



# CONSTRUCTION PHASE H&S PLAN (CDM<sup>2015</sup>)

**Appertaining To**

*BROMLEY BY BOW NORTH PHASE 2*

**AT**

*HANCOCK ROAD*

*BROMLEY BY BOW*

**FOR**

*SOUTHERN SPACE Ltd*





### Health and Safety Plan Revision Status

## ACTION REQUIRED

Each formal review of the Construction Phase H&S Plan must be recorded below to demonstrate the project review process, status and commitment of the project to continuous improvement. Formal reviews must take place at regular intervals, additional interim reviews may be required to incorporate information from corporate reviews, audits and / or significant changes at project level.

Issue No	Date	Revision by	Description of Modification	Page Numbers Amended	Next revision due
0	13/10/16	Steve Burroughs	Draft Issued for construction		
1	20/10/16	Steve Burroughs	Updated to incorporate information requested by LBTH on Phase 1	Various	



## **Contents**

### **1.0 Description of the project**

- 1.1 Project description and programme details, including any key dates
- 1.2 Location map and nearest hospital with A & E services
- 1.3 Details of Client, Principal Designer, Designers, Principal Contractor, and other Consultants
- 1.4 Extent and location of existing records and plans relevant to health and safety on site, including information about existing structures where appropriate
- 1.5 Surrounding area and important customer care issues

### **2.0 Management of the work**

- 2.1 Management structure and responsibilities
- 2.2 Health and safety aims/goals for the project and arrangements for monitoring performance
- 2.3 Arrangements for:
  - 2.3.1 Regular liaison between parties on site
  - 2.3.2 Consultation with the workforce
  - 2.3.3 The exchange of design information between the Client, Principal Designer, Designers, and Contractors on site
  - 2.3.4 Handling design changes during the project
  - 2.3.5 The selection and control of contractors
  - 2.3.6 The exchange of health and safety information between contractors
  - 2.3.7 Site security
  - 2.3.8 Site induction
  - 2.3.9 On-site training
  - 2.3.10 Welfare facilities and first aid
  - 2.3.11 The reporting and investigation of accidents and incidents including near misses
  - 2.3.12 The production and approval of risk assessments and written safe systems of work
  - 2.3.13 Site rules (including drug and alcohol policy)
  - 2.3.14 Fire and emergency procedures
  - 2.3.15 External liaison HSE, EA, other regulators and complaints

### **3.0 Arrangements for controlling significant site risks**

- 3.1 Safety risks, including:
  - 3.1.1 Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from site
  - 3.1.2 Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations
  - 3.1.3 Interfaces with neighbouring sites
  - 3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures
  - 3.1.5 Preventing falls
  - 3.1.6 Work with or near fragile materials
  - 3.1.7 Control of lifting operations
  - 3.1.8 Maintenance of plant and equipment
  - 3.1.9 Work on excavations and work where there are poor ground conditions
  - 3.1.10 Work on wells, underground earthworks and tunnels
  - 3.1.11 Work on or near water where there is a risk of drowning
  - 3.1.12 Work in confined spaces
  - 3.1.13 Work in a caisson or compressed air working
  - 3.1.14 Work involving explosives
  - 3.1.15 Traffic routes and segregation of vehicles and pedestrians
  - 3.1.16 Storage of materials (particularly hazardous materials) and work equipment

- 3.1.17 Work near Network Rail controlled infrastructure
  - 3.1.18 Fire in the site accommodation
  - 3.1.19 Fire in the building under construction
  - 3.1.20 Non English Speaking Personnel
  - 3.1.21 Any other significant safety risks, e.g. close proximity to schools
- 3.2 Health risks, including:
  - 3.2.1 The removal of asbestos
  - 3.2.2 Dealing with contaminated land
  - 3.2.3 Manual handling
  - 3.2.4 COSHH - Use of hazardous substances, particularly where there is a need for health monitoring
  - 3.2.5 Reducing noise, dust and vibration
  - 3.2.6 Work with ionising radiation
  - 3.2.7 Exposure to UV radiation (from the sun)
  - 3.2.8 Contact with cement
  - 3.2.9 Vermin
  - 3.2.10 Drug users discarded needles
- 3.3 Schedule of plans and method statements required

#### **4.0 The Health and Safety File**

- 4.1 Layout and format
- 4.2 Arrangements for the collection and gathering of information
- 4.3 Storage of information

#### **APPENDICES**

##### **Appendix A – Site Logistics Plan**

##### **Appendix B -- Site Photographs**

##### **Appendix C – Proposed Programme of Works**

##### **Appendix D -- Fire and Emergency Plan**

##### **Appendix E – Traffic Management Plan**

##### **Appendix F – Higgins Lifting Plan**

## 1.0 Description of the Project and Programme Details

### ACTION REQUIRED

Insert below a sufficient description of the scope of the project.  
This should adequately identify the key elements of the works, the planned programme, phasing and specific high risk, and unique or unusual aspects.

### 1.1 Project Including Any Key Dates

#### a) Project description

The site is located on Hancock Road, just off the A12 on the Northern side of the Blackwall Tunnel approach road. To the East is the River Lea and the areas to the North are currently occupied by light industrial units and to the South is Phase 1 which is currently being constructed by Higgins Construction.

The Works comprise of the demolition of the existing warehouse buildings and the design & construction of 112nr residential units located in 2 Blocks, basement car parking, new sub-station, communal courtyard and associated works.

- Block R6 - 75 units 8 storey
- Block R7 - 37 units 5 storey

The main construction methodology will be piled foundations, reinforced concrete frame with both flat roof & pitched roofs, the external cladding will be predominantly brickwork with internal lightweight steel partitions on screeded floors with individual heating boilers and composite windows including the provision of a new sub-station. The initial works on site will be to carry out surveys to determine the location of existing services, asbestos, and conditions of the existing buildings, roads and soil investigations.

The demolition works will involve the removal of any asbestos, soft stripping followed by the main demolition works following the termination of all known services.

We will look to re-use as many arising's from the demolition works to limit the amount of vehicular movements to and from site.

We will consult with the local service providers, emergency services and local residents regarding the proposed construction works. A large sign advising the contact details for the Site Manager will be posted at the entrance to the site.

Bromley-by-Bow North Phase 2 – Existing Site



Bromley-by-Bow North Phase 2 – Demolition Works





**Bromley-by-Bow North Phase 2 – Completed Works****b) Programme**

A detailed programme will be developed when the contract commences along with a key date schedule.

After the site hoarding / fencing around the boundary has been installed and the demolition is complete we will commence construction works commencing with piled foundations, ground beams, reinforced concrete frame and scaffolding, waterproofing to the main roof and then the installation of the internal and external walls and the fitting of windows followed by the external masonry cladding.

Once the main envelope is complete and watertight we shall commence internal fitting out works. We will carry out any internal installations that are not subject to the weather as soon as is practically possible but the catalyst for plastering etc. will be the building being watertight.

Each major element of the fit out works will be inspected by the site team prior to progressing to the next stage, therefore partitioning for example, will be inspected and signed off prior to fixing door linings and plasterboard. This discipline will ensure that a quality finish is achieved throughout the project. Key stage inspections will also be carried out with the Client's representative so we can set standards at an early stage of the project.



Maintaining a clean and tidy site is essential during the project; Higgins Construction will ensure that working areas are cleared of all rubbish and waste materials upon completion of each trade as works proceed and also externally around the site. Wheel washing / Road sweeping will be carried out during times of heavy vehicle access / egress and as necessary throughout the project.

The external works will follow on once all scaffolding has been struck.

Final connections of all incoming mains services are included within the external works programme. The energisation of the sub-station will be critical. Reinstatement of all areas affected by the works will be reinstated and signed off.

Key to the development will be the early installation, on-going testing and final commissioning of the services within the units. Early involvement and programming of the stat companies will be a key factor in completion of the project. Our Sub-contractors will also complete relevant testing at key stages of the project that are documented and retained.

Higgins will inspect works at certain stages and rectify any defects to all units, prior to offering them up for the Employer's Agent inspection. Higgins will agree inspection and handover protocol with the Clients Representatives. The Site Manager will accompany the Employer's Agent during the inspection to agree an action plan should any further defects be found. As soon as a unit has been de-snagged, a formal handover will be arranged in compliance with any key dates agreed with the Clients Reprehensive.

### **Programme Overview**

The project is due to commence Pre-Construction in October 2016 with a proposed completion date of April 2019. Some of the key milestones commencement dates are as follows:-

- Site set up                      January 2017
- Demolition                      January 2017
- Enabling works                May 2017
- Piling                              May 2017
- Sub-structures                June 2017
- RC Frame                        August 2017
- Tower Crane                    July 2017
- Scaffolding                    November 2017
- Metsec                            November 2017

## Construction Health & Safety Plan

---

- Steel Roof frame      December 2017
- Brickwork Cladding      December 2017
- Fit Windows      January 2018
- External Cladding      January 2018
- Roofing works      January 2018
- Internal Fitting out      January 2018
- Power On      April 2018

### Handover dates

- Block R6 Intermediate show unit      -14/01/19
- Affordable show unit      -11/03/19
- Cores R6a / R6b / R6c      -05/04/19
- Block R7 Core A7      -08/03/19

Detailed programmes will be developed for the construction elements of the works and detailed short term programmes will be produced monthly by the site team and monitored.

<https://livelink.higgins-group.co.uk/Livelink/livelink.exe?func=ll&objaction=overview&objid=25917212>

## 1.2 Location Map and nearest Hospital with A&E Services

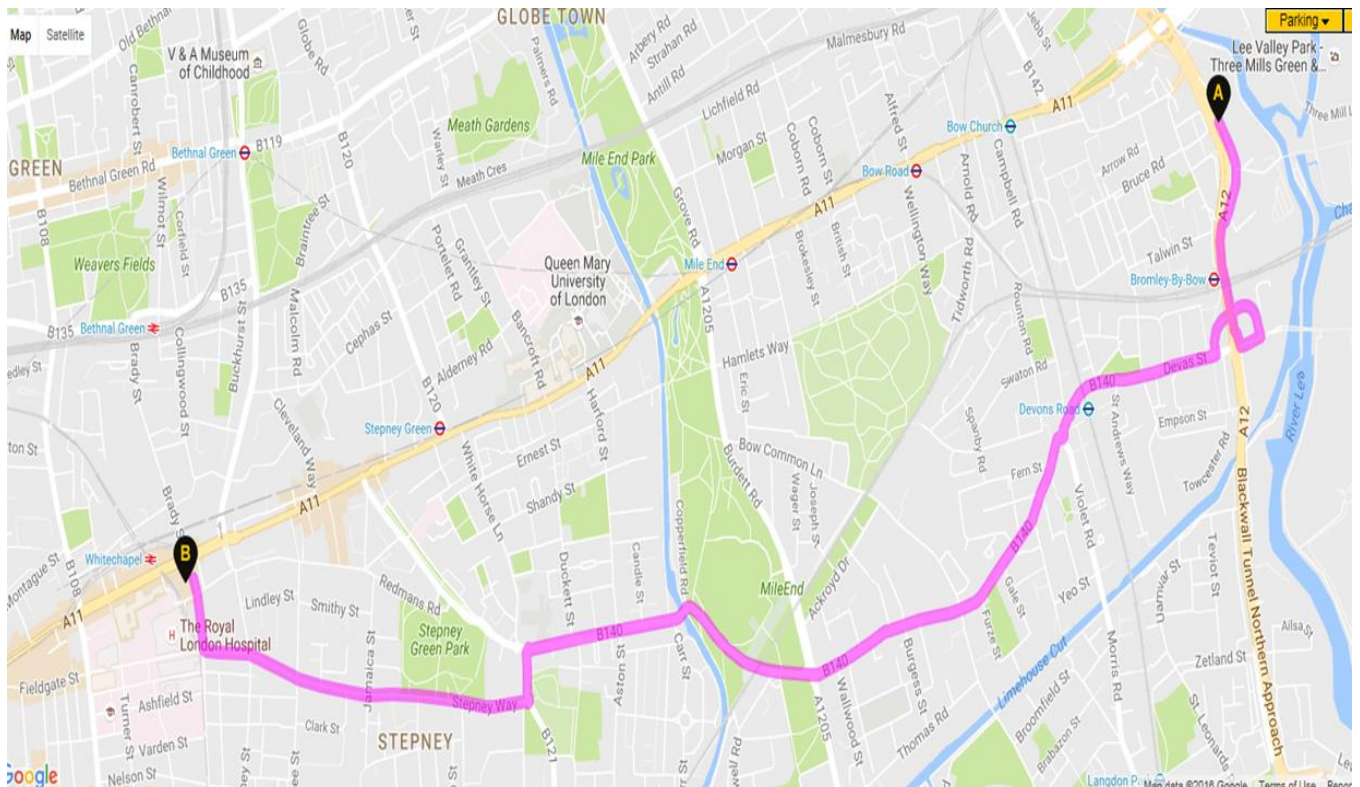
The nearest A & E Hospital is;

The Royal London Hospital Accident and Emergency service (A&E)

- 24 hour service including a dedicated children's A&E department

## Construction Health & Safety Plan

- Located on the ground floor of North Tower, access from Whitechapel Road along East Mount Street
- The Royal London Hospital, Whitechapel Road, Whitechapel, London E1 1BB.
- Website: <http://www.bartshealth.nhs.uk>
- Tel A&E reception: 020 3594 0004
- Tel Children's A&E reception: 020 3594 0005



0.0	<b>Start:</b> 3-5 Hancock Rd, London E3, UK Head south-east on Hancock Rd towards Three Mill Ln
0.2	Turn left onto Blackwall Tunnel Northern Approach/A12
0.3	Take the exit towards Twelvetimes Cres
0.3	Turn left onto Twelvetimes Cres
0.4	Turn left to stay on Twelvetimes Cres
0.5	Turn right onto Devas St
0.7	Continue onto Devons Rd/B140 Go through 1 roundabout
0.9	At the roundabout, take the 2nd exit and stay on Devons Rd/B140 Continue to follow B140
2.1	At the roundabout, take the 1st exit onto Stepney High St/B121
2.1	At the roundabout, take the 2nd exit onto Stepney Way
2.8	Turn right onto Cavell St Destination will be on the left
2.9	<b>Arrive:</b> 136 Cavell St, London E1 2JA, UK
<b>Section time: 14 min 5 s, Total time: 14 min 5 s</b>	








### Directions and Map from the Site to the Hospital;

A detailed set of directions, together with a map showing the actual route is also attached to the appendices of this report. (See Appendix D)

A copy of these directions and map will be posted on the wall of the Project Directors office and the Canteen Welfare Offices on the Health and Safety Notice Boards.

**1.3 Details of Client, Principal Designer, Designers, Principal Contractor, and Other Consultants**

<b><u>Client</u></b>  Southern Space Ltd Fleet House 59-61 Clerkenwell Road London EC1M 5LA	<b>Contact:</b> Stephen Hall   <b>Email:</b>
<b><u>Employer's Agent</u></b>  PRP Project Services 10 Lindsey Street, London, EC1A 9HP	<b>Contact:</b> Stephen Philips   020 7653 3514  <b>Email ;</b> <a href="mailto:steven.phillips@prpprojectservices.co.uk">steven.phillips@prpprojectservices.co.uk</a>
<b><u>Principal Designer</u></b>  PRP Project Services 10 Lindsey Street, London, EC1A 9HP	<b>Contact:</b> Stephen Philips   020 7653 3514  <b>Email ;</b> <a href="mailto:steven.phillips@prpprojectservices.co.uk">steven.phillips@prpprojectservices.co.uk</a>
<b><u>Principal Contractor</u></b>  Higgins Construction PLC. One Langston Road Loughton Essex IG10 3SD	<b>Contact:</b> Steve Burroughs   020 8508 5555  020 8508 7078  <b>Email:</b> <a href="mailto:steve.burroughs@higginsconstruction.co.uk">steve.burroughs@higginsconstruction.co.uk</a>
<b><u>Architect</u></b>  Frank Reynolds Architects	<b>Contact:</b> Frank Reynolds   020 7812 8454   <b>Email:</b>

<b><u>Structural Engineer</u></b>  Tully De'ath	<b>Contact:</b> Andrew Tuner   01342 828000  <b>Email:</b>
<b><u>Mechanical &amp; Electrical Designer Performance Specification only</u></b>  WSP Chancery Lane London	<b>Contact:</b> Mike Dagnell   01213 524884  0788 705 9769  <b>Email:</b>
<b><u>Mechanical &amp; Electrical Designer</u></b>  NLG Davina House 137-149 Goswell Road London EC1V 7ET	<b>Contact:</b> Darren Sands   020 7253 0358   <b>Email:</b>
<b><u>Local Authority</u></b>  London Borough of Tower Hamlets Tower Hamlets Council, Town Hall, 5 Clove Crescent, E14 2BG	<b>Contact:</b>   020 7364 5020   <b>E mail;</b> <a href="http://www.towerhamlets.gov.uk/">www.towerhamlets.gov.uk/</a>
<b><u>Health and Safety Executive</u></b>  Rose Court 2 Southwark Bridge London SE1 9HS	 020 7556 2109 

## 1.4 Extent and location of existing records and plans relevant to health and safety on site

### 1.4.1 Existing structures

Industrial units constructed of masonry and a steel portal frame, currently exist on the proposed site.



