



D.B.BROWN
BUILDING CONTRACTORS
LIMITED



CONSTRUCTION PHASE PLAN

Prepared under the Requirements of the

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

FOR



CONSTRUCTION OF THIRTY-TWO DWELLINGS

AT

**LAND OFF
MOULTON CHAPEL ROAD
COWBIT
SPALDING
LINCOLNSHIRE**

MARCH 2019 – 2021

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1.0 INTRODUCTION

The Construction Phase Health and Safety Plan has been developed by the Principal Contractor and all persons involved in the contract must actively contribute to the plan.

Contribution will be in either material form e.g. the provision of Method Statements and Risk Assessments and / or compliance with all relevant sections within the Plan.

The Plan has been written as a working document relative to the Project. It is intended to ensure that all the relevant Legislative responsibilities placed on the Principal Contractor shall be undertaken and all relevant Approved Codes of Practice and Health and Safety Guidance relative to the works shall be followed. It is not intended to refer to the specific legislation and guidance documents in every section of the plan specifically to avoid wasteful repetition of the accepted duties and requirements of the Principal Contractor and all others involved in the Project.

The sole purpose of Health and Safety Legislation is to eliminate the hazardous elements of the construction industry. The main problems are culture, attitude and ignorance. It is the prime objective of D Brown Building Contractors Ltd. and their Site Manager to continually improve the approach to health and safety of all employees, contractors and all other persons who are involved in the project and health and safety legislation will be implemented without exception on these works.

The following section has been typewritten to serve as a useful reminder of other relevant pieces of legislation and guidance that all parties must comply with:

- The Health and Safety at Work Act, 1974
- The Management of Health and Safety at Work Regulations, 1999
- The Provision and Use of Work Equipment Regulations, 1998
- The Control of Substances Hazardous to Health Regulations, 2002
- The Manual Handling Operations Regulations, 1992
- The Personal Protective Equipment at Work Regulations, 1992
- The Control of Noise at Work Regulations, 2005
- Confined Spaces Regulations, 1997
- Lifting Operations and Lifting Equipment Regulations, 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013
- Health and Safety (Enforcing Authority) Regulations, 1998
- Safety Representatives and Safety Committees Regulations, 1997
- Health and Safety (Consultation with Employees) Regulations, 1996
- Control of Lead at Work Regulations, 2002
- Electricity at Work Regulations, 1989
- Control of Asbestos Regulations, 2012
- Working at Height Regulations, 2005
- Hazardous Waste Regulations, 2005
- Construction (Design & Management) Regulations, 2015

INTENTION OF THE PLAN

The intention of this Plan is to document procedures for safe systems of work, the management and control of such works and identify matters relating to health and safety on the construction site known as Land Off Moulton Chapel Road, Cowbit, Lincolnshire. D Brown Building Contractors Ltd intends to obtain the maximum benefit from this plan by way of the layout and instruction given to the Site Manager in its implementation. The success of the plan will be judged, monitored and analysed on the following criteria.

- a. Health and Safety
- b. Contract Programme
- c. Overall efficiency
- d. Economic success

The four subjects are totally interrelated; to achieve one in the combination improves the prospects of achieving the other three with relatively little effort and certain success.

PROJECT DIRECTORY

CLIENT:

ESHA (Developments) Ltd
c/o Waterloo Housing Group Ltd.
1700 Solihull Parkway,
Birmingham Business Park,
Solihull,
B37 7YD
Contact: Christine Turner
Tel: 0121 788 7620
Email: christine.turner@waterloo.org.uk

EMPLOYERS AGENT, PRINCIPAL DESIGNER & CONTRACT ADMINISTRATOR:

Thornton Firkin
98 West Parade,
Lincoln
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Tel: 01522 537466
Principal Designer: Brian Gray Email: briangray@thorntonfirkin.com
Contract Administrator: Brian Gray Email: briangray@thorntonfirkin.com

PRINCIPAL CONTRACTOR:

D.Brown Building Contractors Ltd.
Seas End Road
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Contact: Kurt Mason Email: kurt@brownbuilders.co.uk

ENFORCING AUTHORITY:

Health and Safety Executive
Kingsley Dunham Centre,
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Nottingham
NG12 5GG
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DESIGNER (PLANNING, DESIGN AND DEVELOPMENT CONSULTANTS):

Surface Planning
17 Church Hill,
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S71 4NQ
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PROJECT DETAILS

LOCATION OF SITE:

The site is located on an irregular shaped area of arable agricultural land extending to 0.98 hectares, immediately to the south of the B1357 Moulton Chapel Road at the eastern edge of the village of Cowbit. The site is primarily bounded by the existing B1357 Stonegate/Moulton Chapel Road to the north, an unpaved footpath with an area of grass and the A16 highway beyond to the east, a drainage ditch with arable farmland beyond to the south and a small area of trees with the rear gardens of residential properties beyond which are located off Stonegate and Backgate to the west. Access to the site from the A16 will be via Moulton Chapel Road, which is a narrow road running through a predominately residential area. The site has previously been used as arable farmland with no other known use. Vehicle movements will be restricted to 07.00 – 17.00 Monday to Friday and 08.00 – 13.00 Saturdays.

BRIEF PROJECT DETAILS:

The scheme consists of a single-phase development comprising a total of thirty-two dwellings comprising of:

- Six one bedroomed two-person maisonettes (one block of four maisonettes and one block of two maisonettes in a mixed house type block)
- Four two bedroomed four-person bungalows (two pairs of semi-detached bungalows)
- Fourteen two bedroomed four-person houses (five sets of semi-detached houses; one block of three houses and semi-detached house in a pair with another house type).
- Eight three bedroomed five-person houses (four sets of semi-detached houses)
- All houses and maisonettes will be two storeys in height, of timber frame construction with masonry external walls and pitched tiled roofs.

Works outside of the site boundary will including:

- Connections to existing drainage in Moulton Chapel Road.
- Connections to Internal Drainage Board drain.
- Connections to existing services.
- Footpaths to Moulton Chapel Road to connect to the end of the existing footpath to the north east of the site.

All works will be carried out to the Clients specification.

TIMING OF PROJECT:

The works will be undertaken over a period of TBC weeks:

Proposed Start Date: Monday 25th March 2019

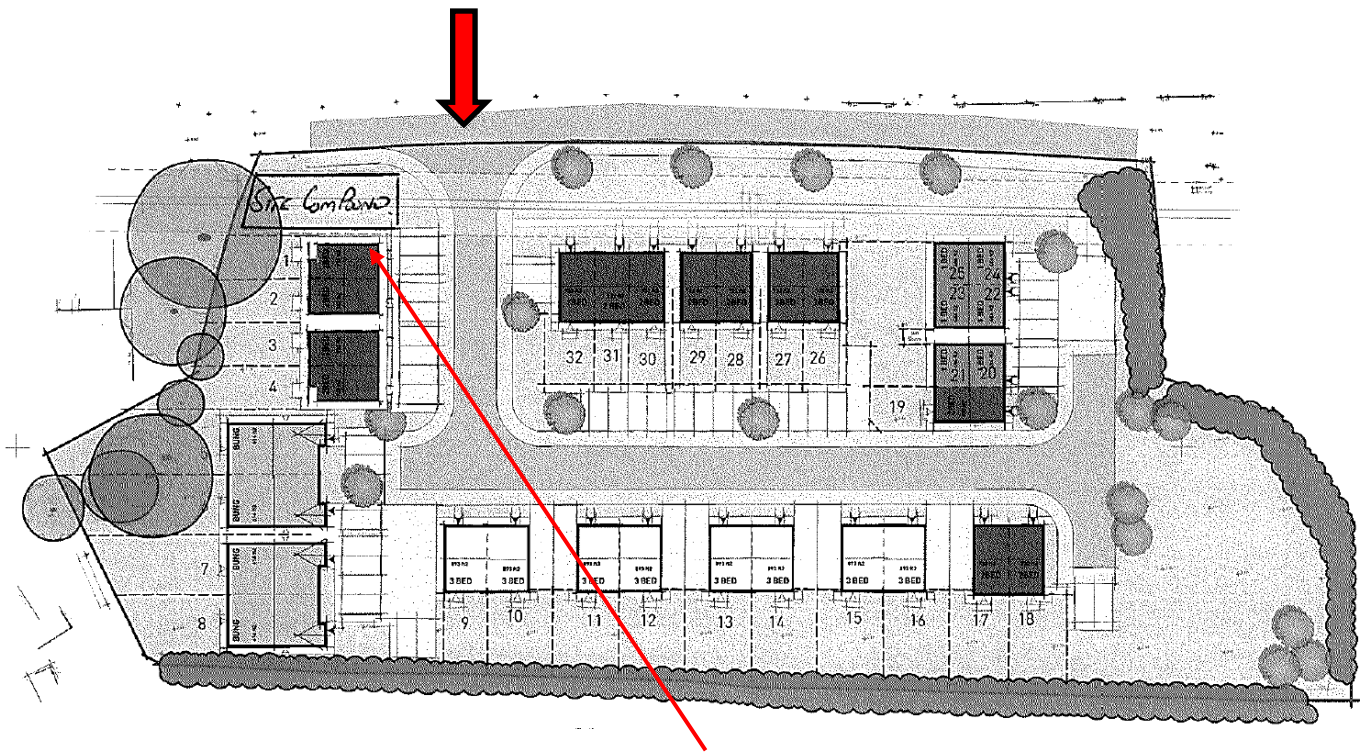
Proposed Completion Date: 2021

D Brown Building Contractors Ltd can confirm acceptance of the contract period and can advise that, due to the number of people expected on site, the duration and the resources planned for this project an F10 will be required for this project as it exceeds the criteria for notification under the CDM Regulations 2015.





A new access will be created into the site from Moulton Chapel Road / Stonegate, and it is noted that the road is narrow. Consequently, no deliveries to site will be permitted to park on the highway.



The site compound lay down area and wheel wash will be set up to the right of the new entrance off Moulton Chapel Road. The wheel wash will consist of a mobile 110v jet wash at the site entrance linked to a generator or the temp supply once established.



ACCOMMODATION SCHEDULE

Symbol	Beds	Storey Height	Area (SQFT)	Number	Total SQFT
3 BED	3	2	883	8	7064
2 BED	2	2	732	14	10248
BUNGALOW	2	1	614	4	2456
1 BED MAS	1	2	490	6	2940
GRAND TOTAL:				Number 32	Total SQFT 22708

HEALTH & SAFETY STATEMENT OF INTENT

The safety and health of our employees' demands at least the same degree of attention and emphasis is as that placed on our mainstream activity which encompasses quality, proficiency, and efficiency, environmental and financial awareness. We also recognise our responsibilities for the health and safety of others who may be affected by our activities.

