos to be removed by a competent contractor in line with Control of Asbestos Regulations 2012 guidelines
Dust	<p>Wetting down during demolition works to be employed to reduce dust which is given off in this process.</p> <p>Selsdon Building Contractors Limited will where possible specify materials and processes that will require limited cutting on site. If off site pre measured materials can be specified this will reduce the amount of required cutting on.</p> <p>All cutting equipment to be fitted with dust wetting or dust extraction equipment dependant on material being cut. Where possible pre measured materials will reduce the need to create dust as a result of cutting, grinding, sanding, chasing etc.</p>
Lead	Demolition contractor to complete analysis of the buildings to see if lead based materials are present. If so all removal works to take place in line with The Control of Lead at Work Regulations 2002.
Leptospirosis	N/A
Manual Handling	All sub-contractors are required to include manual handling in their risk assessments. Where possible ensure loads are split into smaller loads to make their transportation more manageable. Mechanical aids to be considered such as telehandler.

Noise	<p>Where possible work processes should be considered to reduce the use of tools that create excessive noise. Can an alternative tool be used that does not generate as much noise? Where this cannot be achieved then PPE should be seen as a last resort.</p> <p>Hearing protection zones should be created along with noise registers and noise monitoring equipment to monitor the levels of noise created. Signage should be placed to warn others noisy operations. The site daily hazards board should identify noisy work areas where hearing protection is mandatory</p>
Silicosis	<p>All contractors who complete works where silicosis is a hazard will be required to detail this in their RAMS. Bricklayers, tilers & Landscapers. Wet cutting techniques to be employed and suitable PPE to be used as a last resort.</p>
Use of toxic substances	<p>Avoid using highly toxic solvents during the construction period. Undertake COSHH assessments to assess the toxicity of solvents to be used and seek alternatives that are less harmful. Where this cannot be achieved seek off site application. Where this cannot be achieved seek usage in fresh air. Avoid enclosed spaces. PPE to be utilised following information from COSHH data sheet and COSHH assessment.</p>
Ultra Violet Rays	<p>All operatives to be reminded that tops must be worn at all times. Skincare products to be provided to assist in ensuring all operatives on site are protected from sunlight. Drinking water provided in site welfare cabins.</p>
Vibration	<p>Avoid use of vibrating tools where possible. Where vibrating tools are used then simple precautions such as using appropriate PPE (gloves), health surveillance, HAVS register etc. will reduce effects of long term exposure to vibrating tools.</p>

13. HEALTH AND SAFETY FILE

Developing the health and safety file will be a continuous process throughout the project. Upon completion of a project where more than one contractor involved it is required under the Construction (Design & Management) Regulations that a Health & Safety File is prepared by the Principal Designer.

The Principal Designer will be updated by company site management of all revisions to the plan and any information that may be necessary for the compilation of the health and safety file, including as built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the Principal Designer will ensure that any relevant information is passed on.

The format for the Health and Safety File will be agreed with the Client and Principal Designer prior to the construction phase of the project.

Information will include:

- A brief description of the work carried out;
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services);
- Key structural principles incorporated in the design of the structure (e.g. Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off);
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements);
- Health and safety information about equipment provided for cleaning or maintaining the structure;
- The nature, location and markings of significant services, including fire-fighting services;
- Information and as-built drawings of the structure, its plant and equipment (e.g. the means of safe access to and from service voids, fire doors and compartmentation)

14. ENVIRONMENTAL PROCEDURES

14.1 *Environmental Aims Objectives and*

The environmental aims for this site are to: -

- Comply with all relevant environmental legislation.
- Minimise the adverse impact of construction operations on the site's neighbours.
- Avoid prosecutions for contravention of environmental law and regulations.
- Avoid sustained and unresolved complaints from neighbours for nuisance arising from construction operations.
- Avoid spillage of potentially contaminating substances such as diesel and formwork oils.
- Prevent unnecessary disturbance of the existing environment.