**1.4.2 Existing records and plans/ Pre Construction Information Supplied by the Client**

Pre Construction Information pack dated December 2015 (produced by Walker Cotter Safety) has been supplied by Southern Space LTD and is held on file. A hard copy will also be held within the site office.

**1.4.3 Existing mains/services**

There are currently live services entering the existing buildings (Electric / Gas & Water supplies). These will be disconnected and cut back beyond the site boundary prior to the commencement of demolition works.

**1.4.4 Historical Use of the Site**

Studio / Warehouse development

**1.4.5 Site investigation reports**

Currently being undertaken prior to works commencing on site, these will then be filed electronically and hard copies held within the site offices.

**1.4.6 Contamination/Ground Conditions**

Investigations are currently being undertaken prior to works commencing on site, these will then be filed electronically and hard copies held within the site offices.

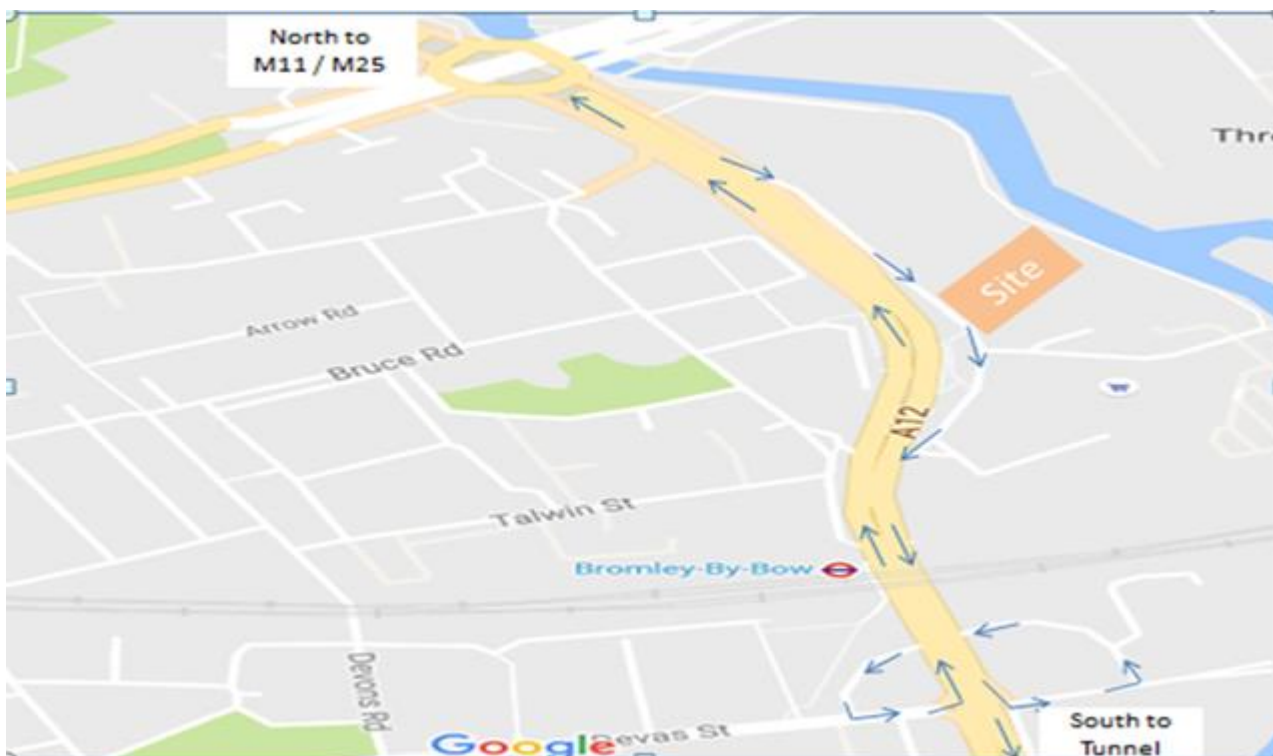
**1.5 Surrounding area and important customer care issues****1.5.1 The Existing Environment**

Hoardings/fences will be provided to the boundary of the site.  
Existing hoardings will be used where possible. New Hoardings will be constructed on the East & Western Boundaries.

The main compound is located on Site on the Western Boundary (See Site Logistics Plan Appendix 3.)

The traffic management plan will ensure that deliveries are planned to have the least impact on the neighbouring properties and timed to avoid peak traffic flow in the vicinity of the site. If services are found to be under the access road, then protective measures will be undertaken to provide protection.

Proposed Delivery Route to & from the Site



Delivery Requirements for

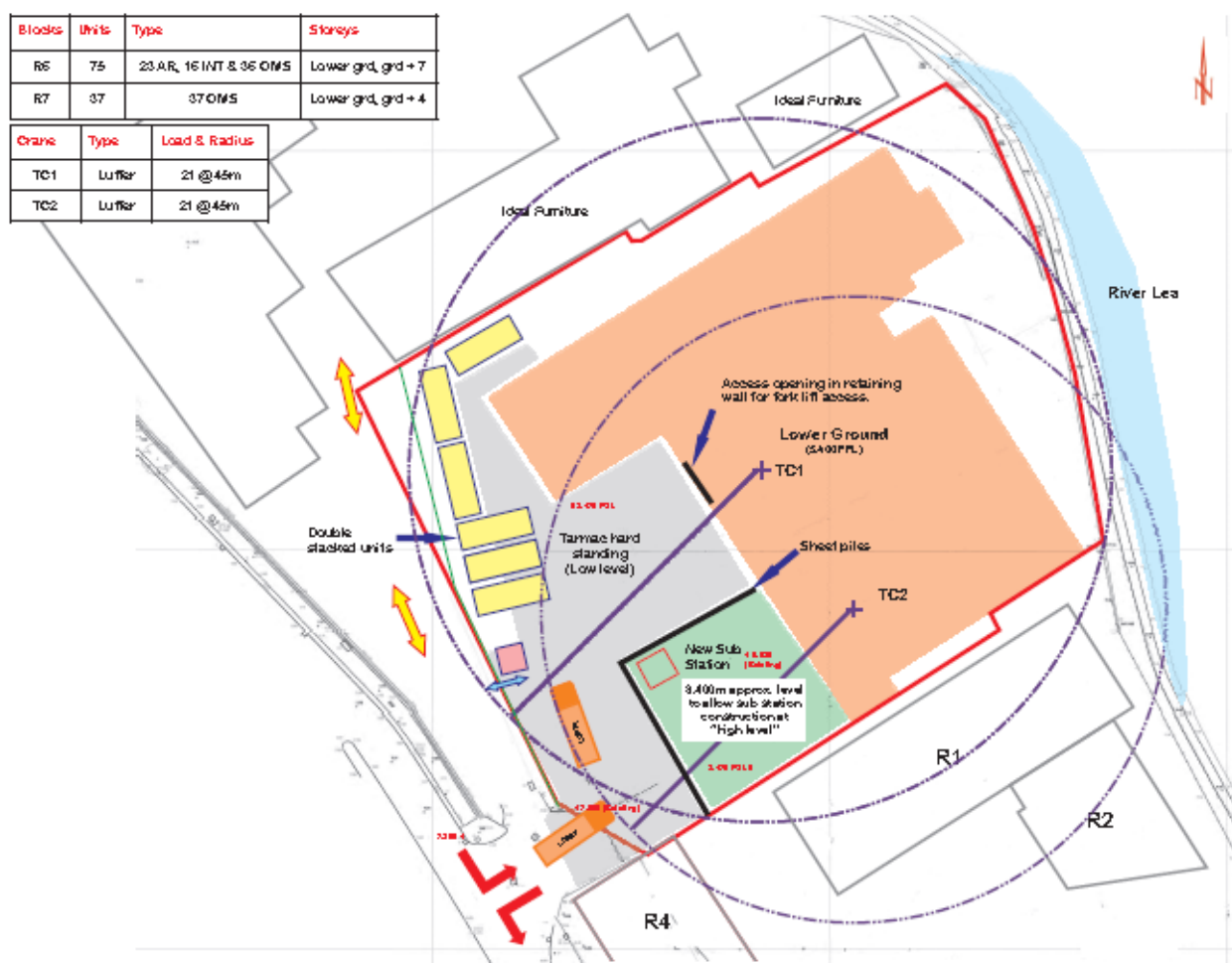
No 3 Hancock Road, located off

The Blackwall Approach Road, London E3 3DA

- Proposed delivery route to site as per detailed above via A12.
- All deliveries must be on rigid vehicles unless agreed prior and only in exceptional circumstances or in agreement with the Local Authority.
- Deliveries must be between 8:00am and 6:00 pm Monday to Friday and between 8:00 am and 1:00 pm on Saturdays.
- Deliveries must not enter the area prior to these times and failure may result in vehicles being turned away.
- Deliveries must be self-off load or loaded to enable off-load via a tower crane.
- All reversing vehicles must be fitted with reversing aids or suitably banked.
- Operatives standing on delivery vehicles to assist with unloading must be suitably tethered or adequate edge protection must be in place.
- Deliveries will be scheduled on a just in time basis with heavy side deliveries required to contact site prior to attending site.

### 1.5.2 The Work Area

Higgins will have sole occupancy of the site. Free access is to be maintained along Hancock Road for neighbouring businesses.



### 1.5.3 Access & Egress from Site

Refer to the attached map.

Refer to Appendix A

### 1.5.4 Traffic Systems/Parking

Local speed limits apply throughout the area.

Vehicular access to the site will be via the existing roads and all contractors are reminded that the law takes precedence on local authority highways.

Local speed limits apply throughout the area.

No parking will be permitted on site except for unloading, deliveries etc. All contractors will be advised to make suitable arrangements for parking off site or to use public transport during these times.

The segregation of people and vehicles during delivery of materials has been addressed. A traffic management plan will be formulated before the works commence and will be updated as necessary.

---

**Care must be taken not to obstruct neighbouring occupants, roads and footpaths.**

#### **1.5.5 Times of Delivery**

Deliveries to the site will be between the working hours of 8am and 6pm. Monday to Friday and 8:00 am and 12:00 pm on Saturdays. Any specialist deliveries will be via Local Council / Police agreement. Advance notice and dispensation will be confirmed for any special deliveries outside of these hours i.e. working in close proximity to schools, restrictions during school drop off pick up will be implemented.

**The reversing of vehicles shall be avoided or controlled.  
Strictly no reversing without a banksman  
Drivers must report to the site manager before unloading.**

#### **1.5.6 Delivery Routes**

All materials will be delivered to the main compound area and then distributed ensuring that the traffic management plan is adhered to.

#### **1.5.7 Fire Brigade Access & Fire Escape Routes**

Higgins Construction PLC will liaise with the local Fire Brigade with regard to their preferred route of access throughout the works and will establish a Fire Plan for the site, which will be displayed at all times.

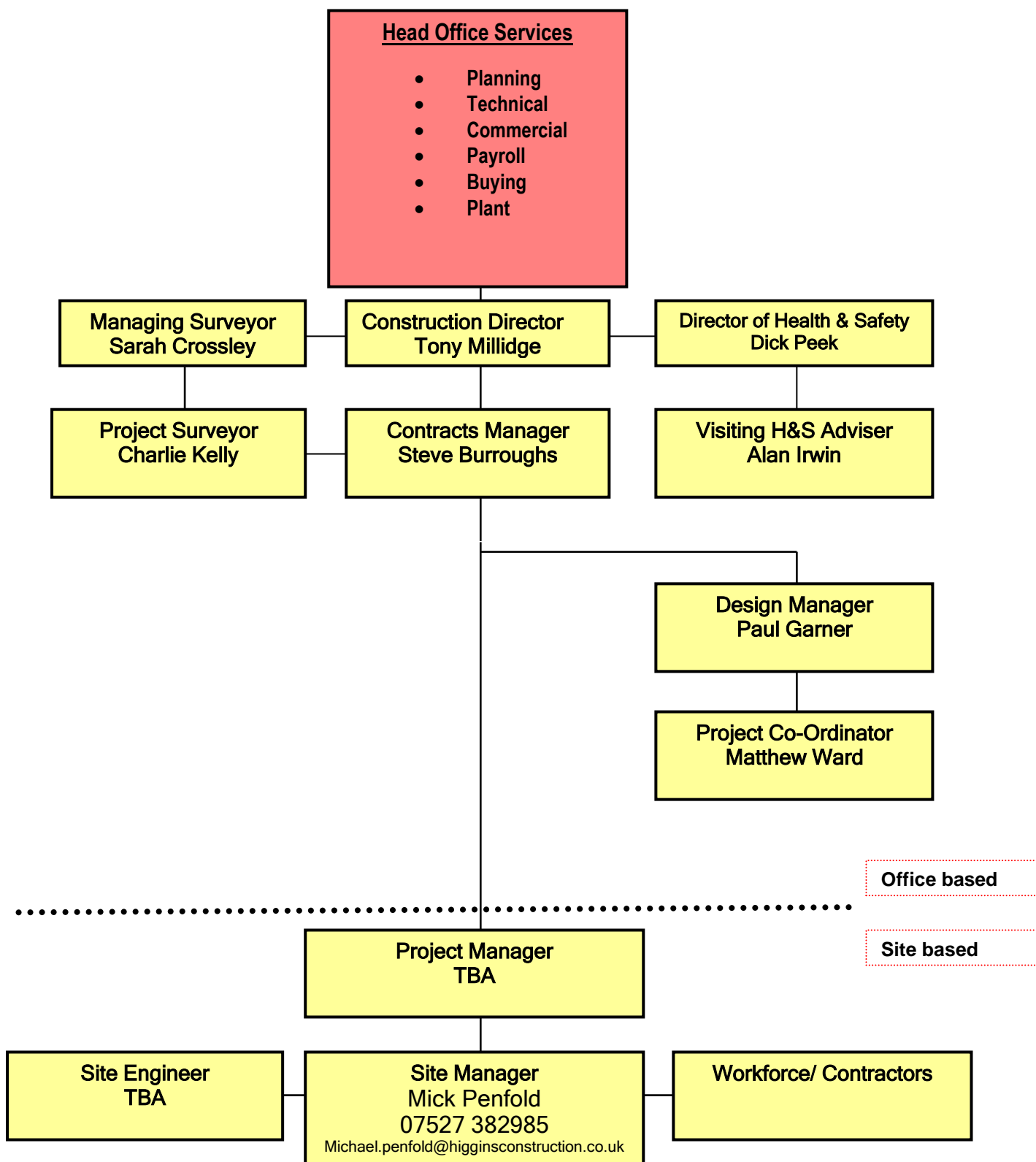
Under no circumstances will any site operations affect access for the Fire Brigade. Materials, plant and the like are to be kept clear of emergency routes.

**Letters will be sent to the Emergency Services notifying them of our proposed construction works.**

## 2.1 Management of the work.

### 2.2 Management Structure and Responsibilities

#### 2.1.1 Management Structure



## **2.1.2 Management Responsibilities**

The essential structure to implement this plan is shown in the diagram above, together with a summary of the duties of each person that follows:

### **Head office based staff**

#### **Construction Director**

- Overall implementation of safety policy including provision of adequate resources

#### **Director of Health & Safety**

- Overall implementation of Health & Safety Policy
- Advise on all H&S matters

#### **Planner**

- Project planning for safe sequence of operation

### **Project based staff**

#### **Project Director/Contracts Manager**

- Ensure the selection of competent contractors
- Project method statements – major items
- Co-ordination and control of contractors
- Environmental issues
- Project planning for safe sequence of operation

#### **Senior/Project Manager**

- Ensure the selection of competent contractors
- Project method statements – major items
- Co-ordination and control of contractors – package management
- Induction
- Environmental issues
- Project planning for safe sequence of operation

#### **Site Managers/Assistant Site managers**

- Appointed health and safety co-ordinator
- Daily visual safety inspections
- Project risk assessment including COSHH, noise and



## Construction Health & Safety Plan

---

- manual handling – smaller items
- Co-ordination and control of contractors – on site
- Inductions
- On site safety discipline including housekeeping
- Crane Appointed Person/Supervisor
- Fire and Emergency co-ordinator including hot works permits
- Temporary Works Co-ordinator where appointed
- Daily visual safety inspections
- Tool box talks (Higgins personnel)
- Monitoring contractors tool box talks
- On site safety discipline including housekeeping
- Plant and equipment co-ordinator including test certificates and operators training

### Health and Safety Adviser

- Advise on all H&S matters
- Site health and safety inspections/Audits via Safetybank (web-based safety management tool)
- Accident/incident investigation

### Project Surveyor

- Selection of competent contractors (Approved List on Cybercube)

### Procurement/Buyers

- Procurement of competent contractors (Approved List on Cybercube, must be member of Safety Scheme in procurement SSIP)
- Sourcing of materials and supplies

### Design Manager

- Co-ordinate flow of design information
- Progress and accumulate information for the H&S file

## Specific duties of key staff

### Project Manager

The Project Director/Manager is responsible to the construction director for the implementation of the company's health and safety policy on site.