It is our aim to achieve a working environment in all construction projects which is free of work-related accidents, dangerous occurrences and ill health; to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- identifying hazards on construction sites, assessing the risks related to them and implementing appropriate preventative and protection measures
- providing and maintaining safe plant and work equipment
- establishing and enforcing safe methods of work
- recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility
- ensuring that technical competence is maintained through the provision of fresher training as appropriate
- promoting awareness of health and safety and of good practice through the effective communication of relevant information
- furnishing the resources needed to meet these objectives

All employees, designers and Contractors on their part, are encouraged to give their fullest co-operation and to contribute actively towards achieving a work environment which is free of accidents, dangerous occurrences and ill health.

Our health and safety policy will be reviewed at suitable intervals to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

Signed: Des Ford

Dated: 20th February 2019

PRINCIPAL DESIGNERS HEALTH & SAFETY GOALS

The Health and Safety goals for the project are:

- Develop, implement and maintain a high level of safety performance on site for all construction personnel and operations.
- Ensure that safety is on the agenda for site meetings.
- Ensure the safety of non-construction personnel, i.e. visitors and the public.
- Undertake the works in a manner that avoids, reduces or controls risks to Health and Safety.
- Regular Health and Safety checks/ inspections to prevent accidents and “near miss” incidents.
- Monitoring and recording of Health and Safety issues in a proactive manner.
- No serious injuries to be sustained during the works.
- Ensure no unauthorised entry onto the site.
- Minimise arson, vandalism and theft from site.

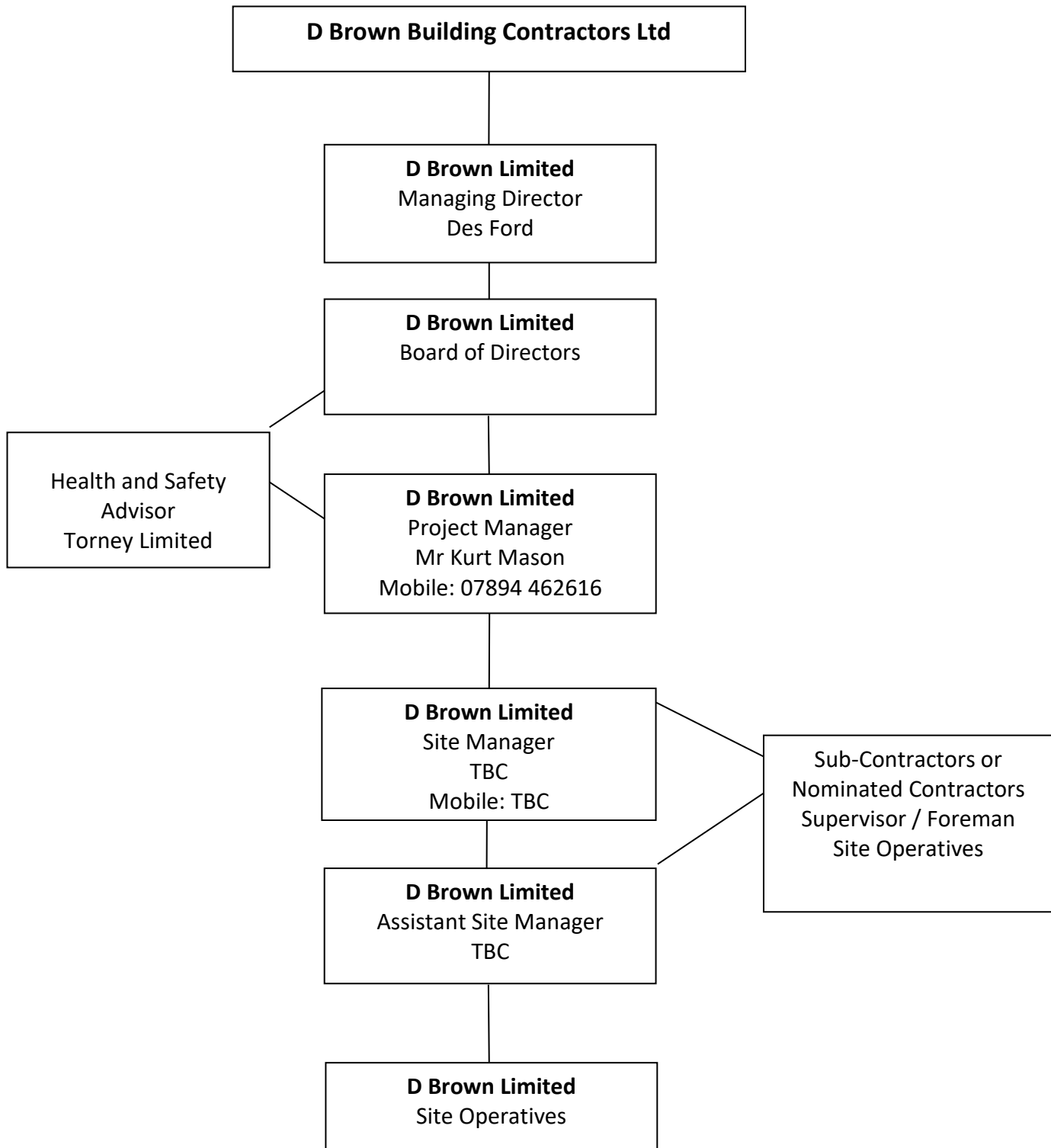
PRINCIPAL DESIGNERS SITE RULES

- All Contractors working on the site must understand the site rules and Site Management Procedures. Recorded induction training is required.
- All operatives to wear hard hats and safety footwear. Gloves, dust masks, eye and ear protection and any other personal protective equipment to be worn whenever appropriate.
- Site Manager to ensure that any person using machinery or equipment holds an operating license as necessary or is adequately instructed.
- Noise should always be kept to a minimum to avoid disturbing nearby residents.
- All accidents must be reported and entered into the Accident Report Book. All accidents resulting in injury or damage to equipment must be recorded. Accidents to be initially reported to the Site Manager and subsequently to the Contract Administrator and Principal Designer.
- The telephone number for the nearest casualty hospital is to be available on site. Only qualified scaffolders to erect adjust and dismantle scaffold.
- Project signboards to be displayed during construction to provide contact telephone numbers in case of an emergency.
- All personnel visiting the site must initially report to the Site Manager.
- At least one member of the Principal Contractor’s site personnel should be sufficiently competent in the administration of First Aid. A First Aider will always be on site. The Principal Contractor shall provide directional and warning signage to all areas.
- The Principal Contractor must establish specific emergency procedures understood by all Contractors on site. A no smoking policy will be required on site.
- No alcohol or unlawful substances will be allowed on site. Anyone found to be under the influence of the above must be removed from site.
- Mobile phones must not be used whilst driving or operating plant.
- No 240-volt hand tools allowed on site.
- The Contractor must not use Tungsten or Tungsten Halogen lighting due to fire risks.
- The HSE F10 notification form and construction phase Health and Safety Plan must be maintained on site.

D. Brown Building Contractors Ltd. will supplement this list with its own Site rules and those we feel are relevant to this specific project.

2.0 MANAGEMENT

Management Structure for the Health and Safety Administration of this Project:



Principal Contractor - D Brown Building Contractors Ltd

- Plan, manage, monitor and coordinate the construction phase of a project. This includes:
 - liaising with the client and principal designer;
 - preparing the construction phase plan;
- Organising cooperation between contractors and coordinating their work. Ensure:
- suitable site inductions are provided;
 - reasonable steps are taken to prevent unauthorised access;
 - workers are consulted and engaged in securing their health and safety; and
 - welfare facilities are provided

Principal Designer - Thornton Firkin

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks;
 - ensuring designers carry out their duties;
- Prepare and provide relevant information to other duty holders;
- Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

Client – ESHA (Developments) Ltd c/o Waterloo Housing Group Ltd

Make suitable arrangements for managing a project. This includes making sure:

- other duty holders are appointed;
- sufficient time and resources are allocated;
- relevant information is prepared and provided to other duty holders;
- the principal designer and principal contractor carry out their duties;
- welfare facilities are provided

Site Manager – TBC Mobile: TBC

Will be responsible for ensuring:

- day to day compliance and management of health, safety and welfare on site
- responsible for ensuring that adequate facilities are available
- for routine monitoring of activities during site works.
- responsible for ensuring that operatives and Contractors are competent and have adequate training.

The management responsibilities for the project are as laid out in the previous structure, with a brief outline of each organisation or persons responsibilities.

D Brown Building Contractors Ltd has a fully updated Health and Safety Policy which all employees have knowledge of.

The Site Manager is the responsible person on site and has the full responsibility for all day-to-day work practices and health and safety matters as they arise.

The Site Manager for this Project is: TBC Mobile: TBC

Email: TBC

COMMUNICATIONS

It is the intention of D Brown Building Contractors Ltd to ensure close liaison with all stakeholders in all matters relating the health & safety management of the project. Formal meetings will be held with the Client's Project Team where all matters including design will be discussed. Any design issues arising from the meeting will be recorded and communicated to the site.

D Brown Building Contractors Ltd as Principal Contractor will liaise with the Principal Designer regarding project design and associated risks arising during the construction phase.

Matters relating to health and safety will be conducted on a formal basis and Method Statements, Risk Assessments, COSHH Assessments and COSHH data sheets will be required to be provided to the Principal Contractor at least three days (seventy-two hours) prior to any such work commencing.

The Principal Contractor will ensure that the operatives on site are fully aware of the Method Statements and that all works are carried out in accordance with the Method Statements. Breaches of health and safety legislation by any member of the workforce will be recorded. Copies of such records will be forwarded to D Brown Building Contractors Ltd. office.

All contractors working on site, whether nominated, sub-contracted, direct or indirect must be inducted by a member of the D Brown Building Contractors Ltd. site management team.

It will be deemed the responsibility of D Brown Building Contractors Ltd. Site Manager to liaise with all personnel in connection with the following site issues:

1. Access to and egress from the site.
2. Site security.
3. Site working times.

Any information relating to risks to health and safety arising from the environment in which the project is to be carried out and/or the construction work itself will be passed onto Contractors as soon as it becomes apparent.

