

Construction Phase Plan

Redevelopment – 113 Ladbroke Road, London

Contract Name:	Redevelopment – 113 Ladbroke Road, London
Contract Address:	113 Ladbroke Road London
Postcode:	W11 3PR
Date:	21 st July 2015

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Appendix A – Site Rules

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Construction Phase Plan Revision Sheet

Revision Number	Date of Issue	Reason for Revision and Comments	
0	21/07/15	First issue	
Author	John Brookes	Checked by	Andy Strugnell
Date	21 st July 2015	Date	22 nd July 2015

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1 Introduction

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) & (2) and is set out as appendix 3 in the HSE Guidance document, Managing Health & Safety in Construction, (L153).

As the Principal Contractor we will:

- Address the health & Safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need in order for them to carry out their work safely and without risk to health.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Provide information on any temporary works.

2 Project details

2.1 Location

113 Ladbroke Road
London
W11 3PR

2.2 Scope of works

The works involve the provision of temporary works to maintain the stability of the structure throughout the project; the excavation for basement; the construction of a new basement at 113 Ladbroke Road, London W11 3PR.

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2.3 Details of project team

Client:	Mr & Mrs ?
Address:	113 Ladbroke Road London W11 3PR
Tel:	
Contacts:	Mr & Mrs
E-mail:	
Principal Designer/Architect:	Duffy Associates Consulting Engineers
Address:	76 New Kings Road London SW6 4LT
Tel:	0207 870 2315
Contact:	Declan Duffy
E-mail:	declanduffy@duffyassociates.co.uk
Structural Engineer:	Duffy Associates Consulting Engineers
Address:	76 New King's Road London SW6 4LT
Tel:	0207 870 2315
Contact:	Declan Duffy
E-mail:	declanduffy@duffyassociates.co.uk
Principal Contractor	Noble Structures Ltd
Address:	17 Brook Lane Business Centre Brook Lane North London TW8 0PP
Tel:	0207 148 1595
Contact:	Adrian O'Malley
E-mail:	adrian@noblestructures.co.uk

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2.4 Programme

Construction Start Date	24/08/15
Construction Programme	30 weeks
Completion Date	18/03/16

2.5 Existing records and plans

The following documents are currently available and have been provided to Noble Structures Ltd. These will be provided to the Site Foreman in advance of the work:

- Construction Drawings
- Temporary Works Drawings
- Structural Specification

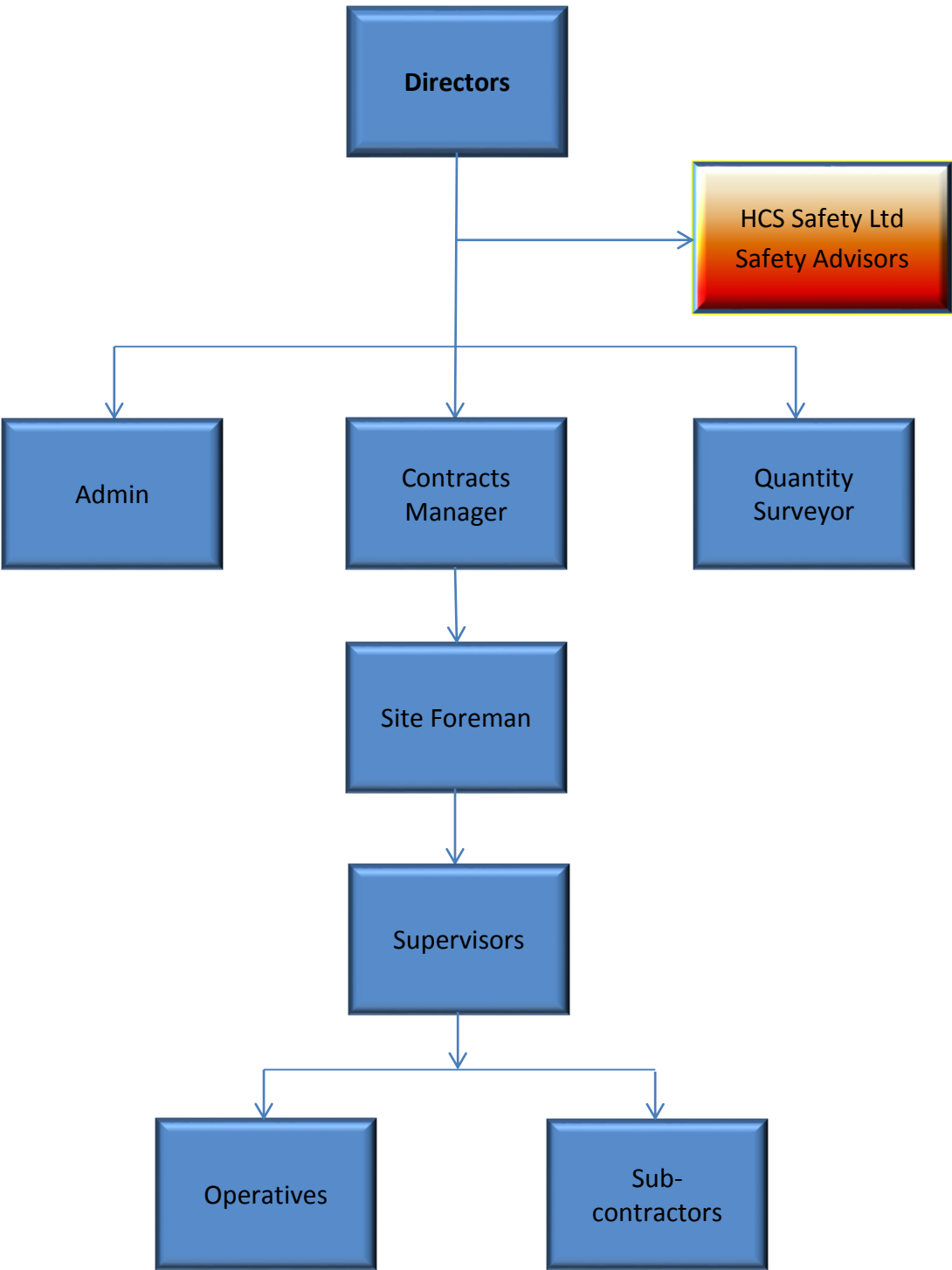
An Asbestos Refurbishment & Demolition Survey has not been provided. Work will not start until the survey report has been provided.

Any additional information will be added to the Noble Structures Ltd.'s Site Safety File to ensure it is available to the Site Foreman.

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3 Management of the work

3.1 Management structure



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3.2 Management responsibilities

Description	Person(s) Responsible
Contracts Manager	Adrian O'Malley
Site Foreman	TBC
Temporary Works Co-ordinator	Adrian O'Malley
Produce Construction Phase Plan	Contracts Manager/H&S Advisor
Review and update CPP	Contracts Manager/H&S Advisor
Collate Health and Safety File information	Contracts Manager/H&S Advisor
Carry out and record excavation/scaffold/lifting equipment inspections	Site Foreman
Carry out & record daily briefings	Site Foreman
Contract Fire Safety Co-ordinator	Site Foreman
Preparation and Review of Fire Safety Plan & Drawing	Site Foreman
Fire Warden(s)	TBC

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3.3 Health & safety goals for the project

The project team has set the following goals:

- To achieve, as far as is practicable, a site with zero harm.
- To ensure safe access and egress to and from the site.
- To protect pedestrians and adjacent occupiers from any risks associated with the site.
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work.
- To ensure visitors are escorted around the site at all times.
- Ensure operatives act in a safe manner and where personal protective equipment appropriate to the task in hand.
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations.
- To use (where required) professional support for assisting in the safety of the site.
- To provide regular toolbox talks throughout the project.

These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel.

3.4 Clients project objectives

To implement the “General Principles of Prevention” during the design and construction and to ensure that due consideration is given to neighbouring premises which are to remain occupied throughout the period of the works.

3.5 Arrangements for monitoring and review of health & safety performance

Monitoring will be carried out daily by the Site Foreman, who will maintain a constant presence on site. The Site Supervisor will carry out his own internal site checks on a daily and weekly basis. These will be further checked by our independent Health and Safety Advisors, who will collate information from site reports and prepare a quarterly report to senior management.

Inspections of the scaffolding, scaffold towers and plant & machinery are the responsibility of Site Foreman, who will arrange for these to be carried out.

Subcontractors are expected to carry out their own individual monitoring of site works in addition to the above and their ability to do so is checked prior to awarding contracts with them.

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3.6 Regular liaison between contractors on site

A positive health and safety culture has effective co-operation and communication at its heart. Noble Structures Ltd has the following liaison procedures in place.