On small sites, where there is no construction/site manager the project manager will fulfil the duties of the construction/site manager as well.

**The Project Manager has the following duties:-**

## Construction Health & Safety Plan

---

- Review the construction phase health and safety plan produced by safety department and provide adequate staffing of the project to enable all of the functions identified in the plan to be satisfactorily discharged.
  - Brief all construction managers and supervisors on their role within the health and safety plan and ensure that all managers sign the Statement of Health and Safety Commitment (page 16) in respect of their health and safety responsibilities.
  - Plan the strategy for the construction of the project in a way that will minimise safety hazards to the workforce. Be aware that the safest method of proceeding must always be used.
  - Organise any sub-contracting in a way that minimises risk and minimises the ability of the available site team to control the sub-contractor.
- 
- Ensure that the prequalification of sub-contractors is carried out including the pre-start safety kick off meeting, and that this is documented and that all insurances are checked and in place.
  - Ensure the Higgins in-house pre-commencement meeting for sub-contract works is carried out by Higgins. Ensure adequate competent supervision and an appropriate risk assessment and method statement for the sub-contract work activities.
  - Ensure that scaffolds and temporary works (propping, shoring etc.) are properly designed by a competent engineer and drawings produced that show clearly the requirements of the scheme, including the allowable loadings.
  - Assist with risk assessments particularly developing those indicated in the project health and safety plan and ensure that those supervising high risk items understand the requirements of the method statements.
  - Always make the time to discuss safety issues with the safety adviser, review with him or her safety inspection/audit reports, and ensure that the items on the report are actioned in a timely manner. Once completed the report should be signed off and e-mailed to safety department for verification.
  - Monitor Safetybank & act on contractors that are not uploading their relevant H&S information i.e. personnel, plant, equipment records etc. or closing out tasks within the required timescale.
  - Lead by example and by a determination not to tolerate poor safety performance. Always consider safety ahead of production.

### Site Managers /Assistant Site Managers

The Site Manager/Assistant Site Manager is responsible to the Project Manager for the practical implementation of the project health and safety plan on site. On small sites where there is no Project Manager the Site Manager will fulfil the Project Manager's duties as well.

**The Project Manager shall appoint a Site Manager/Assistant Site Manager as the designated project health and safety co-ordinator/s within the health and safety plan. The Site Manager/Assistant Site Manager must ensure that all of the roles within the plan are satisfactorily discharged.**

### The Site Manager/Assistant Site Manager/s has the following duties:

- Maintain the working section files in good order, up to date and ready for inspection at any time.
- Implement the provision and maintenance of safe working environments and systems of work. Ensure compliance with statutory and company regulations and all other regulations applicable to construction and related industries.
- Assist with risk assessments particularly developing those indicated in the project health and safety plan and ensure that those supervising high risk items understand the requirements of the method statements.
- Control all contractors and sub-contractors. To establish safe and healthy systems of work, provide written instructions to establish working methods to clearly define the sequence of operations, make assessments, and outline potential hazards at each stage of the operations. Monitor records, registers and other documentation as required.
- Control all Higgins based activities and packages including the adequate supervision of such works by suitably trained and competent persons.

- Ensure that all site plant and equipment is safe to use, mechanically sound, free from defects, properly maintained and where applicable, copies of the statutory, test and/or thorough examination certificates are up to date and available while the plant or equipment remains on site.
  - Ensure that all users of plant and equipment are adequately trained and authorised to use the equipment.
  - Ensure that all personal protective equipment identified by risk assessment is available and used, and that where necessary training in the maintenance and use of the equipment is provided.
  - Establish procedures for fire and emergency action to be taken in the event of serious and imminent danger, to appoint a competent person to implement the procedures laid down and ensure that the competent person(s) nominated, have received sufficient training to undertake those duties.
- 
- Establish a good working relationship with any appointed workforce safety representative attend site safety meetings whenever possible, co-operate with the Safety Adviser in the production of information related to all safety matters, ensure that copies of any correspondence, reports, etc., concerning any safety issues on projects, are forwarded to the Health and Group Safety Manager and Project Safety Adviser, for information and where appropriate, action.
  - Ensure that all incidents, injuries and dangerous occurrences are promptly reported to the safety department. Fully complete and design the accident report provided in the accident book and return to safety department. Investigate accidents and dangerous occurrences and co-operate fully with the project safety adviser as required in the accident investigation.
  - Ensure that all registers, records, and certificates are kept up to date and available for examination, that all statutory abstracts, notices, posters, safety information placards and site responsible persons names and emergency telephone numbers are displayed at the appropriate location on site.
  - Co-operate with the safety adviser at all times, accompany him or her on their site inspection tours, and ensure that items recorded on safety inspection reports are actioned in a timely manner.
  - Monitor Safetybank & act on contractors that are not uploading their relevant H&S information i.e. personnel, plant, equipment records etc. or closing out tasks within the required timescale.
  - Lead by example and by a determination not to tolerate poor safety performance. Always consider safety ahead of production.
  - Sign the Statement of Health and Safety Commitment (page 16) in respect of their health and safety responsibilities
  - Ensure that all activities under his control are adequately assessed and all foreseeable hazards are eliminated or controlled to establish and maintain places and systems of work that are safe and without risk to health and that safety devices, equipment and protective clothing are provided and correctly used.
  - Give health and safety instructions, **and see they are obeyed**. Do not permit individuals to take unnecessary risks, encourage them to report any defects or other problems that may adversely affect their health and safety, or that of others.
  - Co-ordinate with the sub-contractors and all others affected by the works, in the exchange of information and co-ordination of measures and procedures, to be taken in the event of emergency, dangerous occurrences or risks arising from or connected to any site undertakings.
  - Establish procedure for daily and weekly safety inspections, and monitor that all activities are undertaken in a safe manner.
  - Satisfy themselves that the employees under their control are properly supervised and have received information and instructions on risks associated with the tasks being undertaken, see the necessary certificates of training or suitable certificates of competence.
  - Undertaken induction familiarisation if required, toolbox talks and task briefings ensuring that all workers under their control have been given an appropriate task briefing that explains the relevant method statements. Select appropriate toolbox talks that reinforce the task briefing and provide these to the work force in a careful and sincere manner.
  - Set a good example of all times, by adopting safe systems of work, pass on information and instruction at task allocation briefings. Discourage improvisation, encourage the correct wearing and use of personal protective equipment. Ensure that only trained and authorised personnel operate items of plant.

## STATEMENT of HEALTH & SAFETY COMMITMENT

Higgins Construction PLC, as the appointed Principle Contractor will take all reasonable measures to ensure the safety, health and welfare of all persons employed on this contract in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day work activities.

All persons employed on this contract have a legal duty, not only to work in a safe manner but also to co-operate in efforts made to create safe working conditions. Any unsafe equipment or dangerous situations shall be reported to the Site Manager without delay.

To this effect, the board of Directors of Higgins Construction PLC intend the following policy statement to represent the Company's commitment to safety, health and welfare.

Print	Sign	Title	Date
		Contract Manager	
		Project Manager	
		Site Manager	
		Site Manager	
		Site Manager	
		Asst Site Manager	
		Asst Site Manager	
		Asst Site Manager	
		Trainee Site Manager	

## 2.2 Health and aims/safety goals for the project and arrangements for monitoring and review of health and safety performance.

The Directors, Senior Managers and Project Management of Higgins Construction PLC are fully committed to the Health, Safety and Welfare of their employees, and fully accept responsibility for other persons who may be affected by their activities on this project.

**Our goals are simply stated**

### **An injury free project conducted in the spirit of 'respect for people'**

The goal of this health and safety plan allows all sub-contractors to provide a suitable response to ensure the health and safety management will be planned into the work undertaken on this specific contract. The overall intention is to achieve the following:

- An accident free contract
- Cooperation throughout the workforce to ensure Health and Safety is everybody's responsibility.
- A proactive approach to health and safety by the Contract Management Team
- A safe working environment as a condition of employment

We will take steps to ensure that our statutory duties are met at all times in accordance with this Construction Phase Plan that is a living document throughout the duration of the project. This plan will be expanded through a series of additional files, which become part of the plan as work progresses. The contents of these files are as follows:

Higgins Accident Prevention Procedures Information (HAPPI)

Safety Templates

- |       |   |
|-------|---|
| 13    | Construction Phase Plan, Pre-construction Health & Safety Information, Fire Plan, Vehicle/Pedestrian Management Plan, Notification of Project FORM F10 Rev & HSE/Client/ Principal Designer reports, correspondence on Health & Safety, Higgins in-house pre-start meeting minutes. |
| 14    | Higgins METHOD STATEMENTS including risk assessments, CONTRACTORS METHOD STATEMENTS including risk assessments (use additional file if required)  |
| 15/1  | Safety reports.   |
| 15/2  | Corrective Action Notices/Prohibition Action Notices  |
| 15/3  | Toolbox Talks   |
| 15/4  | Site Inductions   |
| 15/5  | Permits to Work, including Hot Works Permit, Permit to Dig, Confined Spaces, Electrical etc. Authorised Person register for plant and work equipment  |
| 15/6  | Weekly Scaffold Inspections Register, including handover reports & Mobile Tower erection training records.  |
| 15/7  | Excavation Inspections register, including drainage works   |
| 15/8  | LIFTING FILE includes Lifting Plan, Crane Operator Tickets, Slinger/Signaller Tickets, Certificates of test & thorough Examination, Records of lifting gear, Weekly Inspections Register, Weekly lifting gear inspections.  |
| 15/9  | Driven plant, including operator tickets, certificates of test & thorough examinations (where used as a lifting appliance) Weekly registers, MEWPs, dump trucks, forklifts etc.   |
| 15/10 | Records of task/method statement briefings,   |
| 15/11 | Power tool inspections, including PAT testing & all office installations & equipment.   |
| 15/12 | Copies of accident reports & investigations, safety awards, safety alerts, safety improvements notices, clean up notices, young persons register.   |
| 23/24 | ENVIRONMENTAL ISSUES, EHO including contaminated land, noise, water pollution, waste control, good neighbour policy etc.  |

Files shall be returned to Head Office at the end of the project



**Health & Safety Management System**

Higgins Construction PLC operates a Higgins Accident Prevention Procedures Information (HAPPI) Safety Management System that provides a comprehensive range of policies and procedures for all construction activities. In addition there is a corresponding Environmental Management System. Management systems, toolbox talks and training guidelines, and electronic copies of the forms above are available to all projects through the company intranet. The use of the intranet to access policy and procedures documents is also part of this plan.

**Arrangements for Monitoring and Review**

Higgins employs qualified in-house health and safety advisers to provide monitoring of site health and safety performance.

The visiting safety adviser will carry out safety inspection at weekly/fortnightly intervals that will be recorded on Safetybank (web-based safety management system). Following inspections/audits tasks will be set against Higgins/Contractors together with a grading of the item identified and a timescale for correction. The Project Director/Manager must monitor the system to ensure both Higgins & Contractors are closing out their tasks. Any revisions to the Construction Phase Plan will be reported to all concerned.

In addition to those inspections mentioned above, Site Manager/Appointed Site Safety Supervisors, have a responsibility to carry out visual inspections of the site and take immediate action to rectify any defects noticed.

Detailed weekly reports shall be submitted and a number of key performance indicators measured. A written report will be prepared and presented to a Contract Manager monthly review meeting and the Construction Directors. The Project Director/Manager will be required to incorporate the relevant audit report in his report to the Contract Manager monthly project review meeting, and account for any measured shortcomings.

Contractors shall monitor their work and provide regular site safety inspections (fortnightly/monthly to be agreed at pre start meeting & carried out by a qualified safety professional Minimum NEBOSH) in accordance with regulation 7 of the Management of health & safety at work regulations 1999) of their work/workforce and provide copies of the inspection to Higgins Project Management

## 2.3 Arrangements for the management of the work

### 2.3.1 Arrangement for regular liaison between parties on site

Higgins Construction PLC gives directions and co-ordinates other contractors via:

- Contract conditions.
- The prequalification of contracts.
- The risk assessment and method statement process.
- **Weekly progress and co-ordination meetings, including safety as an agenda item.**
- Written instructions
- Daily verbal liaison on site.

### 2.3.2 Consultation with the workforce

Consultation and feedback from people on site is encouraged during method statement briefings and toolbox talks, where workers contribution to the safe method is valued. Workers are also consulted by site management and the visiting safety adviser in an informal and practical process. A contractor's representative is encouraged to attend monthly worker engagement health & safety meetings.

### 2.3.3 Arrangements for the exchange of design information between the Client, Principal Designer, Designers and Contractors on site

Higgins Construction PLC will appoint a design manager to co-ordinate the design development to produce design drawings in a timely manner. The design manager will co-ordinate contractors drawings with those of the architect and consulting engineers to ensure compliance with the employers' requirements.

Design team meetings will be held as required chaired by the Higgins Construction/Project Director/Contracts Manager. The Designer should agree with the Principal Designer the arrangements for sharing information to avoid omissions or duplicated effort. Those who need the information should be given it at the right time. For example, in preparing the construction phase plan, the information should be provided well before the construction phase begins. The Principal Designer will be invited to attend these meetings as required.

Consultants and Contractors will be invited to these meetings as required to discuss their designs and to co-ordinate with the scheme drawings and employers requirements, and to review the designs for health and safety issues.

Design work on-going during the construction phase will be subject to risk assessment by the designers to eliminate hazards during construction and maintenance and provide information for the health and safety file. HC will co-ordinate this process and pass information from the design team to the Principal Designer for review and to contractors for information on the risks.

The Contract Manager/Project Manager will be responsible for liaison with the Principal Designer and for the providing information required for the health and safety file. If the Principal Designer's appointment finishes before the end of the project, the file must be passed to the Principal Contractor for the remainder of the project. The Principal Contractor must then take responsibility for reviewing, updating and revising it and passing it to the Client when the project finishes

Higgins will use a suite of tools to facilitate the timely receipt of design information from designers and contractors. These will include the following:

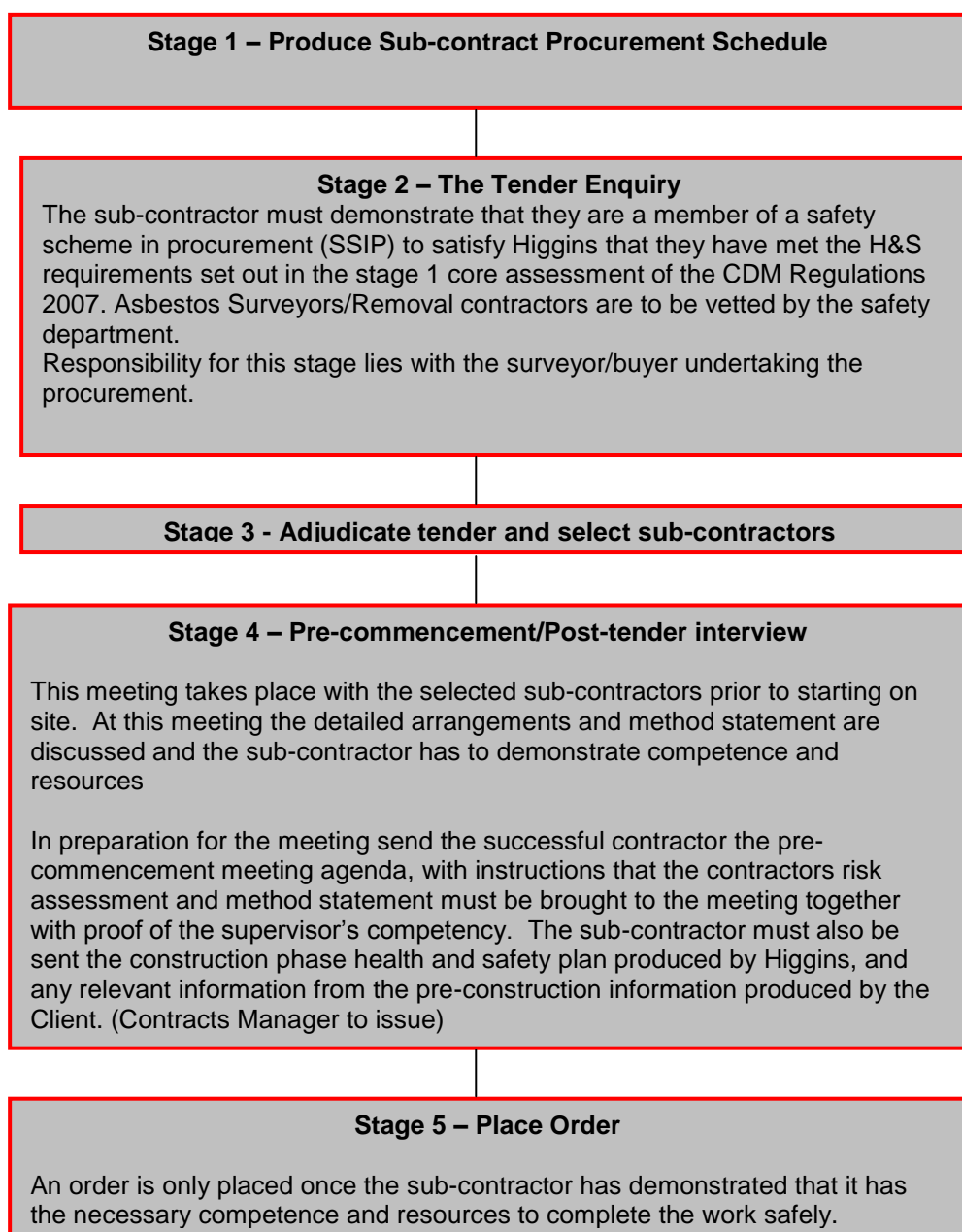
- Design information required programme.
- Information release schedule.
- RFI tracking schedule.
- Drawing review sheet.
- Design status summary.
- Document control procedure.
- Drawing approval sheet
- Drawing register
- Tracking schedule for design change proposals.

