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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

FOR

CONSTRUCTION OF 6NO POULTRY HOUSES

AT

Northorpe Farm, Northorpe, Donington, Spalding, PE11 4XE

FOR

Wray Trading Ltd

Company Registration No. 03850160 VAT Registration No. 129 8331 55
Goods remain the property of Clarke Group Construction Ltd until paid for in full

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
AND SITE SAFETY FILE

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We have developed this health and safety plan after a review of the information we have been provided and following an appraisal of the site following a site visit.

Introduction

Northorpe Farm

Following an assessment by the client of Northorpe Farm as to their competence to carry out the management of the construction phase of this project Clarke Group Construction Ltd has been appointed as Principal Contractor.

As part of our duties under the Construction (Design and Management) Regulations 2015.

- We have satisfied ourselves that the client is aware of their duties under the Regulations.
- Confirm that a Principal Designer has been appointed.
- Confirm that the HSE have been notified by the Client (if required).
- Clarke Group will ensure that the client is aware that the construction phase will be properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk of activity.
- We will ensure that any designers and contractors we appoint have the necessary skills, knowledge, experience and are adequately resourced.
- A suitable and sufficient construction phase plan will be prepared before works commences, it will be communicated to all relevant parties working on the project.
- Contractors will be informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- Ensure safe working and co-ordination and co-operation between contractors.
- Provide suitable welfare facilities from the start of the project.
- Take steps to prevent unauthorised access on to the site.
- Communicate & enforce site rules.
- Liaise with the Principal Designer on all design works carried out during the construction phase,
  both permanent and temporary.
- Every worker on the project will be inducted before they start work.
- Provide the Principal Designer with information relevant to the health and safety file.
- Provide feedback to the client and principal designer where we identify areas where improvements can be made during the project, either through with design, construction methods or improved technology.

Section 1
General Project Information and General Project Health and Safety Management

1 – PROJECT INFORMATION

1.1.1 Project Directory

Site Address:	Northorpe Farm Northorpe Donington Spalding PE11 4XE
Client:	Wray Trading Ltd
Principal Contractor:	Clarke Group Construction The Workshop Slippery Gowt Lane Wyberton Boston Lincs PE21 7AA
Principal Designer	Clarke Group Construction The Workshop Slippery Gowt Lane Wyberton Boston Lincs PE21 7AA
CDM Consultant	CJ Consilium Ltd Wilne House 10 Salisbury Street Long Eaton Nottingham NG10 1BA

H&S Consultant	PIB Risk Management Bridge House Scothern Lane Langworth LN3 5BH

1.1.2 Project Description / Nature of the works:

Construction works compromise of building for 6no poultry sheds.

1.1.3 Programme:
Contract Start Date: 1st January 2026
Duration: 8-10 months

1.1.4 Site Access:
The site is located in a rural district known as Donington, access to the site is off A52. The site is surrounded by arable farming land.

The surrounding boundaries to the site are open land.

Due to the COVID-19 Guidance please refer to the risk assessment and updated site induction form.

Contractors car parking will be confined to the contractors compound, operatives and visitors will be briefed at site induction not to park in any other areas of the business.

At the site Induction it is to be stressed to all operatives that any safety issues must be raised with the Site manager. Daily pre-start briefings will be undertaken to ensure all works are coordinated, a daily site hazard board will be on display in a prominent location on site and be updated daily by the site manager so site workers are aware of hazards present on site on a daily basis. Additional periodic meetings on Health and Safety and any other relevant issues will be held as appropriate.

In the event that project workers do not have English as their first language Clarke Group will ensure that all required information is provided in a suitable language and that there is a means of effective communication not only for written communications but also the HSE notice board information and verbal communications such as toolbox talks and other site briefings.

Site signage will also be displayed in suitable languages to ensure all project workers have the necessary visual information available to them warning of site hazards & PPE requirements etc. to ensure their health, safety and welfare whilst working on site for the duration of the project.

As contractors are appointed to the project they will be provided with relevant information to ensure their health and safety documentation can be developed taking in to consideration any site specific hazards or requirements. A copy of the project construction phase plan will also be made available for their reference. Once on site contractors will be included in all daily pre-start briefings (nominated supervisor) toolbox talks and other meeting as necessary to ensure they have all the necessary information available to them to ensure their health, safety and welfare whilst working on site for the duration of the project.

Contractors compound and work areas:

Heras type fencing hoardings will cordon off the contractors compound to prevent unauthorised access to the work areas.

Gates will be erected at the entrance of the contractors compound. These will be kept shut and locked at all times to prevent unauthorised access. Safety and corporate signs will be placed on the fencing and hoardings to warn of the hazards. The site manager's name and telephone number will be detailed on the fencing and hoarding.

Signage:

To ensure that construction traffic utilises the designated access and egress route to and from the site, appropriate signage will be positioned in the proximity of the site. All construction traffic will be instructed to only follow the appropriately signed route.

Directional arrow signage will be placed on local approach roads to the site to identify the chosen route on to site to comply with the one way system which the client has specified.

At the entrance to the site compound a sign will provide the safety information to construction workers and visitors as detailed below. The site managers name and contact details will be displayed at the site entrance. Other signage as appropriate will be placed at strategic locations to warn staff and visitors of the potential hazards.

Site Manager: Damian Lawson
Contact: 07874 959177

A daily hazard sign board will be placed at the entrance to the contractors compound to inform people of the planned daily tasks and hazards presented by these activities.

The Site Manager is to be notified of any deliveries of materials and skips deliveries / collections prior to arrival. Where necessary due to site restrictions suppliers will contact the site manager / supervisor prior to delivery / collection to ensure that the time will be suitable and to allow the site manager to ensure that a banksmen will be available to escort the delivery vehicle on and off site. If required.

Where necessary lorry and plant movements are to be carried out under the supervision of a banksman and must adhere to a 10 mph speed limit around the site at all times.

Deliveries are to go to the designated area of site for deliveries, normally the site compound. Materials must be securely stored away within the compound area.

Site rules will be explained to all operatives at the Site Induction, which will include the following as a minimum.

1	**Access** • Access to the site is only via the nominated access points. • Do not enter barriered off areas unless authorised in writing to do so. • No excavation is to be entered unless authorised to do so by the Site Manager. • No buildings occupied by third parties to be entered unless it's a designated construction area or approved by the site manager / third party representative.

2	**Induction** • All project workers must be inducted by a member of the project team before commencing any work on site.
3	**PPE** • The minimum PPR on this site hard hats, hi-vis jacket / vest and footwear will be worn at all times. • Other PPE may be required to be worn to carry out certain tasks and will be identified in the Risk Assessments.
4	**Alcohol, Drug and Solvent Abuse** • Anyone suspected of being under the influence of alcohol, drugs or solvents will be removed from site.
5	**Welfare** • Keep welfare facilities clean and tidy and put all rubbish in the bins provided. • Urinating or defecating on site except in the toilet facilities provided is strictly prohibited. • Consumption of food on site is prohibited except within offices and welfare facilities. • Smoking and vaping is prohibited within the buildings under construction, in the project offices and welfare facilities. Smoking and vaping are only permitted within designated areas. • Covid-19 risk management procedures for welfare facilities to be followed.
6	**Plant** • The project has a speed limit of 10 mph. • Plant is only to be operated by trained, competent and authorised personnel aged 18. • Passengers must not be carried on items of plant except where fitted with passenger seats. • Engines to be switched off when not in use. • Keys to be removed from plant when not in use. • Faults with plant and machinery must be reported immediately to the site manager. • Reversing on site is under the control of a trained banksman. • Do not walk or drive through a crane-slewing radius if there is material suspended from the crane hook. • Do not stand at the back of, or on the blind side of, machines, plant or vehicles; they can move without warning. Make sure the driver knows you are there. • Undertake a daily pre-use check of plant to ensure all safety devices are working and plant is in good working order. • Complete a weekly plant inspection form and provide a copy to the site manager. Ensure any defects are notified and do not operate the plant with safety critical defects.

7	**Housekeeping** • A high standard of housekeeping must be maintained with rubbish and debris being cleared from the building to skips on a daily basis. • Keep your workplace tidy and do not leave materials or equipment where people can fall over them. • All timbers to be de-nailed and disposed of properly. • Holes/voids in floors must be identified and are not to be uncovered until suitable barriers have been erected. • No dry sweeping to be undertaken in internal areas of buildings.
8	**Radios and Personal Music Devices** • Radios and personal music devices are allowed to be used on site at a suitable volume not to cause a disturbance.
9	**Mobile Phones & Tablets** • Mobile phones & tablets must not be used whilst driving or operating plant or when it may endanger the user or others. • Only use mobile phones and tablets in safe designated areas of the site whilst stationary. Do not walk round site using mobile phones and tablets.
10	**Scaffolds and Ladders** • Scaffolds must not be altered except by trained scaffolders. Mobile towers are only to be erected or altered by a trained person (PASMA). • Edge protection and guard rails are to be used when there is a risk to injury from falling. • Always ensure that ladders are in good condition, tied and properly footed before use.
11	**Electrical Equipment** • All portable electrical tools, lights and leads used on this site must be 110 volt. • An electrical test certificate (PAT testing) for each piece of electrical equipment is required to prove that the equipment has been tested within the last three months and is safe.
12	**Behaviour** • Personnel are requested not to cause a public nuisance, swearing & offensive language is not permitted and generally assume a non-confrontational manner. • Any person found abusing or damaging any work, equipment or the welfare facilities will be removed from site. • Under no circumstances must any person interfere with or misuse any item of plant or equipment provided for the health, safety and welfare of site personnel. • Do not indulge in horseplay. • Have due regard for others' safety, workplaces and respect other contractors' work. • Set a personal example at all times.
13	**Accident, Near Miss & Environmental Incident Reporting** • Report all accidents, near misses and environmental incidents to the site manager without delay.
14	**Fire** • Hot works permits will be required for the following works:- Soldering, brazing, welding, asphalting/felt roofing, disc cutting of metal. • Under no circumstances should oil, paraffin or flammable solvents be kept in general store huts. A safe store area will be designated by the site manager. • No fires allowed on site.

15	**Medication** • Diabetics, asthmatics, epilepsy sufferers and persons using drugs for medication are required to report their condition to the manager to allow suitable work to be allocated. This information will be treated confidentially.
16	**Covid-19 / Coronavirus** • Do not attend work if you have symptoms of Covid-19 / Coronavirus. • Comply with the 2m social distancing requirements, where possible when working on site. • Wash your hands on a regular basis and use hand sanitiser. • Comply with the requirements of the Covid-19 / Coronavirus signage displayed on site at all times. And comply with all Covid-19 safe working procedures on site. • If you start to feel unwell with symptoms of covid-19 / Coronavirus inform the site manager without delay whilst maintaining social distancing.
17	**Clients Restrictions** • Client / site Covid-19 arrangements • Restricted areas on site • Site emergency procedures

Speed Restrictions:
The site will adhere to a 10mph speed limit. This will be clearly indicated at the site entrance

Pedestrian Routes:
Access routes and pedestrian walkways on site will be clearly defined and signed as necessary.

All pedestrian and vehicular access routes will be kept clean and clear of obstruction

1.1.5 Site Compound, Welfare Facilities, First Aid & Mental Health:

All site accommodation will be placed in the contractors compound suitable sanitary provisions will be provided to comply with The Construction (Design and Management) Regulations 2015. Materials and plant will be securely stored when not in use and so as not to create an arson risk. The compound areas will be formed using heras security fencing or solid timber hoardings and will be signed to warn of the dangers presented within. Access to the compound/parking area will involve crossing pedestrian routes hence the restricted delivery times must be observed and banksman guidance must be employed at all times.

First aid facilities will be in the main site office and the Site Manager will be the First Aider on site. All accidents must be recorded on our company accident forms as soon as possible. The appropriate parties will be informed of any first aid incidents on site. First aid arrangements on site will take into consideration the risk of Covid-19 with the provision of the following:

- Hand sanitizer
- Protective gloves
- Face coverings
- Revised CPR instructions

All site welfare will be located within the contractor's compound. Details of the welfare provision proposed for the project will be issued to the client to ensure they are able to comply with their CDM responsibilities in ensuring suitable and sufficient welfare provision in place before construction works commence on site.

Site welfare facilities will be cleaned on a regular basis with consumables replenished as necessary. The facilities provided will take in to account the number of persons expected on site and the need for social distancing on site and Covid-19 infection risks. A welfare facilities cleaning register will be completed for the site.

Clarke Group recognise that mental health is as important as physical health. All project workers, direct employees and contractors will be provided within information on mental health and well-being in the form of information on site HSE notice boards and periodic toolbox talks. A mental health first aider will be provided and their details displayed on site for all project workers. Where necessary the company will provide all the necessary support for employees.

1.1.6 Security and Site Traffic Management

Visitors to the site will be requested to report to the Site Manager, sign in and receive an induction prior to entering any of the working areas.

All plant will be tracked to its place of works with the aid of a banksman. When in use all plant will be confined to an area which is cordoned off with heras fencing or solid timber hoarding. This will be signed on the outside to warn public of the hazards presented by operating plant. The secure are will be moved along with the plant when required.

1.1.7 Contractor Vehicle Parking

Parking and Turning:
Contractors car parking facilities will be provided in the contractors compound area. All site operatives and visitors will park in a designated area within the boundaries of the compound.

The area around the site entrance and access roads will remain clear of construction traffic at all times.

1.2 – SITE SPECIFIC RISKS & RESTRICTIONS

1.2.1 Existing Information, Structures and Local Surroundings

The surrounding land to the site is arable farming land, with 2no sets of 4 poultry houses which are already built on either side and will remain operational whilst the new sheds are constructed.

The surrounding boundaries are made up of established trees and shrubs there are also nearby occupied residential properties.

1.2.2 Site Specific Hazards

The major hazards on the project are:

- Personnel being struck by mobile plant
- Public and site user safety
- Work near overhead and underground services
- Work in excavations
- Lifting operations
- Working at height

- Manual handling
- Site impact
- Storage of fuels/ substances
- Manual handling
- Fire risk
- Electricity

Works where any of the above and any additional site specific hazards may be encountered will not be permitted to commence until the relevant Risk Assessments and Method Statements have been produced and issued to affected personnel, all of whom will be required to provide their individual signatures as proof of receipt of the aforementioned documents.

Traffic management in relation to personnel on site will be considered at all times and when planning each stage of the works to ensure where practicable pedestrians are segregated from site traffic and have safe access to their area of work.

The site boundary will be maintained in a secure manner at all times segregating operations from members of the public and other site users.

All deliveries must be controlled whilst entering and leaving the site. All the paths and roads surrounding the site will be maintained in a clean state with safe access available at all times.

The site layout will be managed in accordance with the site traffic management plan, with reversing manoeuvres eliminated where possible. For large vehicle movements and reversing manoeuvres where this cannot be eliminated dedicated banksmen **must** be used.

Signage will be in place throughout the project duration informing members of the public of the work taking place and the associated hazards that exist within the site.

Services will be terminated / diverted by competent persons prior to any excavation works taking place. Service drawings will be used to establish the position of existing services, all contractors entering site will be given this information and will be required to complete a permit to dig / work before they carry out any work.

Open excavations will be adequately supported, with personnel only working within protected areas. All excavations will be guarded as appropriate and inspected by a competent person prior to entry by any personnel.

All lifting equipment and accessories will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998. All lifting operations will be carried out in accordance with BS 7121, and an appointed person's assessment in place prior to commencement.

All work at height will be assessed prior to operations commencing to ensure suitable safe access equipment and fall prevention / protection is identified. Under no circumstances will work occur at height without a safe working platform being in place.

All operators of mobile elevated work equipment will be competent, the equipment will hold a current certificate of thorough examination and operators will wear safety harnesses.

An anemometer will be used to measure wind speed. If wind speeds are too great and compromise safety mewps and crane lifts will not be carried out until better conditions prevail.

Tube and fitting scaffolds shall be designed and erected in accordance with the requirements of BS EN 12811-1 and NASC Technical Guidance TG20-13 and erected in accordance with the requirements of SG4. Scaffolds shall only be erected by competent persons.

System scaffolds shall be erected in accordance with the manufacturer's written guidance and by persons who can prove their having received training specific to that system scaffold.

All manual handling tasks will be assessed prior to the tasks being carried out; the use of mechanical aids to eliminate the need for manual handling will be planned into working methods as necessary.

Neighbouring properties will not be inconvenienced by the works.

Noise, vibration and dust levels from site activities will be minimised as far as is reasonably practicable to ensure that neighbouring premises are not affected.

Wind direction will be monitored and cutting operations take place in designated areas to ensure windblown dust cannot cause nuisance to processes on site or third parties off site.

Dust levels will be monitored and wetted down where necessary in dry conditions.

Cutting operations will take place with water dust suppression in place and operatives wearing FFP3 respiratory protection subject to face fit test and certification.

The position of fuel tanks will be assessed to ensure they are sited away from watercourses. Individual containers of substances will be stored in secure units within a bunded area. Spill kits will be on site and any static plant will have a drip tray located beneath it.

The vibration levels of plant will be assessed prior to use to ensure that operatives are not exposed to unacceptable levels of hand arm vibration. Through forward planning processes will be replaced where possible to eliminate this risk e.g. breakers mounted on excavators rather than handheld. The vibration levels of equipment will be maintained on site within this plan.

1.2.3 Existing Contamination/Hazardous Substances

When excavating foundations will be vigilant in case of any remnants of any existing buildings containing asbestos is found.

1.2.4 Existing Site Services and Equipment

General:
Before undertaking any work on site where site services are known to be or may be present information will be requested from the project principal designer and client. All persons will have the necessary skills, knowledge, qualifications and experience to undertake work with services safely without risk to themselves and other third parties. All detection equipment will be calibrated and users trained and competent. The presence of site services will be marked and communicated during the site induction process to all project workers. Clarke Group will adopt the following safe working practices when dealing with site services:

Services below ground:

Existing site records to be requested from statutory providers and any site specific drawings / information from the client and principal designer and reviewed. All works to be undertaking in accordance with HSE guidance document HSG47 Avoiding Danger from Underground Services. Area to be CAT scanned prior to any works commencing on site. Identified services to be marked with paint or shallow timber pegs and communicated to project workers.

Services above ground:
Existing site services that may pose a risk to vehicles and plant and lifting operations on site will be identified, marked and where necessary protected with hi-viz goal post type protection. In addition, an exclusion zone will be established as necessary to protect project workers. All project workers will be briefed of the presence of overhead services on site as part of their site induction.
Where overhead services are to be relocated as part of the project scope of works this will be done as soon as possible to eliminate the risk of contact with overhead services.

Services in buildings / voids etc:
Before any intrusive works are undertaken into any building structure checks will be undertaken for the presence of services. Where some, but not all services are to be disconnected within a building structure there will be isolated by competent persons only. Any services with the potential for stored energy such as hydraulic, pneumatic and electrical will be discharged and isolated before any works commence.

Should our scope of works alter the location of site services then information will be provided to the project principal designer so plans can be updated and recorded within the project health and safety file.

All services will be treated as live until proven otherwise by a competent person.

1.2.5 Overlap with Client's Undertaking

As project principal contractor we recognise the importance of regular and effective communication between all parties involved. Regular meetings will be held and any major changes will be discussed by all parties concerned to ensure there is no adverse effect on the health and safety of all persons affected by the work. Where face to face meetings are not necessary regular liaison will be maintained through Zoom & Teams meetings, emails and telephone calls

We will liaise constantly with the client when planning or altering the sequence of the works to ensure that the client's requirements are catered for. Clients' personnel may be visiting site therefore site management must ensure such persons are inducted to site, are wearing/issued mandatory PPE and are instructed of site rules. This will be by prior agreement with Clarke Group site manager.

Representatives of the client who are deemed to have insufficient experience of construction sites are to be accompanied throughout the duration of their visit by a suitable competent person.