Site meetings	Site Foreman and Trade Supervisors	Monthly
Early morning meetings	Site Foreman and Trade Supervisors	Daily
Site Safety Induction	Site Foreman with Operatives	Before starting on site
Toolbox Talks	Delivered by Site Foreman	Fortnightly
RA/MS briefings	Delivered by Site Foreman	Before starting site works

Contractors working on the site will be expected to cooperate with the above table so that Noble Structures Ltd can carry out the Principal Contractors duties effectively.

3.7 Consultation with the workforce

At the site induction it will be made clear that Noble Structures Ltd want to actively engage with the workforce on the project for feedback on near misses, ideas to improve health and safety on the site, and to install a better attitude towards health & safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on the site, and that they receive comments on the risk assessments and method statements that must be provided and explained to the workforce prior to the activity starting.

3.8 Site safety information

The following will be displayed in the site office/canteen area on the site safety notice board.

- HSE Law Poster.
- F10 Notification of Project.
- Certificate of Employers Liability Insurance.
- Details of actions to be taken in the event of a fire.
- Details of the nearest A & E Department.
- Details of First Aid arrangements for the site.
- The Company Drug and Alcohol Policy.
- Site Rules.

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3.9 Exchange of design information and design changes

Noble Structures Ltd will liaise regularly with the designers regarding design carried out during the construction phase, including any designs by a specialist contractor.

A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team. This will be monitored by the Contracts Manager.

Design meetings will be held pre-construction and during construction as necessary. These will be attended by the Designers and as required by the Client and Contractors.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regards to the health and safety aspects of the construction. The lead designer will be informed of any temporary works designs that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

3.10 Selection and control of contractors

Noble Structures Ltd requires that all contractors are evaluated to Stage 1 Pre-Qualification Process prior to selection.

Where high risk activities are being undertaken the H&S Advisors will be notified by the contracts management team to provide assistance in the evaluation process. The Contracts Manager & Site Foreman with assistance from the H&S Advisors will collectively review risk assessments and method statements (risk assessments and method statements) issued by sub-contractors prior to commencement on site. Additionally, the H&S Advisor will review all high risk activities and ensure that safety systems of work are agreed prior to start.

3.11 Site security

The site security measures allowed for this project are as follows:

Boundary Fencing/Hoarding	2.4m high hoarding to front and rear of the property and between the neighbouring properties.
Access/Site Gates	Site entrance will be off Ladbroke Road. All other access will be via the front entrance from 113 Ladbroke road, no deliveries will be through the rear.
Signing-In Procedures	All personnel and visitors to sign-in daily.
Lockable Cabins	All temporary accommodation will be lockable.

Suitable boundary fencing and signage will be installed as soon as possible following site possession. Boundaries and signage will be checked regularly as part of the Site Foreman's daily checks. Should it become apparent that any breaches of security have occurred; the above provisions will be reviewed.

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3.12 Site inductions and onsite training

Project specific site inductions and toolbox talks shall be carried out for all persons working on site. A site specific induction will be produced as a presentation to operatives and will be delivered by the Site Foreman prior to the individual being allowed to start work on site.

Visitors to site will receive a shorter induction if they are to be accompanied – otherwise the full site induction will be presented. Operatives will be provided with on-site training for specific activities as required.

Safety aspects of all operations will be delivered via toolbox talks by the Site Foreman. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents.

3.13 Welfare facilities

Office and welfare accommodation will be a groundhog type self-contained unit for 6 people placed in the rear garden prior to the start of the works.

Facilities will include site office, drying room, toilets and canteen. The welfare facilities provided on this site will be shared by the subcontractors. Due to the amount of people on site at any one time breaks will be staggered to accommodate 6 at a time. The welfare facilities provided by Noble Structures Ltd for this project are as follows:

Maximum No. of persons on site	12
No. and type of toilets	Chemical (2 cubicles)
No. of Mess Rooms	1
No. of Drying Rooms	1
Type of Water Supply	Mains.
Equipment for heating food	Microwave
Equipment for hot drinks	Kettle
Method of heating	240v Barrel Heaters & Electric Wall heaters
Type of lighting	240v electric
Unit power supply	Diesel Generator
Housekeeping Arrangements	Toilets emptied 2 times per week General housekeeping by Labourer