### 2.3.4 Arrangement for handling design changes during the project

Design changes will be handled by the design manager using the process outlined in 2.3.3. The impact on the construction process will be reviewed through a process of risk assessment and programme review.

### 2.3.5 Arrangements for the selection and control of contractors

#### a) Selection of contractors – overview flow chart



**b) Control of contractors:**

- Contract conditions.
- Weekly progress and co-ordination meetings, including safety as an agenda item.
- Written instructions.
- Daily verbal liaison on site.
- Monthly site safety meetings, attended by HC management, HC safety department, representatives of sub-contractors (Managers/Supervisors).
- Worker engagement meetings will be held monthly; each contractor is to nominate a worker (not a manager/supervisor) to attend these meetings.
- Sub-contractors must not start their works, or significant elements within their works, without the approval of Higgins Construction PLC. This will only be given after the approval of a satisfactory risk assessment and method statement.
- The contractor shall provide regular inspections of the work area by competent, professional health and safety personnel (NEBOSH Qualified) with direct reporting of unsatisfactory conditions to a Higgins Group representative. A written report must be issued on each visit with advice and actions given. A copy of this report is to be provided to Higgins Group within 24 hours. The contractor must ensure that the actions identified on this report are closed out and recorded as such as Higgins Group will periodically monitor this by random inspection. The frequency of the H&S inspections is to be agreed by both Higgins & the contractor at the pre-start safety kick off meetings, minimum 1 visit per month or more frequently if deemed necessary by Higgins Construction PLC.
- Contractors must have a competent and trained supervisor (SSSTS or equivalent) in control of their works on site when three or more operatives are carrying out works.

**2.3.6 Arrangements for the exchange of health and safety information between contractors:**

This plan will be made available to contractors together with any other relevant information as to the risks. Contractors will be required to provide detailed method statements and risk assessments of their activities to Higgins Construction PLC, **as part of their contract appointment documents and before they commence works on site**, and to participate in joint discussions as to the safest way to execute the works.

Contractors have a contractual duty to provide timely information for the health and safety file.

**2.3.7 Arrangements for site security**

Higgins Construction PLC will instigate reasonable measures to ensure the exclusion of unauthorised people and the public from the site in accordance with the requirements of CDM Regulations 2015 and the guidance within HS publication HS (G) 151 – *Protecting the public – your next move*.

Any existing secure site boundaries will be maintained for as long as possible. A secure ply hoarding 2.4 metres high or fortress fence will be provided. Any existing hoarding will be repaired to provide a secure boundary.

Adequate signs warning of the danger of construction sites will be posted at regular intervals on the hoardings and walls. The hoarding will be lit where necessary to provide for public safety, although existing street lighting will be adequate in some locations. Higgins Construction PLC will provide on/off site security on a 24-hour basis.

### Higgins Construction PLC standards for identification of personnel.

The following colour coding standards will allow the easy identification of Higgins and sub-contractor personnel and other key people on the site.

#### **Helmets, Induction Stickers and High visibility vests**

<b>Higgins Management and Supervision</b>	Grey safety helmet with HC induction sticker. Yellow hi-vis vest.
<b>Higgins Workforce</b>	Grey safety helmet with HC induction sticker. Yellow hi-vis vest.
<b>Sub-contractor Management and Supervision</b>	Helmet colour to be sub-contractors own company colour. HC Induction sticker. Yellow hi-vis vest, contractors own branding,
<b>Sub-contractor Workforce</b>	Higgins or plain. Supervisors to be identified by <b>black</b> hard hat.
<b>First Aider</b>	White cross sticker in addition to HC induction sticker.
<b>Slinger / Signaller</b>	Orange safety helmet with HC induction sticker. Orange hi-vis vest
<b>Vehicle Banksman</b>	Grey safety helmet with HC induction sticker Orange hi-vis vest
Induction stickers are available from the Higgins Safety Department	

#### **Visitors**

##### **All visitors must sign in and out.**

A short visitor's induction will be carried out and a copy of the site rules will be issued to each visitor, which the visitor must read and sign before they will be allowed onto the construction site. They are to be accompanied at all times while on site by a staff person who has been inducted.

A visitor's questionnaire for their comments on safety on site will also be offered at the end of their visit.

### **2.3.8 Arrangements for Site induction**

All site personnel/unaccompanied visitors, **including Higgins Construction employees**, when starting on site will be given site induction familiarisation. In addition operatives will receive task specific training including review of and familiarisation with the task method statement produced by their employer's site management (HC or contractors).

General safety topics covered will include but not be limited to:

- A. **Key staff and site layout.**
- B. **Safety responsibilities and reporting times.**
- C. **Procedure in an event of an accident.**
- D. **Name of trained first aiders/appointed persons.**
- E. **Procedure in the event of fire, i.e. fire excavation plan, assembly point, extinguisher locations.**
- F. **High-risk operations or conditions identified by risk assessments.**
- G. **Disciplinary procedures.**
- H. **Site safety rules.**
- I. **Environmental**

All persons attending site induction familiarisation shall sign the appropriate induction record to signify attendance and understanding of the content.



## **EXEMPTIONS**

Delivery drivers and service providers to the site shall be exempt from attending induction training; however they shall receive clear instruction and direction and will be accompanied by a trained operative if this is considered to be necessary.

### **2.3.9 Arrangements for on site training**

#### **Induction familiarisation**

Conducted by HC site management for both HC and contractors workforce, including staff. To be carried out on the first day on site.

Carried out by responsible contractors' management, including HC, before putting people to work on a new task.

#### **Method statement briefing and tool box talks**

Weekly by the site management of the responsible contractor, including HC. Should be replaced by a method statement briefing whenever the task changes.

#### **Skills training**

Proof of training required.

- a) Plant operators – CPCS card or equivalent.
- b) Slinger/Signaller – CPCS card or equivalent.
- c) Scaffolders – CISRS card or equivalent.
- d) Vehicle banksman – Vehicle banksman training certificate
- e) Abrasive wheels – Certificate of training achievement, or equivalent.
- f) First aider – Certificate of training (min 3 days).
- g) As indicated on risk assessment – task related skills training.

**All these training items are mandatory**

### **2.3.10 Welfare facilities and first aid**

**Higgins Construction PLC will provide from the outset to the very end of the project:**

- Toilets and washing facilities with hot or warm water.
- Facilities for heating food and water, and a site canteen.
- A supply of drinking water.
- Drying room.
- A person to keep these clean.
- First aid facilities and trained first aiders.

**Contractors must provide:**

- Every sub-contractor with 10 or more personnel on site must provide a fully trained first aider. Sub-contractors with less than 10 personnel on site may with prior agreement in writing are exempted from this requirement.

**Location of welfare facilities:**

Where feasible, locate welfare adjacent to the site offices.

### 2.3.11 Arrangements for the reporting and investigation of accidents and incidents including near misses (Dangerous Occurrences) Under the RIDDOR Regulation 1995 (As amended 2012)

- Reportable injuries, diseases and dangerous occurrences to HC and subcontractors  
Personnel and the public are to be reported immediately to the safety department by telephone, who will advise further on over 7 day absences, due to injury at work (NOT including the day of the accident.)

#### **FATALITY**

Any fatal injury resulting from an incident connected with Higgins Group operations.

#### **MAJOR INJURY**

Any injury resulting from an incident connected with Higgins Group operations that meets the following criteria: -

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalping's (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced resuscitation or admittance to illness or requires hospital for more than 24 hours.

#### **OVER 7 DAY INJURY**

Any other injury which results in a worker's absence from work or their being unable to do their normal work for more than seven days (including days which would not normally be working days, such as weekends, but excluding the day of the accident).

All new injuries requiring first aid must be recorded in the accident book **WITHOUT EXCEPTION** including sub-contractors. All accident book entries must be forwarded to the Director of Health & Safety for record keeping.

All accidents book entries must be reviewed and signed by the Project/Site Manager as a basic level of accident investigation.

All reportable injuries and others designated by the Director of Health & Safety will be investigated by the site team assisted by the Health and Safety Adviser and reviewed by the Director of Health & safety.

#### **OCCUPATIONAL DISEASE'**

Any identified cases of the following diseases whether or not it has been caused on the site, or as a result of our activities: the existing schedule detailing 47 types of occupational disease is being replaced with eight categories of reportable work-related illnesses, namely:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

### **NON-INJURY INCIDENTS DANGEROUS OCCURRENCES (REPORTABLE)**

Any incident that could have resulted in injury as a result of an incident connected with our operations, which meets the following criteria: - There are to be fewer types of dangerous occurrence', 27 in total, which will require reporting. The Guidance gives examples of:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines
- The accidental release of any substance which could cause injury to any person. The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform, or an excavator or a pile driving frame with a operating height of over seven meters.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

### **NEAR-MISS (NON-REPORTABLE)**

Any incident that could have resulted in injury resulting from an incident connected with our operations but which is not included in the above list for Dangerous Occurrences must be reported to the Safety Department. This can include a range of incidents such as:

- The collapse or partial collapse of any scaffold less than five meters high
- Any plant striking a building or scaffold
- Any plant sliding into an open excavation
- Dropping of a suspended load
- Damage to 'live' electric cables
- Damage to 'live' gas pipes – if release exceeds 10kg or 500kg in the open air, then it is reportable under RIDDOR

**Note that the above list is not exhaustive and the Safety Department must be consulted for clarification.**

**Contractors shall also investigate and report to Higgins management on accidents and incidents with actions to prevent a re-occurrence.**

## **2.3.12 Arrangements for the production and approval of risk assessments and written systems of work**

Activities with risks to health and safety will be identified and resolved by the risk assessment and method statement process. This will include both Higgins Construction PLC and sub-contractors' activities. Method statements must be agreed for each element of the sub-contractors' activity before work associated with that activity starts.

Reviews of all safety inspections reports will be undertaken by the Project Director/Manager, signed off and returned to the [safetydesk](#) and Group Safety Manager.

### 2.3.13 Higgins site Rules for the workforce

#### General Site Rules

- Before commencing work all personnel must attend Higgins safety induction.
- Appropriate Personal Protection Equipment shall be worn.
- Every accident and near miss event must be reported to Higgins site management.
- Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare would be excluded from site.
- Smoking will not be allowed.
- Visitors must report to Higgins Group site office and sign the visitor's book and will be allowed entry at Higgins Group's discretion. Whilst on site visitors **must** wear the appropriate PPE.
- Vehicle drivers must wear the appropriate PPE when in construction areas (when outside vehicle). Vehicles are not to be reversed in construction areas unless under the control of an authorised banksman.
- Safety signs and notices must be followed. Do not enter unauthorised areas.
- Radios or personal stereos / iPods etc are not to be used.
- Mobile phones must not be used when operating plant or equipment or while undertaking work activities. Phones may only be used in safe areas.
- The consumption of alcohol and drugs is prohibited. Anyone found under the influence of drugs or alcohol will be excluded from site.
- Permission must be obtained from Higgins Group prior to any photography or video filming on site.
- Site fire and emergency alarms, equipment and instructions are designed to protect you. They must be followed.

#### Site

- All personnel are required to wear a **safety helmet, safety footwear, gloves and high visibility vests in construction areas**.
- **Minimum dress code.** No shorts/cut offs, No bare torsos minimum of T shirt under hi-vis.
- All site personnel, for their own safety and for the safety of others, are required to fully comply with their employer's **safe systems of work (method statements)**.
- No person is to operate any mechanical plant or equipment unless they have been trained and have been certificated as competent.
- Any mechanical plant or equipment found to be defective is not to be used.
- Ladders or stepladders are only to be used as work platforms for non-repetitive tasks of short duration where no safer alternative is available. Such use must be specifically agreed to by Higgins Group. Ladders must always be secured to a structure or securely 'footed' by another person whilst in use.
- The use of trestles is prohibited.
- Proprietary hop ups, may be used up to 600mm height only. Thereafter properly constructed podium steps or mobile towers are to be used. Mobile towers without guard-rails must not be used.
- Bandstands may be used **only** if fitted with proprietary guardrails, toeboards and access.
- No one, other than scaffolders under the direction of the site management, is permitted to adapt, adjust or interfere with scaffolds, tubes, fittings and ties etc.
- Food is only to be consumed in the designated welfare / mess areas.
- No person, other than a **designated and qualified electrician**, is to make connection / disconnection, other than at approved plug and socket points, or make alteration to the temporary electrical supply.
- Portable tungsten halogen lamps are not permitted.
- No personnel shall indulge in fighting, horseplay or practical jokes within the site perimeter.

#### 2.3.14 Fire and Emergency Procedures

##### 1. Fire and emergency plans

A specific fire and emergency plan will be written with contents as shown at the end of this section.

##### 2. In the event of an emergency the first person on the scene calls:-

The Emergency Services on **999 or 112**

Quote Site Address: **Higgins Construction PLC  
3 Hancock Road  
London  
E3 3DA**

The team co-ordinates the Emergency Services and ensures that they are met at site entrance and directed immediately to the location of the accident/incident.  
A team member or nominated person to check if any further risk or danger is likely and isolate the area if necessary.

##### 3. Accidents

- a) The first person on the scene ensures the attendance of a person able to give emergency aid if it is safe to do so.
- b) Site supervisor and/or first aider will attend until arrival of ambulance and other emergency services.
- c) Ensure all access routes to and from incident are free from obstruction.
- d) Ensure that any equipment to assist in the removal of an injured party is available.
- e) Any person requiring hospital treatment must be taken there if not in an ambulance.

##### 4. Collapse Permanent/Temporary Works

- a) Secure accident area and assess potential further hazards.
- b) Treat Injuries.
- c) Contact Emergency Services as required.
- d) Inform Head Office.
- e) Refer any enquiries to Head Office.

##### 5. Underground Cable Damage

Clear area immediately, if injuries to personnel follow procedures and: -

- a) Isolate casualty from current if possible and **do not put yourself at risk.**
- b) Ensure no further risk to anybody from damaged cable.
- c) If possible isolate supply.
- d) Telephone area electricity board.
- e) Inform Head Office.

---

**6. Water / Sewer main Fracture**

Clear area immediately, if injuries to personnel follow accident procedure and:

- a) Ensure no further risk to anybody.
- b) Isolate main if possible.
- c) Telephone area water emergency number.
- d) Inform Head Office.

**7. Gas Leaks / Explosion**

If a strong smell of gas is experienced and a fracture of a gas main suspected.

- a) Clear area immediately.
- b) Remove all sources of ignition and erect cordon off barriers around suspected site of leak.
- c) Ensure no smoking requirements strictly observed.
- d) Telephone British Gas if an explosion has occurred.
- e) Attend to any injured personnel; follow accident procedure (2.1).
- f) Telephone Emergency Services 999.
- g) Clear area of personnel.
- h) Telephone Gas Company.
- i) Inform Head Office.

**8. Fire**

Clear area immediately, if injuries to personnel follow accident procedure:

- a) If appropriate call Fire Brigade on **999**, otherwise extinguish all ignition sources.
- b) Ensure no further risk to anybody.
- c) Contain fire and assess potential further hazards.
- d) Inform Clients personnel.
- e) If evacuation then all personnel to proceed to the designated assembly points and report to a responsible person.
- f) Inform Head Office.