1.3 – PROJECT & SAFETY MANAGEMENT

1.3.1 Project Organisation

Contract Director: Paul Clarke

Construction Manager: Ben Parkinson

Site Managers: Damian Lawson

Safety Advisor: PIB Risk Management

Job Title	Name	Responsibilities
Directors	Paul Clarke	• Provide support to the site team in order that they are able to comply with the requirements of the company Safety & Environmental Management System, Construction (Design and Management) Regulations 2015 and other relevant legislation. • Keep under review the training requirements of all staff, ensuring all necessary training is provided. • Visit sites from time to time and complete a Safety & Environmental Report. • Review Safety & Environmental reports and take action as appropriate. • Ensure sufficient time and resources are provide for all projects, to include project personel, equipment and financial provision. • Ensure arrangements are in place for the assessment of contractors before use. • Set a personal example at all times.
Contracts Manager	Ben Parkinson	• Ensure that only approved contractors are appointed on each contract and provide them with support as necessary. • Ensure contractors provide RAMS for approval before commencing work on site. • Assist with the compilation of a project specific construction phase plan and that the necessary appointments have been made. • Ensure that competence assessments are made of all contractors' supervision and ensure sufficient supervision is provided. • Regularly monitor the implementation of the project HSE management system and ensure that short comings are rectified without delay. • Carry out Safety & Environmental inspections in accordance with the current company strategy. • Ensure suitable and sufficient welfare facilities are available on site before works commence. • Ensure the required provisions are available on site for fire safety and Covid-19 infection control. • Review and update the project construction Health & Safety Plan in light of changes to the scope of work being undertaken, site conditions or industry best practice. • Set a personal example at all times.
Site Managers	Damian Lawson	• Ensure implementation of the project HSE management system and construction phase plan.

		• Ensure that an adequate level of supervision is in place commensurate with risk. • Ensure that RAMS are available on site and communicated to all project workers during their site induction. • Ensure co-ordination of all contractors activities on site. • Compile and up-date the site safety and environmental rules. • Take disciplinary action against offenders of site rules. • Ensure close liaison with the Safety & Environmental Advisor. • Advise the contracts manager of any changes on site that need to be recorded within the project construction phase plan. • Provide First Aid Cover and ensure all accidents, near misses and environmental incidents are recorded in accordance with company procedures. • Monitor compliance with the Site Traffic & Pedestrian Management Plan. • Ensure only trained and competent persons operate plant on site. • Deliver site inductions for all project workers and visitors and maintain records in line with company procedures. • Where necessary engage with local residents and business to ensure effective communication is in place to relevant third parties. • Monitor site security arrangements ensuring they remain effective in preventing unauthorised access by third parties. • Ensure the site is left safe and secure at the end of the working day. • Monitor the standard of housekeeping and waste management on site to ensure standards are maintained. • Deliver periodic toolbox talks to all project workers and maintain records. • Ensure high risk activities on site are controlled by the company's permit to work system. • Carry out documented site HSE inspections and take action where necessary. • Document all first aid, near misses and environmental incidents on site and notify the project team without delay. • Escort site visitors / client when visiting site. • Report any concerns regarding HSE to the contracts manager and directors as soon as possible. • Implement and monitor compliance with project Covid-19 infection control measures. • Ensure cleanliness and tidiness of the sites. • Set a personal example at all times.
Fire Safety Coordinator	XXXXXX	• Compile, distribute and keep under review a Fire Plan for the site, also have an up to date Fire Risk Assessment in place for that site. • Ensure that the Plan fulfils the requirements of the Code of Practice for Fire Prevention on Construction Sites.

		• Ensure fire safety arrangements for the project take in to consideration building occupiers and other third parties who may be working or living on site. • Where appropriate ensure there is effective means of communication & coordination with building occupiers and other third parties who may be affected in the event of a fire / emergency. • Check that contractors address fire in their risk assessments. • Decide which work activities will be subject to a Hot Works Permit. • Ensure that adequate firefighting equipment is on site. • Ensure that fire escape routes are properly marked and free from obstruction. • Ensure that waste and combustible materials are stored safely. • Undertake periodic documented fire drills. • Set a personal example at all times.
Lift Coordinator	XXXXXX	• Ensure that a Lifting Operations Appointed Person plans every crane lift. • Check that a site specific lift plan has been developed for all lifting operations to be undertaken. • Ensure a Lift Supervisor has been appointed to control and Co-ordinate all lifting operations. • Check the competency cards of all persons undertaking lifting operations. • Check that valid certificates of thorough inspections or declaration of conformity certificates are available for all lifting equipment and lifting accessories. • Ensure that a suitably qualified competent slinger/signaller is assigned to each lift. • Ensure that all parties likely to be affected have been or will be made aware of the lift. • Set a personal example at all times.
Nominated person for Health, Safety and Environmental Management	PIB Risk Management	• Ensure that all site managers / supervisors are aware of the companies HSE management system and how to use it. • Provide training to site managers / supervisors as necessary. • Make periodic inspections of the site with a view to identifying good working practice, hazards, bad practices and non-conformities with agreed methods of working. • Ensure that task/tool box talks are being carried out. • Provide guidance and support to all members of the project team with regards to health, safety and environmental management. • Ensure the project team is kept up to date with changes in legislation and industry best practice. • Develop, or assist with development of the project construction phase plan and any other project HSE documentation.

		• Ensure the construction phase health and safety plan is being reviewed on a regular basis and updated as necessary. • Ensure that members of the public are not endangered by site activities including vehicular movement to and from the site. • Ensure that statutory inspections are being carried out. • Ensure that site work is not adversely affecting the environment. • Implement and monitor environmental requirements as described in of this plan. • Set a personal example at all times.

1.3.2 Method Statements and Risk Assessments

As part of our project planning the scope of works will be reviewed and the required risk assessments and method statements will be made site specific and provided on site within the site HSE site manuals.

All contractors are required to submit site and task specific risk assessments and method statements a minimum two weeks prior to starting on site.

The contracts manager and site manager will review all risk assessments and method statements received for standard construction risks. Where high risk activities are to be undertaken on site then the risk assessments and method statement will have an additional review by the competent person for health and safety. Additional information may be required and will be provided by the contractor for consideration prior to starting on site. Acceptance of the contractor's risk assessment and method statement will be recorded.

Copies of all risk assessments and method statements, direct employees and contractors will be available on site for communication and signing during workers site inductions as acknowledge their communication.

Contractors will not be permitted to commence work on site until their risk assessments and method statements have been submitted, reviewed and approved.

1.3.3 Sub Contractors

When selecting contractors for use on projects, only approved contractors from our approved list of contractors /specialists who either have a recognised quality and safety accreditation or who have a history of carrying out satisfactory work for Clarke Group will be selected. All contractors appointed will have the necessary skills, knowledge and experience to undertake their scope of works without unnecessary risk to themselves, other project workers, client employees or other third parties who may be affected by their undertakings. Contractor performance will be monitored by the site manager.

A copy of the Construction Phase Health and Safety Plan is issued to all sub-contractors and pre-commencement meetings are held with their representatives. Self-employed contractors are treated the same as company employees and are given an initial induction course to ensure that they understand our site procedures for PPE issue etc.

1.3.4 Emergency Procedures

Before works commence on site arrangements will be made for the completion of a project fire risk assessment and the provision of appropriate fire safety control measures as identified by the fire risk assessment any fire safety information included within the project pre-construction information regarding the existing fire safety arrangements in place for the site, arrangements will include the following as a minimum;

- Communication with the site occupiers to ensure fire arrangements for the construction area and other areas are communicated and reviewed as the project progresses.
- Fire fighting extinguisher of suitable mediums and their positioning on site.
- Means of raising the fire alarm.
- Identification of fire / emergency assemble point.
- Arrangements for managing tasks on site which pose a risk of fire – Hot works permit.
- Communication of all the above arrangements during site induction for all project workers.
- Site Manager to immediately notify client if a fire evacuation/event occurs.

The project fire risk assessment will be reviewed as the project progress and where necessary updated along with fire safety provision on site to ensure the safety of all project workers.

Where activities are being undertaken on site that pose a risk of fire these will be controlled by a hot works permit procedure. The permit will be managed from issue to closing out by the site manager / supervisor. No hot works should be undertaken a minimum of 2hr before the end of the working day. A minimum of 1hr fire watch will be required for all hot works.

The method of raising the alarm will either be by shouting FIRE, FIRE, FIRE, by the use of a Klaxon air horn or similar audible device will be located in an appropriate position on site at all times in order to signal an emergency evacuation of the site and for persons to report immediately to the designated fire assembly point which will be in the site welfare compound (as attached fire action notice)
Each separate works area will have a fire station with fire bell.

All of this information will be communicated to site personnel during induction and be detailed on the site emergency plan, displayed within the site accommodation and as shown below.

Please refer to the A3 site layout plan for emergency arrangements.

EMERGENCY ACTION

FIRST AID

1. **A FIRST AID BOX IS LOCATED**

   In the site office
   .....
   .....

2. **THE FIRST AIDER IS**

   Damian Lawson

3. **PERSONS AUTHORISED TO CALL AMBULANCE**

   Damian Lawson

4. **DIAL 999, ASK FOR AMBULANCE**
   Inform operator ambulance is required at the Address

   Northorpe Farm, Northorpe, Donington, Spalding, PE11 4XE

5. **GIVE DETAILS OF INJURY and whether victim is conscious, breathing, has heart beat, severe bleeding, burns**

6. **NEAREST HOSPITAL with Accident Department**

   Pilgrim Hospital
   Sibsey Rd
   Boston
   PE21 9QS

   Telephone Number 01205 364801.....

FIRE

1. **RAISE THE ALARM**

   e.g. Shout FIRE! FIRE!
   .....
   .....
   .....

2. **ON HEARING THE FIRE ALARM**
   - **Turn off all machines, heaters etc and shut cylinder valves if this can be done without endangering yourself.**
   - **If safe to do so, tackle fire with correct extinguisher.**
   - **Leave affected building by shortest available route, closing all doors behind you.**
   - **Do not stop to collect personal belongings.**

3. **DIAL 999, ASH FOR FIRE**
   Inform operator fire brigade is required at the

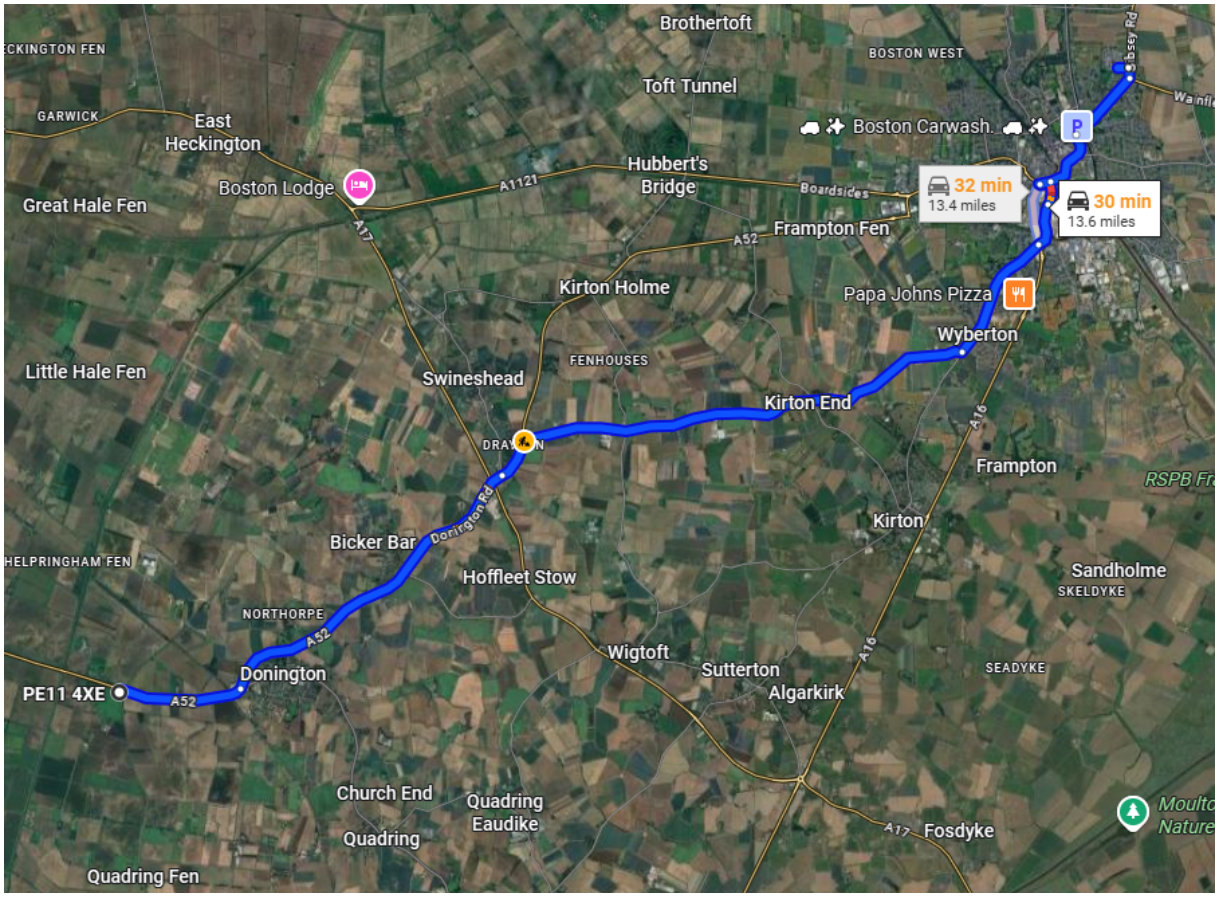
4. **ASSEMBLE AT**

   .....Front Gate.....
   .....

5. **All supervisors to check that all persons they are responsible for are present or known to have left the site.**

6. **DO NOT RE-ENTER THE BUILDING until told it is safe to do so by the site manager or his agent.**

Clarke Group CONSTRUCTION LTD



The nearest hospital is;
Pilgrim Hospital
Sibsey Rd,
Boston PE21 9QS

Tel: 01205 364801

Approx: 13.6 miles from site

1.3.5 First Aid

While acting as Principal Contractor the company will ensure there is a person trained in first aid on site, together with appropriate number of well stocked first aid kits. This will be stocked in accordance with the First Aid at Work Code of Practice, appropriate to the number of personnel on site provisionally 7no.

If any contractors are working on site outside of the site hours they must arrange for this level of cover to be provided for their personnel, and in any event to meet their statutory requirements as an employer.

As Principal Contractor, we will always maintain a presence on site whilst the site is occupied, and ensure a competent supervisor is in place, including holding relevant training and certification to ensure competence in the supervisory role.

1.3.6 Liaison and Coordination

Contract/Site Management will ensure adequate liaison will take place with project management, client's agent and architect regarding any items which could be foreseen as requiring instruction prior to further commencement.

Site management will ensure any instruction received from any of the above persons will be communicated accurately and in good time to all relevant site personnel.

Exchange of Design Information:
Co-operation and co-ordination can only be achieved if there is good communication between all parties involved in the project. The Principal Designer will manage the flow of information between team members. Where required Clarke Group will ensure we provide any information promptly to other members of the project team to ensure the project design process is not delayed. All requests for design information will be via the project principal designer in the first instance to ensure information obtained is the current and correct revision.

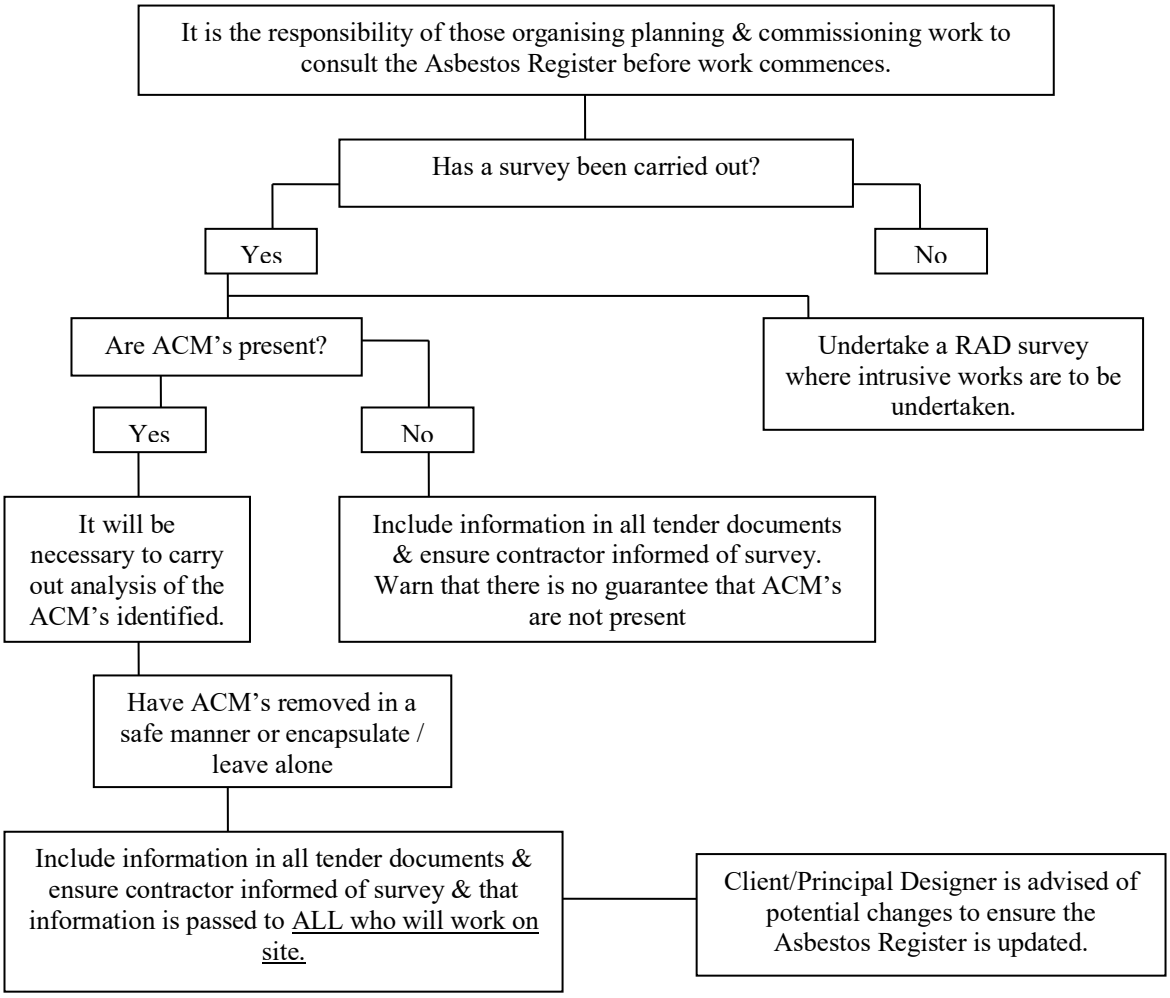
Handling Design Changes:
Any changes in design work which may affect the construction methodology, the resources necessary to undertake the work, compliance with Health and Safety Legislation, have implications to the building user or disposal of the building at the end of its working life shall be referred to the Principal Designer and agreed with the Client in writing before the change is implemented. Revised drawings will be issued to all relevant parties and previous revisions archived to prevent accidental use. Only design changes issued / authorised by the principal designer and client will be accepted. All requests for design changes will be made in writing to the project principal designer.

Any design changes having an effect on the scope of works, working methodology and project duration will require a revision of the project construction phase plan to ensure our project CPP remains relevant to the project. In addition to this the project F10 will also be reviewed to ensure it remains valid for the remainder of the project should design changes effect the project programme.

The project principal designer will be responsible for updating the project health and safety file to ensure it remains appropriate the scope of works being undertaken and that all the necessary information is documented for the building user.

1.3.7 Asbestos Management

Please refer to the asbestos management flowchart over leaf below.