Personal Protective Equipment

Risks, which cannot be removed, are dealt with by the provision of personal protective equipment. The need is identified by risk assessment. However, the following PPE is mandatory:

- Safety helmets. EN 397:2012 – Industrial safety helmets

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- Safety footwear. EN ISO 20345:2004 Steel Toe to 200J and Midsole protection
- High visibility vest. EN471: 2003

The following additional items of PPE may be needed in the course of the works:

- Eye protection. EN 166:2001 class B for medium energy impact e.g. cutting masonry. Class S for general robustness e.g. general wear (dust particles etc...)
- Ear defenders dependant on noise monitoring.
- Dust masks min (FFP3).
- Gloves EN 420:2003 classification dependant on Risk Assessment.
- Protective wet weather clothing.

The type selected will be suitable for the protection needed and conforms to the relevant standard. All PPE will be inspected weekly as part of the weekly site audit. All persons on site will be expected to treat the facilities with respect and report any defects to the Site Foreman for correction immediately.

3.14 First aid

Noble Structures Ltd will provide First Aid cover for all those working on and visiting the site. The site First Aiders for the project are:

Name	Title
TBC	Site Foreman
TBC	Site Assistant

The names of first aiders and location of first aid equipment will be identified and included on the Emergency Notice for the project that will be displayed on the project's health and safety notice board. These persons will also be identified to all employees during their induction and first aiders will be identified by green cross stickers on helmets. A 'First Aid' green cross symbol will be shown on the site office door. The first aid requirements for this project are as follows:

No of first aid boxes and size:	1 x 50 person
Location of first aid box:	Site Office

3.15 Reporting and investigation of accidents and near misses

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable Noble Structures Ltd to determine the causes of the incident in order to be able to prevent a recurrence.

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Following any accident/incident or near miss, the Contracts Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs, calling in the Health and Safety Advisor or in the most serious cases, ensuring of the reporting the accident to the HSE under RIDDOR.

Records will be held securely & confidentially on the Company Incident Register/Database for Data Protection purposes.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction.

Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's contracts management team will report it directly to the Health and Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

3.16 Risk assessments and safe systems of work

Risk Assessments will be provided for hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high risk activities.

Noble Structures Ltd expects risk assessments from Subcontractors to follow the format advised in the HSE guidance: "5 Steps to Risk Assessment" and will check risk assessments follow this procedure before allowing a subcontractor to start work.

Copies of all contractors risk assessments/method statements required are held in the Site Safety File. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

Where contractors are used to undertake the works, the contracts management team will review the risk assessments and method statements (RAMS). Where the work is identified as high risk, additional support will be provided by the H&S Consultant. To allow the review to be carried out in sufficient time subcontractors will be expected to submit their documents two weeks prior to the commencement of works where appointment allows.

Contractors will not be allowed to work on this project until they have provided a suitable and sufficient Safe System of Works (RAMS) as appropriate and received a positive review back from the contracts management team. A RAMS Review Form will be attached to the document reviewed.

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Where required, a permit to work shall be issued by the Site Foreman, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit.

Permits for this project will include:

- Permit to carry out hot works.
- Permit to break ground / excavate.
- Permit to work on live electrics.

3.17 Site rules

- Report to the Site Foreman on arrival at site and sign in.
- Attend the site induction and act on what is said.
- Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately.
- Wear the minimum personal protective equipment at all times.
- Wear additional personnel protective equipment when it is deemed necessary for any specific undertaking or activity.
- Ensure plant and tools are secure when left unattended preventing unauthorised use.
- Do not use radios or personal music equipment on site.
- Do not consume food or drink on site other than in the canteen.
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed.
- Inform the Site Foreman if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you require an adaptation to scaffolding, inform the Site Foreman - do not attempt it yourself.
- If you see any hazardous situations, tell the Site Foreman.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Report all incidents, spills, near misses and accidents to the Site Foreman.
- Ensure safe working practices are followed as detailed in individual risk assessments and method statements.
- Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point.
- Smoking is permitted in the designated area only.
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a banksman.

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- No “Bombing” of materials on site.