Regular co-ordination meetings are to be held with all parties involved to ensure that the disruptions caused by the works are being properly controlled.

The provision of information (including Site Specific Risk Assessments and Method Statements) by all Contractors is a general requirement of this plan and failure to provide information when required will prevent a commencement of works, which could have a severe consequence on the programme. Any failures owing to this will be immediately notified to the Clients Contract Manager and advice on necessary changes taken. Any extra costs incurred because of this may be borne by the responsible Contractor.

All operatives on site will be kept informed of all health and safety issues whether active or reactive through verbal communication with the Site Manager, the Contract Manager or the Health & Safety Director. The latter will visit site on at least one occasion during the project to carry out a Site Health & Safety Audit and will allocate time for operative to air concerns.

The likely presence of European workers and other non-English speakers will be considered when appointing contractors. They will be asked if they have addressed the problem of workers, not competent in the English language, receiving appropriate safety briefings before commencing work, and that appropriate arrangements will be put in place for safety instructions to be effectively communicated to all before attending site. The use of English-speaking compatriots to act as interpreters to pass on information and act as a minder for the non-English speaker should be considered. The use of pictograms can be used for providing critical and emergency information. The Site Manager will expect that contractors have addressed the issues of non-English language workers before attending site.

Documents & Surveys

Ground conditions and contamination: Refer to the Phase I & II Geo-Environmental Investigation Report prepared by Geo-Matters Ltd, Consulting Engineers, dated September 2018, reference GML18201/1/1.

Unexploded Ordnance: Refer to the Phase I & II Geo-Environmental Investigation Report prepared by Geo-Matters Ltd, Consulting Engineers, dated September 2018, reference GML18201/1/1.

SELECTION PROCEDURES

All Contractors have a proven past record with D Brown Building Contractors Ltd. The selection procedures are outlined in their tender documentation. However, each Contractor will be individually monitored throughout the whole of the contract and any Contractors who frequently breach regulations will be disciplined with a view to excluding them from site. It is not the intention of D Brown Building Contractors Ltd to be subjected to or tolerate insubordination. D Brown Building Contractors Ltd reserves the right to immediately remove any Contractor from site who breaches the regulations in a manner which puts people at risk.

In the event of D Brown Building Contractors Ltd employing other Designers, Contractors and subcontractors the following criteria will be adhered to:

- D Brown Building Contractors Ltd will have previous experience of them and their attitudes towards health and safety and his ability to carry out the work safely.
- If the above does not apply, the Designer, Contractor or subcontractor will have a proven track record in type of the works which they are about to undertake.
- The Designer, Contractor or subcontractor must show that they have a positive and proactive attitude towards health and safety and can demonstrate this.
- The Designer, Contractor or subcontractor must have fully completed a Competence Questionnaire to be vetted by a member of D Brown Building Contractors Ltd management.

Materials

All materials will be compliant with the Client's specification and sourced from approved suppliers.

Safety Data Sheets are requested on the purchasing of new products to ensure compliance with the COSHH Regulations. This information along with technical details is kept by D Brown Building Contractors Ltd Health & Safety Advisor. COSHH assessments are procured from this information and kept within the CDM File on site and, where relevant, will be included in the Health and Safety File.

Plant

Plant will be selected for its suitability and safety in carrying out the work. D Brown Building Contractors Ltd will source plant from approved suppliers. All plant will comply with current legislation in its use. Daily checks will be made by the Site Manager/Supervisor to ensure it is correctly used and maintained. All plant operators will have correct certification and have competency levels checked before using plant and equipment.

SITE RESTRICTIONS AND CONTROLS

The Principal Contractor must endeavour to maintain good neighbourly relations with adjoining owners or users of land and / or buildings and avoid particularly in respect of noise, vibration, dust, fumes, smells etc. It will be deemed the responsibility of the Site Manager to control and monitor delivery arrangements.

Vehicles delivering materials and plant will access the site by a designated route off Moulton Chapel Road. It is the intention D Brown Building Contractors Ltd to control delivery operations. It will therefore be deemed the responsibility of all Contractors to inform D Brown Building Contractors Ltd Site Manager of their intentions with reference to delivery operations.

All vehicles will deliver to the compound and lay down area off Moulton Chapel Road from the main A16. There is a possibility that the site set up may be phased during the works.

The Site Manager will control all traffic movement, including access and egress to the site. Vehicles will not be allowed to reverse out of the site onto the public road. There will be no parking of delivery or site vehicles on Moulton Chapel Road. A banksman will be deployed to assist in the smooth delivery of items and to prevent contact with pedestrians and vehicles.

Owing to the nature of the site, all materials shall be delivered to a designated storage area or directly to the site of their installation.

The removal of rubbish and excess materials from site will also be arranged by D Brown Building Contractors Ltd in such a way that the adjoining premises and the public suffer no inconvenience. D Brown Building Contractors Ltd has current waste carriers licence CB/QE5045ST/A001

Existing boundary fencing, and hedges will form delineation of the site. Heras fencing will be used to segregate the working areas where there is no existing fencing or hedges. These works will form part of the initial set up and a gated entrance will be created off Moulton Chapel Road leading into the site. We will liaise with adjoining residents and users of the access routes affected by the works to ensure that they are made aware of the nature of different hazards that may occur during the construction work. We will agree any arrangements for temporary restrictions that may arise from the works. Suitable signage will be erected to warn the public and residents of the dangers of the construction works. Suitable arrangements will be in place when undertaking the construction work to ensure that access and the health and safety of the neighbouring residents, access roadway users, visitors and the public is maintained.

As Principal Contractor under the Construction (Design & Management) Regulations 2015 we have responsibility for health & safety on the site

The site will be securely fenced, and gates locked at the end of each working day. The position of fencing will be agreed with the Client's Project Manager and adjoining land users.

The nominated access and egress point for collections and deliveries will be off Moulton Chapel Road. Signs will be in place giving directions and contact details. Pedestrian access around the site will be by defined routes and all site operatives and visitors will be required to use these routes. Safety posters and warning signs will be displayed to inform all contractors and pedestrians as to what is going on. Only bona-fide visitors will be allowed access and as the site shall be a controlled area, no visitor will be allowed access without the correct Personal Protective Equipment, Safety Footwear, Hard Hat and High Visibility Clothing are mandatory. The 'site office' will be set up in the main construction site compound off Moulton Chapel Road and all personnel and visitors accessing and exiting the site will have to sign in and out. The position of the compound may be moved during the works.

Noise will be monitored regularly. All necessary tests will be carried out to ascertain excessive noise levels and appropriate actions taken thereafter. If any tasks are deemed as to provide an excessive noise output, then these jobs must be carried out in convenient hours so as not to disrupt neighbours.

The site is a smoke-free site to comply with the Smoke-Free (Premises & Enforcement) Regulations 2006. The Site Manager may allocate a smoking area outside the fenced area.

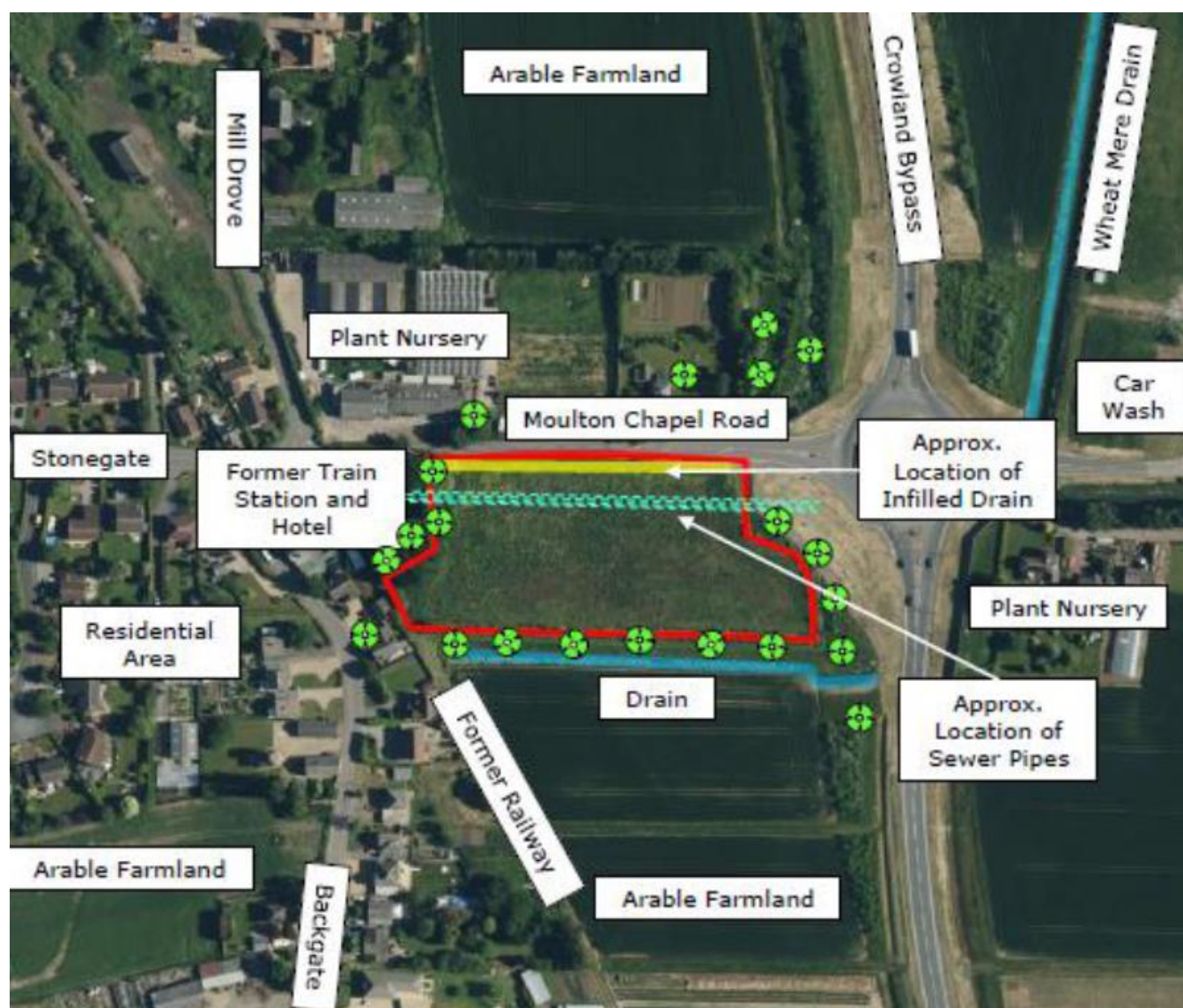
Care will be taken to prevent damage to surrounding roads and footpaths. During any works liable to cause such damage D Brown Building Contractors Ltd. Site Manager will inspect the area regularly and any damage likely to be a risk to health and safety will be rectified or cordoned off immediately.