If at anytime during the works you discover or damage a material suspected of contained ACM's please follow the following protocol:

1. Stop work immediately
2. Minimise the spread of contamination:
   - Are people contaminated?
   - Leave contaminated clothes and materials at the scene.
3. Prevent access:
   - Evacuate the building.
   - Lock doors.
4. Notify the site manager (who must notify head office immediately.
5. Keep exposure as low as you can.

1.3.8 Safety Objectives and Responsibility

As Principal Contractor for this project, we are responsible for the on site management, implementation and enforcement of the requirements of this plan, Client's requirements and those of the Health and Safety at Work Act 1974 and all subordinate relevant statutory provisions.

The objective of the Health and Safety Plan is to ensure the Health and Safety of persons working on or affected by this contract is satisfactorily managed.
This Construction Phase Health and Safety Plan should be developed as construction progresses.

During construction, this Health and Safety Plan will remain on site under the control of the Site Manager. The general information relating to the site will be covered during the site induction, which all site personnel and visitors will receive upon first arrival to site or at a time thereafter where the Site Manager feels appropriate.

In order to reduce risks to site personnel where design was not able to eliminate a hazard, only competent operatives holding relevant training and certification will be permitted to carry out on site operations following authorisation from the Site Manager.

1.3.9 Health and Safety Goals

The Health and Safety goals for the project are to support the site goals and targets:

- No Lost Time Accidents as part of this project.
- No enforcement action by Health and Safety Executive, Environmental Health Officers, Fire Authority or Environment Agency for the project.
- Compliance any client Covid-19 procedures at all times.
- Ensure there are effective lines of communication with all parties involved and the wider community (where applicable) for the duration of the project.
- No environmental incidents / accidents.
- Minimal waste generated and waste hierarchy applied to all waste generated.
- Comply with the requirements of the Client's project brief.
- All health and safety actions and investigations to be completed within 48hrs of generation
- There shall be no incidents that pose a risk to contractors, Clients Employees, operatives, visitors to the site or the public outside the confines of the site.
- We will ensure that operations do not affect any safety systems or impede any escape routes at any time during the project.
- Monitoring of safety issues will be by notification of any incidents, accidents or near misses to the Client and our in-house Health and Safety Advisor, also where required, to the HSE.
- Project is completed on time, on budget with minimal snagging required.

1.3.10 Safety Monitoring

On-site meetings are held, where appropriate, with sub-contractors and the wider Project Team to discuss designs & design changes and exchange information. Written instructions are issued when required. The monthly main site meetings are used to update the construction phase plan as necessary. Any required actions from the meetings are minuted. A project directory will be established to ensure information, instructions are issued to the required persons.

The project principal designer will be responsible for the management of the exchange of information to the project team ensure the right person / party receives the required information at the right time.

Arrangements for Monitoring and Reviewing Health and Safety Performance:
The safety performance on site will be monitored using regular site checks made by the Site manager supported by monthly inspections by our Health and Safety advisor. A written report is produced by the visiting Health and Safety Advisor, a copy is kept on site and a copy is issued direct to the Contracts manager to ensure that the necessary action is taken. Copies are also provided to the project client and principal designer if requested to demonstrate proactive monitoring is in place.

On completion of the project we will undertake a review of the HSE performance to identify any areas where improvements can be made or identify where best practice has been implemented for the benefit of the project / environment.

1.3.11 Fire Procedures

The arrangements for fire procedures will be clearly communicated during the induction to site operatives and visitors. The Site Manager will continually ensure the fire plan is maintained at all times and that the fire escape routes are not compromised.

Through the induction and displayed fire action notices the information regarding the arrangements for evacuation and assembly will be disseminated.

In the event of a fire or emergency evacuation on site all personnel must report to the designated assembly point and the emergency services contacted in accordance with this procedure.

If, in the event of a small fire occurring on site attempts should be made to extinguish the fire using the fire extinguishers provided at each location, however persons should never put themselves at risk. In addition fire extinguishers will be provided in the site office and mess facilities.

No hot works will be carried out on site without a hot work permit being issued and no smoking will be permitted on site unless in the designated area.

Fire stations will be placed at each works area.

All site operatives and visitors will be expected to sign in and out, so that the fire warden has a log of who is on site in the event of a fire.

1.3.12 Site Security
The site will be securely fenced along all boundaries with 2 metre high fence or timber hoarding as deemed appropriate. All system fencing, such as Heras is to be installed in accordance with the manufacturer's instructions and braced as necessary taking into consideration the site location and

wind loading from any signage or debris netting fitted. Where a solid timber hoarding is to be used for securing the site perimeter this will have temporary works design undertaken by a structural engineer and be installed in accordance with the design. The site manager will be responsible for ensuring the site security fencing is checked on a regular basis to ensure it remains secure and in good order. All relevant warning signage to be displayed on the site fencing / hoardings. All materials will be stored within site compound which is to be enclosed with heras fencing. Any security breaches will be reported to the principal designer and client without delay.

1.3.13 Site Induction
All operatives, both direct labour and subcontractors, will have an induction briefing by the Site Manager on initial arrival on site. Our company Induction form will be completed and the inductee will sign as proof that the induction has been carried out. An Induction Register will be completed by the Site Manager. Our site induction will now include the site arrangements for the management of the Covid-19 infection risk to all project workers and occupiers of the buildings to be worked upon (where applicable)

Any project worker who leaves the project and returns to site a number of days / weeks later will have a refresher induction by the site manager / agent to ensure they are fully aware of current site activities and any hazards present.

Site visitors will have a shorter informal induction by the site manager before being allowed to access the site. Where appropriate site visitors will be escorted at all times by a member of the site team. The site induction process will also include the communication of the site management arrangements for the protection of the environment and any client site rules / requirements.

1.3.14 On Site Training
On-site training will be provided as necessary to ensure all project workers have the necessary skills and knowledge to undertake their work without risks to themselves, their fellow workers and other third parties who may be affected by our undertakings. Where training needs are identified on site the site manager will be responsible for bring this to the attention of the contracts manager and contractors on site for action.

In addition to formal training on site informal training in the form of toolbox talks will continue to be delivered for the duration of the project with records maintained.

1.3.15 Stability of Structures
None Known.

1.3.16 Demolition and Dismantling
All demolition and dismantling work will be undertaken in such a way to prevent danger to all project workers and other third parties who may be affected. The methodology used will reduce the risk of injury to the lowest possible level. The methodology to be used will be documented in a task specific method statement which will be available on site at all times during the works and communicated to all relevant persons before works commence. The methodology for all demolition works on site will be documented and be available on site for the duration of the scope of works for communication and reference as necessary.

Where appropriate, depending on the complexity and size of the demolition / dismantling works to be undertaken Clarke Group will appoint a competent demolition contractor from our approved contractor register to undertake the works.

1.3.17 Temporary Works Management
Temporary works will be managed through the site HSE management system by the site manager / supervisor supported as necessary by the contracts manager and HSE manager. All temporary works on site will be recorded with the site temporary works register. Where appropriate copies of temporary works designs and calculations will be available on site for references as necessary. The temporary works register will be periodically reviewed to ensure all temporary works are recorded and struck off once completed. For this project the following temporary works will be required:

- Hoardings
- Scaffolding
- Propping
- Excavation Protection
- Crane Base
- Piling

Where appropriate to the complexity to the temporary works to be used on the project a temporary works coordinator and temporary works supervisor will be appointed to the project.

1.3.18 Preventing Falls
Safe systems of working will be employed to prevent falls from height as listed in the hierarchy of control in the Working at Height Regulations 2005 and the general principals of prevention. Collective fall prevention techniques will always be the first option before person fall prevention techniques are used.

1.3.19 Work at Height Procedure
Conforming to the Work at Height Regulations 2005, the company will ensure that all persons under their control, including sub-contractors, have the necessary skills, knowledge and training before undertaking work at height to include any mobile access plant / equipment that may be used. Employees/Sub-contractors must comply with site rules / procedures for work at height and ensure that all access and working areas are used correctly and their integrity is not compromised. Also they must not use any unauthorised access or working platform, improvised systems for access to height.

1.3.20 Control of Lifting Operations

CRANE LIFTING OPERATION
PROCEDURE FOR LIFTING OPERATIONS USING MOBILE CRANES BY SUBCONTRACTORS – CONTRACT LIFT.

All lifting operations undertaken using mobile cranes will be undertaken under the terms of a full contract lift in accordance with the requirements of BS7121. Prior to placing an order with a subcontractor that involves a lifting operation Clarke Group will establish that they have the necessary skills, knowledge and experience to undertake lifting operations using mobile cranes.

The lift plan, risk assessments and method statement should be available for checking a minimum of one weeks prior to the lift commencing.

The following information will be contained within the project method statement / Lift plan.

- The loads to be lifted and their weight, crane safe working loads, the maximum radius of the lifts to be conducted etc.
- Type of crane to be used.
- Details of crane outrigger base plates required taking in to consideration existing ground conditions.
- Details of lifting accessories to be used.

- Drawings showing the positioning of the crane for every lift that is to be conducted.
- Duties chart for the crane to be used.
- Details of the lifting operations appointed Person.
- How the lift is to be supervised including details of the Lift Supervisor.

The lift plan and other associated documentation MUST be approved by the Project Manager and Safety Manager before work can commence.

Before lifts are undertaken the site manager / supervisor will;

- Crane, driver and lifting gear certification is to be checked and copies taken.
- Site inductions delivered
- Pre-work briefing to be undertaken to ensure all persons involved are aware of their responsibilities and any site restriction.
- Weather condition, wind speeds to be checked.
- Lifting zone exclusion zone to be established.

Clarke Group assisted by the client and principal designer will provide all necessary information to our appointed contractors undertaking lifting operations to ensure all relevant information is available and taken in to consideration as part of the development of the site specific method statement / lift plan for the project.

None crane Lifting Operations:
Where lifting operations are to be undertaken on site that do not involve the use of a mobile or static crane, for example the use of a telehandler for lifting / lowering operations an assessment will be undertaken before works commence to ensure the plant selected for the site is suitable for the lifting / lowering tasks to be undertaken and site ground conditions. A copy of the none crane lift plan will be available on site for communication to relevant parties and reference as necessary.

1.3.21 Maintenance of Plant and Equipment
All plant used on site will be in good condition, maintained as per the manufacturer's instructions. If test certification is required e.g. lifting equipment, current certification will be in the site register. Only competent and authorised operators will be allowed to operate plant on site.

Daily pre-use visual inspection to be undertaken by the plant operator to ensure plant is in good working order. A weekly documented plant inspection form will also be completed and a copy provided by the site agent. All plant defects must be notified to the relevant person as soon as possible so repairs can be made. Plant with safety critical defects identified will be quarantined and the keys secured away until repaired and safe to return to service.

1.3.22 Excavations and Poor Ground Conditions
It is believed that the existing ground condition is good, however, if during the works it becomes apparent further investigation is required, work is to stop and competent advice sought.

All excavations to be suitably supported and barrier protected to prevent the collapse of the excavation and persons / vehicles accidently falling / driving in to the excavation.

Where there is a need for persons to enter an excavation the excavation will be inspected before first entry each day in accordance with the Construction (Design and Management) Regulation 2015, Regulation 22. Copies of all inspections will be maintained for a minimum of three months post completion of the project.

Where site surveys have identified poor / contaminated ground conditions on site then before any material is removed from site WAC tests to be carried out to ensure contamination is managed and any material removed from site is processed / disposed of correctly. As appropriate waste transfer notes or hazards waste consignment notes will be obtained for all materials removed from site and records maintained for two and three years as appropriate.

1.3.23 Water and Risks of Drowning

N/A

1.3.24 Traffic & Pedestrian Management

Before any works commence on site the requirements for safe access and egress for site traffic and pedestrians will be assessed and a site traffic and pedestrian management plan developed. Where necessary this will take into consideration any existing site traffic management arrangements in place and any occupation of the site by third parties.

Pedestrian and vehicular traffic will have separate access and egress points on to site. Signage will be displayed at the entrance of the site warning all project workers and visitors of plant movements on site. The traffic management plan will be updated as necessary as the project progresses.

Wherever possible our site set up and traffic management plan will avoid the need for vehicles to reverse. Should it not be possible to eliminate reversing vehicles on site than all reversing will be overseen by a competent person.

As part of the site set up arrangements will be put in place control measures, such as chapter 8 barriers to separate pedestrians from mobile plant and vehicles with a physical barrier. Where necessary dedicated pedestrian crossing points for roadways on site will be provided.

All project workers will be made aware of the project arrangements for pedestrian and traffic management during their site induction.

Pedestrians have right of way at all times.

1.3.25 Storage of Materials and Work Equipment

Materials and equipment will be stored within the site compound and where possible in the secure container. Materials will not be stored or stacked in a way that could cause a fall of materials, etc. and will not be stacked more than 2 pallets high. The quantities of materials stored on site will be kept to a minimum.

Materials, work equipment and plant will be stored on site in such a way as not to obstruct the vision of pedestrians, vehicles and plant operators or hinder safe access and egress of vehicles and if necessary the emergency services.

1.3.26 Scaffolding

Where scaffolding is required on site the following control measures will be implemented to ensure the safety of project workers, client's employees and other third parties.

All scaffolding contractors will be assessed to ensure their competence in as part of the companies contractor approval process. All scaffolders working on our construction site will be required to work in accordance with NASC standard (TG20:21 for tube and fitting or manufacturers guidance for system scaffolds) Work at height will be in accordance with SG4:15 Preventing Falls in Scaffolding Operations at all times.

All tube and fitting scaffolding will be erected in accordance with current standards BS EN 12811 & TG20:21. Before any tube and fitting scaffolding is erected on site a copy of the TG20:21 compliance sheet or scaffold design will be provided. Where system scaffolding is to be used on site this will be erected in accordance with manufacturers guidance at all times.

Scaffolding will be inspected in accordance with the Work at Height Regulations 2005, before first use, every seven days or after any significant alterations or event likely to effects its stability. All inspections will be undertaken by a competent CISRS registered scaffold inspector and records maintained.

Steps will be taken to prevent unauthorised access on to scaffolding by the removal of access ladders at the end of the working day, the use of lockable ladder guards which cover the whole ladder tread additional fencing and displaying warning signage.

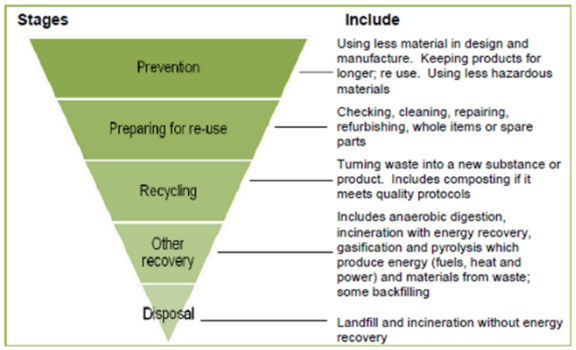
1.3.27 Environmental Management.

As part of the project planning process, we will ensure all client requirements outlined within the project pre-construction information is taken in to consideration and implemented on site. As part of our environmental management responsibilities our impact on the environment will be considered from design through to handover and the life cycle of any building. During the site induction process all project workers will be briefed on the site environmental & waste disposal arrangements.

Wherever possible construction materials which have the lowest environmental impact will be used, however we acknowledge client and process requirements may restrict this on occasions. All timber used will be Forestry Stewardship Council (FSC) approved with chain of custody available.

Site set up will ensure arrangements are in place for the protection local environment to include control measures such as designated re-fuelling point on site away from water courses / drains / trees etc. Fuel stored on site will be within a bunded fuel bowser or other suitable container with minimal quantities kept on site and a spills kit immediately available.

All waste generated will be disposed of in accordance with the waste hierarchy and records of waste removed will be maintained for a minimum of two years for waste transfer notes and for three years for hazardous waste consignment notes.



1.3.28 Lone Working

Lone working will be avoided where possible. Where lone working will be required this will be undertaken in accordance with our lone working policy. Lone working will not be permitted for the following activities on site.

- Work at Height
- Scaffolding
- Working in confined spaces
- Connection / isolation of services.
- Working in excavations
- Other site activities deemed to be high risk following risk assessment.

1.3.29 Any other Significant Risks

The Client has identified the following significant risks which cannot be designed out:

Noise: The Principal Contractor is to ensure procedures are put in place in order to control and curtail noise levels, e.g. equipment fitted with silencers, noisy works carried out at specific times (making sure notification is given), use of acoustic barriers, materials pre-fabricated off site etc. Relevant risk assessments are to be prepared and included in the Construction Phase Health and Safety Plan. Operatives are to be issued with the relevant PPE according to the noise threshold.

Dust Control: Relevant PPE to be worn by all operatives. Prior to the use of Face Masks being worn, the PC is to ensure all operatives have undertaken; Face Fit Tests which are a mandatory requirement, records and results of Face Fit Tests are to be made available on site. Dust extraction to be used where required and all dust shall be vacuumed on site with a M rated vacuum. Dust suppression to be used where required.

Manual Handling: In order to reduce Manual Handling, the Principal Contractor is requested to plan all lifts especially for materials >20kg and above. Mechanical lifting aid to be made available where necessary.

Working in close proximity to existing services: Existing service drawings are available. Permit to Dig to be raised by the Site Manager and services are to be located (CAT Scan) and marked out by a competent person, before commencing any excavation works on site. No mechanical digging is to be carried out within 0.5m of any existing service.

Lifting Operations: All lifting operations are to be accompanied with specific Risk Assessments and lift plan, which will need to be reviewed and approved before starting work on site. All plant is to hold in date LOLER Thorough Inspection certification and only be operated by a competent person. All lifts to be planned by competent person and in alinement with Lifting Operations and Lifting Equipment Regulations 1998.

Falling materials / uncontrolled collapse of structures: Strict methodology and sequence of work to be adhered to. Method statement to be prepared detailing methodologies to be employed, safe sequences of work and protective measures installed to ensure that at all times that uncontrolled collapse does not occur.

Working at height: Each work at height access requirement to be risk assessed with most appropriate methodology determined in accordance with the Work at Height Regulations hierarchy of controls. All work at height to be planned and carried out by competent persons and fall prevention and mitigation measures to be installed in accordance with the Work at Height Regulations 2005, for all stages of works. Scaffolding installed for the roof works is to have Visqueen installed in between the

platform and either debris netting or sheeting along the working platform as a minimum, in order to prevent falling materials, tools and equipment onto to the school footpath.

Working in close proximity to the Public: All works are to be clearly segregated, barriers and signage to be displayed showing construction works are being carried out. All materials are to be unloaded and stored within a secure compound. No deliveries are to take place during peak hours of drop off and pick up for the adjacent school and the Principal Contractor is to be mindful of children potentially attempting to gain access onto the site, Scaffold ladders are to be removed or guarded as a minimum at the end of each working day.

Temporary works: Competent temporary works coordinator to be appointed in writing for the project. And where required a temporary works design will need to be requested and made available to the PC by a competent person, before carrying out the work. Temporary works register will also need to be completed and retained on site.