Any personnel who breach Health & Safety site rules will be subjected to disciplinary procedures

Access for emergency vehicles	Via Ladbroke Road off of B450 Ladbroke Grove.
Fire assembly points	Entrance to site.
Names of fire wardens	TBA
Types of extinguishers	Water, CO2, Powder may be used
Location of extinguishers	Located at the site office during the initial phase of works. This will be assessed and additional extinguishers provided as work progresses.
Means of raising the alarm	Claxon located in the site office. Remote fire sirens will be located throughout the building. This will be reviewed as work progresses.
Flammable material storage areas	Dedicated Fuel Storage area, if required Suitable Flammable COSHH Storage as required

3.18 Fire and emergency procedures

The fire and emergency procedures shall be reviewed at regular intervals throughout the project’s duration or following any incident. Regular workplace fire inspections will be carried out by the Site Foreman.

The Emergency Notice for this Project will be displayed on the site notice board. Details will be communicated to all personnel during their site induction.

3.19 Location of nearest accident and emergency department

Important:

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen.

Fire Emergency	999
Electricity Emergency	0845 770 80 90
Gas Emergency	0800 111 999

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Water

0845 920 0800

Health & Safety Executive

0845 3450055

Name of Hospital

St Charles Centre for Health and Wellbeing

Address

Exmoor Street
London

Postcode

W10 6DZ

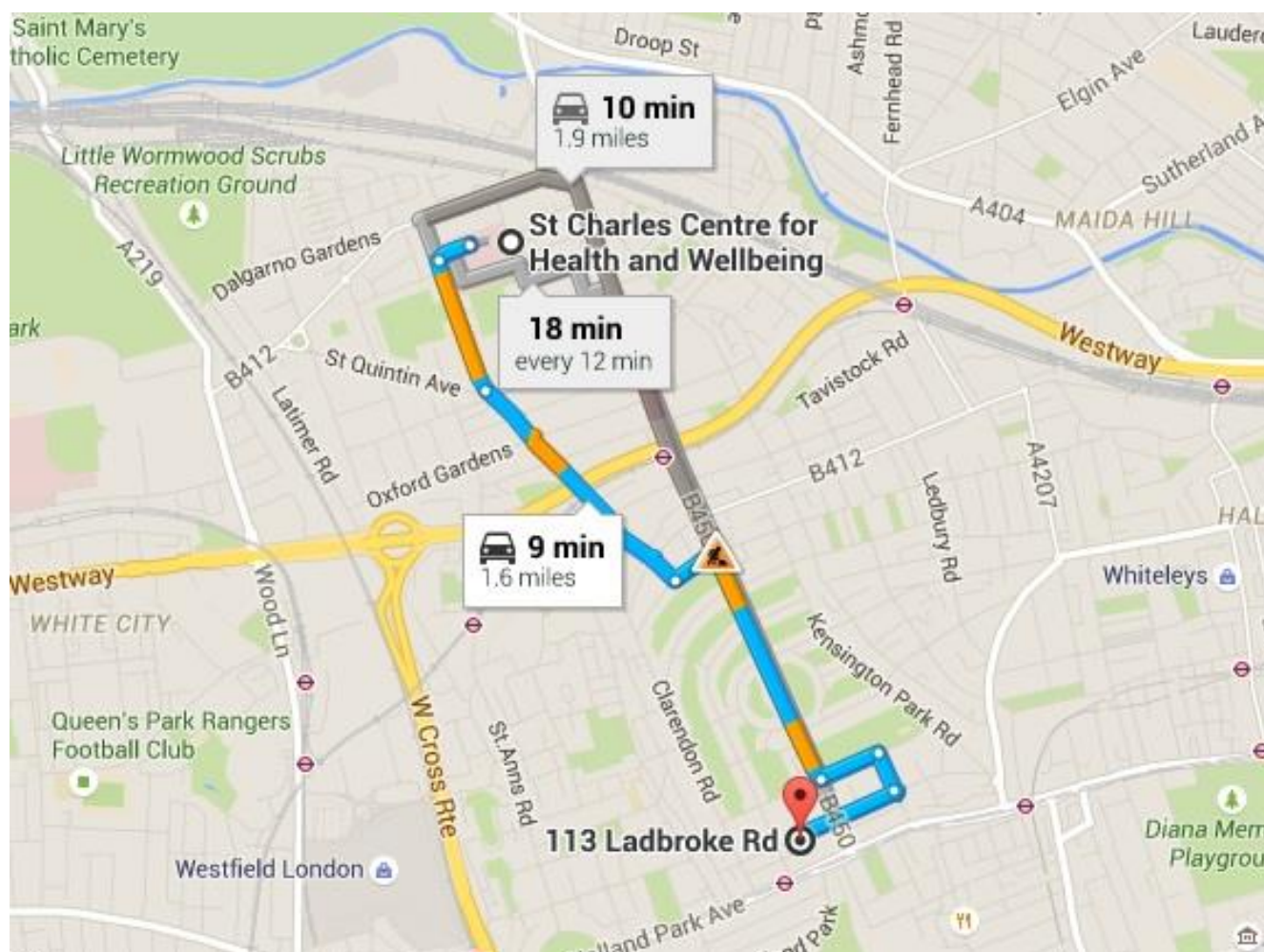
Telephone number

020 8962 4656

Distance in miles

1.1(15 minutes)

Map to Nearest Hospital



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4 Arrangements for controlling significant site safety risks

The following significant risks are areas for Noble Structures Ltd to be aware of. Suitable management arrangements will be put in place to control hazards and will be covered in the site specific risk assessments and method statements for the works.

A brief summary of likely actions is provided below.

Significant Site Risk	Those affected	Brief Outline of Control Measures
Interface with residents	Residents/Client	Regular liaison with the residents, to ensure they are aware of noisy operations and lifting operations. Provide substantial hoarding to ensure residents are kept out of the work area at all times. Provide adequate signage. Site specific risk assessment and method statement to be prepared prior to the start of the project.
Nuisance Noise and Vibration	Residents and Neighbours	Noise and Vibration monitoring to be carried out to ensure residents and neighbours are not subjected excessive noise and vibration levels.
Building Movement and collapse	Residents, neighbours and workers	Building movement to be monitored and all temporary works installed and inspected as per temporary works design.
Work in a residential/commercial area	Children or unauthorised access to site	Ensure that all perimeters are adequately secured including site entrance to prevent any unauthorised entry.
Access through future development	Collision with pedestrian	Provide adequate access to the site throughout the life of the project including occupation.