Where any scaffolding and work platforms are required they will be designed and erected by a competent scaffolding contractor. All erected work platforms will be inspected on completion and alteration by the Site Manager and the installer and a required record of that inspection will be made in the site register. The Hiring Contractor and the Site Manager shall also carry out the required regular inspections as laid down in the regulations and shall keep the records within the prescribed register. No person other than those authorised and competent will be allowed to alter a work platform at any time - any person found to be doing this will be dismissed from site immediately.

Mobile scaffold platforms are to be dismantled every day when there is no site presence.

No radios will be allowed in outside working areas.

Most of work will be carried out during normal daylight hours (Monday to Friday 07.00 to 17.00, Saturday 08.00 to 12.00) and any out of hours or Sunday working requires authorisation from the Contract Administrator and Principal Designer.



Adjacent Land Use

3.0 IDENTIFICATION OF HAZARDOUS ACTIVITIES

The Site Manager has a duty to recognise and control activities that are likely to place persons at risk. To assist the Site Manager to do this effectively, he will refer to the Method Statements provided by the Contractors and analyse their proposals against the conditions created by other works in progress.

Safety Method Statements for all activities with specific risks and hazards will be required from all Contractors prior to any work starting on site. These will form the basis of the controls operated through this Plan.

D Brown Building Contractors Ltd are to implement a management checklist procedure to ensure that all documentation is collated for due consideration.

D Brown Building Contractors Ltd Site Manager will append to this plan, or keep within the Site CDM File, all Method Statements arising from the identified risks. Owing to the nature of this project further Method Statement's should be developed as the precise nature of the work becomes apparent.

Contractors Method Statements, Risk Assessments and COSHH Assessments must be provided a minimum of two days (forty-eight hours) before Contractors operatives are to attend site. It should be noted that Material Safety Data Sheets shall not be accepted in place of COSHH Assessments.

Where practicable we will use battery operated power tools and it is our intention to install a temporary supply. Where this is not possible we will use a petrol generator.

Existing drawings of the services (drainage, BT, gas, electricity and water) have been supplied by the Client. See Appendix 1

A CAT scanner will be used to assist in the validation of any services on drawings supplied by the Client. CAT scanner is a useful tool, but it is operator dependant, and is not 100% accurate in detecting all services, and it should be used in conjunction with any existing surveys or drawings.

If we have additional concerns about services being present where our any excavations are likely to take place, we will advise the Client to engage a specialist surveying company (ground penetrating radar).

All electrical and gas works will be carried out by a qualified tradesman. If temporary lighting is required, it will be installed and maintained by a qualified electrician.

Where gas, water and electrical supplies are disconnected we liaise with any affected parties and the Client to ensure the disruption is kept to a minimum and essential supplies are maintained to surrounding properties.

The site is close to occupied properties and this could increase the chances of interference with third parties. This will be controlled by where practicable by erecting enough fencing, safety signage, keeping deliveries and delivery waiting times to a minimum, and by controlling the access and egress point.

Any tasks involving the manual handling of heavy or awkward loads will be done using mechanical equipment where feasible (i.e. pallet truck or trolleys). Where this is not practicable, then team lifting will be adopted using good lifting techniques (bend the knees, not the back).

Where required working at heights will be done off a suitable working platform following the completion of a 'Working at Heights' permit and proof of training by the individual. Working off access towers will also require a 'Working at Heights' permit and must be erected and checked by a competent person. All guard rails and toe boards and stabilisers where necessary must be utilised. All works off step ladders will be limited. Steps will only be used if it is not reasonably practicable to use anything else as a working platform. Steps, if used, must be of grade 1 type and must only be used if the task is low risk and of short duration or if there are immovable objects that restrict other forms of platform being used. All tasks are subject to a risk assessment.

Any hot works must be communicated to the Site Manager before work commences, together with the filling out of the permit system and ensuring the Site Manager is aware of current works.

Firefighting equipment will be kept nearby in case of emergency.

Electric cables and leads will be kept tidy and away from walkways to reduce trip hazard potential.

All contractors will be informed of the need to keep their working areas clean at all times and to clear up as and when mess is made. As with all construction projects there is a possibility of needle sticks being discovered during the works.

Any such items must be handled with extreme care (Shovel, mechanical grabs) and disposed of within a Sharps box. D Brown Building Contractors Ltd will expect to see evidence of current and suitable Contractors Insurances such as; All Risks, Public Liability, Products Liability and Employers Liability. No LPG gas cylinders will be stored on site. If any hazardous substances used on site, they will be in a suitable container.

Temporary works such as the scaffolding will have been designed by the scaffolding contractor appointed by D Brown Building Contractors Ltd. Their role will be to ensure that temporary structures are suitably designed to avoid collapse and documentation will be supplied to support this. The Site Manager will supervise temporary works and satisfy himself that adequate design measures are implemented to eliminate the risk of collapse of temporary structures.

D Brown Building Contractors Ltd. are responsible and liable for ensuring the stability of the works, services and adjacent structures at all stages of the work and all structural elements will temporarily braced into position as necessary until firmly secured by the adjoining structures. Where structural wall openings are made in to the brick and block work propping measures including propping the use of Acro Props and strong boys will be used to enable the installation of lintels and making good the reveals.

Excavation works will be carried out by experienced operatives who will be supervised during the whole of the works. Only experienced- trained operatives will operate the plant and equipment. A copy of training records of all personnel will be available on site. All personnel within the work area will wear the appropriate PPE. All Operatives within the working area to read all method statements, risk assessments and sign. All excavations will be fenced off if unattended at any time. Where necessary all operatives to be given associated Tool Box talks by Site Supervisor. No excavations to commence until a permit to dig has been issued and all services have been located.

Where appropriate when reversing vehicles on site, a banksman should attend all times. All excavation will be fenced off. Ladders used only for access and egress. Only trained operatives are to enter a confined space.

Collapse of excavations

Temporary support - Before digging any trench pit, tunnel, or other excavations, decide what temporary support will be required and plan the precautions to be taken.

Make sure the equipment and precautions needed (trench sheets, props, baulks etc.) are available on site before work starts.

Stepping & Battering the excavation sides – Stepping or battering the excavation sides to a safe angle of repose may also make the excavation safer.

In granular soils, the angle of slope should be less than the natural angle of repose of the material being excavated. In wet ground a considerably flatter slope will be required.

Falling or dislodging material loose materials - may fall from spoil heaps into the excavation. Edge protection should include toe boards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection should be worn.

Undermining other structures - Check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. Decide if extra support for the structure is needed before you start. Surveys of the foundations and the advice of a structural engineer may be required.

Effect of plant and vehicles - Do not park plant and vehicles close to the sides of excavations. The extra loadings can make the sides of excavations more likely to collapse.

Falling into excavations Prevent people from falling - Edges of excavations should be protected with substantial barriers where people are liable to fall into them.

To achieve this, use: Guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or fabricated guard rail assemblies that connect to the sides of the trench box the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth.

Breaking into Existing Manholes

The foul drain terminations will be into an existing manhole and tankering should not be required. An Anglian Water permit will be required. Where required existing flows will be monitored before and during the procedure. Excavations will be made to find the invert level and the existing chamber will be broken into using an 110v SDS breaker the internal haunching will be broken out using hand tools from inside the manhole. Dependant on the depth of the manhole before entering and during the task a suitably calibrated air test monitor will be used to ensure the air quality is sufficient in the manhole to undertake the works. A confined space permit will be required from the Principal Contractor. At all times an operative will act as a lookout externally in case of an emergency. The pipe will then be fed through the wall into the base channel and the chamber and haunching made good using mortar ensuring all debris is removed from the manhole and the excavations are backfilled and made good.

All vehicles leaving the site will have their wheels cleaned to remove any surplus mud to prevent the contamination of the roads. Where any mud is deposited on the public highway suitable cleaning arrangements will be made as soon as practicably possible. The Site Manager will liaise with residents to address any complaints received. These will be documented, and any preventative action will be recorded.

PRINCIPAL DESIGNERS SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

Significant design assumptions and suggested work methods.

- With the exception timber frame design and construction, no other specific methods of working have been suggested by the design team for this project.

Arrangements for coordination of on-going design work and handling design changes.

- In the event of design changes or unforeseen changes to the Construction Phase Plan, the Principal Contractor must liaise with the Principal Designer and Contract Administrator and update the Plan in accordance with their obligations under Regulation 12 of the CDM Regulations.
- Any residual risks will be identified by the Principal Contractor and full details provided including a risk assessment utilising the principles of prevention issued to the Principal Designer and Client and all Designers).

Information on significant risks identified during design.

- There are no significant risks identified that a competent Principal Contractor or Contractor would not be aware of.
- The fire risk presented by timber frame construction is noted. Fire separation distances and other actions to eliminate or reduce the fire risks associated with timber frame construction shall be undertaken in accordance with the recommendations detailed in the Structural Timber Associations guidance. Plots 2 and 32 are noted as being located approximately 5m from existing residential properties and as such Category C Timber Frame construction may be required. The Principal Contractor and the specialist Timber Frame Contractor shall confirm what actions and precautions are being taken to eliminate/reduce the risk of fire spread to the existing dwellings during the construction phase.

Materials requiring precautions.

- There are certain construction materials whose use cannot be avoided, and which are potentially hazardous to health. The Principal Contractor should identify any such materials in the Construction Phase Health and Safety Plan and give detailed method statements of safe systems of work, storage, disposal of waste and appropriate personal protection equipment.
- The Principal Contractor must ensure that the requirements of the Control of Substances Hazardous to Health Regulations (COSHH) 2002 are fulfilled.
- The fire risk presented by timber frame construction is noted. See above.

Partially occupied site

- It is likely that the handover of completed dwellings shall take place in groups of say 8 dwellings at a time.
- It is likely that the client will desire to have occupants in those handed over dwellings soon after they have been handed over.