1.3.30 Occupational Health Risks

Exposure to Asbestos & Asbestos Containing Material

Refer to Asbestos Refurbishment & Demolition Survey

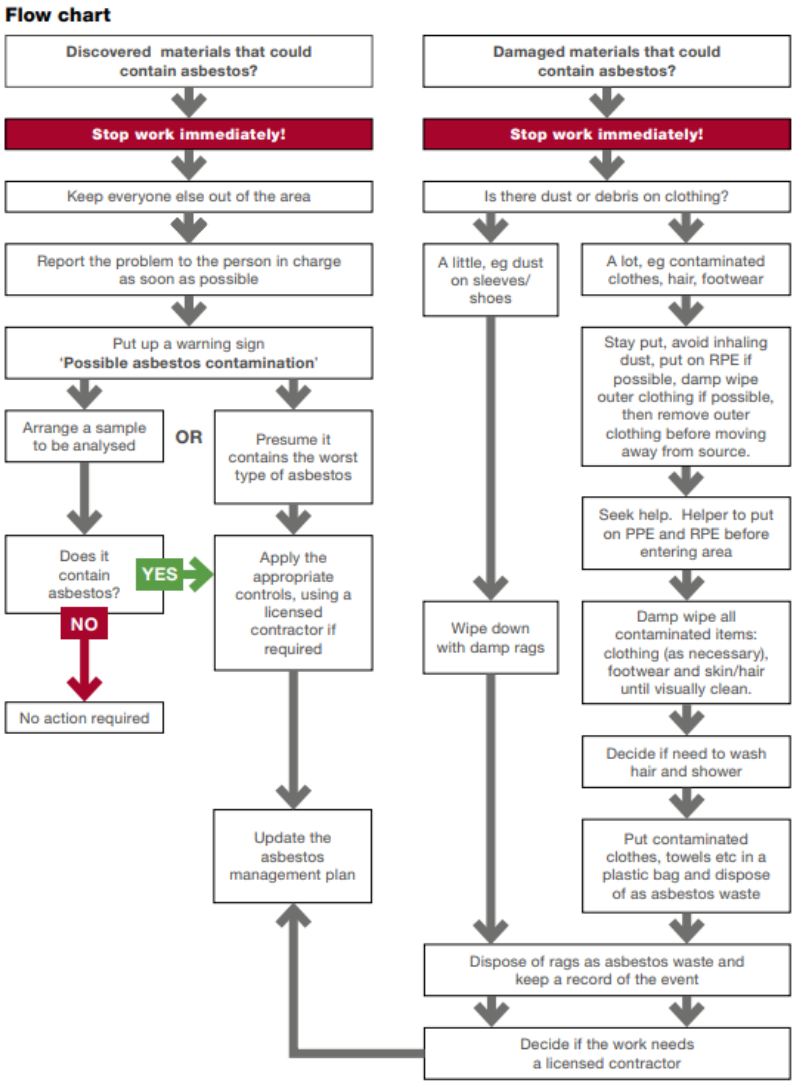
Where asbestos has been identified as a potential risk to project workers will ensure that the asbestos is removed by a competent contractor (none licensed asbestos work) and by a HSE licensed asbestos contractor (all licensed asbestos work) prior to any work commencing within the areas where asbestos has been identified.

During site inductions all project workers will be briefed on the asbestos situation and, where applicable a copy of the asbestos refurbishment and demolition survey will be shown and known location of asbestos or ACM's communicated so all project workers are aware of its location should they wish to refer to it at any time.

In order to ensure we have suitable and sufficient emergency arrangements in place to control and manage an asbestos discovery or exposure incident on site our asbestos discovery and exposure emergency procedures will be communicated to all project workers during their site induction. A copy of the Asbestos discovery or exposure flow chart will be displayed on the site health and safety notice board for reference as necessary.

In addition we will also provide an asbestos grab bag on all projects where there is the potential risk of asbestos exposure. The asbestos grab bag provides sufficient personal protective equipment and other required items to protect up to three persons in the event of exposure. The asbestos grab bag will be held in the site office and all project workers will be made aware of it during their site induction.

Asbestos Discovery / Exposure Procedure
If you uncover or damage asbestos material follow the procedure below



1.3.31 Contaminated Land

WAC test to be undertaken prior to any soil being removed from site. Where any contaminated land is identified on site all project workers will be made aware of it during their site induction. If necessary additional PPE will be provided to employees. Suitable and sufficient welfare facilities will be provided on site at all times.

Where contaminated land is removed from site copies of hazardous waste consignment notes will be maintained for a minimum of three years.

1.3.32 Manual Handling

Mechanical methods will be employed to reduce the amount of manual handling to be carried out. Where mechanical lifting is not possible the following control measures will be implemented:

- Operatives will be trained in Manual Handling Techniques.
- Travel distances will be kept to a minimum.
- Individual capabilities to be taken into consideration.
- Repetitive handling tasks will be avoided.
- Site conditions / environment to be taken into consideration.
- The weight, size, centre of gravity to be taken into consideration.
- Risk assessment to be undertaken.

1.3.33 Hazardous Substances
The use of hazardous substances on site will be avoided where less harmful alternatives are available. Where hazardous substances are necessary on site through client or process requirements then suitable and sufficient control measures will be implemented to protect project workers and the local environment.

Before any hazardous substances can be used on site a copy of the material safety data sheet (MSDS) will be obtained and a control of substance hazardous to health (COSHH assessment) will be undertaken. All hazardous substances will be stored, used and disposed of in accordance with the requirements of the COSHH assessment. Copies of COSHH assessments will be available on site for the duration of the project.

As part of our on-going commitment to environmental protection will continue monitor the use of hazardous substances on site and aim wherever possible to replace them with less harmful ones.

1.3.34 Noise
Where construction activities pose a risk of injury to project workers, client's employees, site visitors and other third parties from exposure to hazardous levels of noise, noise levels will be monitored during the work and where necessary the following control measures will be implemented:
Where noise levels reach the lower exposure action value of:

- A daily or weekly personal noise exposure of 80 dB (A-weighted)
- A peak sound pressure of 135 dB (C-weighted)
- Relevant workers will be informed and hearing protection made available.
- Steps will be taken to reduce the noise levels at source where possible.

Where noise levels reach the Upper exposure action value of:

- A daily or weekly personal noise exposure of 85 dB (A-weighted)
- A peak sound pressure of 137 dB (C-weighted).
- Relevant workers will be informed.
- The wearing of hearing protection will be mandatory
- Hearing protection zones will be established. Mandatory "Hearing protection must be worn" signage will be displayed.
- Steps will be taken to reduce the noise levels at source.

Where the exposure of an employee to noise varies markedly from day to day, we may use weekly personal noise exposure in place of daily personal noise exposure for the purpose of compliance with the Noise at Work Regulations.

These exposure limit values are:

- A daily or weekly personal noise exposure of 87 dB (A-weighted)
- A peak sound pressure of 140 dB (C-weighted).

If deemed necessary occupational health surveillance will be provided for all employees at risk of exposure to hazardous levels of noise and records maintained for a minimum of 40 years in accordance with current data protection requirements.

1.3.35 Vibration
In order to prevent project workers being exposed to hazardous levels of vibration (hand arm vibration & whole body vibration) our projects will be designed and planned to reduce the need for workers to operate vibrating tooling and plant.

In the event that the use of tooling and / or plant on site is required that pose a risk of exposure to hazardous levels of vibration exceeding the exposure action value of 2.5 m/s2 A(8) we will introduce technical and organisational measures to reduce exposure to the lowest level possible, to include the following:

- Where possible remote controlled plant will be used, such as compactors.
- Low vibration equipment & plant will be employed
- Rotation of work activities to reduce the exposure.
- Record keeping will be carried out for all work using vibrating equipment.
- Existing health conditions to be taken in to consideration.
- Undertake periodic site monitoring of vibration levels being generated by tooling to obtain accurate vibration exposure level data.
- Adapt to changes in technology and working practices to reduce the need for employees to use tooling which generate hazardous levels of vibration.

All our control measures will help ensure the exposure limit value of 5.0 m/s2 A(8) is not be exceeded. If deemed necessary occupational health surveillance will be provided for all employees at risk of exposure to hazardous levels of vibration and records maintained for a minimum of 40 years in accordance with current data protection requirements.

1.3.36 None Ionising Radiation

Information will be provided to all employees who are required to work outside for long periods of time on the risk of exposure to non-ionising radiation from the sun for prolonged periods of time. Information will be provided in the form of toolbox talks and information posters. An awareness campaign will be undertaken before the summer months when the risk is at its greatest to highlight the risk to employees and the steps they can take to reduce the risk and the steps the company will take, such as the provision of sun cream / block for employees to use.
No site workers will be permitted to work on site in shorts and topless.

1.3.37 Dust

Dust and fine particle generation form construction activities can be substantially reduced through carefully selected mitigation techniques and effective management. Once particles are airborne, it is very difficult to prevent them from dispersing into the surrounding area. The most effective technique is to control dust at source and prevent it from becoming airborne, since suppression is virtually impossible once it has become airborne. Dust suppression techniques to be used on site will consist of water mist suppression, dust extraction equipment on tools.

If cutting and grinding operations are carried out on site, equipment and techniques incorporating the best available dust suppression measures should be used to keep dust at a minimum. Method statements are to be checked including Risk and COSHH Assessments for the use of tools and materials for precautions on dust reduction.

The following principals will be followed to ensure exposure to construction dusts is kept to a minimum. The provision of respiratory protection will always be the last option. Any person requiring to wear respiratory protection will be face fit tested for the protection provided to ensure it fits correctly.

General Construction dust – General construction dust will be reduced at source by the following methods:

- Restricting the speed of site traffic to 10 mph Maximum.
- Spraying water during hot / dry weather conditions to reduce dust from vehicle / plant movements and wind.

- Maintaining a high standard of housekeeping.
- Compacting spoil heaps to prevent wind whipping.
- Ensuring the above control measures are communicated to all project workers during their site induction and monitored by the site supervision.
- Providing FFP3 standard respiratory protection and ensuring wearers are face fit tested for the protection provided.

Timber / MDF Dust – Timber / MDF dust will be controlled on site via the following techniques:

- All timber / MDF tooling with the potential for generating hazardous levels of dust must be fitted with on tooling dust extraction to extract dust at source.
- Dry sweeping of internal areas of the site is not permitted. Internal cleaning will be undertaken with a type M or H industrial vacuum cleaner fitted with a HEPA filter.
- Providing FFP3 standard respiratory protection and ensuring wearers are face fit tested for the protection provided.
- All cutting to be undertaken in an area with minimal persons present and areas well ventilated, external where possible.

Dusts containing Silica – Where cutting activities are to be undertaken on materials which have the potential for the release of Silica the following control measures will be implemented:

- All tooling to be fitted with dust extraction where possible so dust is extracted at source.
- Where dust extraction is not possible water mist dust suppression must be used. All cutting with water mist suppression will be undertaken in a designated area of the site away from other site users and adjacent businesses / residents. Residue slurry will be contained and disposed of immediately so it is not allowed to dry and become an airborne hazard to site users, adjacent businesses / residents and other third parties.
- Where possible the use of abrasives wheels on bricks & blocks will be avoided by the use of block splitters on site.
- Providing FFP3 standard respiratory protection and ensuring wearers are face fit tested for the protection provided.

The guidance for cleaning set out below is the minimum standards required to reduce dust and particle problems. This has not been validated under controlled conditions and as such activities in cleaning dust will be risk assessed and suitable PPE afforded including respiratory protection to FFP3 or equivalent with the individual face fit tested for the particular mask worn.

Cleaning processes / general housekeeping for internal areas.

- Dry sweeping must be avoided for internal areas where possible
- Vacuum, fitted with M or H filter should be used rather than sweeping away residual dust as this can generate more dust.
- Suitable RPE must be used with FFP3 grade protection. The operative must be face fit tested for the mask
- Damp sweeping using fine mist should only be used in the event that a vacuum is not available.
- Surfaces to be wiped down with damp cloth

1.3.38 Adverse Weather

As part of the role in ensuring the health, safety and welfare of all project workers we will be proactive in monitoring the weather conditions and where possible planning work activities to ensure and adverse weather does not place project workers or other third parties at risk of injury. Where weather conditions pose a significant risk to the safety of project workers, for example when undertaking lifting operations, using MEWPS when strong winds are forecast the site manager and if

necessary other members of the project team, lift supervisor for example will be proactive in monitoring and ensuring safe limits are not exceeded.
Our site management team will ensure appropriate steps are taken to ensure the safety of all project workers when adverse weather is forecast or present on site. In addition, we will provide regular information and assistance to all site personnel during periods of inclement weather, such as working extremely hot or cold conditions. Where necessary appropriate PPE is provided. Sun cream / sun block are standard provisions on all projects as is the provision of drinking water and other facilities.

1.3.39 Covid-19 Risk Management

Documentation:
In order to ensure the risk posed by Covid-19 is sufficiently managed to ensure the risk to our employees, contractors, and other third parties will follow guidance issued by the Construction Leadership Council & HM Government. Periodic review will be undertaken to ensure our arrangements comply with all legal and industry best practice.

Risk Assessments and Safe Systems Of Work:
Our current site specific risk assessments will be reviewed, and a Corvid-19 risk assessment undertaken for the project before works recommence on site. In addition to this our appointed contractors will also be required to review and update their risk assessments and safe systems of work taking into consideration the Covid-19 risk.

Construction Phase Plan:
Our project construction phase plan will be reviewed and updated as necessary to ensure it accurately reflects our arrangements for the management of the risk of Covid-19 taking into consideration any site / client requirements. Copies will be provided to the client and project principal designer for comment and a copy will be available on site for communication to all project workers and reference as necessary.

Communication with Project Workers and Other Third Parties:
Before works commence on site by our employees, appointed contractors or other third parties they will be provided with information on our covid-19 risk management arrangements for the project.
Hand washing / sanitising

Given the nature of construction projects and that the welfare facilities are often not immediately available additional hand sanitiser stations will be provided within the work area to enable project workers to sanitise their hands throughout the day. This is in addition to maintaining a high standard of personal hygiene at all times.

Welfare Facilities & Cleaning Arrangements:
A high standard of cleanliness will be maintained on site with additional cleaning undertaken for high traffic / contact points such as door handles and canteen work surfaces. A daily cleaning record will be maintained for site.

Where necessary rest and meal breaks will be staggered to ensure the social distancing can be maintained within the canteen facilities at all times. Welfare facilities will be well ventilated.
Work planning to avoid close working.

Where necessary all works will be planned in advance with contractors and / or occupiers of buildings to ensure the safety of their employees and other third parties whilst working in areas where there is the potential for the interaction between the different parties on site.

First Aid and Emergency Response:
First aid arrangements will be reviewed to ensure our site arrangements allow for first aid to be given to injured persons safely on site.

Procedure for managing persons showing symptoms of Covid-19 / coronavirus
In the event that a construction worker or other third party on site shows or reports the symptoms of Covid-19 / coronavirus:

- High temperature – this means you feel hot to touch on your chest or back.
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss of the sense of taste
- Loss of the sense

The following steps will be taken to manage the situation:

- Affected person to be removed from the construction area and held in an open air area where social distancing can be maintained (if possible)
- Return home and arrange to be tested for Covid-19.

Review and Update of Covid-19 / Coronavirus Working Procedures:
Due to the Covid-19 / coronavirus being a new virus and new information is being issued by the government and other professional bodies on a regular basis will continue to regularly review the guidance and update our working procedures as necessary to ensure we implement current and best practice to reduce the risk of infection to all persons working or accessing our construction projects. All revised documentation will be issued to the client & principal designer for the project and other relevant parties for their information / approval as necessary. A briefing / toolbox talk will also be undertaken for all project workers to ensure they are fully aware of any revised information / working practices.

1.3.40 Any Other Significant Health Risks
Consider the following:

- Leptospirosis (Weils Disease)
- Other contractors working on site.
- Working within an occupied site / building
- Any hazards present on site from client activities, such as chemicals used / manufactured and ionising radiation – X-rays etc.

1.3.41 The Health & Safety File
Layout and Format:
The project health and safety file format will be agreed in advance of the project starting by the Client and Principal Designer, the health and safety file format will be communicated to all parties needing to provide information for inclusion within the file. All information provided will in accordance with the format required by the client / principal designer.

Arrangements for Collection and Gathering Information:
Information which is needed for inclusion in the project health and safety file will be collated and issued to the principal designer as the project progresses to help ensure the project health and safety file is completed in good time on completion of the project.

Storage of Information:
Information for inclusion within the Health and Safety file will be stored on site and in the main office and issued to the principal designer as soon as possible.

Clarke Group CONSTRUCTION LTD

Site Attendance Records					
Date	Name	Signature	Company	Time In	Time Out

Section 2

Risk Assessments and Method Statements

2.1.1 Risk Assessments

The following risk assessments are contained within the site safety files and are template risk assessments for assistance only and are intended solely for site and task specific development on an ongoing basis.

Risk assessments and method statements produced by subcontractors will be vetted prior to application to ensure that the assessment is deemed suitable and sufficient.

Risk Assessment Index

Risk Assessment	Ref. No.
Work at heights	RA1
Use of access scaffold	RA2
Use of mobile tower scaffold	RA3
Use of ladders	RA4
Use of trestles	RA5
Fire risk assessment	RA6
Materials storage on site	RA7
Storage and use of LPG	RA8
Storage and use of highly flammable liquids	RA9
Slinging of loads	RA10
Use of lifting equipment	RA11
Lifting operations	RA12
Use of cut off saw	RA13
Use of disc cutters/abrasive wheels	RA14
Use of cartridge operated tools	RA15
Manual handling	RA16
Use of hand tools	RA17
Use of compressors/breakers	RA18
Use of forklift trucks	RA19
Use of portable electrical equipment	RA20
Use of compressed air cylinders	RA21
Joinery	RA22
Disposal of waste materials	RA23
Work in confined spaces	RA24

Work near/under overhead power lines	RA25
Work near existing underground services	RA26
Working in remote areas/alone	RA27
Work in occupied premises	RA28
Work on fragile roofs	RA29
Work in excavations	RA30
Use of excavators	RA31
Work on the highway	RA32
Public safety	RA33
Transport safety on site	RA34
Excavators used for lifting	RA35
Work in live sewers	RA36
Dust	RA37
Vermin	RA38
Work in areas renowned for drug users	RA39
Young persons	RA40
Hot works	RA41
Use of wheeled loader excavators	RA42
Use of dumpers	RA43
Use of gas cylinders	RA44
Use of pallet truck	RA45
Concrete and mortar mixers	RA46
Delivering concrete through truck mounted pump	RA47
Concrete placing (skips)	RA48
Concrete finishing	RA49
Loading/unloading of plant and machinery	RA50
Protection to third parties	RA51
Use of electrical circular saw	RA52
Use of debris netting/sheeting	RA53
Re-fuelling of Plant	RA54
Forklift elevated platform	RA55
Scaffold operations	RA56
Telehandler operations	RA57
MEWP	RA58

Substances hazardous to health	RA59
Vibration	RA60
Electrical testing/commissioning	RA61
Work with white asbestos cement sheeting	RA62
Visitors to site	RA63
Use of ride on rollers	RA64
Working in hot weather	RA65
Use of rotary push mower	RA66
Operation of ride on mower	RA67
Use of a strimmer	RA68
Use of petrol hedge cutter	RA69
Use of pesticide spraying equipment	RA70
Pollution prevention and control	RA71
Waste management	RA72
Site impact	RA73
Use of hop ups / low level platforms	RA74
Delivering concrete through trailer mounted pump	RA75
Loading/Unloading of plant and machinery	RA76
Low loader operations	RA77
Use of Man Basket	RA78

Manual Handling Risk Assessment

Assessment: The assessment must be completed before the lift/lifts take place. **Notes:** Any deliberate or significant manual handling operations must have a special risk assessment completed, to ensure the hazards are identified and the lift or manual-handling task is planned safely.			
Name of site / location:		Name of assessor:	
Date:		Time:	
Item(s) to be handled?		Can the load be split?	
Why can task not be mechanised?		Person(s) received manual handling Training	
Person handling physically fit?	YES / NO		

Select one category for the number of persons carry out the lift/lifting task

Weight/risk per person			Weight/risk two persons			Weight/risk three persons			Weight/risk four persons		
0 – 20kg	L		0 – 35kg	L		0 – 40kg	L		0 – 60kg	L	
20- 35kg	M		35-50kg	M		40- 75kg	M		40-100kg	M	
35 – 50kg	H		50-85kg	H		75-125kg	H		100-170kg	H	

Select High/Medium or Low from each category below

Number of items to be handled			Distance the load has to be handled			Grip on load			Hand Distance From Lower Back		
1	L		0m- 5m	L		Comfortable grip	L		Close: Upper arm vertical, trunk upright	L	
2-10	M		5m-10m	M		Fingers 90 under the load	M		Moderate: Upper arm angled or trunk bent forward	M	
11+	H		10m or More	H		Poor grip/unpredictable Load	H		Far: Upper arm angled and trunk bent forward	H	
Vertical Lift			Trunk twisting & sideways bending			Condition of ground or surface			Access & egress arrangements		
Above knee& below elbow height	L		Little or no twisting / little or no sideways bending	L		Firm, dry and level ground	L		Clear passage	L	
Below knee and/or above elbow height	M		Trunk twisting **or** sideways bending	M		Uneven ground	M		Obstructions/ restrictions	M	
Floor level or at above head height	H		Trunk twisting **and** sideways bending	H		Slip & trip hazards are present	H		One level to another	H	

Now do all that is practicable to reduce each category to the lowest possible risk level and detail actions you have taken to achieve this: i.e. **Personal Protective Equipment used** (if you feel this task remains high risk contact a Safety Manager/Supervisor)

The following personnel have thoroughly read, understand and agree to follow all the procedures of the work detailed in the completed manual handling assessment overleaf:		
Print Name	Signature	Date

METHOD STATEMENT REGISTER

Company:	
Description of Works:	
Reference No:	

The following operatives have read, understand and agree to follow the procedures of work detailed in the method statement relating to the operation/ activity described above, and will cease works and report to management should any circumstances or potentially unsafe circumstances arise:

Print Name:	Signature:	Date:

Risk Assessment – General Statement

The risk assessments PIB Risk Management Limited has provided within your health and safety manual are risk assessment templates for various operations and are to be used as a *guide*. Unfortunately, like all external bodies PIB Risk Management cannot produce definitive risk assessments as working equipment, working environments and conditions, layouts and operators of equipment etc change on a daily basis.