Installation of Temporary Works	Collapse of structure. All site personnel	Temporary works design provided by competent structural engineers. Detailed method statement and risk assessments to be strictly adhered to.

4.1 Delivery and removal of materials to site

All deliveries will be met by competent banksman when delivering to the site. Evacuation routes will be maintained at all times.

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All vehicles will be directed to approach via Ladbroke Road which is to the front of the property and is accessed via the B450 Ladbroke Grove and leave the site Via Ladbroke Road and Clarendon Road. A delivery route map will be sent to all site visitors and delivery companies prior to delivering to site.

4.2 Services: water, gas, electricity

Existing service records and site survey will be obtained to establish details of services on site and around the boundary, if applicable.

All services installed on the site will be recorded so that they can be protected against accidental damage. The location of services (existing and newly installed) will be marked on site where possible.

4.3 Adjacent land use

The site is surrounded by residential properties.

Various commercial buildings, shops and restaurants in the surrounding area, primarily, in Ladbroke Grove and Holland Park Road.

4.4 Impact on other neighbours

Contractors will be instructed to ensure that they park considerately giving due regard for local shops and residents with particular reference to not blocking driveways of neighbouring homes or access to the garages.

4.5 Delivery times / restrictions on working

Deliveries or collections will be restricted to between 9.30am and 4.30pm. Permitted hours of working are:

- Monday to Friday 8.00am to 5.00pm
- Saturday – 8.00am to 1.00pm
- No work is permitted outside these times due to planning restrictions

The neighbouring properties will be contacted prior to the commencement of site activities and provided with the contact details of Noble Structures Ltd staff to which they can raise any concerns regarding the works.

Clear signage will be displayed on the roads surrounding the site to warn of the presence of construction vehicles.

4.6 Excavations

All excavations will be undertaken within a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system. Work will be undertaken in accordance with HSG 47 "Avoiding Danger from Underground Services"

Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

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- at the start of the shift in which the work is to be carried out,
- after any event likely to have affected the strength or stability of the excavation, and
- after any material unintentionally falls or is dislodged; and

All excavations will be adequately protected by physical barriers. No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

4.7 Temporary works

The temporary works listed in the table below are allowed for in the project. A Temporary Works Register will be used to control and monitor this element of the project. The temporary works procedure will be based on BS 5975 and the table within that document will be used for the risk category.

If a Trade Contractor has a requirement for other temporary works, then this must be notified to the Contracts Manager who will update the Temporary Works Register.