The Principal Contractor shall assess the risks presented by any such phased group handovers. Potential risks include:

- Separation distances from incomplete timber frame buildings close to occupied dwellings - consider Structural Timber Associations guidance.
- Shared use of site roads with vehicles associated with handed over dwellings.

4.0 EMERGENCY PROCEDURES

FIRE

The Site Manager is designated the position of Site Fire Marshall. Once D Brown Building Contractors Ltd has taken possession of the site the Fire Marshall will conduct a Fire Risk Survey and if necessary produce a Fire Plan. Fire exits, and assembly points will be clearly defined, and all exit routes will be kept clear. Suitable firefighting equipment will be placed around the site and a manual alarm horn will be used to enable the alarm to be raised. The Site Manager or responsible person will ensure all operatives and visitors are evacuated from the site.

Emergency evacuation procedures will form a major part of the induction training. Any hot works or works that may affect the plan will only be done following consultation and approval from the Site Manager. The site boundary will be deemed a non-smoking area and any operatives ignoring this rule will be escorted from the site. D Brown Building Contractors Ltd will ensure that all Contractors adhere to good housekeeping practices with regular clearance of combustible material.

Firefighting equipment will be available and designated members of the site staff will be competent in its use.

Hot Work Permits will be required for any work which may give the slightest risk of fire and the precautions required will include the provision of firefighting equipment suitable for the purpose and a means of raising the alarm. All work requiring Hot Work Permits will cease between one to two hours before end of shift and a visual inspection will take place immediately before the site is left for the day. The persons carrying out the works will carry out the inspection, accompanied by the Site Manager. The Hot Work Permit will be handed back to the issuer on completion of the day's work.

Two dwellings, Plots 7 and 8, are noted as being located close to existing occupied dwellings on Backgate. The separating distances between the new dwellings and these occupied existing dwellings will be over 5m, and as timber frame construction presents an elevated risk of fire from the unprotected timber frame to adjacent properties a fire risk assessment will be undertaken. The design and construction of the new dwellings shall as a minimum requirement comply with the recommendations of the Structural Timber Frame Association with regards to the separating distances and correct type of frame to be used and other measures will be taken to reduce the risk. (See the separate fire plan and fire risk assessment for the project).

Site Security Against Arson

To deter trespassers as well as preventing malicious fires we will erect hoarding and fencing around the perimeter of the whole site. Access to the site will be gated and signage will be in place to direct all to the site office prior to entering any working areas. Site contact details will also be displayed.

Illumination of the site in key areas will provide additional deterrent to unauthorised access and CCTV cameras will be in operation 24 hours. At the end of each working day a fire check will be undertaken, particularly in areas where hot work has been undertaken. Periodic checks will be made during holiday periods and at weekends. In the event of a fire we will evacuate the site and assemble at the designated assembly point (see Site Plan). The Fire and Emergency Plan will be displayed in the site office and canteen indicating both the fire assembly point and the procedure to follow in the event of an emergency. In developing the fire plan, we will consider the guidance given in the STA Guidance for Structural Timber Framed Buildings and the HSE Guidance Fire Safety in Construction Work, HSG 168.

Fire Procedures

All operatives and visitors will be initially inducted onto site and be made aware of the site emergency procedures. In the event of fire being discovered, raise the alarm by use of the nearest klaxon, evacuate the area and assemble at the point displayed on the emergency arrangements board. At no personal risk, try to ensure that no other personnel are in the area. Advise a member D Brown Building Contractors Ltd. Site Manager or his deputy of the fire and its position. Each contractors Supervisor will check and confirm that his men have been accounted for or if not their last known work place. (This information will be reported to the fire brigade by member D Brown Building Contractors Ltd.

Site Manager or his deputy). The Site Manager or his deputy will notify on-site emergencies to any neighbours or the like who may be impacted or put at risk. No attempt is to be made to re-enter the affected area. D Brown Building Contractors Ltd. Site Manager or his deputy Ltd. will direct the fire brigade to the fire and inform them of the last known workplace of any missing site personnel.

APPOINTED FIRE MARSHALL: TBC Mobile: TBC or his appointed deputy.

FIRST AID

A First Aid Box and Eye Wash Station will be kept in the site office by the Appointed First Aider. Notices relating to the first aid provision shall be communicated during the induction process. Emergency Numbers shall be listed and kept within the site office by the Appointed First Aider. The location of the nearest Hospital (Accident and Emergency) shall also be kept by the Appointed First Aider.

APPOINTED FIRST AIDER: TBC Mobile: TBC

NB: The Appointed First Aider has the use of a mobile telephone: Mobile: TBC

All accidents, injuries or dangerous occurrences should be reported to the Site Manager immediately, however, small or insignificant they may seem.

A Site Accident Book should be kept by the Appointed First Aider and any records should be succinct and kept up-to-date.

REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCE REGULATIONS 2013 (RIDDOR)

Fatalities and major incidents **only** have by law to be notified by the quickest practicable means (Tel: **0345 300 9923** Monday to Friday 8:30am to 5:00pm) to the Health and Safety Executive (HSE). All other major incidents and accidents can be reported online using the appropriate form on the HSE website. It shall be the duty of the Site Manager to ensure the immediate notification is made to Head Office in the event of a serious accident or occurrence. The Head Office will then immediately inform the HSE, their appointed Health and Safety advisor, and the Clients Project Management Team, of the situation.

Reportable major injuries are:

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

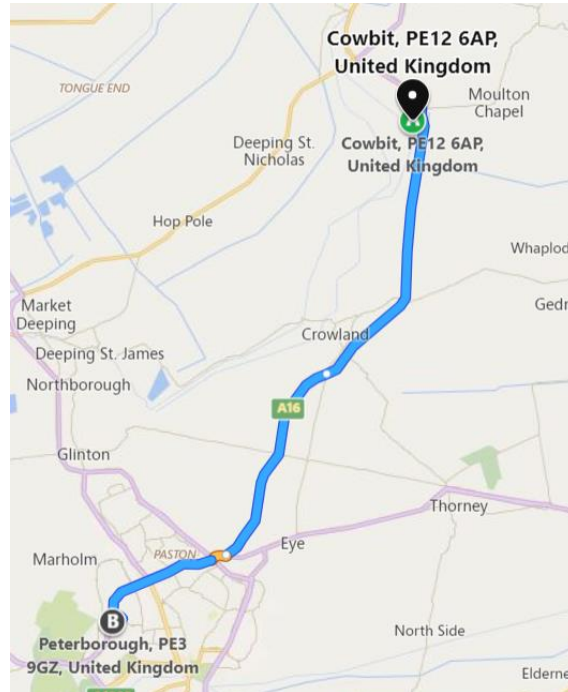
Typical dangerous occurrences would be:

- Collapse of a structure
- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment (These must be reported even if no injury occurs)

NB: The above is not a complete list. Reference should be made to the RIDDOR Regulations.

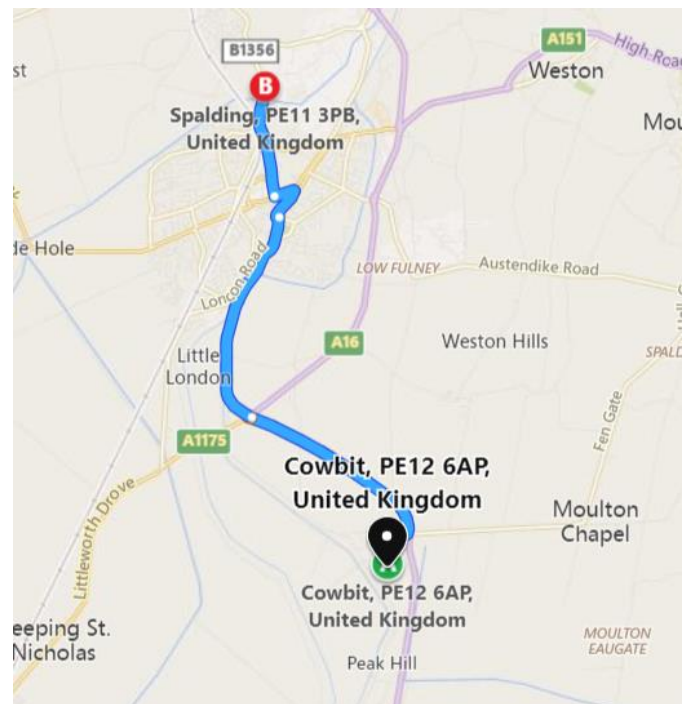
Nearest 24-hour A & E Hospital

Peterborough City Hospital
Edith Cavell Campus
Bretton Gate, Bretton
Peterborough
Cambridgeshire
PE3 9GZ
Tel: 01733 678000
Distance 15.4 miles 27 minutes



Urgent Care Service Open 08.00 to 18.00

The Johnson Community Hospital
Spalding Road
Pinchbeck
Spalding
Lincolnshire
PE11 3PB
Tel: 01775 652 000
5.8 miles 16 minutes



5.0 WELFARE

Welfare arrangements will be proportionate to the scheduled works and provisions we will be made to comply with the Construction (Design and Management) Regulations 2015. We will make all operatives and sub-contractors aware of the arrangements and inform them of their location.

We will provide a 12 x 9 site office plus a 24 x 9 canteen with drying room and flushing toilets within the site demise and D Brown Building Contractors Ltd Site Manager is to be deemed responsible for ensuring it is maintained in good order. The site office will be used for inductions and first aid. A generator will be used to provide power for lighting, boiling water and powering a microwave. Adequate seating and tables will be provided. The position and set of the facilities will alter during the project due the constraints of the site. The site compound and welfare facilities will be moved as the work progresses and will be subject to agreement with the local authorities where required.

The Site Manager shall employ/deploy a site labourer to help with the cleaning of the facilities on a regular basis.

6.0 TRAINING

D Brown Building Contractors Ltd Site Manager has extensive experience in the following site disciplines:

Site Management
Health and Safety Awareness
Fire Awareness Training
Site Waste Management

The Site Manager shall be responsible for informing and instructing all employees, Contractors, and visitors of any relevant matters under the requirements of the Health and Safety Plan/s and the contents and control measures of any assessments carried out. All operatives who are to operate or erect any machinery, plant or equipment on site shall be fully trained and competent in its use. They will provide details of their qualifications and competence (i.e. training certification). No work will be allowed to commence unless this information has been provided and verified.