As daily visits to your premises is not an economically viable option, it is not possible to produce definitive risk assessments which are "*suitable and sufficient",* as required by Regulation 3 of the Management of Health and Safety at Work Regulations.

Therefore we have provided risk assessment templates and risk assessment blank formats on your CD for you to produce and adapt as required, and a risk assessment procedure is also provided in the following pages for further information, although it is essential that persons are trained to carry out risk assessments.

Risk assessments produced and adapted by yourselves in this way on an ongoing basis are far more effective than those produced once a year and then reviewed annually, when many changes have occurred within the workplace in between times.

As a responsible company, we will supply additional information and guidance upon request. This way we are assisting you as much as possible whist helping to ensure risk assessments are produced to a high standard.

Please do not hesitate to contact us by the following methods:

Telephone: 01522 533388

Email: hello@pibrm.com

Visit us at: Bridge House, Scothern Lane, Langworth
LN3 5BH

Health and Safety - General Risk Assessment Guidance Notes

Legal Requirement : Regulation 3 (1) of The Management of Health and safety Regulations 1999 requires that :

" Every employer shall make a suitable and sufficient assessment of -

(a) the risks to the health and safety of his employees to which they are exposed whilst at work; and

(b) the risks to the health and safety of persons not in his employment arising out of, or in connection with, the conduct by him of his undertaking.

Initial procedure :

- Identify the area of assessment.
- Plan target dates for assessment.
- Is the task unique to this area or does it apply to all/several areas.
- Identify activities that need assessment.

For each activity:

1. **Identify** the Hazards – Anything with the potential to cause harm.

2. Identify the **people at risk** (groups, numbers, special needs)

3. **Evaluate the risk** (from likelihood and severity, number of people exposed and control measures in place.) – High, Medium or Low

The following points can be useful to help evaluate a level of risk:

- Establish the existing control measures relating to each hazard - Obtain any supporting information, e.g. inspection sheets; test records, training records, other assessment records (Manual Handling, COSHH etc.), Safe Working Practices.

- Decide, at this stage, whether a more detailed assessment needs to be done for a specific hazard, e.g. noise, COSHH, Manual Handling, and record this as a recommendation.

4. Decide suitable **control measures** to remove or reduce risk (use hierarchy). Discuss proposed control measures with the Supervisor, Safety Representative and employee to ensure they are practical and will control the hazard.

- Remember it is not your aim to reduce the risk completely, it is normal that a certain level of risk remains. – Normally referred to as residual risk.

5. **Record** each activity assessment on a separate sheet;

- Sign and date,
- keep on file where people can access them,
- Arrange a date for review.

Assessment Guidance Table

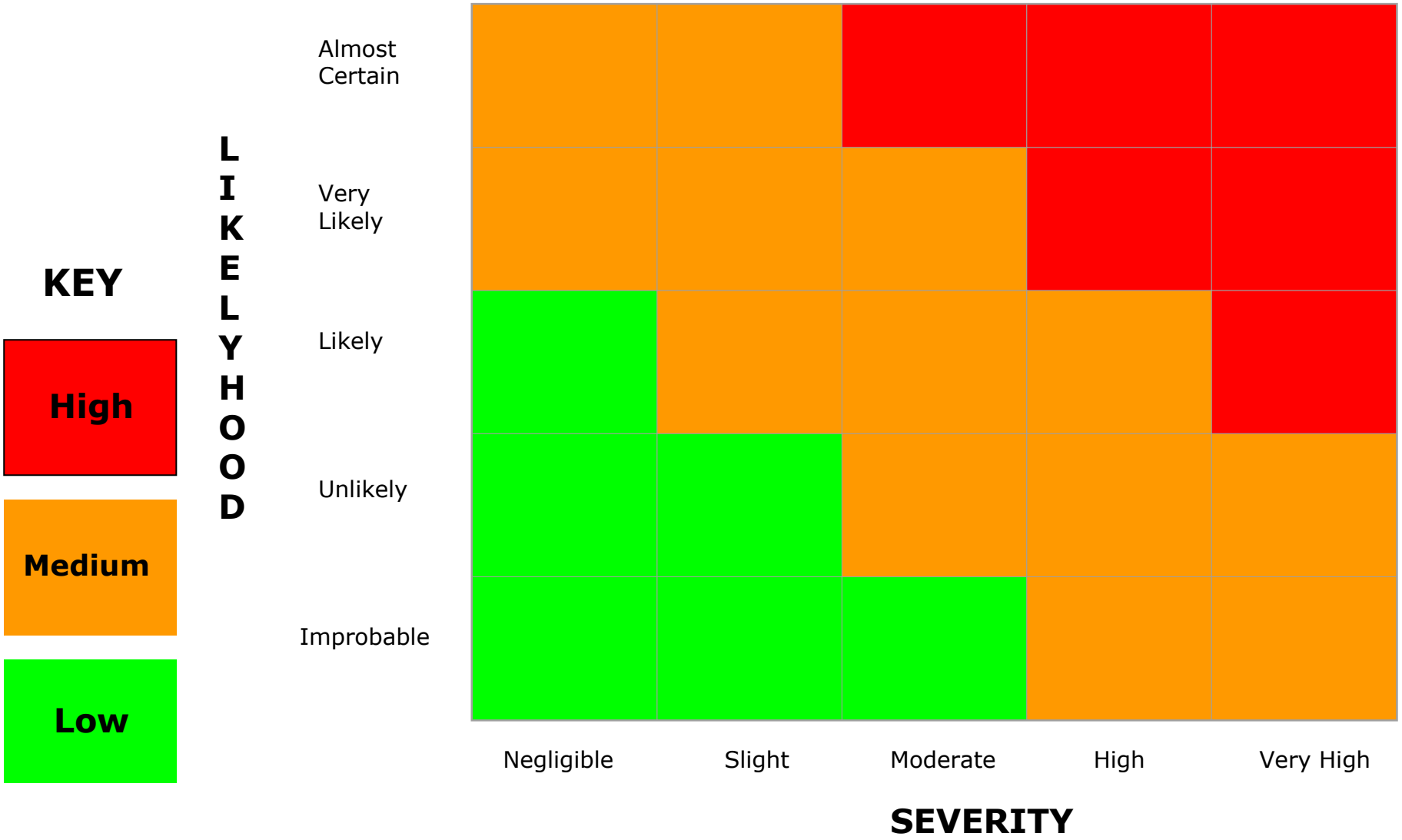
Identify all activities to be assessed	**Identify Hazards**	**Control Measures (Hierarchy of controls)**
Identify boundaries of area under assessment. Include any 'off-site' locations. Agree with neighbouring assessor. Ensure no gaps. List all tasks to be assessed. Using unique logical reference number for each. Break larger jobs down into manageable tasks. Ensure <u>all</u> jobs are covered, e.g. those done twice a year, out of normal hours, if a machine fails, in an emergency etc. Include any cleaning (end of shift or 'clean as you go') tasks or any repair work carried out ; Include any off-site work – driving, delivery, and work on customer's premises. Re-check final list with Manager / Supervisor.	**Machinery -** Moving parts, sharp edges, entanglement etc. **Electricity** - Electric shock, burns, fires **Chemicals -** Toxic, corrosive, harmful; flammable; skin or eye contact with chemical, inhaling vapour/dust, swallowing. (Has a COSHH assessment been carried out?) **Handling -** Manually handling loads, stacking, loading, rapid repeated hand / arm movements. Have Manual Handling assessments been done ? **Vehicles** - Vans, Cars, Heavy goods vehicles **Working at height -** falls, integrity of scaffolds / ladders, falling objects, windy/wet conditions. **Confined Spaces -** toxic or suffocating gases, inrush of liquid or solid, temperature / humidity, availability of assistance, retrieving injured person. **Welding** - Fumes, burns, 'arc eye', fire, explosion. **Public Places** - Violence, distraction, interference with equipment, dogs, disregard of signs. **Underfoot Conditions** - Slippery or damaged floors, obstacles or protruding items, other trip hazards, e.g. trailing cables, edges of mats. Deep steps, steep slopes. **Lighting -** Poorly lit areas, e.g. stairs, yards, stores. Poor lighting maintenance/repair service, rapid changes in lighting levels for truck drivers, bright lighting obscuring vision. **Temperature –** Hot/Cold, **Ventilation -** preventing build up of fumes / gases, condensation.	**Elimination** – Does the task need to be carried out ? **Isolation –** Can a barrier be used ? **Substitution –** Can a less toxic substance be supplied ? **Reduction –** Does one person need to do a task for 8 hours a day ? **Safe Systems of Work –Are Safe operating procedures carried out ?** **Good Housekeeping –** Is waste disposed of properly ? **Information, Instruction and Training –** Does everyone know what to do ? **Personal Protective Equipment (PPE). –** Only as a last resort should PPE be use !

	Noise – Do people have to communicate with raised voices ? Are any machines / tools particularly noisy ? Have noise surveys been done ? **Vulnerable persons** – special needs catered for ?, e.g. pregnant women, young persons, disabled persons.	

Evaluation Guidance

Risk rating	Action
High	• Stop work immediately • Seek specialist advise
Medium	• Implement further control measures if practicable • Close supervision required
Low	• **Carry on working** • **Monitor on a regular basis**

Risk Matrix Chart



Risk Assessment Statement Register

Company:	
Description of Works:	
Reference No:	

The following operatives have read, understand and agree to follow the procedures of work detailed in the method statement relating to the operation/ activity described above, and will cease works and report to management should any circumstances or potentially unsafe circumstances arise:

Print Name:	Signature:	Date:

Site Specific Risk Assessment **Reference number SSRA**

Description of work activity:	
Site/Location:	
Personnel affected by activity:	

		Assessment		
Hazards	**Control Measures**	**H**	**M**	**L**

Rescue/Emergency Procedures & Requirements:	

Permit Requirements: (all permits must be attached to this risk assessment)					
Hot Works:	Yes / No		Electrical Works:	Yes / No	
Excavation:	Yes / No		Lifting:	Yes / No	
Confined Spaces:	Yes / No		Work At Height:	Yes / No	
Other Permits please specify:					

Assessors Name (Print):			
Signed:			
Date:			
Personnel Brief Record:	**Print**	**Sign**	**Date**
Personnel taking part in the operation should sign & date **in the adjacent column prior to works commencing, confirming they understand control measures detailed above to be adhered to.**			

Section 3

Emergency Information

CONTACTING HEALTH AND SAFETY ADVISORS:

Reception 01522 533388
hello@pibrm.com

If an accident/incident occurs on site please inform the head office via the fastest practicable means.

Follow the procedures as set out in emergency notices and the route to the nearest hospital displayed on site office notice board.

If the Ambulance Service/Fire Brigade is required on site dial 999 immediately.

Environment Agency:

General Enquiry Line 08708 506506

Emergency Hotline 0800 807060 (for reporting a pollution incident etc)

National Grid/Northern Power

CableSafe can be contacted on
0800 096 3080

National Grid (to report damaged cables)
0800 6783 105

North Power Grid (to report damaged cables)
0800 668 877

BT Dial Before You Dig

Telephone: 0800 917 3993
Fax: 01332 578650
E-mail: dbyd@openreach.co.uk

Anglian Water

0800 771 881 (to report damage to water mains/services)

GAS

0800 111999 (to report damage to gas mains/services)

Reporting and Investigation of Accidents, Near misses & Environmental Incidents.

Responsibilities:
The site manager/ supervisor has the responsibility to ensure that all accidents and near misses are recorded and investigated where necessary. All project workers will be made aware of the accident and near miss reporting procedure during their site induction. The Site Manager/ supervisor will be responsible for providing all relevant information to the managing director, project management team and where necessary our health and safety advisors, so where necessary accident investigations can be undertaken and the HSE notified as per the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) Regulations.

Any death, accident or dangerous occurrence will be dealt with in accordance with the company accident recorded procedure without delay. Completed accident form containing personal information will be secured securely on site until transferred to head office for processing and storage in line with current data protection requirements. The project client and principal designer will also be notified of any accident or near miss on site.

On completion of any accident or near miss investigation feedback will be provided to relevant parties to help prevent a reoccurrence of any event and where deemed necessary working practices and their associated risk assessments and safe systems of work will be revised and re-communicated.

The Reporting of Covid-19 incidents in accordance with RIDDOR 2013:
In the event an employee becomes infected with Covid-19 during the course of their work the HSE will be notified as required under the RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

Environmental Incidents:
All incidents of spillage or accidental discharge of pollutants (including muddy water) which are liable to cause a detrimental effect to the local environment shall be recorded on the appropriate form and an investigation undertaken where appropriate. The project team will be notified of the incident and where there is significant pollution to land or watercourse then the Environment Agency will be notified without delay.

As part of our site risk management for environmental incidents where fuel or other hazardous liquids are to be stored on site a suitably sized spills kit will be provided immediately adjacent to the fuel store / liquid. All project workers will be briefed on the safe storage of substances hazardous to the environment and the site arrangements for safe disposal of any hazardous substances.

Accident Report Form

Frequency: This accident report form is to be fully completed after an accident has occurred by a competent person. **Report must include:** All sections to be completed as fully and with as much detail as possible following the accident.

Injured Party (IP) Details			
Full Name:		Age:	
Address:			
Postcode:			
Tel No:			
Employer:		Occupation:	

Accident Date:		Time of Accident:	
Name of Site/Location:		Contract Number:	

Exact location of accident:	
What was IP doing:	
Did IP cease work:	
Treatment details:	
Nature of injury:	
Part of body injured:	

Description of accident (include drawings and photographs if possible):	
Work equipment involved:	
PPE used:	
Witness name:	
Witness statement taken:	Yes / No:

Contributory factors (Please circle & explain below)
Unsafe system of work **/** Lack of supervision **/** Lack of Training **/** Environmental conditions **/**

Unsafe work equipment / Poor housekeeping / Other

Explanation (give as many details as possible):

Preventative action taken or proposed

Please attach the following documents	Attached Y / N	Comments- H&S Dept
Signed induction form for site		
Risk assessment signed by IP		
Method statement signed by IP		

Person completing accident form:			
Date:			
Full name:			
Address:			
Postcode:		Occupation	
Signature			

Particulars of accident (Head office to complete)

Contract Manager:		Site Manager:	
Date of 1st absence:		Total time lost:	
HSE Reportable:	Yes / No	Date report to HSE:	

A COPY OF THIS COMPLETED FORM MUST BE RETURNED IMMEDIATELY TO HEAD OFFICE

Near Miss/ Incident Report Form

Frequency: This report form is to be fully completed for each near miss/incident on site/ each work location.
Report must include: all sections applicable to be completed as fully as possible for safety and environmental purposes

Name of site / location:			
Site representative:			
Contact number:			
Date:		Time:	

Incident details

Exact location of incident:

Full names of all parties/ witnesses involved:

Details of any injuries:

Identify plant/ equipment damage (be specific/ photograph if possible):

Events leading up to the incident/ near miss (please specify in detail)
The incident/ near miss:

Contributory factors (Please circle & explain below)
Unsafe system of work **/** Lack of supervision **/** Lack of Training **/** Environmental conditions **/**
Unsafe work equipment **/** Poor housekeeping / Other

Explanation (give as many details as possible):

Preventative action taken or proposed

Person completing this form

Full name:					
Address:					
Post code:		Occupation:			
Position:		Date:		Time:	
Signature:		Print:			

A COPY OF THIS COMPLETED FORM MUST BE RETURNED <u>IMMEDIATLEY</u> TO THE HEAD OFFICE

Damage to Services Report Form

Frequency: This damage report form is to be fully completed after damage has occurred to services on site. **Report must include:** 1) All sections to be completed as fully and with as much detail as possible following the damage. 2) The site manager/ supervisor must complete this form and return it to head office within 3 working days of damage to services occurring on site.

Contract:		Contract No:	
Contract manager:			
Site manager/ foreman:			
Full incident address:			
Date of damage:		Time of damage:	
Owner of damaged service:			

Were existing services location drawings available on site? (delete as appropriate)	Yes	No

Were the damaged services in the position marked on drawings? (delete as appropriate)	Yes	No

If the answer to the previous question is no, how far from the position marked on the service location drawing was the damaged service found? (approx distance)	

Was the damage caused by (please circle as appropriate):		
Mechanical plant?	Hand tools?	Hand operated plant?

In the case of mechanical plant please state the following:	
Name of plant operator:	

Name & address of operators employer:

Description of the plant:

Name & address of the owner of the plant (If different from above):

Registration number or identification number of the plant:	

At the time of the damage to services were you working as (please circle as appropriate):	
Principal contractor	Subcontractor

Were the damaged services **underground** or **overhead**? (please specify)	
If the damage was to **underground** services answer questions U1 to U6:	

U1. Was service detection equipment used prior to excavating?	Yes	No
U2. Were there hand excavated trial holes dug to find services?	Yes	No

U3. Did representatives form the utility companies attend site to assist with the location of services?	Yes	No
U4. At what depth was the service damaged? (please state approximate depth)		
U5. If a mechanical excavator caused the damage, was a banksman assisting?	Yes	No
U6. Specify name of banksman:		

If the damage was to **overhead** or **above ground** services please answer the following questions O1 to O4:		
O1. Were the services signed or marked with goalposts?	Yes	No
O2. Were you given information regarding the overhead services:	Yes	No
O3. If the services were close to operating plant & machinery was a banksman used?	Yes	No
O4. Name of banksman:		

Reported to office by:		Date:	
Reported to owner by:		Date:	

Owners contact name:	
Owners reference No.:	
Owners telephone No:	

Comments made by owner at time of reporting:

Copies sent to:				
Head Office	Contract Manager	PIB Risk Management H & S	Insurance Company YES / NO (Delete as appropriate)	Others (please state)

Accident Witness Statement

Frequency: This witness statement must be completed by a witness following an accident. **Report must include:** All sections to be completed as fully and with as much detail as possible.

Accident to:		**Age:**	
Address:			
Injury type:			
Accident location:			
Plant/ equipment in use:			
What witness was doing:			
Location of witness:			

Events leading up to the accident:

Accident details:
Use continuation sheets where necessary

I, the undersigned, hereby declare that the statement given above is, to the best of my knowledge, an honest and true account of the accident in question.