### 3.0 Guide to arrangements for controlling particular site risks

Significant hazard	People at risk	Control measures to be considered
<b>3.1.1</b>  <b>Delivery and removal of materials (including waste) and work equipment</b>	<b>Contract Manager/Project Director to complete this section following pre-construction info provided by the Client.</b>	<p><b>Construction Traffic Management - Deliveries</b></p> <p>Higgins Construction PLC will provide a scheme for routeing and scheduling of construction traffic associated with the site delivery of construction materials.</p> <p>Higgins Construction PLC will plan the works, including road closures, vehicle movement restrictions, temporary routes and facilities to ensure that the safety of the public is maintained at all times. Also reference traffic management plan.</p> <p><b>Removal of Waste</b></p> <ul style="list-style-type: none"> <li>• All public areas adjacent to the site will be maintained in a safe condition free of obstruction and waste materials. The site entrance for vehicles will be segregated from pedestrian access to the site and offices. Contractors must clear their work areas daily to skips provided by HC. HC will organise the removal of waste from site.</li> <li>• Domestic waste from welfare facilities will be cleared daily to a covered skip.</li> <li>• A skip exchange schedule will be created so as to ensure and check that skips are exchanged as programmed so as to eliminate any hygiene problems with household waste.</li> <li>• All positions of skips will be shown on our traffic management plan and this will be displayed in all appropriate areas.</li> </ul>



Significant hazard	People at risk	Control measures to be considered
<p><b>3.1.2</b></p> <p><b>Dealing with services – water, electricity, gas, including overhead power lines and temporary electrical installations</b></p>		<p><b>Underground services may still be live or not fully identified</b></p> <p>Identify any areas of live mains and do not work in that area until isolated. Obtain detailed service drawings from the Client/ statutory authorities indicating the location of services and verify these before digging.</p> <p>Use safe digging techniques including CAT scan ahead of machine. Mark on ground and with warning signs any known cable routes. Contractors must follow safe digging practices set out in HSG 47 Avoiding Danger from underground Services.</p> <p><b>Connections into live sewers in the public highway</b></p> <p>Connections in the public highway require appropriate personnel to be employed with new roads and street works qualifications. Workers entering the excavations will be provided with confined space working training. PPE will include rubber boots, rubber gloves, reflective jacket, safety helmet, goggles, respirator if appropriate, and safety harness. Workers entering the excavation will be required to wear a safety harness at all times to facilitate a possible rescue. A rescue tripod will be established over the manhole. If this is not practical then rescue via a line and winch attached to the excavator arm will be provided.</p> <p>Gas monitoring for flammable gas, oxygen deficiency and hydrogen sulphide will be carried out continuously. A detailed method statement will be provided for these works, which will in addition include a traffic management plan.</p> <p><b>Overhead power lines</b></p> <p>Overhead power lines are to be identified at the outset. 'Goal posts' are to be established to give a clearance of 7m from overhead power lines. Specific method statement required. Follow HSE guidance note; Avoiding danger from overhead power lines Guidance Note GS6 (Fourth edition)</p> <p><b>Temporary electrical installations</b></p> <p>Temporary power and lighting circuits will be 110V, installed by a qualified NIC EIC registered electrical contractor to a pre-determined site plan.</p>

Significant hazard	People at risk	Control measures to be considered
3.1.3 Accommodating adjacent land use		Consideration will be given to the residential and commercial properties in the vicinity of the site.
3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures		<p><b>Erection of formwork, supporting structures and scaffolds</b></p> <p>Personnel are to report any potential unstable structures to the Project Director//Manager immediately. The area shall be evacuated of personnel and barriered off.</p> <p>The Project Director/Manager shall assess the safety precautions seeking specialist assistance including the provision of any support equipment that may be required.</p> <p>If the nature of the unstable structure could put adjacent public areas at risk the emergency services must be informed.</p>
3.1.5 Work at Height Preventing falls		<p>Contractors in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.</p> <p>Higgins expects its contractors to follow the WAH hierarchy of control; Avoid work at height where it is reasonably practicable to do so. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.</p> <p><b>Erection of formwork and supporting structures, working at height</b></p> <p>Good practice in formwork safety to be adopted, including the use of edge protection system on formwork, intermediate platform on false work, and the use of safety harnesses when a working platform is impracticable (such as when fixing edge protection to the formwork).</p> <p>Netting to be used to ensure that materials cannot blow off the formwork onto the site below.</p> <p>Identify specific risk areas and produce risk assessments and method statements. Follow up with task briefings.</p> <p>Detailed method statement and false work drawings required.</p>

Significant hazard	People at risk	Control measures to be considered
3.1.5  Preventing falls (cont.)		<p><b>Exposed rebar – risk of impalement</b></p> <p>All vertical exposed rebar to be capped as soon as it is fixed.</p> <p><b>Vertical access</b></p> <p>There is a risk of falls when using ladders. Ladders will not be used to transport tools or materials, except to the working level of a formwork deck under construction, and one floor below that. Permanent stairs to be installed at the earliest opportunity. Temporary scaffold stairs to be used otherwise. Goods hoists, cranes and other mechanical means to be used for materials handling.</p> <p><b>Access across the superstructure floors</b></p> <p>A risk of falls through holes or from edges.</p> <ul style="list-style-type: none"> <li>• Floor edges to be protected with double scaffold guardrails and toe boards at all times, or a proprietary system. This to be positively managed by Higgins to ensure that there are no co-ordination problems resulting in lack of edge protection.</li> <li>• All holes in floors are to be covered with ply, fixed down, and marked as such. In addition holes larger than 600 x 600mm to be fenced.</li> </ul> <p><b>Construction of facades</b></p> <p>There is a mixture of elevation treatments. These include rendered finish, brickwork, timber and curtain walling. In order to provide safe access across the façade for the installation of the façade treatments and the protection of the public, it is anticipated that each building will be partially Scaffolded and in addition mast climbers erected during construction. The scaffolding/mast climbers will be tied to the reinforced concrete structure and will be later adapted to provide good working platforms for the construction of the facades.</p> <p>All scaffolds must be designed as per NASC Technical Guidance TG20:13 for tube and fitting scaffolds by means of a compliance sheet or if a compliance sheet cannot be provided for any given scaffolding, a formal design will need to be produced by a qualified person.</p> <p>Manufacturers' guidance for system scaffolds is required in the form of a design drawing.</p> <p>All scaffolding must be erected, dismantled and altered in accordance with either NASC guidance document SG4:10 for tube and fitting scaffolds or the manufacturers' erection guide for system scaffolds.</p>
Scaffolding		

		<p>To prevent use by unauthorised persons of incomplete scaffolds, relevant warning signs identifying the areas where access is not permitted should be displayed at the access points to these areas. In addition, access to the incomplete areas should be prevented by suitable physical means.</p> <p>All scaffolders must hold Construction Industry Scaffolders Record Scheme (CISRS) accreditation, Labourer, Trainee, Basic and Advanced Scaffolders.</p> <p>Employers must provide appropriate levels of supervision taking into account the complexity of the work and the levels of training and competence of the scaffolders involved.</p> <p>As a minimum requirement, every scaffold gang should contain an appropriately qualified scaffolder for the type and complexity of the scaffold to be erected, altered or dismantled.</p> <p>Trainee scaffolders must always work under the direct supervision of a qualified scaffolder (i.e. a working foreman). Scaffolders are classed as 'trainees' until they have completed the approved training and assessment required to be deemed qualified.</p> <p>Erection, alteration and dismantling of complex designed scaffolding (e.g. suspended scaffolds, shoring, temporary roofs etc.) should be done under the direct supervision of a competent person. This may be a qualified Advanced scaffolder, a design engineer providing they possess the necessary industry experience or alternatively an individual who has received training under a recognised manufacturer/supplier scheme to the limit of the configuration(s) involved.</p> <p>All scaffolding inspection should be carried out by a competent person whose combination of knowledge, training and experience is appropriate for the type and complexity of the scaffold he/she is inspecting. (Weekly recorded).</p>
--	--	---

Significant hazard	People at risk	Control measures to be considered
<p><b>3.1.5</b></p> <p><b>Preventing falls (cont.)</b></p>		<p>Typically a six board wide working platform will be provided, comprising four boards on the main access way and two boards internally on a cantilevered transom that can be readily adjusted to enable an inner board to be removed when the façade is installed.</p> <p>A fan will be provided over adjacent roadways that will protect members of the public from any material that falls from the superstructure. It is also anticipated that facades overlooking public areas will be clad in Monarflex or debris netting.</p> <p><b>Roof work</b></p> <p>In order to provide a safe system for roof work an external scaffold will be provided around the perimeter of the roof complete with a working platform and edge protection. Where roof works have be to completed on an open structure such as steelwork then netting will be provided under the roof workers. Detailed method statement required.</p> <p><b>Mobile Scaffold Towers</b></p> <p>All tower scaffolds must only be constructed by operatives that are trained to Prefabricated Access Suppliers' and Manufacturers' Association (PASMA) standard.</p> <p>Towers should be erected following a safe method of work. There are two approved methods recommended by PASMA which have been developed in co-operation with the Health and Safety Executive.</p> <p>The first method, an advance guard rail system, makes use of specially designed temporary guard rail units, which are locked in place from the level below and moved up to the platform level. The temporary guard rail units provide collective fall prevention and are in place before the operator accesses the platform to fit the permanent guard rails. The progressive erection of guard rails from a protected area at a lower level ensures the operator is never exposed to the risk of falling from an unguarded platform.</p> <p>The second method of erection is the 'through-the-trap' (3T). This allows the person erecting the tower to position themselves at minimum risk during the installation of guard rails to the next level. It involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform. It is designed to ensure that the operator does not stand on an unguarded platform, but installs the components to a particular level while positioned within the trap door of that same level.</p> <p>Operatives constructing podium towers are to be trained by the supplier/manufacturer.</p>

		<p><b>MEWPS</b></p> <p>MEWP operators should have attended a recognised operator training course and received a certificate, card or 'licence' (IPAF) listing the categories of MEWP the bearer is trained to operate.</p> <p>The hazards associated with MEWPS should be identified within a risk assessment and suitable control measures put in place i.e. entrapment, overturning, collisions etc.</p> <p>It is important to select the right MEWP for the job and site. Have a plan for rescuing someone from a MEWP and practise it – someone on the ground should know what to do in an emergency and how to operate the machine's ground controls.</p> <p><b>Safe Use of Ladders/Step Ladders</b></p> <p>All ladders are to be used in accordance with The Working at Height Regulations 2005, inspected before use and documented in the POWER register.</p> <p>Daily user check - Check for splits or cracks in the stiles or rungs, ensure none of the rungs are missing or loose, Don't use painted ladders, paint can hide defects, Report defects, label as defective and remove from site.</p> <p>Ensure ladders are tied off near the top and extend a safe distance above the landing stage, unless a separate handhold is provided. If it cannot be tied off at the top secure at base or ensure its footed at all times.</p> <p>Ensure your footwear is free from excessive mud or grease etc and that access on and off the ladder is unobstructed.</p> <p>When climbing up or down, use both hands on the stiles  <b>(Never carry loads up ladders – use a hoist/handling platforms etc),</b>  Always face the ladder.</p> <p>Ensure the ladder is set on a firm level base and at an angle of 75 degrees or at a ratio of 1:4.</p> <p>Don't overreach from a ladder, always move it. Make sure your belt buckle (navel) stays within the stile &amp; keep both feet on the same rung or step throughout the task.</p> <p>Only light work of short duration, with low risk of falling should be carried out from a ladder and after assessment proved it was not practicable to use an alternative safer working platform i.e. MEWP, Scaffold etc.  Metal ladders to be avoided by electrical conductors.</p> <p>Stepladders must be open fully, use any locking devices, avoid working side on, don't stand on the top 3 steps, unless there is a suitable handhold.</p> <p>Floors should be clean, not slippery.</p>
--	--	---

<p>3.1.6</p> <p><b>Work with or near fragile materials</b></p>		<p>Falls can be prevented by careful planning, using trained and experienced workers with suitable equipment and employing a high level of supervision.</p> <p>Ensure that a competent person assesses the roof using a safe system of work</p> <p>Ensure the work is properly planned in advance by a contractor with sufficient expertise in working on fragile roofs.</p> <p>Specify non-fragile assemblies for new and replacement roofs.</p> <p>Ensure contractors have allowed sufficient time to carry out the work safely.</p> <p>Avoid workers having to go on the roof at all by adapting a method that allows profiled roof sheets or roof lights to be replaced from underneath using a suitable work platform</p> <p><b>If the work cannot be done from underneath and workers need access to the topside of the roof:</b></p> <p>use a mobile elevating work platform (MEWP) that allows people to work from within the basket without standing on the roof itself.</p> <p>If access onto the fragile roof cannot be avoided, mitigate fall distance and consequences by:</p> <p>Installing perimeter edge protection and use stagings on the roof surface to spread the loads</p> <p>Ensure all the work and access stagings or platforms are fitted with guard rails, If this is not possible, install safety nets underneath the roof or use a harness system; and where harnesses are used, make sure they have adequate anchorage points and they are properly used – through appropriate discipline, training and supervision.</p>
--	--	--



Significant hazard	People at risk	Control measures to be considered
3.1.7  Control of lifting operations		<p><b>Operation of tower crane</b></p> <p>The safe operation of the tower crane will be carefully controlled to ensure the safety of both the public and construction workers. The control measures will include the following:</p> <ul style="list-style-type: none"><li>• Lifting plan required.</li><li>• Crane erection method statement required signed off by Higgins senior manager.</li><li>• Oversailing of the public highway and footpaths will be prevented by means of a slew limitation system.</li><li>• Trained crane operators and slinger/signallers. Crane operators must have a CPCS card. Slinger/signallers will be provided with an on-site assessment in addition to a check of their certificates of training. Medicals required for operators.</li><li>• A site based appointed person or crane supervisor will be provided. This duty will be undertaken by a designated member of the management team who will retain overall responsibility for lifting on site.</li><li>• Maintenance of the cranes and the competence of the operators is a key consideration.</li><li>• The lead slinger/signaller will be appointed as the lifting supervisor, responsible for every day co-ordination of crane activities and reporting to the appointed person.</li><li>• The maintenance of crane and lifting tackle inspection records and operator and slinger/signaller competency will be regarded as zero tolerance items within the safety inspection routine.</li></ul>

Significant hazard	People at risk	Control measures to be considered
<p>3.1.8</p> <p>The maintenance of plant and equipment</p>		<p><b>General access scaffolds</b> Materials to be inspected on delivery to site. Handover certificates and weekly inspections to be entered in register.</p> <p><b>Stair or Ladder Towers, and the use of stairs and lifts</b> Scaffold stair towers will be provided to allow access carrying light materials or small tools. Ladder towers will be used in restricted spaces for personnel access only. Our aim is to incorporate the permanent stairs and lifts at an early stage, and protect and use these for the efficient and safe movement of people and materials.</p> <p><b>Passenger/Goods Hoist</b></p> <ul style="list-style-type: none"> <li>• Test and thorough examination required.</li> <li>• Weekly inspection</li> <li>• Competent operator for superstructure only</li> <li>• Test certificates</li> </ul> <p><b>Goods Hoist</b></p> <ul style="list-style-type: none"> <li>• Test and thorough examination required.</li> <li>• Weekly inspection</li> <li>• Competent operator for superstructure only</li> <li>• Test certificates</li> </ul> <p><b>Tower Scaffolds</b> To be erected by a competent person in accordance with manufacturer's instructions.</p> <p><b>Suspended Access Equipment</b> Requirement not identified at this stage.</p> <p><b>Tower Cranes</b> Inspected daily before use and entered into the plant register weekly. HC to hold records of test and thorough examination of both the cranes and associated lifting tackle, at 6 monthly intervals. Appointed person/crane co-ordinator to be nominated.</p> <p><b>Excavator used as a lifting appliance</b></p> <ul style="list-style-type: none"> <li>• Excavator to hold test certificate as a lifting appliance with the safe load indicated on the certificate and marked on the boom.</li> <li>• Inspected daily before use and entered into the plant register weekly.</li> <li>• Six monthly plant inspections.</li> <li>• Test certificate required.</li> </ul>

Significant hazard	People at risk	Control measures to be considered
<p>3.1.8</p> <p>The maintenance of plant and equipment (cont.)</p>		<p><b>Other Lifting Appliance</b> Inspected daily before use and entered into the plant register weekly.</p> <p><b>Lifting Gear, eg. Chains, Nylon Slings, Shackles, etc</b></p> <ul style="list-style-type: none"> <li>• Test certificates</li> <li>• Six monthly plant inspection</li> <li>• Inspected daily before use and entered into the plant register weekly</li> </ul> <p><b>Excavator</b></p> <ul style="list-style-type: none"> <li>• Test certificates</li> <li>• Six monthly plant inspection</li> <li>• Inspected daily before use and entered into the plant register weekly</li> </ul> <p><b>Tipper Lorries</b> Inspected off site</p> <p><b>Compressors</b> Daily visual inspection</p> <p><b>Skill Saws and other Wood Working Machines</b> Skill saws inspected daily before use and entered into the plant register weekly.</p> <p><b>Abrasive Wheels</b> Inspected daily before use and entered into the plant register weekly. Certified operator only to change wheels.</p> <p><b>Podium Steps, Ladders, Step-Ladders</b> Visual inspection before each use.</p> <p><b>Other Access Equipment</b> To be detailed in method statements</p>