INDUCTION TRAINING

D Brown Building Contractors Ltd will ensure that each site visitor/operative will receive induction training before being allowed onto the site. This induction will include at a minimum:

Project outline
Senior management's commitment
Key personnel
Site specific safety risks
Traffic routes
Security arrangements
Welfare arrangements
Consultation arrangements
Site PPE requirements
Fire procedures
Good housekeeping - fire prevention - how to raise the alarm
Fire exits - assembly points
Hot Work Permits - who needs them and how they are used
Action which will be taken for any breaches
First aid
Who is the First Aider, where can he be found?
The location of First Aid Kit
Arrangements for reporting accidents
The use of dangerous substances/accident procedure
Who should be notified?
What information will be required?
What precautions should be taken?
Dangerous areas of site (e.g. excavations)
Brief talk on type of work and the dangers involved for example low levels of isolated contamination was noted during the site investigation, and ground workers will be instructed on the necessity to maintain good hygiene procedures during the works.
Working at height permits – who needs them and how are they used. Are stepladders to be used – if so a Risk Assessment will be required?
All personnel will be made aware of D Brown Building Contractors Ltd Environmental Policy and any control measures in place to manage the environmental aspects of the site. These may include operation of the site waste management plan, noise, dust and vehicle movements.
A full induction tick list is to be completed by the Site Manager and all operatives/visitors.
It should be noted that new starters (e.g. school leavers, apprentices) within the construction industry will not be allowed to self-supervise.

SITE WASTE MANAGEMENT

There is no requirement to for a Site Waste Management Plan, but irrespective of this all efforts will be made to ensure the waste produced is eliminated, reduced, reused, recycled or disposed of in the correct way.

All site personnel will be instructed during the induction process and informed of the correct disposal routes for difference types of waste.

D Brown Building Contractors Ltd has a current waste carries licence CB/QN5214HE.

Skips must be sited inside within a secure site compound or be securely fenced. Accurate recording of amounts of waste disposed of must be kept. Predictions of the amount and type of waste generated will be difficult, but all efforts must be made to identify the type and amount of waste likely to leave site.

All active and hazardous waste leaving the site must be carried out by a licensed waste carrier and disposed of at a permitted waste disposal site. All movements of waste must be recorded, and copies of the licences and waste transfer/consignment notes must be available within the plan.

If the contractor is intending to transport any waste between locations, this must be recorded, and a valid waste carrier's licence will be required. Only specially licensed carriers are permitted to transport hazardous waste and all movements must be accompanied with a hazardous waste consignment note.

TOOL BOX TALKS

The Site Manager will deliver toolbox talks to all operatives irrespective of their trade or employer. The talks will be specific to the site activities and will be when it is deemed necessary and a time convenient to the Site Manager.

Subjects will include:

- Working at Heights (including scaffolds, mobile towers, ladders)
- Restricted access (including clear walkways)
- Safe use of electricity (including portable hand tools, extension leads)
- Good housekeeping - fire precautions
- Manual Handling
- Personal Protective Equipment
- Storage of material
- Vehicle loading and unloading
- Mobile Access Equipment
- Abrasive wheels
- Site Waste Management

All operatives will be able to air any views regarding Health and Safety at this time. Any items of concern will in turn be fed back to the Client or the Health & Safety Advisor.

7.0 SITE RULES & PROCEDURES

D Brown Building Contractors Ltd Site Rules form a part of this the Construction Phase Health and Safety Plan. It is important that all are made aware of the rules of working on a construction site in the interest of their safety and the safety of others. Failure to work to the safety rules on any site may result in instant dismissal and as such this briefing will act as a final warning.

GENERAL

These are the general safety rules for working on this site.

The minimum protective clothing is:

- Safety boots or shoes.
- Safety helmets.
- High Visibility Jackets / Vests.
- Other additional items will be worn as operations dictate.

GENERAL ITEMS

- It is your responsibility to ensure you are familiar with operations detailed in Method Statements and follow all given instructions.
- Smoking on the site is strictly prohibited.
- No persons will be allowed onto any contract whilst under the influence of alcohol or drugs. Any persons suspected of the above will be requested to leave the site. If you are taking drugs for medical reasons you must inform your Supervisor and the Site Manager.
- Never use equipment unless trained and authorised to do so.
- All Hot Work and Working at Height will be the subject to a Permit.
- No electric leads will be allowed to trail across the site in a manner likely to cause injury.
- No food or drinks will be allowed in the work areas.
- Your First Aider on this site is TBC Mobile: TBC

All must ensure all injuries are treated and recorded. In the event of a serious accident, contact the nearest member of staff and emergency services will be called.

SITE RULES

A type-written sheet shall be given to each person who is inducted upon site and each person will be asked to sign say that he/she understands and will abide to the Rules contained therein.

SITE PLANT AND EQUIPMENT

Only operators authorised by the Site Manager will be allowed to operate plant on site. All operators must be adequately trained and certified.

LIFTING OPERATIONS

- All plant and equipment must have current test/examination certificate and only be used by authorised persons.
- Only recognised banksmen are to direct lifting operations and all lifting positions will be under the supervision of the Site Management.

PERMITS TO WORK

Permits must be obtained before any Hot Work is carried out. Nobody should proceed until they have personally seen and understood the applicable permit and the specific rules that apply.

Permits must be obtained before any Working at Heights is carried out. Nobody should proceed until they have personally seen and understood the permit and the specific rules that apply. This Permit is applicable to all work involving erecting of unclad and clad framed structures, painting, decking, roofing, re-roofing or work at excess of 2 metres in height.

FIRE

It is essential that all persons on site are familiar with the Fire Plan and are aware of the location of firefighting equipment and escape routes.

No fires must be lit on any part of the site. The requirements of Dangerous Substance and Explosive Atmosphere Regulations regarding storage and handling must be observed in respect of any paint, thinners, petrol, gases or other substances brought onto site. All such substances require the permission of the Site Manager to be brought onto site.

All Hot Work must be carried out in accordance with an approved Method Statement and Hot Work Permit instructions (as above).

STORAGE OF MATERIALS

All materials must be stored as instructed by the Site Manager.

All operatives must keep their work area clear and prevent any accumulation of debris and materials.

On completion of work the site should be left clean and tidy and disposal of waste must be carried out in accordance with relevant legislation.

HAZARDOUS MATERIALS

All contractors are familiar with the hazardous products to be used in these contract works and COSHH assessments will be available on site. No asbestos containing materials were identified during the surveys but there remains the possibility that asbestos containing materials may be discovered during the excavations of the footings and drainage. If any ACM's are discovered once work has commenced we will cease operations immediately, isolate the area and seek specialist advice. All operatives have been asbestos awareness trained. All site personnel have been asbestos awareness trained and will be aware of D Brown Building Contractors Ltd emergency procedures which gives details on how to proceed if previously unknown ACM's are discovered or disturbed.

EXPOSURE TO SUNLIGHT

All site operatives will be made aware of the dangers to the skin of UV radiation from the sun and possibility of heat exhaustion during spells of hot weather. They will be advised to keep exposed skin covered, use the sun cream provided, wear appropriate clothing, drink fluids on a regular basis and keep out of direct sunlight where possible. Report any damage to the skin from UV radiation and let the First Aider know if they feel unwell in hot weather.

HEALTH AND SAFETY PLANS

Both the Pre-Construction Information, produced by the Client's Principal Designer, namely Thornton-Firkin LLP, and the Construction Phase Plan should always be available, so reference may be made to them as and when it is necessary/required.

OPERATIVES RESPONSIBILITY ON SITE:

- You **must** follow the instructions given to you by your foreman/supervisor in relation to COSHH, Noise, Risk Assessments and any Method Statements, and you should make yourself aware of their content i.e. risks and precautionary measures which require to be undertaken.
- Report hazards, faults and near misses to Site Manager.
- DO NOT play dangerous or practical jokes on site.
- Use correct tools and equipment. DO NOT compromise or take short cuts.
- Follow all instructions - if in doubt ASK! Failure to work in a safe manner may result in your dismissal from site.

Your safety and the safety of everyone else depend on co-operation and consideration. If you are not sure about something, ask. If you believe something is wrong, tell your supervisor. The site office contains details about site safety for this site and you should make yourself aware of it and all other notices and warning signs posted on site.

BE SURE TO UNDERSTAND THESE INSTRUCTIONS
DO NOT PLAY AT SAFETY BUT MANAGE IT THROUGHOUT EACH PROJECT
THAT IS, WORK SAFELY OR LEAVE SITE, THE CHOICE IS SIMPLE

IF IN DOUBT AT ANY TIME ASK,
NO MATTER HOW STUPID YOU MAY FEEL IT IS

WE ARE ALL HERE TO ACHIEVE THE SAME GOAL,
THE SAFE COMPLETION OF THE WORK
AND IT WILL ONLY BE POSSIBLE BY TEAM WORK AND CO-OPERATION

8.0 PRINCIPAL CONTRACTORS' SITE DISCIPLINARY PROCEDURE

INTRODUCTION

The Principal Contractor has a duty to ensure that all project operations are carried out safely. The Principal Contractor expects the full co-operation and commitment of all its staff, contractors and visitors in fulfilling this duty. Where unsafe practice is identified, the Principal Contractor recognises their responsibility to take appropriate action. The Principal Contractor will operate a disciplinary code on all sites. The code allows for warnings to be issued and recorded.

RESPONSIBILITIES

SITE MANAGER/FOREMAN will be responsible for evaluating individual cases and issuing and recording any warnings and keeping the Contract Manager informed.

PROJECT MANAGER will monitor the performance of all individuals and report any relevant details at the weekly site meeting. When a yellow 'card' has been issued he must inform the individual's employer as soon as possible and request a reply in writing giving details of what action has been taken to prevent a reoccurrence of the breach.

HEALTH & SAFETY ADVISOR will collate data from the logs to monitor the performance of contractors or individuals for future reference.

1. INDUCTION

- 1.1 The Site Manager or his deputy, will make all personnel coming onto site aware of this procedure and the possible penalties for any breaches of the Principal Contractors Site Rules and any other Health and Safety requirements.
- 1.2 At the time of induction, a record of the name, company and the date of the induction will be recorded in the log.
- 1.3 All personnel entering the site will sign to say they have read and understood the Site Rules, plus any other Health and Safety requirements, and that they are aware of the consequences of breaching them as described in this procedure.
- 1.4 If any Site Rules are added or amended to adapt to site conditions, all new and inducted personnel must be made aware i.e. relaxing the hard hat rule.