Print Name:			
Address:			
Signed:		**Date:**	

Accident details:

4 – SITE INSPECTION REGISTER

Introduction

This register has been produced as an aid to the efficient management of our contracts; having the dual function as a source of information and as the most economic method of satisfying our obligation under law to maintain certain prescribed registers and certificates.

The register will be available on every contract; its use controlled by the Site Manager/Supervisor and will replace fragmented forms and registers prescribed by statutory regulations.

The forms in this register are legal documents, but they serve a practical purpose. They are provided as a convenient means of keeping records of the various tests, examinations and inspections that the law demands.

These records are intended to serve as evidence that the requirements have, in fact, been carried out and, therefore, they should be accurate and reliable. It is well to remember that it may be necessary to produce records in a court of law.

The best reason for keeping records is that they help to draw attention to weaknesses and defects, which might otherwise cause injury or even death.

A careful and methodical system of record keeping should be regarded as an aid and not as a hindrance, of the efficient control of every well organised contract and its equipment.

The notes to each section are a guide to the statutory provisions and the Company's procedures to ensure an acceptable standard is maintained in discharging the duties and obligations imposed by the Health and Safety at Work etc Act 1974.

Reference must be made to the appropriate statute for the full text of any particular regulation.

Contact PIB Risk Management Limited for assistance or clarification with respect to anything contained in this register.

5 - COSHH INFORMATION

All employers are required to carry out certain measures according to the COSHH Regulations. These are intended to safeguard the health of employees who may be exposed to harmful substances. Contractors should retain relevant information on site.

Where a material poses a serious hazard during use, storage, or to other people on site, information should be supplied to the Principal Contractor and retained in the safety plan. If a hazard is posed to other workers a further assessment may be required.

Materials which are a significant hazard on this contract are listed together with relevant details.

Ref No	COSHH Assessment
1	Petroleum Spirit
2	Diesel Fuel/Gas Oil
3	Mineral Oil
4	Coated Road Materials
5	LPG Propane/Butane
24	Antifreeze
45	Concrete/Cement
46	Reclaimed Aggregate (Tarmac)
47	Silica
48	Sewage/Soil
51	Paint – Lead Free
52	Paint – Lead Based
53	Paint – Red Oxide
54	Paint – Quick Drying Primer
56	Paint – Line Marker Spray
68	Silicone Sealant
69	Expanding Foam
70	All Weather Sealant (Sure Seal)
72	Polysulphide Sealant
73	Building Mastic
74	Acrylic Decorators Caulk
79	Bitumen Paint
80	Cationic Bitumen Emulsion
81	50 Pen Bitumen Emulsion
87	Pipe Grease
88	Polystyrene Insulation
89	Mortar Plasticiser
90	Frostproofer, Hardener and Accelerator
94	Block Paving Jointing Stabiliser
95	Concrete Chemical Releasing Agent (Chemlease)
96	Cement Colouring (Febtone)
97	Cement Hardening Accelerator (Febspeed)
98	PVA Adhesive (Feb-bond)
99	Concrete Curing Agent (Febclear Super)
108	MOT Type 1 Stone
109	Sand (soft/sharp)
110	Thistle Building Plasters
111	Gypsum Based Jointing Materials & Adhesive
112	Gyproc Plasterboard

Where necessary further assessment should be completed and included.

COSHH Assessments specific to site activities are included in this section and must be signed by all personnel coming into contact with the above substances.

SCAFFOLD INSPECTION RECORD

Site Address:- …….

Inspection type: Before First Use ☐ 7Days ☐
Adverse Weather/Conditions ☐ Alteration ☐

Inspection undertaken w/c ……..

By (Name) ……..

	Footings				Standards				Boards				Guard Rails				Bracing			Fittings			Ties			Ledgers			Ladders				Use
Scaffold location/plot number/identification	Sole boards present & in good condition	Ground firm, well drained and level	Sole boards fully supported	Base plates present	Standards straight & plumb	Standards free from damage	Joins in standards staggered	Correctly and evenly spaced	Boards correctly & evenly supported	No trap ends/ trip hazards	Boards in good condition-no rot or cuts	Boarding complete	Guard rails complete & correct heights	Toe boards complete	Netting/brick guards in good condition	Guard rails secure & fixed	Façade & ledger bracing installed	Installed with correct fittings	Toe brace present & secure (nutbar only)	Correct fittings used	Check couplings fitted where required	All fittings undamaged and tight	Ties present & secure	Ties correctly positioned	Bridles correctly spaced fitted & secure	Correctly spaced & secure	Ledgers level, secure & undamaged	Joints in ledgers not in same bay	Correct length (extends 5 rungs from platform	Ladder secured	Ladder free from damage	Ladder access free from obstruction	Is scaffold loaded correctly in accordance with designed use

Describe faults or observations here:

Signed ……..

Date ……..

Action taken:

Signed ……..

Date ……..

ALL DAMAGE OR DEFECTS ARE TO BE REPORTED IMMEDIATELY AND WORK SUSPENDED UNTIL RECTIFIED

Excavations, shafts, earthworks, tunnels, cofferdams and caissons

Reports of results of daily inspection

REG. 29(1) Every part of any excavation, shaft, earthwork or tunnel where persons are employed shall be inspected by a competent person at the start of every shift during which persons are employed therein; and the face of every tunnel and the working end of every trench and the base or crown of every shaft shall be inspected by a competent person at the commencement of every shift.

NOTES TO OTHER REGULATIONS

A competent person must make an inspection of every part of an excavation, shaft, earthwork cofferdam, caisson or tunnel at the start of the shift

The competent person must also make an inspection:-

a) after any event likely to have affected the strength or stability of the excavation or any part thereof
b) where any timbering or other support may have been damaged; and
c) where there has been an unexpected fall of rock or other material.

The daily inspections must include:

- safe means of access to and egress from the place of work
- adequate fencing of excavations etc
- material, plant or equipment is not stacked or placed near the edge of an excavation so as to endanger persons employed
- adequate ventilation is available to maintain a healthy atmosphere in any excavation, shaft, tunnel, cofferdam or caisson.

Excavation Inspection Record

Site address: _____ Work commencement date: _____

Frequency: at the start of every shift. **Also:** The competent person must also make an inspection: 1) after any event likely to have affected the strength or stability of the excavation or any part thereof, 2) where any timbering or other support may have been damaged, and 3) where there has been an unexpected fall of rock or other material.
Inspections must include: 1) safe means of access to and egress from the place of work 2) adequate fencing of excavations etc 3) material, plant or equipment is not stacked or placed near the edge of an excavation so as to endanger persons employed 4) adequate ventilation is available to maintain a healthy atmosphere in any excavation, shaft, tunnel, cofferdam or caisson.

1 Location and description of workplace (including any plant, equipment or materials) inspected	2 Date and time of inspection	3 Result of inspection. State whether in good order or record faults found.	4 Who have any matters from (3) been reported to?	5 Action taken to remedy any faults from (3), or further action required	6 Date action from (5) taken	7 Signature or name of person who carried out the inspection

PLANT INSPECTION RECORD

Weekly written inspections are to be carried out by trained operator or a competent person before plant is used.
Daily visual inspections must be made by the operator

Inspection undertaken w/c ……..
By (Name) ……..

Item of Plant	**Serial No/ Reg No**	Tyres & wheels in good order	Tracks in good order & correctly tensioned	Mirrors present, correctly positioned in good condition and	All windows undamaged, clean and securely fitted	All guards and covers in good order and secured	No oil leaks	Lights, indicators and beacons clean & in good working order	Fork carriage in good order and free from damage	Roll over/falling object protection in good order	Audible reversing beacon fitted and working	Instruments and controls in working order	Safe load indicator in working order	Seat and seatbelt secure and in good condition	Emergency engine stop present and in working order	Wipers and washer bottle in good order and filled	Hydraulic oil level correct	Radiator undamaged and cooling water level correct	Battery in good condition and level correct

Describe faults or observations here:	Signed …….. Date ……..
Action taken:	Signed …….. Date ……..

ALL DAMAGE OR DEFECTS ARE TO BE REPORTED IMMEDIATELY

Site Set Up Checklist

Frequency: This checklist is to be completed at the beginning of each site set up (and office use during mobilisation)

Mark as YES or NO **IMPORTANT:** Any Item marked as **NO** must have remedial action taken immediately

Name of Site / Location:			
Date:		Inspected By:	

Site Set Up- Do you have the following:	**YES/NO**	**Welfare- Do you have the following:**	**YES/NO**
F10 site notification		Drinking water	
Employee Liability Certificate and Insurance Schedule		Hot running water	
Map and directions to the local hospital (site specific)		Soap	
First aid notice (to be made site specific)		Hand drying facilities	
Fire notice (to be made site specific)		Microwave	
Accident book		Elbow wash sink	
Signing in and out book		Cups	
Site Traffic Management Plan		Washing up liquid	
Site entrance board		Tables and chairs	
Air horn		Clothes drying facilities	
Visitors PPE		Toilet facilities	
Electrical connection certificate		Heating in welfare	
1No water and 1No powder fire extinguishers		Lighting in welfare/compound as required	
1No spill kit			

Additional Comments:

Weekly Safety Inspection Checklist

This inspection is to be completed by senior site personnel weekly. It is designed to assist in ensuring statutory requirements are met. If a "No" has to be selected, or if further information is required, please contact the Manager responsible for Health & Safety

Site:		Inspected by:	
Date:		Site Manager:	

Subject	Requirements	Yes	No	N/A
Site set up:	Statutory notices displayed, site signage displayed	☐	☐	☐
	Site secure against children, gates kept closed	☐	☐	☐
	Designated, secure and safe materials storage area	☐	☐	☐
Issues to action:				
General:	All personnel trained to carry out the works	☐	☐	☐
	All personnel inducted, signed onto method statement	☐	☐	☐
Issues to action:				
Welfare:	Toilets, wash basin with warm water, soap & towels	☐	☐	☐
	Drinking water, accommodation for making warm drinks and preparing food provided and clean	☐	☐	☐
	Facilities for drying clothing available	☐	☐	☐
	Adequate 1st aid facilities and trained 1st aider on site	☐	☐	☐
Issues to action:				
Access ways:	Roads, gangways, stairs & scaffolds properly lit	☐	☐	☐
	Obstruction free, openings properly guarded	☐	☐	☐
	Where possible pedestrian/ plant segregation	☐	☐	☐
Issues to action:				
Ladders:	Good condition, properly angled.	☐	☐	☐
	Firm, level unobstructed base.	☐	☐	☐
	Secured, adequate hand-hold at landing place	☐	☐	☐
Issues to action:				
Scaffolds:	Erected/ altered by competent persons only	☐	☐	☐
	Working platforms clear of debris and hazards	☐	☐	☐
	Toe boards, guardrails and brick guards fitted	☐	☐	☐
	Not overloaded/ loads evenly distributed	☐	☐	☐
	Inspected as required, results recorded	☐	☐	☐
	Signage available for incomplete scaffolds	☐	☐	☐
Issues to action:				
Work at height:	Edge/ fall protection in place to protect personnel	☐	☐	☐
	Areas below cordoned off with signage displayed	☐	☐	☐
	Holes/ openings covered	☐	☐	☐
	Materials/ tools secure and kept to minimum	☐	☐	☐
Issues to action:				
Excavations:	Position of all services identified and marked (using drawings and confirmed with CAT survey)	☐	☐	☐
	Sides supported, battered or stepped	☐	☐	☐
	Edge protection in place	☐	☐	☐
	Spoil stacked at least depth of excavation away	☐	☐	☐
	Excavation inspected as required	☐	☐	☐
Issues to action:				
Plant:	Maintained in good repair with inspections recorded	☐	☐	☐
	Operated safely, beacons on, properly loaded, certified operators	☐	☐	☐
	Static plant in drip trays	☐	☐	☐
Issues to action:				

Electricity:	Apparatus, cables and connections all sound	☐	☐	☐
	Overhead electric lines or underground cables identified and specified controls in place i.e. goal posts	☐	☐	☐
	Tools 110-volt	☐	☐	☐
Issues to action:				

Manual handling:	Manual handling replaced with mechanical aids where possible e.g. kerb lifters.	☐	☐	☐
	Loads handled and lifted correctly, gloves used.	☐	☐	☐
	Can all heavy materials/ tools that have to be manually handled be done so safely	☐	☐	☐
Issues to action:				

PPE:	Required PPE being worn, adequate stock on site	☐	☐	☐
Issues to action:				

Fire:	Suitable fire extinguishers available	☐	☐	☐
	Procedure for evacuation established	☐	☐	☐
	Precautions taken for storing flammable substances	☐	☐	☐
	Combustible materials cleared	☐	☐	☐
	Fires/ heaters checked at the end of each working day	☐	☐	☐
	Hot works permits in place as required	☐	☐	☐
Issues to action:				

Noise/ Vibration:	Ear protection supplied and worn where required	☐	☐	☐
	Noisy processes eliminated/ reduced/ minimised	☐	☐	☐
	Plant vibration exposure levels known	☐	☐	☐
Issues to action:				

Environmental:	Hazardous substances stored correctly with spill kits	☐	☐	☐
	Emissions kept to a minimum e.g. dust, noise	☐	☐	☐
	Waste materials controlled- skips available	☐	☐	☐
	Waste transfer notices received and filed	☐	☐	☐
	Where contaminated land specified controls in place	☐	☐	☐
Issues to action:				

Lifting Operations:	Lifting accessories and equipment being used holds current test and thorough examination certification	☐	☐	☐
	Lift case study/ permits in place as required	☐	☐	☐
	Operator/ slinger/ banksman fully trained	☐	☐	☐
	Safe load indicators fitted and calibrated	☐	☐	☐
	Exclusion zone established and monitored	☐	☐	☐
Issues to action:				

Welfare Inspections

REG. 22 – places duty of person in control of a construction site to ensure that welfare facilities are provided in accordance with Schedule 6 The Construction (Design & Management) Regulations 2007

The contractor, who has undertaken to provide the facilities, shall be deemed responsible for maintaining the facilities to the required standard for the number of persons employed by the contractor with whom the arrangements have been made.

Schedule 6 includes for the provision of;

- Sanitary conveniences- 1 toilet for every 20 persons working on site at a given time
- Washing facilities- 1 bowl for every 20 persons working on site at a given time with warm water and soap
- Drinking water
- Accommodation for clothing
- Facilities for changing clothing
- Facilities for rest

Provision of welfare arrangements

Provision of welfare arrangements made under regulation 22 and schedule 2 Construction (Design & Management) Regulations 2007							
Site address:			Company:		Date work commenced:		
	Facilities provided						
	First-aid facilities	Adequate toilet facilities	Washing facilities- hot and cold running water	Clean drinking water	Heated accommodation for clothing and taking meals	Provision for clothing storage and drying	Shared facilities
Whether facilities provided (Yes/No)							
Action required if facilities not provided							
Arrangements if different							

Lifting equipment

Lifting equipment means work equipment for lifting and lowering of loads and includes its attachments used for anchoring, fixing or supporting it. Load includes a person.

Reports of results of weekly inspections

REG. 9 (3) (b) every employer shall ensure that lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is inspected by a competent person at suitable intervals between thorough examinations.

To ensure that health and safety conditions are maintained and that any deterioration can be detected and remedied in good time.

The inspection will involve visual checks and functional tests.

Weekly inspections of lifting equipment will depend on the equipment and where and how it is used but could include, for a crane as an example, the correct operation of limiters and indicators, checking tyre pressures (if mobile equipment), checking that no components are missing, e.g. bolts, and that the controls work properly. Further recommendations on weekly inspections and daily checks for cranes are found in BS 7121.

Lifting equipment covered by the regulations includes cranes, goods lifts, hoists, mobile elevated working platforms, scissor lifts, vehicle hoists, gin wheels, ropes used for access, forklift trucks, lorry loaders (hiabs) – except for delivery ONLY lorry loaders, and passenger lifts.

Accessories for lifting (commonly known as lifting gear) are also lifting equipment and include chains, ropes, slings, components kept for attaching loads to machinery for lifting e.g. hooks, eyebolts, lifting beams or frames etc.

Lifting Accessory and Lifting Equipment Inspection Record

Site address: _____

Frequency: Daily
Accessories to inspect: Chains, ropes, slings, components for attaching loads to machinery for lifting e.g. hooks, eyebolts, lifting beams or frames etc.
Equipment to inspect: Mobile elevating working platforms, jacks, cranes, goods lifts, hoists, pallet trucks etc.
Inspections must include: Visual checks and functional tests, according to the item being inspected by a competent person.
Only competent persons must inspect lifting accessories and equipment. Work equipment for lifting or lowering of loads (including people) includes its attachments used for anchoring, fixing or supporting it.

(1) Description of Lifting Equipment / Accessory (type and model) and means of identification	(2) Date and time of inspection	(3) Result of inspection. (Including all working gear, anchoring or fixing gear and where applicable automatic safe load indicator). State whether in good order or record faults found.	(4) Who have any matters from (3) been reported to?	(5) Action taken to remedy any faults from (3) including any further action required	(6) Date Action from (5) taken	(7) Signature or name of person who carried out the inspection

PPE Register

Contract Location	
Contract Number	

PLEASE READ BELOW BEFORE SIGNING THIS REGISTER

I acknowledge receipt of and agree to wear the correct Personal Protective Equipment (PPE) and/or clothing issued to me. I agree to look after the PPE equipment and will not use it if it is damaged. I agree to report any loss or damaged PPE equipment to my Manager/Supervisor immediately.

Name	PPE Issued (specify in detail the item)	Issued by: Manager/Supervisor	Signature	Date

LADDER INSPECTION RECORD

Written inspections of ladders are to be carried out regularly and routinely by a competent person
Inspection type: Daily ☐ Weekly ☐

Inspection undertaken w/c ……..
By (Name) …….

General					Stiles				Rungs and Fittings								Installation					
Ladder type Pole Wooden ☐ Pole Steel☐ Step Aluminium ☐ Step wooden ☐ Step GRP☐ Other ☐ **Ladder Classification** Class I Industrial ☐ BSEN131 Light Trade ☐ Class 3 Domestic ☐					Not twisted, split, cracked or dented	Free from grease, oils and paint	Free from splinters and sharp edges	Feet present and in good condition	Free from excessive wear	All present	Securely and correctly fixed	All tie rods present and intact	Not twisted, split, cracked or dented	Timber ladders free from rot and insect attack	All fittings present and operating correctly	Ropes and cords in good condition	Pulleys/hinges in good condition	Rivets/welds/repairs all in good condition	Stabilising bars on step ladders lock correctly	Ground firm, well drained and level	Correct classification for intended use	Correct length for task & (extends 5 rungs from platform)	Ladder secured	Ladder access free from obstruction	Ladder is true and stands firmly
Location/Identification																						
Location/Identification																						
Location/Identification																						
Location/Identification																						
Location/Identification																						
Location/Identification																						

Describe faults or observations:	Signed …….. Date ……..
Describe any action taken:	Signed …….. Date ……..

ALL DEFECTS ARE TO BE REPORTED IMMEDIATELY AND LADDER REMOVED FROM SERVICE

Traffic Management Inspection

Frequency: 1) This checklist is to be filed out at the end of each working day/when the site is left unattended. 2) The form is to be completed by the site manager/supervisor and returned to the office at the end of each working week/completion of job.

Name of Site / Location:			
Week Commencing:		Inspected By:	

Mark As- YES/ NO/ N/A **IMPORTANT:** Any Item marked as **NO** must have remedial action taken immediately.