Significant hazard	People at risk	Control measures to be considered
<b>3.1.9</b>  <b>Work on excavations and work where there are poor ground conditions</b>		<p><b>Collapse of a piling rig. Blow out of concrete from CFA rig</b></p> <p>There is a risk that a piling rig could fall over onto the public roads.</p> <p><b>The following control measures will be established:</b></p> <ul style="list-style-type: none"> <li>• Designed piling mat to be constructed to the loadings provided by the piling contractor.</li> <li>• Piling mat design by consulting engineer.</li> <li>• Piling rig to always work face on to the public roads.</li> <li>• Rig operator and banksman to be specifically checked for competence and briefed on the risks (CPCS).</li> <li>• Maintenance of the rig hydraulics and concrete supply hoses to be specifically checked. Wall thicknesses of the steel bend at the top of the mast to be checked. Concrete supply hoses must be protected.</li> <li>• Specific piling method statements required.</li> </ul> <p><b>Concreting of CFA piles</b></p> <p>The reinforcement cages required in the piles are large and heavy. A specific method of handling these cages must be developed that ensures that they cannot be dropped. There have been instances of welded on handling rings failing because of inadequate welding.</p> <ul style="list-style-type: none"> <li>• Welded handling rings to be designed and checked with a adequate factor of safety.</li> <li>• Alternatively chains should be fixed around the main bars in four locations for handling purposes.</li> </ul> <p>Non essential personnel to be kept out of the piling area.</p> <p><b>Construction of pile caps</b></p> <p>There are a number of pile caps to be constructed.</p> <ul style="list-style-type: none"> <li>• To facilitate cutting down the piles to the correct level, reinforcements should be de-bonded in the over-break area.</li> <li>• A pile cracker should be used to break the pile within 100mm of the correct cut off level. Broken pile concrete should be lifted off the de-bonded reinforcing bars. Final cutting is with a disc cutter and small breakers, minimising hand arm vibration issues.</li> <li>• Rebar caps to be installed.</li> <li>• The site of the excavation to be shored or battered.</li> </ul> <p>Guard rails to be provided around the top of the excavation.</p>

Significant hazard	People at risk	Control measures to be considered
<b>3.1.9</b>  <b>Work on excavations and work where there are poor ground conditions (cont.)</b>		<p><b>Poor Ground Conditions</b> The site surveys have not identified any specific cases of poor ground conditions. However all excavations will be shored or battered to maintain stability, and vigilance will be maintained.</p> <p><b>General Evacuation</b> This will be by sub-contractors excavators using trained operators. Excavation activities will be planned to maintain pedestrian routes across the site.</p> <p>Contractors carrying out excavations works must prevent danger to workers in or near excavations. To maintain the required precautions, a competent person must inspect excavation supports or battering at the start of the working shift (record) and at other specified times. No work should take place until the excavation is safe. A Permit to Dig must be obtained from a Higgins site Manager on a daily basis &amp; the contractor must abide by the provisions contained within the permit.</p> <p>Key issues are when risk assessing excavations are Collapse of excavations, Falling or dislodging material, Falling into excavations.</p> <p>Underground and overhead services may also present a fire, explosion, electrical or other hazard and will need to be assessed and managed.</p>
<b>3.1.10</b>  <b>Work on wells, underground earthworks and tunnels</b>		<p><b>Complete if applicable. Contact safety dept for advice/assistance</b></p>
<b>3.1.11</b>  <b>Work on or near water where there is a risk of drowning</b>		<p><b>Complete if applicable. Contact safety dept for advice/assistance</b></p>

Significant hazard	People at risk	Control measures to be considered –
<b>3.1.12</b>  <b>Demolition</b>	Site workers, members of public	<p>All demolition, dismantling and structural alteration should be carefully planned and carried out by competent organisations. Clients must provide those who need it (e.g., principal designers, designers, contractors) with pre-construction information that can reasonably be obtained. A range of surveys and reports will be needed - for example, to check for presence of asbestos; structural stability of site and nearby structures; the location of above and below ground live services in the work area; etc. These should be done before work begins and not be left for the principal contractor to organise once the demolition work has started.</p> <p>The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing before the demolition or dismantling work begins (RAMS).</p> <p>Those carrying out the works must have the necessary, knowledge, skills, experience, and training &amp; be under competent Supervision at all times.</p>
<b>3.1.13</b>  <b>Work in a caisson or compressing air working</b>	Miners	<b>Not applicable</b>
<b>3.1.14</b>  <b>Work involving explosives</b>	Site workers, members of public	<b>Not applicable</b>
<b>3.1.15</b>  <b>Vehicles and pedestrian segregation</b>	Members of the public and site workers	<p><b>Traffic routes and segregation of vehicles and pedestrians</b></p> <p>Higgins Construction PLC will organise and manage the site in accordance with the requirements of the CDM Regulations 2015 and the guidance contained within the Health and Safety Executive's publication HS (G) 144 – <i>Safe Use of Vehicles on Construction Sites</i>. Specifically, there will be separate pedestrian entrances to the site and segregated pedestrian walkways to the main construction zones.</p> <p><b>Access</b></p> <p>Higgins Construction PLC will strictly control access to the site, preventing unauthorised entry and shall ensure the health and safety of all people in the proximity of the site at all times.</p> <p>Higgins will prepare a site logistics plan clearly identifying location of access points, segregated pedestrian entrances, unloading bays, and vehicle routes avoiding reversing where practicable.</p>

Significant hazard	People at risk	Control measures to be considered
<b>3.1.16</b>  <b>Storage of materials (particularly hazardous materials) and work equipment</b>		<p>Materials will be stored using mechanical means wherever possible, to avoid manual handling. Materials will be stacked on stable or concreted ground at a suitable height to maintain stability.</p> <p>Hazardous materials will be stored in lockable storerooms under the supervision of a storeman, or in lockable metal containers.</p> <p>Work equipment will be kept in the stores under supervision of a storeman.</p> <p>Wheeled plant will be stored in a designated location with the keys kept by an authorised person.</p>
<b>3.1.17</b>  <b>Work near Network Rail controlled infrastructures</b>		<p><b>Consult Federation of Piling Specialist Website with regard to piling matters</b></p> <p><b><u>Network Rail Safety Requirements</u></b></p> <p>Following detailed consultation with the FPS, Network Rail have published a document setting out the conditions which must be adhered to when undertaking piling activities adjacent to the live railway (i.e. without possession).</p> <p>The document is available from IHS (Order Line Tel: 01344 328 039)  Title: Piling adjacent to the running line (Issue 1)  Ref No: NR/L3/INI/CP0063  Price: £35 + Postage (postage for a single copy is £5.95)</p>
<b>3.1.18</b>  <b>Fire in the site accommodation</b>		<p>A fire &amp; emergency plan is drawn up for all sites detailing the level of fire detection &amp; extinguishing media for all known fire hazards.</p> <p>Higgins has on all sites a fire co-ordinator &amp; trained fire marshals that carry out weekly recorded inspections.</p>
<b>3.1.19</b>  <b>Fire in the building under construction</b>	All site workers Visitors	<p>There is a risk of fire/explosion occurring during construction if potential hazards are not adequately addressed. Many everyday construction work activities involve either spark or flame producing equipment (angle grinders, oxy-acetylene equipment, etc). To minimise the potential for fire or explosion occurring, Higgins Construction PLC will adopt a proactive approach in respect of fire prevention, to minimise the potential for fire/explosion to occur to the lowest practicable level, especially taking into account the requirements of <b>The Joint Code of Practice on the 'Protection from Fire of Construction Sites and Buildings Undergoing Renovation' eighth edition, 2012</b>. Construction (Design and Management) Regulations 2015, the Regulatory Reform (Fire Safety) Order 2005 and HSG 168 Fire Safety in Construction.</p>

Significant hazard	People at risk	Control measures to be considered
<p><b>3.1.19</b></p> <p><b>Fire in the building under construction (cont.)</b></p>	<p>All site workers Visitors</p>	<p>These measures will include:</p> <ul style="list-style-type: none"> <li>• No smoking policy– site and offices.</li> <li>• Burning of materials on site is not allowed.</li> <li>• Hot Work Permits required for all flame or spark producing operations.</li> <li>• Two means of escape required from each floor.</li> <li>• Fire point compromising 2 foam or water extinguishers required on each floor.</li> <li>• All protection materials to be fire retardant.</li> <li>• Rubbish to be cleared from each floor daily.</li> <li>• Specific fire and emergency plan to be written.</li> <li>• Project Manager to be appointed as fire and emergency co-ordinator. Fire wardens to be appointed.</li> </ul>
<p><b>3.1.20</b></p> <p><b>Non English Speaking Personnel</b></p>		<p>Where a contractor brings onto site non English speaking personnel they are responsible for providing the additional resources and supervision required to ensure the safety of these personnel whilst on site. At all times non English speaking personnel must either be accompanied or directly supervised by a person who is fluent in both languages.</p> <p>Where contractors plan to use non English speaking personnel on a Higgins Group project, Higgins (and the law) requires the contractor to record this on their risk assessments and ensure that any relevant control measures are being implemented, monitored and reviewed.</p>



### 3.2 Health Risks

Significant hazard	People at risk	Control measures to be considered
<b>3.2.1</b>  <b>The removal of asbestos</b>	Site workers, member of the public.	<p><b>Identification:</b> A UKAS accredited laboratory or contractor who can demonstrate they can meet the criteria within EN 45001 must be used to obtain and analyse samples.</p> <p><b>Management Survey.</b> Is now the standard survey, its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building or structure which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a Management Survey can also involve presuming the presence or absence of asbestos. A Management Survey can be completed using a combination of sampling ACMs and presuming ACMs or, just presuming.</p> <p><b>Refurbishment and Demolition Surveys.</b> Are required before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where refurbishment will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A Refurbishment and Demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling. There is a specific requirement in CAR 2012 (regulation 7) for all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition.</p> <p>Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc).</p> <p>Under CDM, the survey information should be used to help in the tendering process for removal of ACMs from the building before work starts. The survey report should be supplied by the client to designers and contractors who may be bidding for the work.</p> <p>All surveys must include the following information for any asbestos or asbestos containing products identified:-  Location  Extent  Type, i.e. Crocidolite (Blue) Amosite (Brown) Chrysotile (White)  Form i.e. Insulating board, floor tiles, ceiling tiles, toilet cisterns, caulking, lagging etc.  Condition i.e. flaking, damaged or in good condition.</p>

		<p><b>Notification:</b></p> <p>All work with asbestos on Higgins Group sites must be notified to the Enforcing Authority 14 days prior to any works or associated works commencing on site. This notification must be submitted on the Form ASB 5.</p> <p>For notification of non-licensed work with asbestos the online form ASB NNLW 1-Notification of non-licensed work with asbestos must be used to notify all three possible regulators, HSE, Local Authorities and the Office of Rail Regulation; Notice is required before the work starts - there is no minimum notice period.</p> <p>You do not need to wait for permission from the enforcing authority – the database will provide a PDF copy of your notification.</p> <p><b>Removal:</b></p> <p>All contractors who work with asbestos on our projects must be UKAS accredited.</p> <p>The licensed contractor must submit a risk assessment and method statement for approval by the Contracts Manager/Site Manager.</p>
3.2.2		
Dealing with contaminated land		<b>REFER TO APPENDIX !!!– Soil report</b>
3.2.3		
Musculo-Skeletal injuries		<p><b>Manual Handling</b></p> <p>Plan the work to minimise manual handling, using crane lifting or fork lift wherever possible. Leave openings in floor slabs and loading bays for this purpose. Use pallet movers within the building. Use mechanical kerb laying aids.</p>
3.2.4		
COSHH Site cutting of MDF		<p>A 'CoSHH substance' is any material, mixture or compound used at work or arising from work activities which is harmful to people's health in the form in which it occurs in the work activity. All contractors are required to carry out COSHH assessments for hazardous substances; the contents of which must be briefed to those using such substances.</p> <p>Cutting only to be carried out in a well-ventilated place by worker wearing suitable dust masks (Face Fitted FFP3). If the atmosphere gets dusty extraction and filtration equipment will be required (M Class Extraction).</p>
3.2.5	Members of the public and those working in the area	<p>Higgins Construction PLC will keep noise, dust and vibration nuisance below minimum requirements at all times and take all necessary measures to prevent dust or dirt infiltrating the surrounding properties; use of water sprays etc. to eliminate dust etc. Consideration will be given to construction methods employed when working in close proximity of the site boundaries.</p> <p><b>Noisy work audible at the site boundary can only be undertaken between 08.00hrs to 18.00hrs. Monday to Friday, and 08.00hrs to 13.00hrs on Saturdays, with no such work on Sundays or Bank Holidays, in accordance with Local Authority requirements.</b></p> <p><b>Wheel washing</b></p> <p>Higgins Construction PLC will keep all footpaths and roads clean and free of obstructions and tripping hazards. A high pressure water jet will be used to clean vehicle wheels prior to exiting the site onto public roads.</p>

Significant hazard	People at risk	Control measures to be considered
3.2.6 Work with ionising radiation		.
3.2.7 Risk of skin disease from exposure to the sun		A minimum dress code is to be instituted. T – Shirts with short sleeves. Long trousers (no shorts or cut-offs) Supply drinking water on site, not just in canteen.
3.2.8 Contact with cement		Wear appropriate PPE including rubber gloves, Wellington boots with steel toecaps and insoles, long sleeved shirt and long trousers.
3.2.9 Vermin		There are likely to be rats. There may be poison/bait present. Effective measure will be taken to keep the site clear of rats and other vermin.
3.2.10 Drug users discarded needles		Survey area for needles. If found, contact local authority. Needles should only be collected by a worker who has been trained and supplied with protective gloves and tongs, and disposed of in a proprietary container.

### 3.3 Schedule of plans and method statements required

Plan	Purpose	Author	Timescale
Construction Phase Plan	CDM requirement. Overall management of the project.	Dick Peek Higgins Construction PLC	Prior to commencement
Site logistics and vehicle management plan	Safe layout of the site including access roads, gates, pedestrian segregation, unloading bays, site offices, welfare facilities. Marked up drawing suitable, plus some text with instructions to drivers and banksman.	Contract/Project Manager Higgins Construction PLC	Prior to commencement
Crane and lifting plan	Control of the lifting operations using tower and mobile cranes	Approved Appointed Person.e.g.Contract/Project Manager Higgins Construction PLC	Required by the time the first tower crane is installed.
Fire and emergency plan	Systematic means of fire prevention and escape	Contract/Project Manager Higgins Construction PLC	Prior to commencement
Planned phased handovers	Fire and life safety of occupants during ongoing construction. Safe access and egress.	Higgins Construction PLC in consultation with client	

## 3.3 cont'd

Method Statement		Author	By
1	Setting up site		In plan
2	Work in the vicinity of underground services		In plan
3	Work in and around excavations		In plan
4	Storage of material on site		In plan
5	Road transport on site		In plan
6	Working with wet concrete		In plan
7	Work on live sewage connection in shallow excavations		In plan
8	Use of earthmoving plant		In plan
9	Use of excavators		In plan
10	Use of rough terrain fork lift		In plan
11	Drainage and excavations		In plan
12	Installation and use of temporary electrical supplies		In plan
13	First on construction work sites		In plan
14	Use of portable woodworking machines		In plan
15	Use of portable electrical equipment		In plan
16	Electrical work – up to 415 volts		In plan
17	Electrical testing and commissioning		In plan
18	Use of step ladders, bandstands and podium steps		In plan
19	Dry lining		In plan
20	Reinforced concrete construction	Formwork Contractor	Before start
21	Independent façade scaffold	Higgins	Before start
22	Designated scaffolds	Higgins	Before start
23	Cladding/brickwork	Contractor	Before start
24	Wind posts	Contractor	Before start
25	Brickwork	Contractor	Before start
26	Windows	Contractor	Before start
27	Roof finishes	Contractor	Before start
28	Lifts	Contractor	Before start
29	Mechanical and electrical services	Contractor	Before start
30	Joinery first and second fix	Contractor	Before start
31	Painting and decorating	Contractor	Before start
32	Roads	Contractor	Before start
33	Paving and street furniture	Contractor	Before start
34	Planting	Contractor	Before start
35	Others (detail)		

## 4.0 The Health and Safety File

### 4.1 Layout and format

#### 4.1.1 General

Statutory Requirements and purpose of the file.

Keeping and maintaining the file and amendments.

#### 4.1.2 Project particulars

**Address of the project**

**Nature of the project**

A brief description of the work carried out

**Project construction dates**

**Project directory**

Project team, other consultants, statutory authorities, contractors, manufacturers and suppliers.

#### 4.1.3 Residual Hazards and Hazardous Materials

**Residual Hazards**

Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc). Copies of site investigation and other reports that remains relevant at completion of the works.

**Hazardous Materials**

Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc).