2. WARNINGS

2.1 First Warning (White Card)

Any unsafe behaviour or condition should be discussed with the individual concerned and a warning will be issued, indicating the improvements required. This warning will be in place for a period of one month from the date of the offence. After that time the warning will expire and no longer form part of an individual's work record.

Examples of infringements at this level are:

- Any breach of the Site Rules.
- Knowingly working without current permit i.e. hot work, excavation, electrical systems, working at height.
- Operating plant, equipment and transport without authority.
- Unauthorised alteration of working platforms.
- Failure to use defined access routes.
- Failure to use access equipment provided; e.g. scaffolding, towers, ladders and harnesses.

2.2 Second Warning (Yellow Card)

Should the first warning go unheeded, or the individual commits a second offence within one month, a second warning will be given. This will result in the individual being interviewed by the Site Manager who will explain the reasons why it has been issued and give guidance on how to proceed in the future. The Contract Manager will immediately inform the individual's employer and a written reply must be given detailing what action has been taken to prevent any further breaches.

Examples of the infringements at this level are:

- All the examples listed under the "white" card but seen for a second time in one month.
- Failure to observe an instruction on safety issues, whether by signage or given verbally.
- Failure to comply with agreed methods of safe working e.g. risk assessments, method statements, task sheets etc.

2.3 Exclusion from Site (Red Card)

Any individual committing gross misconduct relating to safety issues, or a further subsequent offence by an individual who has already received a yellow card, will result in the individual being permanently removed from the site.

The exclusion from site is the most serious action that can be taken and as such will require the individual to be suspended from work while a full inquiry into events is held by the company.

Examples of the infringements at this level are:

- All examples listed under 'White Card' but seen for a third time in one month.
- Premeditated breach of safety rules where there is a perceived risk to life.
- Unauthorised removal of safety devices (e.g. limit switches, interlocks, guard rails etc.) where, in the opinion of the Manager, there was immediate risk to life.
- Deliberately exposing the public to danger by not complying with agreed safe methods of work.
- Deliberately not complying with the instructions in method statements, risk assessments or task sheets.

For any situations referred to above, a review meeting will subsequently be held between representatives of both the Principal Contractor and the contractor company to determine whether any further action may be required to prevent reoccurrence.

3. DOCUMENTATION/MONITORING

- 3.1 The Site Disciplinary Log must be kept up to date by the Site Manager or his deputy.
- 3.2 All records will be kept by the Principal Contractors and will be used to collate data to monitor future performance of individuals and contractors.
- 3.3 The Project Manager will monitor performance and record details in the minutes of the weekly site meetings.

9.0 MONITORING

The Site Manager and Clients Project Management team will monitor the attitude to Health and Safety of all operatives involved in the works. Breaches of Site Rules or Health and Safety legislation will be recorded, and any such breach deemed to be serious could result in an operative being removed from site immediately.

The D Brown Building Contractors Ltd Health & Safety Advisor, will visit the site at unannounced regular intervals to inspect, advise, comment and report on conditions prevailing at the time. The Client's H & S advisors may also make visits to site to report on general health and safety performance.

The Site Manager shall be responsible for the maintenance of all the required site-based inspection records. All the required statutory inspections shall be carried out and the relevant records kept on site. In addition to this all attendance records and records of instruction shall be kept with this Health and Safety Plan. Details of actions taken should be recorded at the time of an incident.

Investigations will be carried out on all accidents and incidents and the findings used to produce procedures to prevent any such reoccurrence.

10.0 CONTINUING LIAISON

To ensure that all objectives of this plan are being met and the requirements are being adhered to D Brown Building Contractors Ltd shall hold regular briefings with the all relevant Contractors. The monthly site progress meetings shall discuss and resolve any Health and Safety issues that may arise during the works. To be discussed during.

The Management have indicated that regular site progress meetings are to be held. Health and Safety issues are to be included on the agenda of these meetings to allow the full project team to discuss and agree action on these matters as they arise.

Once definitions have been made and measures applied to problem areas it will be deemed the responsibility of D Brown Building Contractors Ltd health & Safety Advisor or Site Manager to append to this Plan any information that may be deemed necessary to develop this Plan further than existing.

D Brown Building Contractors Ltd are to ensure that specific procedures for considering the health and safety implications of design elements are undertaken, paying attention to matters which arise during construction and which may not have been fully considered previously, especially where a substantial design change has occurred which may affect resources.

11. HEALTH AND SAFETY FILE

On completion of their involvement in the project or their own sections of the works all Designers, Consultants and Contractors will be required to produce suitable information to enable the compilation of a Health and Safety File for the project – this will include:

Record Drawings (As-built/As-fitted)

- Full set of Record Drawings has been prepared together with design responsibilities and relevant drawing register. This includes drawings kept on site that may have been varied or updated without re-issues.
- Full list of Sub Contractors and main suppliers used on the project.

Construction Methods and Materials

- COSHH Assessments / Hazard Data Sheets for all Hazardous Substances / Materials that may be present after the Construction Phase.
- Technical literature for materials used.

Access Equipment and Maintenance Facilities

- Provide statements on how safe access is gained to roof areas, canopies etc.

Maintenance Procedures and Requirements for the Structure

- Provide details of recommended cleaning and maintenance procedures for all elements of the structure, finishes, fixtures and fittings.
- All Certificates of Tests carried out.

Utilities and Services

- Details of location and nature of all utilities and services that Consultants, Designers and Contractors may be aware of.

The information will all be compiled and formatted following instruction from the Principal Designer and handed over to the Client within the legal framework laid down within the Construction (Design and Management) Regulations 2015.

The Principal Designer has provided a file which has included some initial information.

All parties are reminded that they have a duty to supply information forthwith.

SITE RULES ALL CONTRACTORS AND SITE VISITORS

Location: Land Off, Moulton Chapel Road, Cowbit, Spalding, Lincolnshire PE21

1	No unauthorised persons are allowed on site.
2	All operatives entering the site for the first time must report to the site office for safety induction and accreditation.
3	All operatives must sign in and out of site each time they enter/exit site.
4	All visitors are to report to the site office and shall sign the visitors' book.
5	All those entering the site shall wear a hardhat, hi-visibility jacket and safety boots at all times. Exceptions to this rule are solely at the discretion of site management.
6	No unauthorised vehicles shall be allowed on site. Parking in designated areas only. Site plant and transport routes to be specified.
7	All accidents and unsafe situation or occurrences must be reported to the site manager immediately.
8	The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
9	Adjustment or removal of any part of a scaffold must only be carried out by those trained and authorised to do so.
10	Temporary signs shall not be removed or covered over.
11	No radios or similar equipment shall be played on site.
12	No temporary or permanent part of the works shall be damaged or defaced.
13	No plant, materials or material waste shall be removed from the site without the authorisation of the site manager.
14	Permits for hot work and working at height must be obtained before commencement.
15	Plant and equipment must only be operated by authorised and trained personnel and licences must be produced if required.
16	Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the site manager before use.
17	All instructions and directions of the site manager must be complied with.
18	Risk assessments and method statements to be strictly complied with.
19	No smoking on site, except in designated areas.
20	Disciplinary procedure for safety or environmental related breaches on this site consists of the red card system. Serious breaches will be treated as gross misconduct and liable to instant removal from site.
21	Precautions for the prevention of fire, displayed in the office/canteen, must be complied with.
22	

HEALTH AND SAFETY INDUCTION CHECK LIST FOR ALL CONTRACTORS AND SITE VISITORS

It is our intention to complete this project without exposing anyone on or off the site to undue risk to their health and safety

Location: Land Off, Moulton Chapel Road, Cowbit, Spalding, Lincolnshire PE21

Name of person being inducted:

Name of person carrying out this induction:

Company:

Today's date:

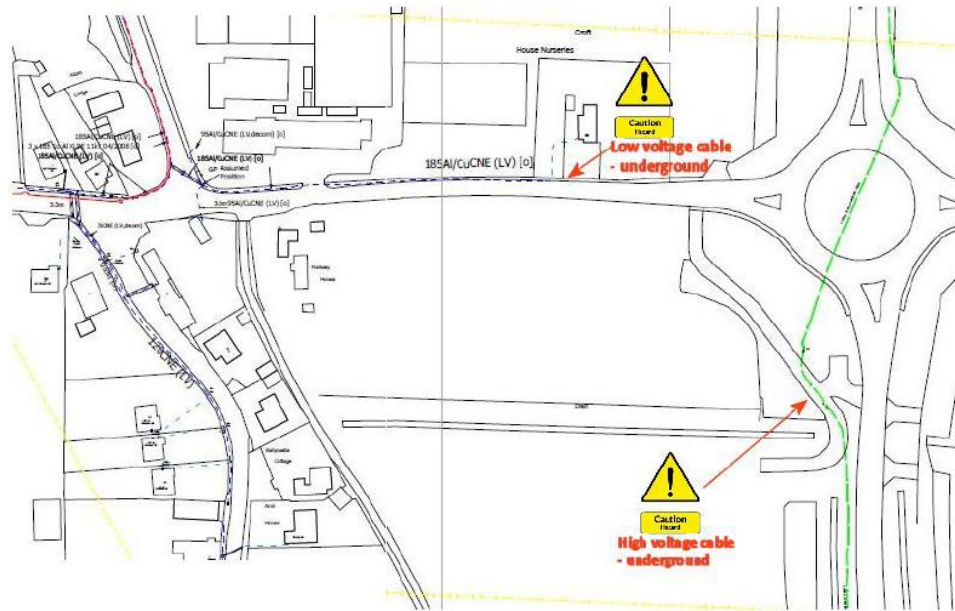
1	Location of emergency exits and assembly points.	16	Report any accidents and dangerous occurrences to the Site Manager.
2	Location of fire extinguishers and method of raising the fire alarm.	17	No company materials/equipment to be removed without permission.
3	No burning of rubbish on site. Remove all debris regularly to the site skip.	18	Power tools to be 110v maximum and have guards fitted.
4	Permit required from Site Manager for hot work.	19	Trailing leads are to be kept as short as possible.
5	No smoking on site except in designated areas	20	Wear safety goggles and gloves when using power tools.
6	Waste skips sited at least 10 metre from buildings if practicable.	21	All power tools are to be in good condition and PAT tested.
7	Location of first aid box, first aiders and accident book.	22	Do not use equipment unless you are trained, competent and licensed.
8	All risk, COSHH assessments and safe systems of work to be followed.	23	All vehicles, plant and equipment are brought to site at owners risk.
9	Safety footwear and PPE to be worn at all times.	24	Report any suspected hazardous materials to the Site Manager.
10	Safety helmets to be worn in all designated areas.	25	All site personnel are responsible for good housekeeping.
11	Notice board is in the Site Office for safety and general information.	26	Alcohol and drug abuse are prohibited and subject to instant dismissal.
12	You must comply with the Safety Advisor's advice at all times.	27	You must comply with the company safety plans, safety rules and notices.
13	Under no circumstances are you to alter or tamper with scaffolding.	28	Only park company vehicles in the designated areas.
14	Ladders are to be tied and footed and removed from working areas at night.	29	Do you suffer from any form of ill-health ? If so, specify:
15	All roof works are to have edge protection at all times.	30	Do you take any form of medication? If so, what type and where kept:

When working or visiting this site and by signing this induction form, you agree to accept responsibility for your own safety, the safety of your colleagues and the safety of any others that may be affected by your acts or omissions. You also agree to comply with all of your legislative duties and to abide by the Site Rules

Signature of person accepting this induction:

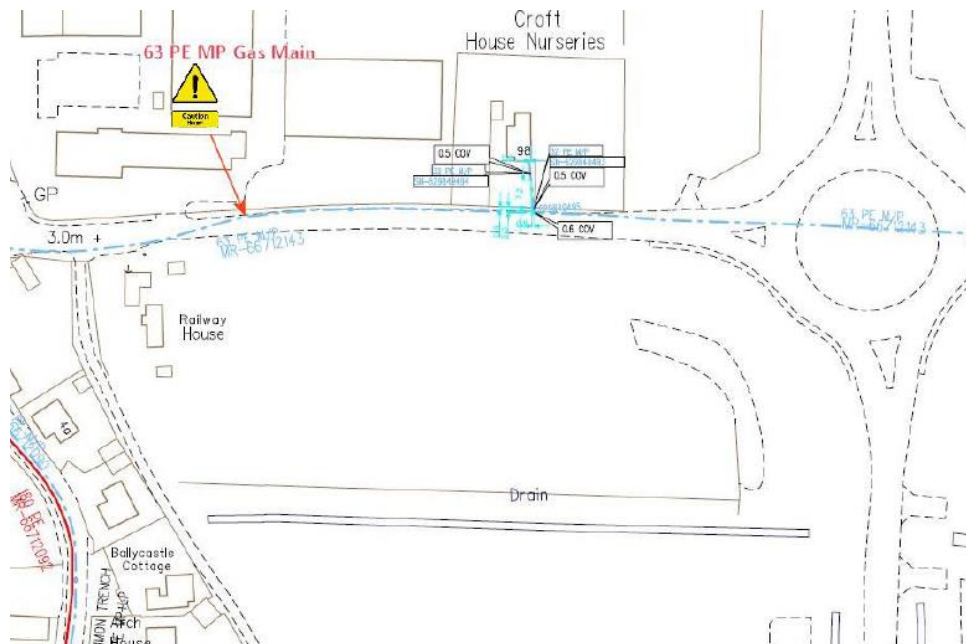
Print Name:

APPENDIX 1

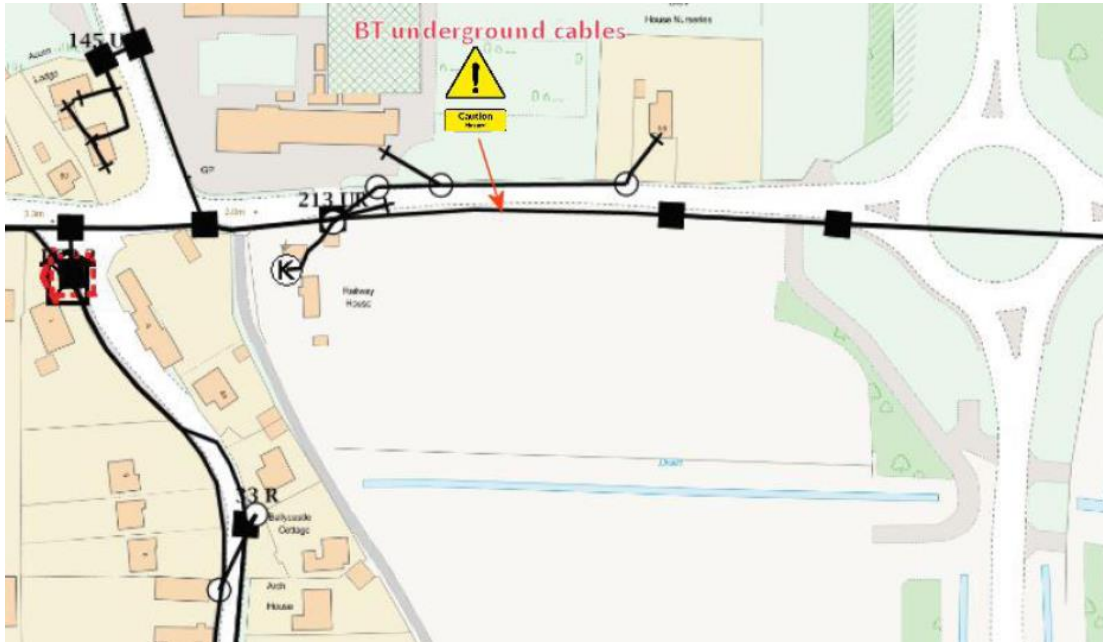


An **underground low voltage cable** is known to run along Stonegate / Moulton Chapel Road towards the northern side of the road.

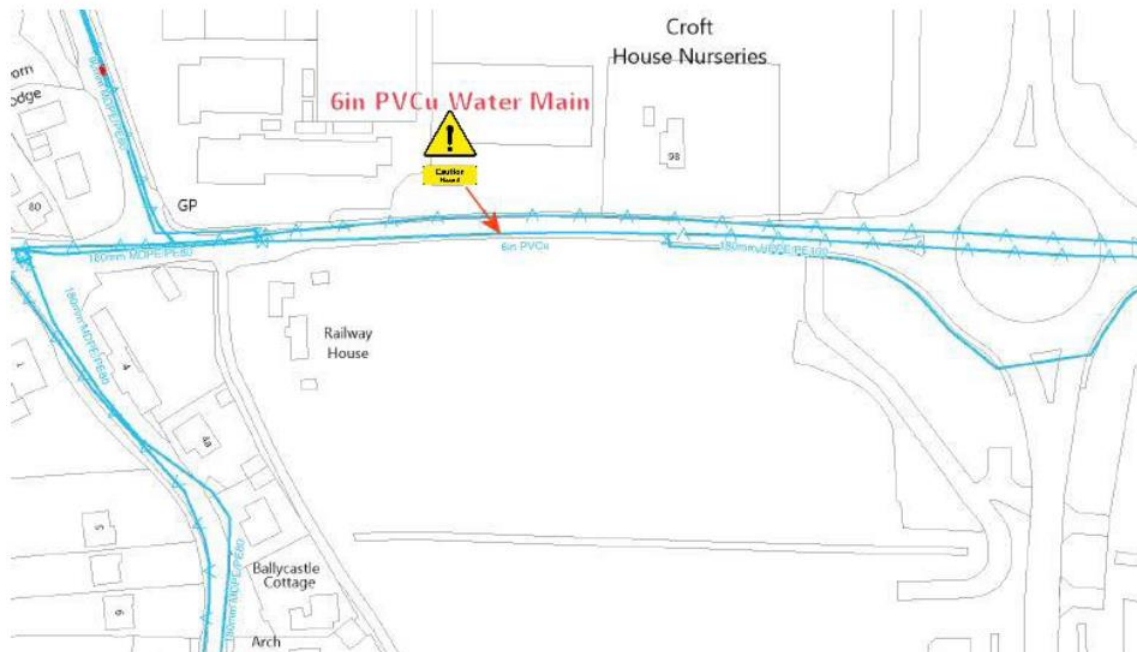
An **underground high voltage cable** is known to run close to the eastern boundary to the site.



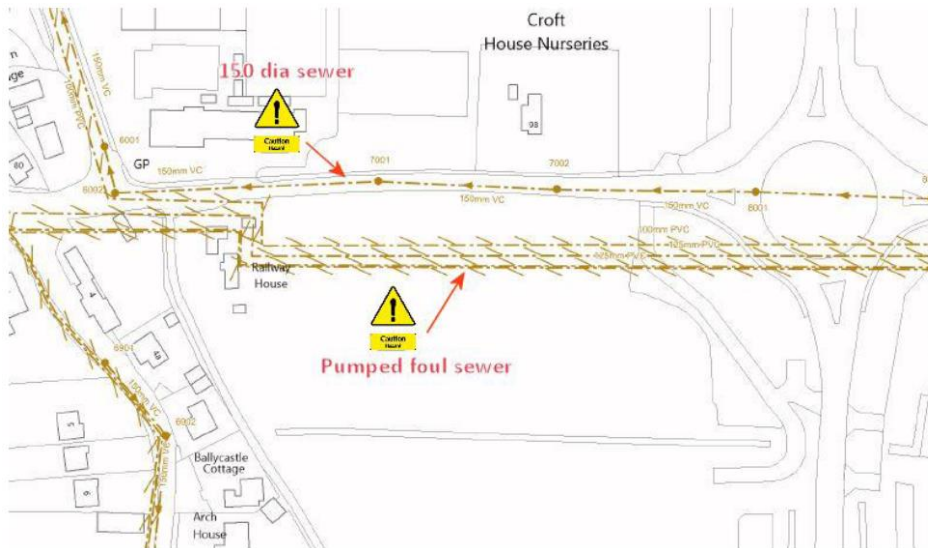
An **underground 63 diameter PE MP gas main** is known to run along Stonegate / Moulton Chapel Road towards the northern side of the road, however towards the north west corner of the site the gas main is shown to cross over to the southern side of the road, close to the site boundary.



BT cables are known to run along Stonegate / Moulton Chapel Road towards the southern side of the road.



A 6-inch PVCu underground watermain is known to run along Stonegate / Moulton Chapel Road towards the southern side of the road along the northern boundary of the site.



A 150 dia PVCu clay foul sewer is known to run along Stonegate / Moulton Chapel Road towards the northern side of the road. A series of 4 Nr 125 dia PVC foul pumped sewers pass through the site running east-west.