Day & Date	**MON:**	**TUE:**	**WED:**	**THUR:**	**FRI:**	**SAT:**	**SUN:**
Traffic management signs placed so as not to interfere with pedestrian walkways.							
Traffic control signals in place/ in good working order							
Traffic signs in place as stated in chapter 8 RASW and lit as necessary.							
Work area protected by adequate safety zone as stated in chapter 8							
Pedestrian routes clearly signed & protected fro work area &road							
Traffic signs in good order to prevent collapse or vehicle contact.							
Traffic management signs placed in positions not affecting the road							
Safe access/egress to &from the working area with adequate lighting							
Unrestricted access to properties situated around the working area.							
Traffic management in place to deal with the volume of traffic							
Road &pedestrian walkways clear of tools/materials & work debris							
Area available for the safe storage of tools &materials							

Additional Comments:	

Concrete Pumping Checklist

This checklist is to be used & adhered to so as to ensure the safety of all personnel involved with concrete pumping operations. It is to be filled in by site manager, pump operator, hopper monitor & placing gang personnel involved in the concrete pumping process prior to commencement. This checklist is to be used in conjunction with the method statement & risk assessment.			
Name of Site / Location:			
Pump Supplier:		Name of Site Manager/Supervisor:	
Date:		Contract Number:	

Section	All operatives must read carefully read the statements below and tick the relevant boxes before they sign the document.	Tick to confirm
1.1	Competency of the pump operator (CPCS Card checked)	□
1.2	Pump has certificate of thorough examination & signed maintenance record	□
1.3	Correct pump on site (as ordered) capable of requirements (boom reach etc)	□
1.4	Ground stable & spreader mats used to ensure pump stability	□
1.5	Area clear of proximity hazards e.g. Overhead Cables, Underground Services, Scaffold etc	□
1.6	Temporary lighting is available if work will occur during the hours of darkness	□
1.7	Correct concrete mix is ordered	□
1.8	Banksman appointed (if required) & signals agreed to reverse delivery vehicles to pump	□
1.9	Designated person appointed to monitor the correct concrete level in the pump hopper	□

Site Manager/ Supervisor	Print:		Sign:		Date:	

Section	Items to be checked by Concrete Pump Operator (CPO)	Tick to confirm
2.1	CPO confirms pipeline has been monitored & measured by pump provider & pipes & hoses are fit for use	□
2.2	CPO confirms pipeline & hose configuration in accordance with pump manufacturers operating guidelines	□
2.3	CPO to ensure that blanking heads/plates are Never used attached to end boom collar to move pump with concrete in the line.	□
2.4	CPO aware that when pumping, end of flexible delivery hose is not fitted with any metal collars (end must be rubber/ single ended)	□
2.5	CPO aware pipeline must be kept clear of concrete when pumping has ceased to prevent possible blockages	□
2.6	CPO understands that any blockages must be cleared as per manufacturers guidelines by the pump operator only	□
2.7	CPO to ensure if the boom is to be lifted or replaced, all areas covered by the boom movement are to be cleared of personnel until boom movement completed	□
2.8	CPO aware that the speed of boom movements is to be kept to an absolute minimum & controlled at all times.	□
2.9	CPO aware delivery not to commence until placing gang have implemented exclusion zone twice the length of the flexible delivery hose until concrete free flowing each time there is a break from continuous pumping (e.g. between loads)	□
2.10	CPO to ensure placing gang are aware when delivery is about to commence so an exclusion zone can be implemented until concrete free flowing	□
2.11	CPO confirms designated person is appointed to monitor correct concrete level in the pump hopper should the pump be left for any reason (if applicable)	□
2.13	CPO confirms that signals & duties have been agreed with appointed person monitoring hopper	□
2.14	CPO satisfied with concrete mix	□

Concrete Pump Operator	Print:		Sign:		Date:	

Section	Items to be checked by Appointed Person monitoring hopper levels	Tick to confirm
3.1	Appointed person is aware that the correct level of concrete in the pump hopper is to be maintained at all times and reasons for this.	□
3.2	Appointed person aware of the signals and duties the pump operator needs them to perform.	□

Appointed Person Monitoring Hopper	Print:		Sign:		Date:	

Note for appointed person monitoring hopper levels: The correct level of concrete is to be maintained at all times in the pump hopper to prevent air from being sucked in by the hydraulic rams & subsequently pushing the air into the delivery line. The air will be compressed by the hydraulic pressure and will eject concrete forcefully from the end of the pipeline.

Section	Items to be checked by placing gang foreman & briefed to gang	Tick to confirm
4.1	Personnel are aware that no one is to open any pipeline clips without the operator's permission.	□
4.2	Personnel are aware that the flexible delivery hoses must never be kinked.	□
4.3	Placing gang understand that any blockages must be cleared as per manufacturers guidelines by pump operator only.	□
4.4	Site personnel informed that no one other than the pump operator is allowed onto the concrete pump.	□
4.5	Placing gang aware to stand clear of the delivery hose when the boom is moved due to possible swing.	□
4.6	Site personnel should only be involved in the cleaning and dismantling of a pipeline under the supervision of the pump operator.	□
4.7	If the boom is to be lifted or replaced, all areas covered by the boom movement are to be cleared of personnel until the boom movement has been completed.	□
4.8	**Placing gang to ensure that when pump operator has made them aware delivery is about to commence that an exclusion zone twice the length of the flexible delivery hose is implemented and maintained until concrete is free flowing each time there is a break from continuous pumping (e.g. between loads).**	□
4.9	**Personnel aware that when pumping end of flexible delivery hose is not fitted with any metal collars (end must be rubber)**	□

Placing Gang Foreman	Print:		Sign:		Date:	

Placing Gang Member	Print:		Sign:		Date:	
Placing Gang Member	Print:		Sign:		Date:	
Placing Gang Member	Print:		Sign:		Date:	
Placing Gang Member	Print:		Sign:		Date:	
Placing Gang Member	Print:		Sign:		Date:	
Placing Gang Member	Print:		Sign:		Date:	

Management Safety Audit Sheet

Project:		Contract Number:	
Company:		Date:	

Category	Good	Average	Poor	N/A	Category	Good	Average	Poor	N/A
Fire, Safety					Environment: Noise, Dust Hazardous Materials				
Work at Height (Access & Platforms)					Excavation				
Risk Assessments Method Statements					COSHH				
Lifting Options					Site Tidiness & Set Up				
Asbestos Management					Traffic Management				
Welfare					Personal Protective Equipment				

General Comments:

Auditor **Print Name:**		Signature:		Date:	
Project/Site Manager: **Print Name:**		Signature:		Date:	

Distribution:	General/Manager/Construction Director. Contracts Manager Health & Safety Advisor Site File

6 - Permits to Work

As part of the project health and safety management system certain work operations which posed increased risks will be controlled under a permit to work procedure. All permits issued on this project will be issued, managed and closed out by the site manager / supervisor.

A permit to work system may need to be operated on this site for the following operations:

1/ Permit to Dig
2/ Permit to Lift
3/ Hot Works Permit
4/ Confined Space Permit
5/ Occupied Premises Permit
6/ Overhead Services Permit

The Site Manager is responsible for ensuring that a permit is issued for these operations. A named person will be nominated to control each particular permit and return it to the Site Supervisor.

The permits issued and returned are logged below and form part of the safety plan.

Permit No.	Type	Issued by (Site Supervisor)	Issued to	Returned (Site Supervisor)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

PERMIT TO DIG

This permit is valid for the works as described below, for the undersigned persons and the specified period of time only.
Persons undertaking excavations on site shall be required to observe all restrictions made by the Principal Contractor and any additional restrictions or requirements which may, from time to time, be required by the employer.

Party Requesting Permit *(print)*		**Permit Issued By** *(print)*			
Name:		Company:			
Mobile Telephone Number:		Other emergency contact No			
Purpose & location of excavation					
Duration of works	Date:	Start:	AM/PM	Finish:	AM/PM

1-Have statutory undertakers been consulted?	Y☐ N☐	6-Has a ground investigation been undertaken?	Y☐ N☐	11-Is suitable excavation support available?	Y☐ N☐
2-Are service record drawings available?	Y☐ N☐	7-Is the ground free from any known sources of contamination?	Y☐ N☐	12-Is entry to the excavation required?	Y☐ N☐
3-Has a Cable Avoidance Tool survey of the affected area been undertaken?	Y☐ N☐	8-Is dewatering required?	Y☐ N☐	13-Are there adequate means of accessing the excavation?	Y☐ N☐
4-Have located services been marked at ground level?	Y☐ N☐	9-Is dewatering equipment suitable for the ground conditions?	Y☐ N☐	14-Is there a nominated competent person available to supervise works?	Y☐ N☐
5-Have protection measures been made for any overhead services?	Y☐ N☐	10-Has the contractor provided, or been provided with a safe system of work?	Y☐ N☐	15-Have operatives provided proof of competence for operation of machinery etc?	Y☐ N☐

If you have answered No to <u>any</u> of the above questions please provide details of mitigating circumstances which support the answer and evidence of there having been an assessment of the decision with regard to health and safety at the works.

We, the undersigned, agree to observe the restrictions for excavation on site and have received a briefing on the restrictions for work in the affected area, the emergency egress requirements and any special conditions which have been identified as necessary in the maintenance of health safety and welfare at the works.

Supervision required? Y☐ N☐	Name of Supervisor	
Names of individuals undertaking work		

Name *(print)*	Role*(print)*	Signature

Permit Clearance

1-Have all operatives been withdrawn from the working area?	Y☐ N☐	4- Where excavations have to left open are they suitably supported?	Y☐ N☐	7-Is there a nominated competent person available to inspect the excavation regularly?	Y☐ N☐
2-Have all materials and spoil been removed from the working area?	Y☐ N☐	5-Where excavations have to left open is there suitable permanent access?	Y☐ N☐		
3-Where excavations have to left open are they suitably protected?	Y☐ N☐	6- Where excavations have to left open is there adequate permanent dewatering?	Y☐ N☐		

Name *(print)*	Role *(print)*	Signature

To be completed by Contractor's supervisor

Permit Cancellation

The excavation has been completed and closed. This permit is cancelled; any further work or additional excavation will require a new permit.

Name *(print)*	Role *(print)*	Signature

To be completed by Contractor's supervisor

Name *(print)*	Role *(print)*	Signature

To be completed by Site Supervisor

CONFINED SPACE ENTRY PERMIT

Note: entry to confined spaces will only be permitted where there is no other viable alternative

This permit is valid for the works as described below, for the undersigned persons and the specified period of time only.
Persons requiring entry to confined spaces or undertaking works which may result in the work area becoming a confined space on site shall be required to observe all restrictions made by the Principal Contractor and any additional restrictions or requirements which may, from time to time, be required by the employer.

Party Requesting Permit	*(print)*		**Permit Issued By**		*(print)*	
Name:	*(print)*		Company:		*(print)*	
Mobile Telephone Number:			Other emergency contact No			
Location of confined space and purpose of entry	*(print)*					
Duration of works	Date:		Start:	am/pm	Finish:	am/pm

Classification of confined Space:

Category	Description	Examples	Hazards	Select
1	Low risk shallow chamber with simple direct access not permitting full body entry with adequate natural ventilation. No obstructions, no risk of flooding. Risk of noxious gasses negligible.	Partially completed manhole on un-commissioned sewer with no cover slab. Shallow excavation or room with restricted access. Valve/meter chamber. Dry wells.	No significant hazards to competent persons	
2	Medium risk well ventilated chamber with direct, unobstructed access where entry can be made with continuous attachment to man riding winch or similar rescue device. Low risk of flooding. Risk of noxious gasses low.	Manhole on commissioned sewer with pipe size that does not permit man entry. Deep excavation with non-hazardous activities and adequate means of escape. Deep dry wells. Cellars.	Asphyxiation. Infection.	
3	High risk chamber with limited ventilation and restricted access. Where team entry is required and continuous attachment is not possible or practical. Risk of flooding possible. Risk of noxious gasses high	Surface water or combined sewer manhole. Large diameter sewers permitting man entry. Deep complex excavations. Spaces where access/egress is long or complex. Excavations in close proximity to sources of gas denser than air.	Restricted access. Drowning. Asphyxiation. Infection.	
4	Space where man entry is not routinely required. Team entry is required, continuous attachment is not possible. Risk of flooding high. Known to have depleted atmosphere and/or noxious gasses. Space contains operating plant.	Sewage pumping station wet well. Deep sewer with restricted access. Grain Silos. Deep excavation in unstable ground or known to be contaminated with petrochemicals. Any lesser category space where operations lead to enrichment/depletion of atmosphere.	Explosion. Asphyxiation. Structural collapse. Infection. Entrapment	

ONLY TO BE COMPLETED BY AN INDIVIDUAL WHO CAN PROVE COMPETENCE IN THE IDENTIFICATION, CLASSIFICATION AND ASSESSMENT OF CONFINED SPACES

1-Have all alternatives to man entry been considered?	Y☐ N☐	6-Are atmosphere monitors calibrated and suitable for works area? (correct cells fitted)	Y☐ N☐	11- Has Contractor's safe system of work been submitted and approved?	Y☐ N☐
2-Has all pipework and machinery been isolated?	Y☐ N☐	7-Are escape sets in correct working area and fully charged?	Y☐ N☐	12- Are named permit holders present?	Y☐ N☐
3-Is a supply of natural respirable air assured?	Y☐ N☐	8-Where required have intrinsically safe tools been checked by a competent person?	Y☐ N☐	14-Is there a nominated competent person available to supervise works?	Y☐ N☐
4-Can powered ventilation be used?	Y☐ N☐	9-Are all winches, lanyards and harnesses in good order with correct certification?	Y☐ N☐	15-Have operatives provided proof of competence for operation of equipment etc?	Y☐ N☐
5-Have suitable means of escape been provided?	Y☐ N☐	10-Has emergency evacuation procedure been established and briefed as necessary?	Y☐ N☐	16-Has pre-entry gas monitoring been completed?	Y☐ N☐

Gas Monitoring

Gas	*% present*	*Gas*	*% present*	*Gas*	*% present*
Oxygen (O_2)		*Hydrogen Sulphide (H_2S)*		*Nitrogen (N_2)*	
Carbon Dioxide (CO_2)		*Chlorine (Cl)*		*Other*	
Carbon Monoxide (CO)		*Methane (CH_4)*		*Other*	

If you have answered No to <u>any</u> of the above questions please provide details of mitigating circumstances which support the answer and evidence of there having been an assessment of the decision with regard to health and safety at the works. If in doubt do not proceed and seek competent advice.

We, the undersigned, agree to observe the restrictions for confined space entry and have received a briefing on the restrictions for work in the affected area, the emergency egress requirements and any special conditions which have been identified as necessary in the maintenance of health safety and welfare at the works.

Name of Supervisor	*(print)*	Name of Top Man/Winch operator	*(print)*
Names of individuals undertaking work		Name of Bottom Man (where required)	*(print)*
Name	Role	Signature	
(print)	*(print)*		
(print)	*(print)*		
(print)	*(print)*		

To be completed by Confined Space Permit Writer

Completion of works

The work has been completed and the working area inspected. All persons are present and the site has been returned to a safe condition. This permit is cancelled; any further confined space entry will require a new permit.

Name	Role *(print)*	Signature	Date	Time
(print)	Site Supervisor			

ONLY TO BE COMPLETED BY AN INDIVIDUAL WHO CAN PROVE COMPETENCE IN THE IDENTIFICATION, CLASSIFICATION AND ASSESSMENT OF CONFINED SPACES

HOT WORKS PERMIT

This permit is valid for the works as described below, for the undersigned persons and the specified period of time only.
Persons undertaking hot works (cutting, burning, grinding, soldered joints,welding etc)on site shall be required to observe all restrictions made by the Principal Contractor and any additional restrictions or requirements which may, from time to time, be required by the employer.

Party Requesting Permit *(print)*		**Permit Issued By** *(print)*			
Name:		Company:			
Mobile Telephone Number:		Other emergency contact No			
Description and location of hot works					
Duration of works	Date:	Start:	AM/PM	Finish:	AM/PM

1-Have combustible materials including liquids been removed from working area?	Y☐ N☐	6-Where work is against partitions has the opposite side been inspected?	Y☐ N☐	11-Where burner is situated has a heat/fire proof base been provided?	Y☐ N☐
2-Have any fixed combustible materials been adequately protected?	Y☐ N☐	7-Have any combustible materials been removed from opposite side of partition?	Y☐ N☐	12-Will the operation result in oxygen depletion/enrichment? ***If yes the works will be also subject to a confined spaces permit***	Y☐ N☐
3-Are suitable fire extinguishers available at the working area?	Y☐ N☐	8-Has the work area been screened to contain sparks?	Y☐ N☐		
4-Are any gas cylinders required secured in a vertical position on a trolley?	Y☐ N☐	9-Are correct regulators fitted to gas cylinders?	Y☐ N☐	14-Is there a nominated competent person available to supervise works?	Y☐ N☐
5-Have all non-essential personnel been removed from the working area?	Y☐ N☐	10-Where burners are to be used are cylinders located 3m from burner?	Y☐ N☐	15-Have operatives provided proof of competence for operation of equipment etc?	Y☐ N☐

If you have answered No to <u>any</u> of the above questions please provide details of mitigating circumstances which support the answer and evidence of there having been an assessment of the decision with regard to health and safety at the works.

We, the undersigned, agree to observe the restrictions for hot works on site and have received a briefing on the restrictions for work in the affected area, the emergency egress requirements and any special conditions which have been identified as necessary in the maintenance of health safety and welfare at the works.

Supervision required? Y☐ N☐	Name of Contractor's Supervisor	
Names of individuals undertaking work		

Name *(print)*	Role *(print)*	Signature

Permit Validation

1-Have all operatives been withdrawn from the working area?	Y☐ N☐	4- Are named permit holders present?	Y☐ N☐	7-Is there a nominated competent person available to inspect the works on completion, and 60 minutes later?	Y☐ N☐
2-Have combustible materials been removed from the working area?	Y☐ N☐	5-Have operatives been briefed on fire action?	Y☐ N☐		
3-Has Contractor's safe system of work been submitted and approved?	Y☐ N☐		Y☐ N☐		

Name *(print)*	Role *(print)*	Signature	Date	Time
	Site Supervisor			

To be completed by Site Supervisor

Permit Cancellation

On completion of works:

The work has been completed and materials cleared away all areas adjacent to the working area including floors, ceilings and partitions have been inspected and have been found to be in a fire safe condition.

Name *(print)*	Role *(print)*	Signature	Date	Time
	Site Supervisor			

To be completed by Site Supervisor

60 Minutes after completion of works

The work area and all areas adjacent to the working area including floors, ceilings and partitions have been inspected and have been found to be in a fire safe condition. This permit is cancelled; any further hot works will require a new permit.

Name	Role	Signature	Date	Time
	Site Supervisor			

To be completed by Site Supervisor

Lifting Operations Assessment – Form 1

Project:	
Date:	
Crane Details:	

Owners Name:	
Address:	
Phone Number:	

Technical Representative:	
Crane Make & Model:	
Registration and/or Plant Number:	
Rig Configuration (s):	

Special Ballast Required YES/NO:		Details:	

Site Testing Required YES/NO:		Details:	

Lift Coordinator/Supervisors Name:		Expiry Date:	
CITB Certificate of Training Achievement:			

Appointed Persons Name:		Expiry Date:	
CITB Certificate of Training Achievement:			

Crane Drivers Name:		Expiry Date:	
CITB Certificate of Training Achievement:			

Slinger/Banksmans' Name:		Expiry Date:	
CITB Certificate of Training Achievement:			

4 Yearly test and thorough examination – F2531 or equivalent:	Certificate Expiry Date:	
14 monthly thorough examination – F2530 or equivalent:	Certificate Expiry Date:	

Weekly crane and ASLI inspection YES/NO*:	
Test of ASLI when first fitted, if altered or crane re-erected YES/NO*	

Lifting Equipment and Accessories:

Item	S.W.L	Test Certificates – F2351 or Equivalent – Expiry Date	6 monthly thorough examination – F2530 or equivalent – Expiry Date

Acceptance Signature:

I have checked the above items as indicated and confirm that to the best of my knowledge, they are in good order and that this form is therefore valid until the prescribed date.