Temporary Works	Temporary Works Complexity risk [L M H]	BS 5975 Design Check Category	Designer	Independence of checker
Hoarding	Low	0		
Excavations	Medium	1/2		
Scaffolding	Medium	2		
Temporary support	Medium	2		

4.8 Working at height/preventing falls on site.

All work at height will be undertaken in accordance with the Work at Height Regulations 2005. All scaffolding will be erected in accordance with TG20:13 and SG4:10.

Scaffold will be inspected in accordance with section 12 of the Work at Height Regulations.

The following inspections will be carried out by a competent person.

- Before first use as part of the handover from the scaffolder.
- Every seven days if the scaffold has not be altered.
- After every adaption.
- After any incident that will affect the structural integrity of the scaffold e.g. heavy rain or strong winds.

All scaffold inspection records will be kept on site until the end of the project and then in head office for a further three months. Forms will be kept with the site safety file.

Scaffold towers will be erected by PASMA qualified individuals.

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Mobile Elevated Work Platforms will only be operated by IPAF qualified individuals.

All excavations will be adequately protected by physical barriers to prevent any falls into the excavation. No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

4.9 Controlling of lifting operations

Lifting Plans will be required for the following operations on site:

Lifting Operation
Lifting of steel beams
Lifting of Heavy plant or equipment into excavation e.g. excavators, temporary works
TBC

Lifting operations that do not require a Lifting Plan (such as standard lifts by forklift or excavator) will require a lifting checklist to be completed by the site team.

4.10 Maintenance of plant and equipment

All plant, including the conveyor, will be inspected prior to use by the operator. A weekly report sheet will be required from each Contractor for the plant that they have on site. Certificates for any plant requiring thorough lifting examination on site will be presented to the Site Management prior to its use.

Small tools will be 110v or battery powered. Electrical hand held tools will undergo a Portable Appliance Test every 3 months.

4.11 Traffic routes; segregation of vehicles and pedestrians

A Traffic Management Plan will be prepared prior to the start of the works and will detail the following:

- Traffic routes / turning areas
- Parking
- Vehicular/pedestrian access/egress from site
- Segregation of vehicles/plant and pedestrians/operatives
- Material unloading areas

In addition signage will be clearly displayed on the approaches to the site warning of the danger of the site entrance.

4.12 Storage of hazardous materials and work equipment

Contractors will be made aware of their responsibilities and any such materials will be suitably stored in areas where they will not affect others or the environment. The arrangements for storage of such items will be detailed in the risk assessments/method statements provided by subcontractors.

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Storage of diesel on site will be within a double bunded container. The bunding must have the capacity to hold 110 percent of the capacity of the container. Spill kits will be located next to each site next to the diesel storage.

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5 Arrangements for Controlling Significant Site Health Risks

5.1 Asbestos

A refurbishment/demolition survey will be carried out prior to any work commencing. Should any asbestos be present, then this will be removed by a specialist licenced contractor, prior to the start of any construction activities. A certificate of cleanliness will be obtained from the demolition contractor to state the site has been cleared of asbestos materials. This certificate will be retained on site and will be provided as part of the handover information file.

5.2 Manual handling

Manual handling will be reduced as far as is reasonably practicable by the use of mechanical means. Where possible the manual handling risk will be reduced through the use of trolleys and pallet trucks. Sub-contractors will be required to consider the risk of manual handling tasks through their risk assessments and method statements. Operatives and sub-contractors will have appropriate Manual Handling awareness training.

5.3 Use of hazardous substances

COSHH assessments will be produced by the employers of those affected for hazardous materials used during the construction phase. COSHH assessments will be presented and explained to operatives.

5.4 Reducing noise and vibration

Noisy activities will be minimised where practicable. Suitable PPE will be worn. The standard required will be identified within the risk assessment and will be communicated to the operatives. Where necessary hearing protection zones will be established and clear signage posted to indicate their boundaries.

Records will be kept by individual employers of exposure to vibration. Noble Structures Ltd will expect Subcontract employers to comply with their duties under the Control of Vibration Regulations 2005.

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6 Arrangements for providing health and safety information

6.1 Responsibilities

Noble Structures Ltd in liaison with their safety consultant will be responsible for compiling the health & safety information during and at the end of the project.

During the construction phase of the project the health & safety information will be located and managed at Noble Structures Ltd Head Office.