Along with any client objectives issued and to assist the project team and contractors the following objectives have been agreed with the project team

- Considerate Constructor Scheme
- Waste recycled and recovery

14.2 *Liaison with Site Neighbours*

Undertake leaflet or letter drops to all close neighbours to the site to inform them of the likely start date(s) for construction and for any operations that may be particularly noisy or carried out at unsociable hours. This practice is considered good practice as informed neighbours are less likely to complain.

14.3 *Establishment of Site Accommodation*

Wherever possible, the location for accommodation will be reviewed to avoid visual impact to adjoining neighbours and for wastewater discharge to a suitable approved sewer. Alternative arrangements shall be made for disposal of sewage via specialist contractor should this not be possible. If possible the accommodation will be sited on an area of proposed hard standing for incorporation into the contract works as this will avoid disruption of the existing environment.

14.4 *Environmental Impact & Aspect Control Measures*

To assist in the minimising of environmental impacts the following will be reviewed and prepared by the project team

- Evaluation of Environmental Aspects and Impacts
- Aspects and Impacts Register
- Site Specific Aspects and Impacts

14.5 *Earthworks Arising's*

N/A

14.6 Vehicles and Plant

If at all possible, designate specific times for deliveries outside normal peak hours and to avoid unsociable hours and consequential disruption to neighbours.

Plant shall be positioned so that exhaust emissions do not cause damage or nuisance, and kept to a minimum by regular maintenance.

14.7 Diesel Storage and Refuelling

Selsdon Building Contractors Limited will ensure that all diesel stored on site is in a secure tank and properly bunded. As far as practicable, ensure that all refuelling is undertaken in a safe, appropriately designated area. Bunds should be of adequate capacity to contain 110% of the capacity, leak proof and kept empty of rainwater and other materials. This will avoid pollution of the ground, and to avoid prosecution for pollution or nuisance.

14.8 Site Roads/Access routes

Selsdon Building Contractors Limited will ensure that site access roads are kept as clean as possible to prevent excessive contamination to the public highway. Speed restrictions may also be imposed to prevent spread of dust.

14.9 Plant and Wheel Washing

No plant or equipment shall be washed out where there is the possibility of contamination to any natural watercourse, particularly regarding concrete. When necessary, special washing facilities / locations shall be established.

14.10 Storage of materials, fuels, oils and chemicals

All fuel, oil and chemicals shall be stored in containers specifically manufactured for the purpose, and/or bunded/double skinned to prevent contamination in the event of spillage, damage. Tank capacity shall be checked before delivery to prevent overfilling. Special care shall be taken when receiving and storing items such as oil, chemicals, cement, lime, and paint to prevent spillage and contamination.

The contents of storage containers shall be clearly marked, to prevent accidental cross contamination.

'Drums' shall also be stored with lids uppermost to prevent leaking and contamination.

A licensed waste disposal contractor or the original supplier shall remove leaking or empty containers from site.

All valves and nozzles shall be protected from vandalism and unauthorised use by means of a padlock. Where this is not possible, tanks/bowsers shall be stored in secure compound areas.

14.11 Noise

Choose plant and machinery to minimise noise emissions consistent with the technical requirements of the works. Use noise suppression equipment if practicable. Adhere to any working hour restrictions that have been placed on the project. Be vigilant at avoiding inadvertent excessive noise during night-time operations.

14.12 Dust

We will provide damping down methods of any operations that may generate dust, these may include such activities as earthworks, cutting, planning and sanding or by utilising plant and equipment with dust extraction and collection facilities. Speed restrictions may assist on site access roads to mitigate this.

14.13 Lighting

The use of lighting for the works and temporary accommodation shall be carefully selected to ensure it is efficient and effective, and positioned to ensure that light spillage is kept to a minimum.