Signature: Date: Valid until date:

Print name:

Copy to: Appointed Person, Crane Driver (to be kept in crane cab at all times)

Lifting Operations Assessment – Form 2

Lifting Task:	
Brief description of work:	
Crane location:	

Load weight:	
Max height of lift:	
Max radius of lift:	

Suspension System & Lifting Gear:	
Obstructions (overhead cables, existing buildings etc)	

Ground conditions:	
Voids and traps:	
Underground services:	
Closure:	
Access:	
Public interface:	

Specifying Team: (Named Individuals)

Appointed Person:		Crane Specifier:	
Foundation Specifier:		Lifting Gear Specifier:	

Will crane be hired and managed on site YES/NO*	
Will lifting be fully subcontracted out YES/NO*	

Crane (s) details:

Make and model:		Registration/Plant Number:	
Form 1 checked YES/NO*		Valid until:	

Weekly crane and ASLI inspection – rechecked and up to date YES/NO*	

Temporary works (crane base and outrigger supports):

Standard solution:			
Special design:		Checked to comply:	

Appointed Person	I have checked all the above items and confirm that to the best of my knowledge the crane is capable of carrying out the lifts described within the times specified.	Signed: Date:
Crane Supervisor	I am aware of the lifts for which the use of this crane is authorised and any limitations imposed and ensure that to the best of my ability the crane is not outside these limits.	Signed: Date:
Crane Driver	I am aware of the lifts for which the use of this crane is authorised and any limitations imposed and ensure that to the best of my ability the crane is not outside these limits.	Signed: Date:
Slinger Signaller	I am aware of the lifts for which the use of this crane is authorised and I am fully trained in slinging and signalling.	Signed: Date:

OVERHEAD SERVICES PERMIT

This permit is valid for the works as described below, for the undersigned persons and the specified period of time.
Persons undertaking works in the vicinity of overhead services shall be required to observe all restrictions made by the Principal Contractor and any additional restrictions or requirements which may, from time to time, be required by the employer.

Party Requesting Permit (Print)		**Permit Issued By (Print)**			
Name:		Company:			
Mobile Telephone Number:		Other Emergency Contact No			
Location of Overhead Services					
Duration of Works:	Date:	Start:	AM/PM	Finish:	AM/PM

1- Have statutory undertakers been consulted? Y☐ N☐ N/A☐

2- Cables re-routed or made dead to allow works to take place? Is so time limits know and separate permit issued? Y☐ N☐ N/A☐

3- Have barriers been placed so persons and plant do not access within unsafe area? Y☐ N☐ N/A☐

4- Have barriers been placed to prevent plant access to the overhead line? Y☐ N☐ N/A☐

5- Where plant passes beneath cables, have safe non-conductive goal posts been erected at height advised by electricity company for passing points Y☐ N☐ N/A☐

6- Have plant operators and all personnel been informed of goal posts restrictions? Y☐ N☐ N/A☐

7- Have warning notices been placed on barriers and goat posts? Y☐ N☐ N/A☐

8- Have plant operators been informed of action to take in the event of an emergency? Y☐ N☐ N/A☐

Competent Site Manager to ensure that the combination of options above selected ensures safe working conditions are in place and measures are in place to ensure that no person or plant shall access within an unsafe area at any time, and all relevant personnel are briefed on the control measures installed.

We, the undersigned, agree to observe the restrictions for working in the vicinity of overhead services, and have received a briefing (attached to this document) on the restrictions for work in the affected area, the control measures installed to prevent access to unsafe areas and what to do in the event of an emergency.

Supervision required? Y ☐ N☐	Name of Supervisior	
Name of Individuals undertaking work		
Name (Print)	Role (Print)	Signature

Permit Clearance
Only to be issued following the completion of works / need to work in close to proximity to overhead services.

Name (Print)	Role (Print)	Signature

To be completed by Contractor's Supervisor

Permit Cancellation

Name (Print)	Role (Print)	Signature

To be completed by Contractor's Supervisor

Name (Print)	Role (Print)	Signature

To be completed by Site Supervisor

7 – SITE RULES & INDUCTION

As Principal Contractor, we will ensure all site personnel, subcontractors and visitors adhere to site rules.

All personnel inducted using the following procedure will then be required to sign the register on the following page, of which multiple copies will be held within the site copy.

INGD01 Induction Procedure:

Part 1

Item	**Information**
IN01	Location of First Aid Facilities and trained personnel.
IN02	Location and sound of emergency evacuation alarm.
IN03	Location of Assembly Point.
IN04	No-go areas and exclusion zones on or off site.
IN05	Works which require permits or other authorisation prior to commencement.
IN06	The requirement to request out of hours working.

Part 2

Rule	**Title**
SR01	All site personnel to be safety inducted upon arrival to site.
SR02	Safety helmets and safety footwear to be worn at all times on site.
SR03	Contractors will not be permitted to commence works until satisfactory Method Statements and Risk Assessments have been provided.
SR04	Only demonstrably 'competent persons' including training certification to operate plant/machinery.
SR05	All lifting/reversing movements to be controlled by a banksman.
SR06	All accidents/incidents/near misses to be reported to the Site Manager **immediately**.
SR07	If emergency alarm is sounded (air horn), evacuate the area and go directly to the designated assembly point.
SR08	Persons suspected of being under the influence of drugs/alcohol will be immediately removed from site.
SR10	All access/egress routes to remain clear at all times throughout the site.
SR11	Site personnel are not permitted to access adjacent 'offsite' private areas.
SR12	All visitors to report to site office and be accompanied whilst on site.
SR13	Suitable PPE to be worn at all times – **including high visibility vests/jackets at all times.**
SR14	Direct employees and subcontractors must not work out of the requirements or scope of relevant Method Statements.
SR15	No fires permitted on site.
SR16	If in doubt of any safety related issue to consult the Site Manager immediately.
SR17	No smoking permitted on site.

Clarke Group CONSTRUCTION LTD

SITE INDUCTION FORM

Assessment: The assessment must be completed before the operative can commence work on site.
Notes: 1) The induction must be given by a competent site manager/site supervisor 2) A re-induction is required should anything significantly change on site after the operative has been inducted.

Name of Site / Location:		Name of Site Manager/Supervisor:	
Date of induction:		Person Conducting the Induction:	
Name of Operative:		Company Name/Operative's Employer:	

Qualifications: (Include CSCS Cards / First Aid / SSSTS / SMSTS / Plant Certificates / Any relevant qualifications)	Cert. No. & Date

No work is to be undertaken on site without relevant method statement / risk assessment for work to be carried out. All persons working under the method statement must sign the method statement register in the site file.	
Method statement/risk assessment title ref	
Work to be undertaken on site:	

All operatives must read carefully read the statements below and tick the relevant boxes before they sign the document.	Tick to confirm
I am aware of who the Qualified First Aiders are for this site and of where the First Aid Facilities and Accident Book are kept.	☐
I understand the emergency procedure for this site in the event of Fire. I understand where the Fire Assembly Point / Muster Point is, I know what the emergency alarm is and I understand the smoking procedure for site.	☐
I understand what welfare facilities are available on site and acknowledge that it is every operative's responsibility to maintain these facilities to an acceptable standard. I will report any issues with the facilities to the Site Manager / Site Supervisor / Contract Manager.	☐
I understand what Site Storage and Waste Disposal arrangements are in place on site and acknowledge that it is every operative's responsibility to utilise and maintain these facilities to an acceptable standard. I understand that failure to follow site guidance for material storage and waste disposal may result in disciplinary action for me or my employer.	☐
I do not suffer from any medical condition or take any medication which could affect my ability to work safely. Should this change I shall inform the Site Manager / Supervisor immediately.	☐
I understand that this site operates a mandatory hard hat, safety boots and high visibility clothing policy and failure to comply will result in removal from site. Additional PPE will be worn as indicated by risk assessment.	☐
I have been issued with and have read my Company's Health and Safety Policy or had its contents explained to me. I understand it and agree to work in accordance with its conditions.	☐
I agree to work in accordance with the conditions of my method statement and associated risk/COSHH assessments stated above.	☐
I understand I must not operate any plant or machinery I am not qualified or authorised to use.	☐
I have been briefed on the site specific rules and hazards as detailed in the construction phase health and safety plan section 6 for the contract.	☐
I will report any breach of good Health and Safety practice including damaged or malfunctioning equipment, inadequate access/egress, breach of site rules, trespass onto site by unauthorised personnel, to the Site Manager/ Supervisor immediately.	☐
I understand any person suspected by Site Supervision of being under the influence of drugs or alcohol will be immediately excluded from site.	☐
Operative's Signature:	**Date:**

Personal Non-Conformity Document

Company: ……

To: …… From: ……

Trade: …….. Site: ……

This document warning confirms your failure to meet your statutory duties under the Health & Safety at Work Act 1974, and your disregard of the T Clarke & Sons (Construction) Ltd Heath & Safety Policy. The non-compliances observed were:

	Category	
1	Lack of PPE Safety Helmet / Safety Footwear / Hi-Vis Vest / Eye Protection / Dust Mask / Safety Harness (circle as appropriate).	
2	Using an unsecured / untagged ladder access to place of work.	
3	Unauthorised interference with scaffold / fencing.	
4	Failure to reinstate fall prevention controls following material movement – i.e. gates, handrails, etc.	
5	Using 240v power equipment	
6	Working in unsupported excavations.	
7	Misuse of plant / equipment	
8	Work area untidy.	
9	Unsatisfactory access equipment.	

(This site operates two strikes and out policy. This document counts as one strike).

You have been instructed in Site Safety Rules that covers the above.

Further failure to comply with safe working practices, whilst carrying out your everyday work activities, will result in immediate dismissal from this site.

Site Manger's Signature: …… Date: ……
Operative's/
Subcontractor's Signature: …… Date: ……

☐ **1st WARNING** ☐ **2nd WARNING** ☐ **3rd WARNING**

Personal Non-Conformity Document

Company: ……

To: …… From: ……

Trade: …….. Site: ……

This document warning confirms your failure to meet your statutory duties under the Health & Safety at Work Act 1974, and your disregard of the T Clarke & Sons (Construction) Ltd Heath & Safety Policy. The non-compliances observed were:

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1	Lack of PPE Safety Helmet / Safety Footwear / Hi-Vis Vest / Eye Protection / Dust Mask / Safety Harness (circle as appropriate).	
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6	Working in unsupported excavations.	
7	Misuse of plant / equipment	
8	Work area untidy.	
9	Unsatisfactory access equipment.	

(This site operates two strikes and out policy. This document counts as one strike).

You have been instructed in Site Safety Rules that covers the above.

Further failure to comply with safe working practices, whilst carrying out your everyday work activities, will result in immediate dismissal from this site.

Site Manger's Signature: …… Date: ……
Operative's/
Subcontractor's Signature: …… Date: ……

☐ **1st WARNING** ☐ **2nd WARNING** ☐ **3rd WARNING**

Section 8

Vibration and Noise Information

Individual Exposure Record (HAVS)

Name:		Project:		Employer:		Week Commencing:	

Task	Tool	Vibration Output	Estimated Exposure (time in Hr & Min, or points using ready reckoner)						
			Mon	Tue	Wed	Thur	Fri	Sat	Sun
Daily vibration exposure, m/s² A(8) *should not exceed 5 m/s²* *(or 400 points using ready reckoner) per day*									

Note
All operatives must report to their supervisor if they experience and numbness or tingling sensations in their hands when using vibratory tools.
Operatives should take frequent breaks and keep their hands warm when using vibratory tool

Completed by: (operative) ..... Signature: ..... Date: .....

Checked by: (supervisor) ..... Signature: ..... Date: .....

Exposure Points System and Ready-Reckoner

The table overleaf is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s2 and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s2 A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example if you are exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s2 A(8)) is equal to 100 points;
- the exposure limit value (5 m/s2 A(8)) is equal to 400 points;

Using the Ready-Reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.

2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

3. Find the value in the table that lines up with the magnitude and time. A magnitude of 5 m/s2 and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

Your work will have been planned to avoid vibration exposure where possible. However, to ensure you do not exceed vibration exposure action and limit values please use this Ready-Reckoner along with the chart on the following page which lists the equipment you use.

Vibration magnitude m/s^2	15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h
40	800									
30	450	900								
25	315	625	1250							
20	200	400	800							
19	180	360	720	1450						
18	160	325	650	1300						
17	145	290	580	1150						
16	130	255	510	1000						
15	115	225	450	900	1350					
14	98	195	390	785	1200					
13	85	170	340	675	1000	1350				
12	72	145	290	575	865	1150	1450			
11	61	120	240	485	725	970	1200	1450		
10	50	100	200	400	600	800	1000	1200		
9	41	81	160	325	485	650	810	970	1300	
8	32	64	130	255	385	510	640	770	1000	1200
7	25	49	98	195	295	390	490	590	785	865
6	18	36	72	145	215	290	360	430	575	720
5.5	15	30	61	120	180	240	305	365	485	605
5	13	25	50	100	150	200	250	300	400	500
4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320
3.5	6	12	25	49	74	98	125	145	195	245
3	5	9	18	36	54	72	90	110	145	180
2.5	3	6	13	25	38	50	63	75	100	125
2	2	4	8	16	24	32	40	48	64	80
1.5	1	2	5	9	14	18	23	27	36	45
1	1	1	2	4	6	8	10	12	16	20

Daily exposure time

Vibration and Noise Exposure Guide

This sheet is a guide only- although this information is as accurate as possible some variances will exist.

Use less than 30 mins/ 8hrs shift	Use max 60-120mins/8hrs	Hand vibration (m/s²)	Max use/8hrs (minutes)	Noise output at 1 metre	Hearing protection required
Use max 30-60mins/8hrs	Use of 120+mins/8hrs				

Breakers and Drills

Air tools				
Medium duty breaker	14.5	18	110	Yes
Medium duty breaker (anti vibration)	3.5	307	107	Yes
Heavy duty breaker	17.5	12	110	Yes
Heavy duty breaker (anti vibration)	2.8	480	110	Yes
Hydraulic breakers				
Medium duty gun	10.5	34	93	Yes
Medium duty gun (vibration damped)	5.5	124	93	Yes
Heavy duty gun	22	6	95	Yes
Heavy duty gun (vibration damped)	7.5	67	95	Yes
Electric breakers				
Heavy duty breaker (30kg)	13	22	104	Yes
H-duty demo hammer (11kg)	14	19	103	Yes
H-duty demo hammer (anti vibration)	8	59	98	Yes
M-duty demo hammer (7kg)	9	46	98	Yes
M-duty demo hammer (anti vibration)	7	77	98	Yes
L-duty demo hammer (5kg)	14	19	103	Yes
L-duty demo hammer (anti vibration)	6	105	97	Yes
2-Stroke Breakers				
A. Copco Kango	10	38	103	Yes
Rotary/Hammer Drills				
9kg	14	19	101	Yes
6kg	11	31	98	Yes
4kg	10	38	98	Yes
3kg	10	38	98	Yes
Rotary Drills				
4kg	2.5	480	81	Yes

Sawing, Cutting and Grinding

Cut off Saw				
2-Stroke / 12”	**7.5**	**67**	**107**	Yes
Grinders				
4/5” mini grinder	**5**	**151**	**101**	Yes
7/9” grinder	**5.5**	**124**	**108**	Yes
Circular Saws				
6” – 9”	**2.5**	**480**	**108**	Yes
Wall Chasers				
Single blade	**3**	**418**	**111**	Yes
Twin blade	**4**	**235**	**111**	Yes
Floor Treatment				
14” Petrol floor saw	**7.5**	**67**	**105**	Yes
18” Petrol floor saw	**4.5**	**186**	**100**	Yes
Hand held concrete planer	**2.5**	**480**	**103**	Yes
Floor planer	**4**	**235**	**103**	Yes
Floor grinder	**4**	**235**	**103**	Yes
Scabblers				
Single head hand scabbler	**20**	**9**	**103**	Yes
Triple head hand scabbler	**15.5**	**16**	**103**	Yes
Pogo scabbler	**24**	**3**	**105**	Yes
5 head scabbler (Trolley mount)	**18**	**12**	**106**	Yes
Sanders				
Belt sander	**2.5**	**480**	**84**	Yes
Disc sander	**2.5**	**480**	**100**	Yes
Orbital sander	**2.5**	**480**	**102**	Yes
2-stroke chainsaw	**6**	**105**	**102**	Yes
2-Stroke hedge Trimmer	**6.5**	**89**	**91**	Yes
2-Stroke strimmer	**2.5**	**480**	**103**	Yes

Compaction

Rammers				
33 x 33 cm base	**7.5**	**67**	**102**	Yes
33 x 25 cm base (anti vibration)	**5**	**151**	**102**	Yes
Plates				
12” petrol	**7.5**	**67**	**95**	Yes
18” petrol	**10**	**38**	**105**	Yes
Forward/Reverse diesel	**9**	**46**	**105**	Yes

9 – PLANT & EQUIPMENT CERTIFICATION

Copies of relevant testing and inspection certification for all plant and equipment on site should be retained within this section of the Construction Phase Health and Safety Plan.

No equipment or machinery should be used on site without first having reviewed current and valid relevant tests of inspection and examination, calibration etc.

Under no circumstances should the use or operation of any plant or equipment be permitted for which there is a requirement for statutory certification until this is retained within this section.

Forklift Inspection

Location of Forklift:	**Inspector/Driver/Operator:**
	Date:

Description of Check	Fault Found	OK or N/A	Description of Fault
a) Battery condition			
b) Hydraulic oil level (where applicable)			
c) Exhaust system			
d) Tyres			
e) Wheels			
f) Screed Burners and Controls			
g) Fork Carriage (forklift or teleporter)			
h) Seat mountings & seat belt			
i) Damage/wear to bodywork/engine			
j) Damage/wear to suspension/brakes			
k) Damage/wear to forks			
l) Damage to roll over protection			
l) Parts that can move correctly guarded?			
m) Light, indicators, flashing beacon working?			
n) Warning signs ID markings, reg.no. etc			
o) Controls all operating OK?			
p) Engine Covers Closed			
q) Oil Level			
r) Water Levels			
s) Other			

INSPECTOR / DRIVER / OPERATOR ACTION TAKEN:

SUPERVISOR ACTION TAKEN:

INSPECTORS / OPERATORS SIGNATURE: **SUPERVISORS SIGNATURE:**

Plant/Telehandler Inspection

Location of Plant:	**Checked By:**
Item of Plant:	**Date:**

Before starting the machine, please check:

Description of Check	Fault Found Y/N?	Description of Fault
Damage/Wear (Internal/External) *Bodywork, seat mounting, seatbelt*		
Warning signs/ID Markings clear (i.e clean reg no. plate)		
Moving Parts Correctly Guarded		
Battery Condition/Connections		
Check Fluid Levels (if applicable) - *Brake fluid*, *Hydraulic Fluid, Engine oil coolant, Battery water levels & Fuel*		
Check underneath for Fuel or Oil Leaks		
Hydraulic Hose, Unions, Cylinders for Leaks or Damage		
Tyres - Check for wear, splitting & tyre pressure		
Wheels – check for any missing fixtures (bolts, locking cap etc.)		
Condition of Lights and Lenses		
Forklift Tynes & Backrest for Damage		
Damage to Roll Over Protection		

After starting the machine, please check:

Description of Check	Fault Found Y/N?	Description of Fault
Handbrake is working		
Brakes/Pedals & all Controls		
Steering Movement		
Horn, Flashing Lights, Headlights, Indicator, Reversing lights & Bleeper		
Lift Control/Tilt Control/Side Shift (if fitted)		

Operator/Inspector Action Taken:	Signed:
Supervisor Action Taken:	Signed:

10 – SITE PERSONNEL TRAINING CERTIFICATION

Copies of relevant training certification for all site personnel should be retained within this section of the Construction Phase Health and Safety Plan.

This can enable Site Management/Supervisors to establish the operating credentials of individual operatives on site to ensure competence prior to approving personnel to undertake tasks and operate machinery.

Under no circumstances should the use or operation of any plant or equipment be permitted for which there is a training requirement, until copies of training certification are retained within this section.