#### 4.1.4 Structural information

**Structural Design Criteria and Description of the Structure**

Key structural principles (for example, 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.

#### 4.1.5 Maintenance & Cleaning

**Cleaning and Roof Access**

Health and safety information about equipment provided for cleaning or maintaining the structure, and safe access to roofs.

**Plant and Equipment**

Information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc).

### **Services**

The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc. Information on the means of safe access to and from service voids and other equipment.

#### **4.1.6 Schedule of as-built drawings**

As-built drawings of the:

- Building,
- Structures,
- Internal and external services,
- Plant and equipment.
- Location of fire doors and fire compartmentalisation etc.

These may be kept separately in a defined location and indexed in the health and safety file. Service drawings will be scheduled and filed within the O&M manuals.

#### **4.1 Arrangements for the collection and gathering of information**

Higgins Construction PLC responsibility to ensure the accuracy of all as-built information prepared or issued on their behalf, for incorporation in the Health and Safety File. Information is to be reviewed by the Designers before forwarding to the Principal Designer for placement in the Health & Safety File.

#### **4.3 Storage of information**

Health and safety file information will be required both in hard copy and electronic format.

## **Appendix A**

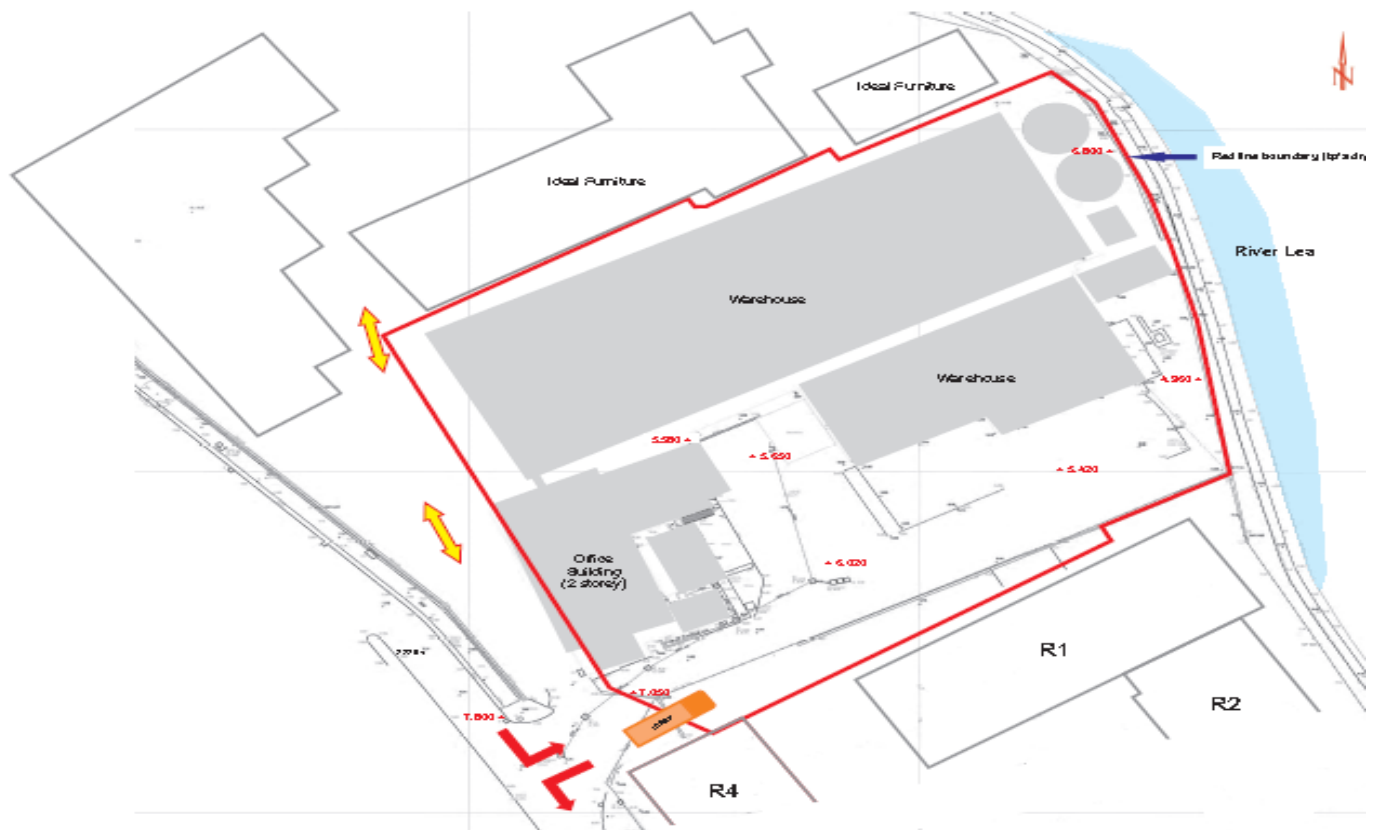
### **Site Logistics Plan**

#### **Site Logistics;**

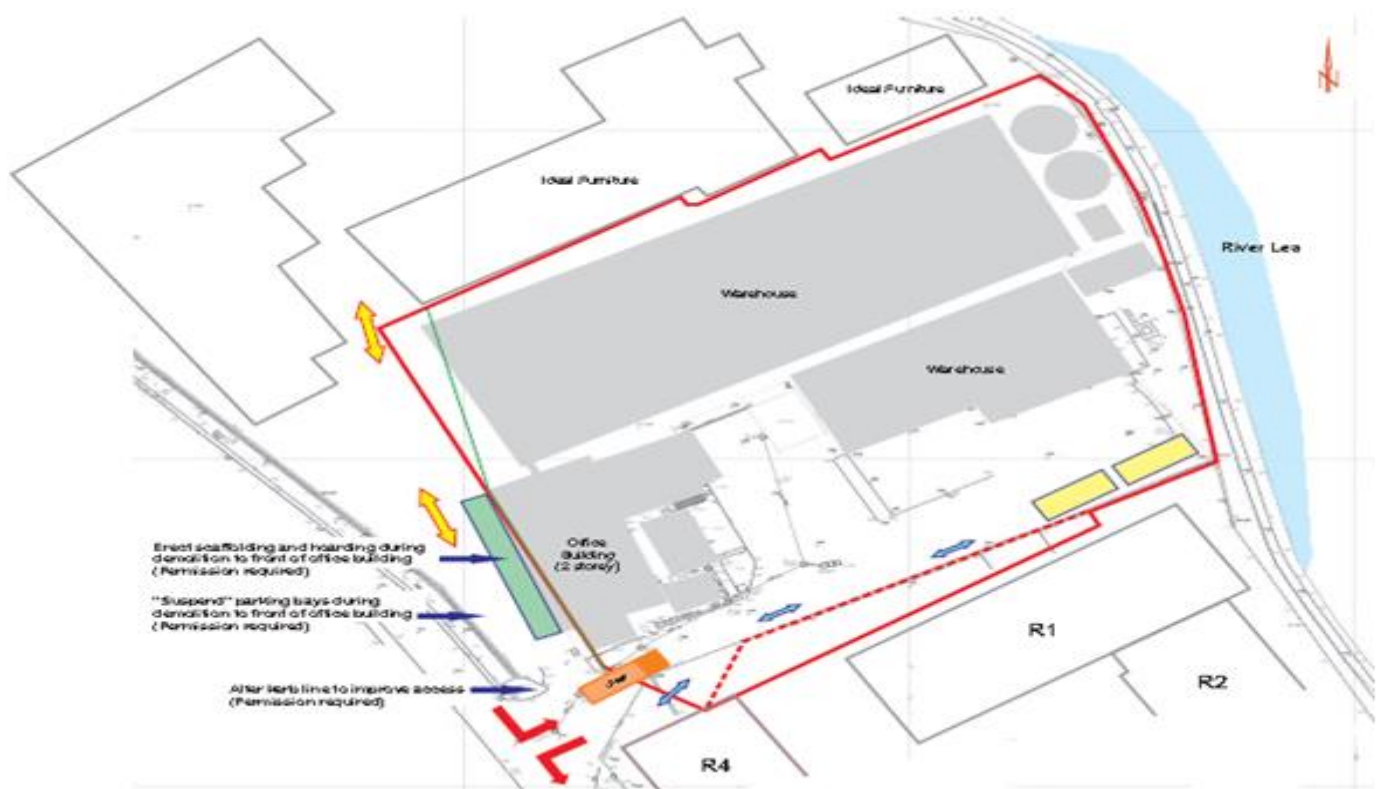
A Detailed logistics plan has been produced a copy of which is included in this appendix.



## Bromley-by-Bow North Phase 2 – Existing Site



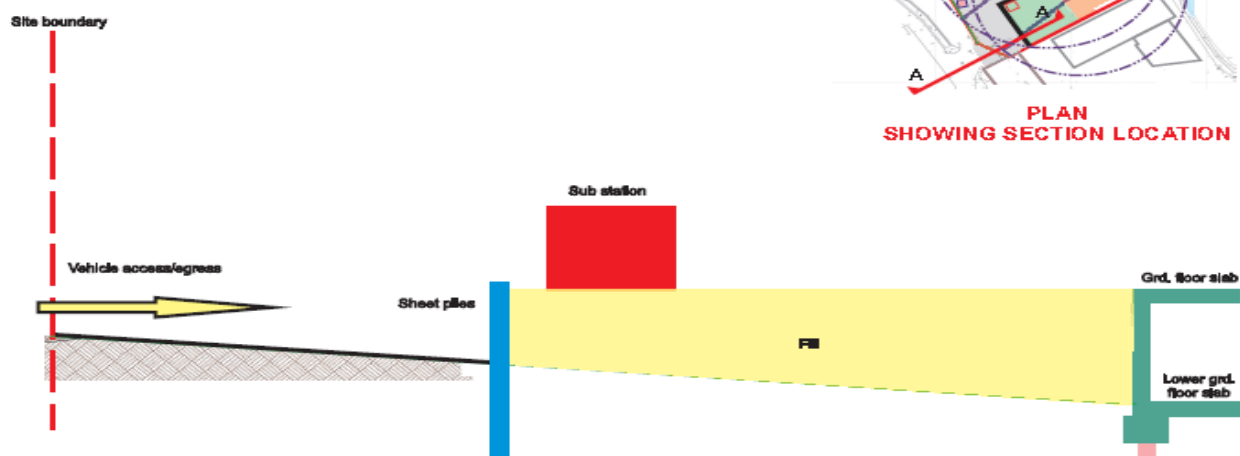
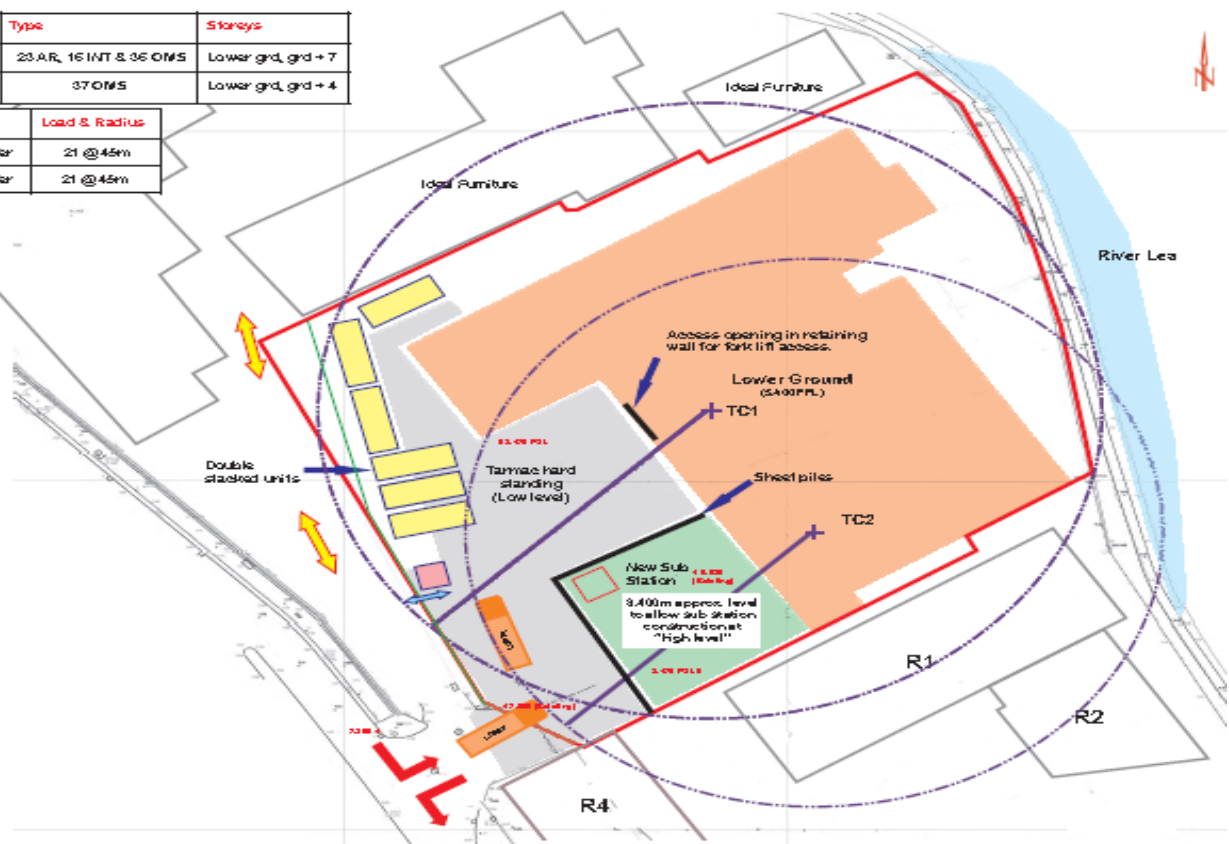
## Bromley-by-Bow North Phase 2 – Demolition Works



## Bromley-by-Bow North Phase 2 – Lower Construction Works

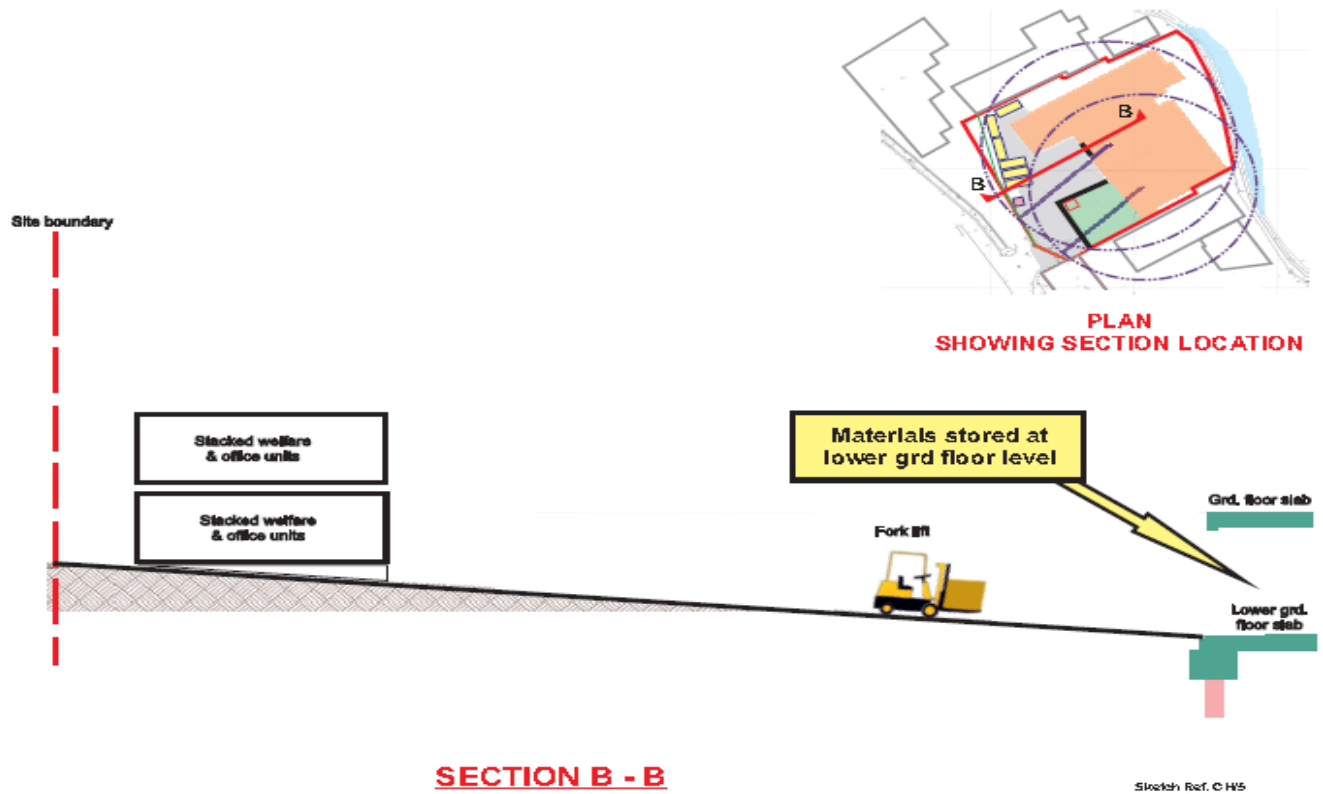
Blocks	Units	Type	Storeys
R6	75	23 AR, 16 INT & 36 OMS	Lower grd, grd + 7
R7	37	37 OMS	Lower grd, grd + 4