On completion of the pre-construction phase Noble Structures will take receipt of the Health & Safety File from the Principal Designer and continue to provide information to the end of the project.

On completion of the construction works the health & safety file will be submitted to the Client in both electronic and hardcopy format.

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7 APPENDICES

- Site Rules
- Fire Risk Assessment
- Temporary Works Register

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APPENDIX A

Site Rules

Site Name:

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Site Rules

- Report to the Site Foreman on arrival at site and sign in.
- Attend the site induction and act on what is said.
- Read and work to your risk assessment/method statement – if you have any problems with the contents raise these with your supervisor immediately.
- Wear the minimum personal protective equipment at all times.
- Wear additional personnel protective equipment when it is deemed necessary for any specific undertaking or activity.
- Ensure plant and tools are secure when left unattended preventing unauthorised use.
- Do not use radios or personal music equipment on site.
- Do not consume food or drink on site other than in the canteen.
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed.
- Inform the Site Foreman if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out.
- Do not interfere or misuse anything provided in the interests of health and safety.
- If you require an adaptation to scaffolding, inform the Site Foreman - do not attempt it yourself.
- If you see any hazardous situations, tell the Site Foreman.
- Keep the site in a tidy condition – trips and slips cause the majority of site accidents.
- Store equipment in the designated areas only.
- Report all incidents, spills, near misses and accidents to the Site Foreman.
- Ensure safe working practices are followed as detailed in individual risk assessments and method statements.
- Be familiar with the location of First Aid Equipment, Fire Extinguishers, Fire Exits and the Site Assembly Point.
- Smoking is only permitted in designated areas.
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward.
- Deliveries using mechanical handling equipment such as skip deliver or HIAB lorry mounted cranes will be under the control of a banksman.
- No “Bombing” of materials on site.

Any personnel who breach Health & Safety site rules will be subjected to disciplinary procedures

APPENDIX B

FIRE ASSESSMENT

Hazard No	Hazard Description	Existing Controls	Risk Rating			Additional Controls Required (To be enforced and monitored by Site Foreman)	Residual Risk Rating		
			L	R	S		L	R	S
1	Smoking	None	3	5	15	Smoking to be restricted to designated areas	1	5	5
2	Arson	Security fencing consisting of hoarding / "Heras" fencing and use of existing boundary fencing.	2	5	10	Security to be improved by use of intruder alarms, linked to quick response control centre. Security lighting to be considered. Access ladders to be secured at the end of each day.	1	5	5
3	Waste	Good housekeeping required to reduce waste build up within the building.	3	5	15	All waste to be stored in skips segregated from building, fire retardant tarpaulins to be used to cover any skips close to site boundary.	1	5	5
4	Electricity	None	2	5	10	All electrical connections to be made by qualified personnel, certification to be supplied. All 110v supply to site to be fitted by qualified personnel, certification to be supplied. All 110v equipment used on site to be PAT tested as per HSE guidance. 240v appliances only allowed within office / welfare area i.e. microwave, printers, chargers etc.	1	5	5
5	Hot works	Permit to work system in operation.	3	5	15	Consider with designers all possibilities for the building out of hot works. Where the above is not possible consider cold cut methods e.g. reciprocating saw.	1	5	5

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						Limit hot works to a controlled area away from buildings where possible. Ensure checks are made an hour after works have been completed. Keep area clear of combustible materials; Ensure a suitable extinguisher is available in cutting area.			
6	Emergency response	Appointed Fire Safety Co-ordinator	2	5	10	The local fire service to be contacted by the Site Foreman to inform them of the presence of the timber frame site and the address and contact details.	2	4	8
7	Safe Storage of Materials including flammables and LPG	Storage to be kept 15m away from all buildings.	3	5	15	Any containers or drums must be kept more than 6 m away any wall or boundary fence.	1	5	5

Risk Assessment Matrix

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	Severity (S)	Fatal	Major	Minor	Trivial	No Injury
Likelihood (L)	Score	5	4	3	2	1
Likely (1:10)	5	25	20	15	10	5
Probable (1:100)	4	20	16	12	8	4
Possible (1:1000)	3	15	12	6	6	3
Remote (1:10,000)	2	10	8	6	4	2
Improbable (1:100,000)	1	5	4	3	2	1

APPENDIX C

Temporary Works Register

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