14.14 Visual appearance

Care should be taken to ensure an overall positive attitude to housekeeping of the site, such as fencing, storage or equipment and materials, avoidance of litter and windblown waste etc. This will provide all parties concerned with a good impression of environmental controls leading to an enhanced perception

15. WASTE MANAGEMENT

15.1 Waste Storage

Take active steps to ensure that Selsdon Building Contractors Limited responsibilities under the Environmental Permitting Regulations 2010 and the Waste (England and Wales) Regulations 2011 are properly discharged, particularly in the accurate completion, and secure retention, of waste transfer notes. Consider possibilities for segregation of waste into different mainstream material types (wood, metals, etc.) for possible recycling.

Waste shall be stored appropriately depending on type and classification, i.e. Controlled waste, Hazardous waste and General wastes. In any event, waste storage shall be kept to a minimum and in suitable containers or locations for disposal. Whenever possible segregation shall be implemented to allow for recycling.

Where Hazardous waste is identified, it shall only be segregated and stored following approved methods from the Environment Agency.

Selsdon Building Contractors Limited will maintain a Waste Management Plan (WMP) this can be found at in the site office. The WMP will be kept for two years after the completion of the project and archived accordingly.

15.2 Waste Disposal

Duty of care shall be applied to all waste, and it shall be ensured that all waste disposals are carried out by registered contractors and records of disposal controlled by waste transfer notes. Waste disposal containers/vehicles shall be covered during transport to prevent contents escaping.

Hazardous waste shall be controlled and disposed of following the Environment Agency approved procedures, and by implementing their consignment note system.

Hazardous Waste producer licence is to be applied prior to the commencement of the project

16. DESIGN CONTROL

16.1 Designer

The Principal Designer / designer(s) where applicable, are detailed in the Construction Phase Plan Directory.

The designers will be accredited to a recognised professional body i.e. RIBA, ICE etc. and a copy of the certification will be held on the designers file.

16.2 Design Control Procedures

Design will be controlled in accordance with the Design and Development Process Description flow chart which includes but is not limited to:-

- Identification of Design Requirements
- Risk Assessments
- Design Approval
- Appointing and Control of Design Authority
- Design Review Meeting Minutes

16.3 *Design Review / Liaison with Client and Principal Designer*

Design meetings between the respective organisations will take place to review the design process. Calculations and drawings will be forwarded to the client or their representative for comment / approval prior to related construction works taking place.

17. PROCESS CONTROL

17.1 *Construction Methods / Instructions*

All works will be carried out in accordance with the specified standards and contract documents.

All incoming materials shall be inspected by an authorised signatory as detailed in the Construction Phase Plan.

Detailed method statements shall be prepared where required, and are maintained within the site office.

Wherever possible or specified, controlling samples/areas of both material and workmanship shall be established, and site management personnel shall regularly inspect the works during construction, to ensure specified and/or controlling sample criteria are maintained.

17.2 *Inspection & Testing*

An Inspection & Test Plan shall be produced and maintained within the Construction Phase Plan using the contract documents, which shall identify the inspection & test requirements, including any hold points required.

Inspection of the works shall be recorded as necessary using proforma identified within the inspection & test plan. Where a formal inspection is required by the Client or representative, as defined within the contract documents, agreed inspection proforma shall be used for this purpose.

Selsdon Building Contractors Limited provides detailed Inspection and Testing control measures, which include but are not limited to:-

- Non Conformance Reports
- Method Statements / CONSTRUCTION PHASE Plans
- Works Inspection Sheets

18. TRAINING

Training includes but is not limited to:-

- Site Induction Records
- Machine Operator Records
- Tool Box Talk Records

Where specific training is identified for the project, this shall be carried out accordingly.

The Directors & Site Manager shall ensure that all new employees are aware of requirements regarding training.

19. SERVICING

Servicing requirements for plant and equipment shall be identified from the operating manuals etc and Health and Safety Statutory Inspection requirements for safety critical items.