Crane	Type	Load & Radius
TC1	Luffar	21 @45m
TC2	Luffar	21 @45m



**SECTION A - A**

Sketch Ref. CH4



Bromley-by-Bow North Phase 2 – Lower Construction Works

Blocks	Units	Type	Storeys
R6	75	23 AR, 16 WT & 36 OMS	Lower grd, grd + 7
R7	37	37 OMS	Lower grd, grd + 4

Crane	Type	Load & Radius
TC1	Luffar	21 @ 45m
TC2	Luffar	21 @ 45m

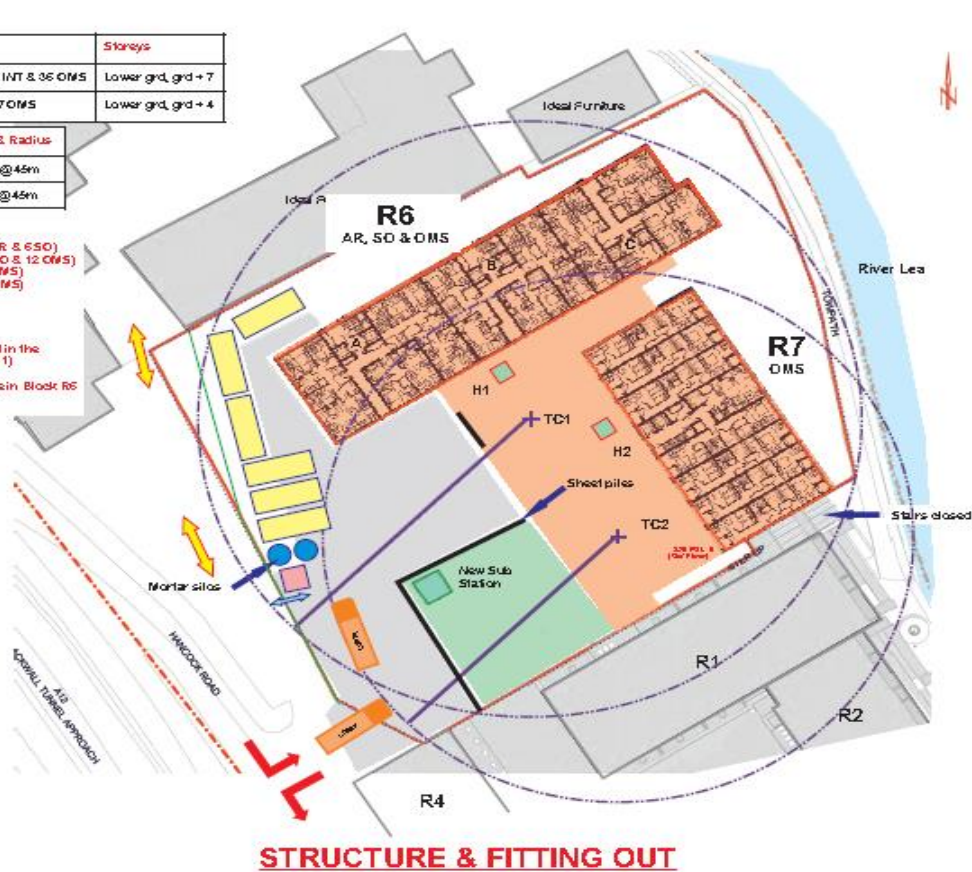
**SECTIONS**

- Section 1 - Block R6a (23 AR & 55 O)
- Section 2 - Block R6b (16 SO & 12 OMS)
- Section 3 - Block R6c (24 OMS)
- Section 4 - Block 7 (37 OMS)

**3 Show Base**

Open market sale unit located in the north end of Block R4 (Phase 1)

Affordable/intermediate Block R5



### **Construction (Summary) Method Statement;**

The construction works will be carried out in the following sequence;

- Disconnection of existing services and site surveys
- Demolition of existing structures
- Excavation of existing ground down to underside of basement car park slab & disposal.
- Concrete frame structure
- External façade
- Internal services
- Roof structure & coverings
- Internal Finishes
- Testing & commissioning
- Landscaping & External works
- Handover

## **Appendix B**

### **Site Photographs**

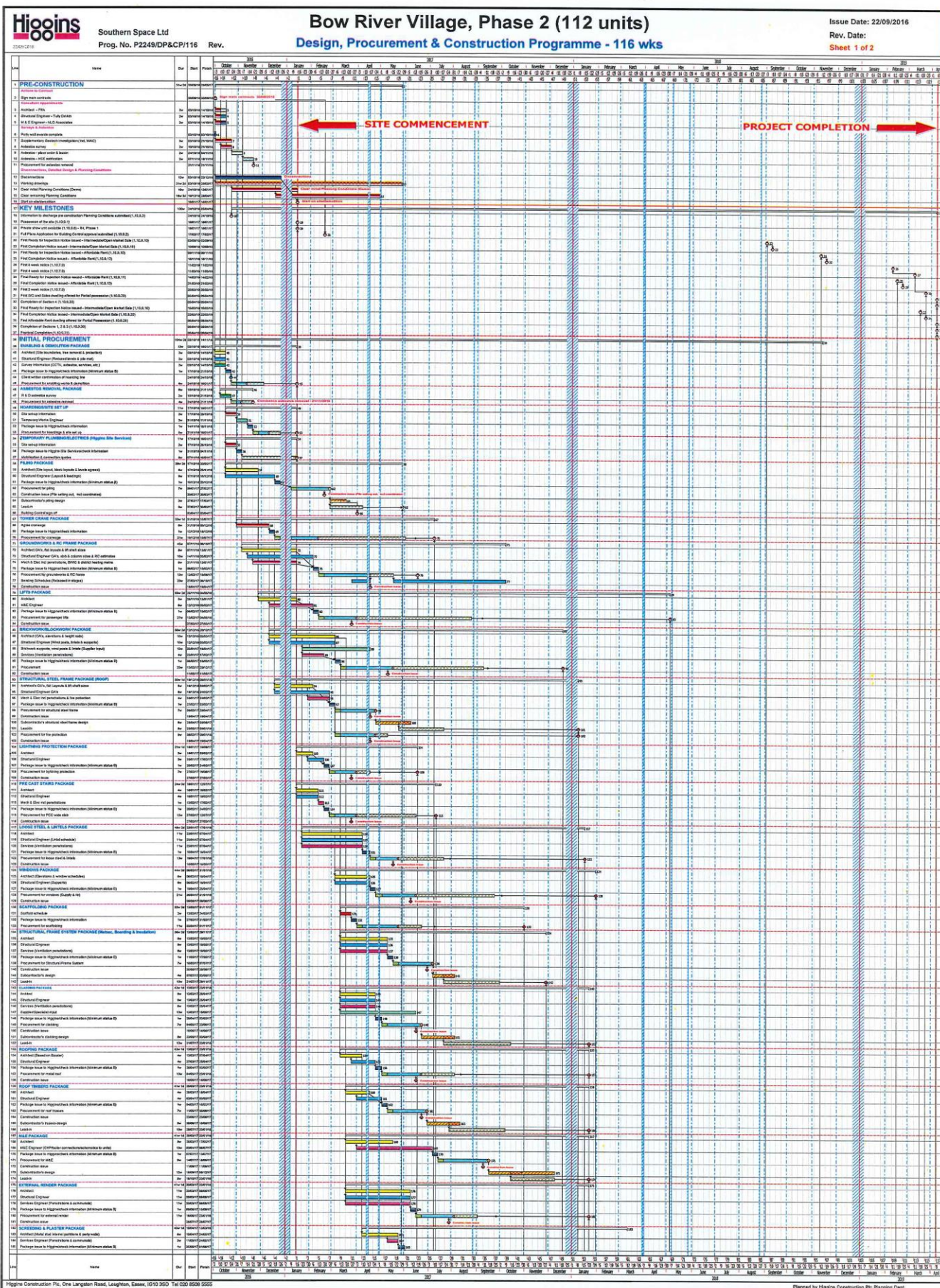




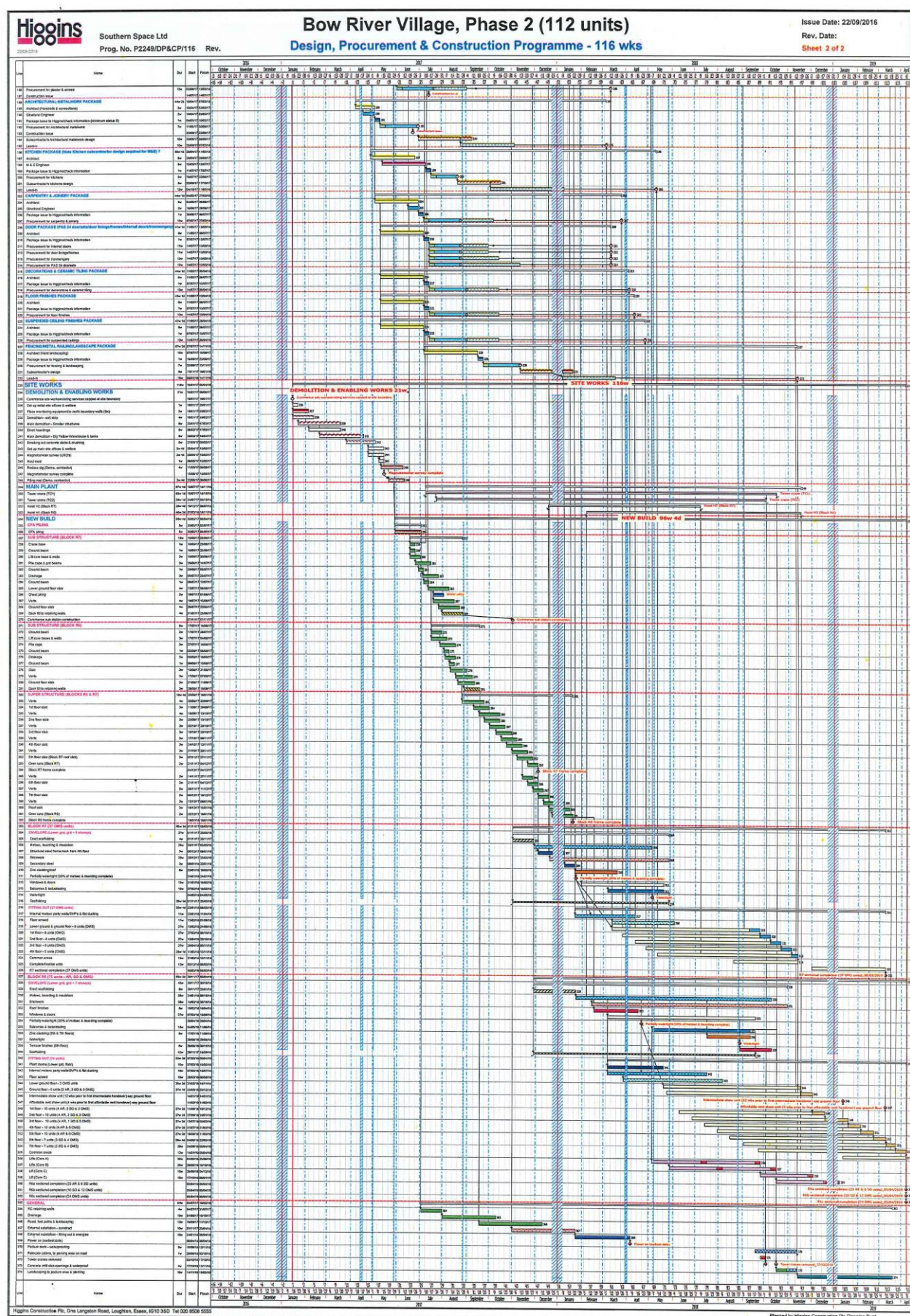
## **Appendix C**

### **Proposed Programme of Works**









## **APPENDIX D**

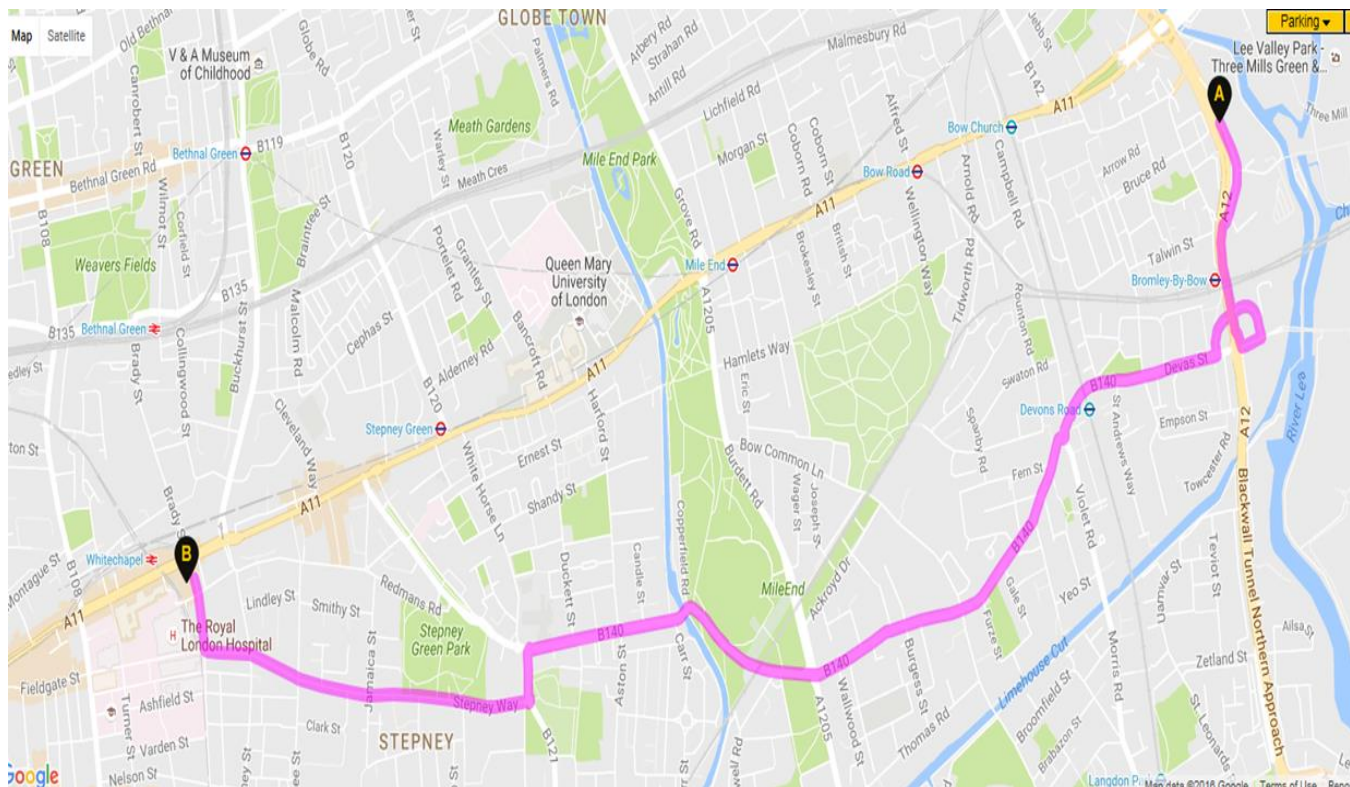
### **Fire and Emergency Plan**

## **Appendix E**

### **Vehicle/Pedestrian Management Plan**



### Directions and Map from the Site to the Hospital



0.0	<b>Start:</b> 3-5 Hancock Rd, London E3, UK Head south-east on Hancock Rd towards Three Mill Ln
0.2	Turn left onto Blackwall Tunnel Northern Approach/A12
0.3	Take the exit towards Twelvetreces Cres
0.3	Turn left onto Twelvetreces Cres
0.4	Turn left to stay on Twelvetreces Cres
0.5	Turn right onto Devas St
0.7	Continue onto Devons Rd/B140 Go through 1 roundabout
0.9	At the roundabout, take the 2nd exit and stay on Devons Rd/B140 Continue to follow B140
2.1	At the roundabout, take the 1st exit onto Stepney High St/B121
2.1	At the roundabout, take the 2nd exit onto Stepney Way
2.8	Turn right onto Cavell St Destination will be on the left
2.9	<b>Arrive:</b> 136 Cavell St, London E1 2JA, UK
<b>Section time: 14 min 5 s, Total time: 14 min 5 s</b>	

## **Appendix F**

### **Higgins Lifting Plan**