

**CONSTRUCTION PHASE
HEALTH & SAFETY PLAN**

for the

**CONSTRUCTION
of
SIX x FIVE BEDROOMED
DETACHED HOUSES
with
ASSORTED GARAGES**

at

**Silena
(off) Town Dam Lane
Donnington
SPALDING
Lincs
PE11 4TR**



**Wilf Hammond Homes Ltd
Red House Farm
Dawsmere Road
GEDNEY MARSH
Lincs
PE12 9NG**

Mob: 07971 791068

Distribution Schedule

Issue Number	Date	Name	Company
1	20 th Sep 22	W Wright	Wilf Hammond Homes Ltd
1	20 th Sep 22	S Thompson	S Thompson

Revision Status

Revision	Description	Date	Issue	Checked

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1.0 Description of project

1.1 Project description and programme details including any key dates;

The properties to be built are 6 large detached 3 storey, 5 bedroomed houses with assorted garages. All services and finishes will be added/applied as expected to enable the properties to be finished in a 'walk in' condition.

All building work will be carried out as per the clients specifications. The location of the site is:

Silena
(off) Town Dam Lane
Donnington
Spalding
Lincs
PE11 4TR

Site Telephone Number:	(M) 07761 371874
Start Date:	3rd Oct 2022
Completion Date:	Jul 2023 (approx 90 weeks)
Other Relevant Dates (including sub-contractor presence etc):	NIL
Christmas shutdown:	2022 & 2023

1.2 Details of client, principle designer, principal contractor, HSE, other Consultants and key site personnel;

Client Organisation Name:	Wilf Hammond Homes Ltd
Client Representatives Name:	Mr W Wright
Client Contact Details:	07971 791068

Principle Designers Name:	GR Merchant Ltd
Principle Designers Representatives Name:	GR Merchant
Principle Designers Contact Details:	01406 490800

Main Contractor Organisation Name:	S Thompson
Main Contractor Representatives Name:	Mr S Thompson
Main Contractor Contact Details:	07761 371874

The Health and Safety Executive	(T) 0115 971 2800
City Gate West	(F) 0115 971 2802
Level 6 (first Floor)	
Toll House Hill	
NOTTINGHAM	
NG1 5AT	

Site Manager Name:	Mr S Thompson
Site Manager Company:	S Thompson
Site Manager Contact Details:	07761 371874

Safety Consultant Organisation Name:
Safety Consultant Representatives Name:
Safety Consultant Contact Details:

ADM Health and Safety Services
Mr David McGill
07865 054659

1.3 Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

The principle designer has all existing design information, this will be held on site for the duration of the project.

A copy of the F10 is attached at Appendix 1.

A detailed site plan is also attached within Appendix 1.

The Site Manager will take photographs of the existing site prior to starting work – particularly of the access drive - throughout the project, and upon completion.

The following documents were not available at the time of this document being produced, however, they will be held on site and complied with:

1. Flood Risk Assessment, prepared by S M Hemmings
2. Geoenvironmental Desk Study, prepared by Goldfinch Environmental Ltd, dated March 2022
3. Ecology Management Scheme, prepared by G R Merchant Ltd

2.0 Management of the work

2.1 Management Structure and Responsibilities;

Mr S Thompson is in overall charge of the site and all the works that are carried out on the site.

2.2 Health and Safety goals for the project and arrangements for monitoring and review of health and safety performance;

To complete the project on-time, with no reportable injuries, ill health or occupational diseases.

The site manager must be familiar with this CHASP, and L144 (Managing Health and Safety in Construction) which will ensure compliance with legislative standards. The Site Manager will also carry out a daily walk of the site and complete a formal inspection weekly.

Additionally, ADM Health and Safety Services has been contracted to supply H&S advice for the duration of the project. ADM will be carrying out frequent safety inspections, monitoring sub-contractors and providing advice when requested.

2.3 Arrangements for:

2.3.1 Regular liaison between parties on site,

Provide details as necessary - The site arrangements include:

- Pre-start meetings will take place on site to determine the works that are required to be undertaken by each sub-contractor. Those sub-contractors will also be assessed for competence.
- Internal on-site meetings will be undertaken frequently on an informal basis on site to determine the order of events and to clarify any changes.
- All workers attending site will be required to attend a site Induction prior to starting work on site.
- Quality, Health and Safety Inspections will be carried out at regular intervals (as risk requires) by ADM Health and Safety Services. The Site Manager will carry out a physical inspection daily and record a site inspection weekly.

Other parties:

Access to the site is down a shared gravel track which will be maintained throughout the build and then upgraded and laid to tarmac near end of the project. House owners will have priority use of the track.

2.3.2 Consultation with the Workforce:

Provide details as necessary Describe the site arrangements.

- Risk assessments and method statements as required will be issued at the site induction to ensure that all workers are aware of the standard of works required from them. Failure to comply may result in removal from site.
- A site risk assessment has been completed by ST and all attendees to site will read and comply.
- All workers will attend a Site Induction prior to starting works on site.
- Failure to meet required standards on site will result in a formal interview with the relevant contractor(s) about their performance.
- Architect drawings will be kept on site at all times for reference.

2.3.3 Exchange of design information between the client, designers and contractors on site:

The Client will liaise with the Principle Designer when any design changes are required. The Principle Designer will then change drawings accordingly and issue out new drawings to the Main Contractor who will then be responsible for disseminating the information to all site personnel as required.

2.3.4 Handling design changes during the project:

All design changes will be provided by the Principle Designer and agreed with the Client prior to implementation.

2.3.5 Selection and control of contractors:

Contractors will be used for specific parts of the project, in particular, ground workers, bricklayers, roofers, plasterers, electricians, carpenters and plumbers.

All contractors will provide the necessary paperwork such as risk assessments and method statements that are relevant to the work activities being undertaken on-site – if not, ST will complete prior to starting works.

All contractors will be subject to periodic reviews as to their performance, which will include compliance with the health and safety arrangements they have determined through their risk assessments/method statements, and those deemed necessary by the Principal Contractor (site rules).

2.3.6 Exchange of health and safety information between contractors:

Areas of work may overlap as the site progresses. The Site Manager is responsible for disseminating information between contractors and ensuring that all contractors are aware of other contractors at all times. The Site Manager is also responsible for prioritising works where there are clashes.

2.3.7 Site security:

Provide details as necessary:

- Properties surround the site to the North and West boundaries, a drainage ditch to the South, with a building development to the East .
- Herris fencing will be erected along the South, West and North of the site with an access gate also to the West. The Eastern boundary is currently fenced off by another building firm. If this fence is removed, ST will ensure another is erected to keep the site secure.
- All required signage will be displayed. This will include, but not be limited to: the F10, visitors report to site office, 'no unauthorised entry' signs, 'no smoking' signs, and Site Manager Contact details.
- All site operatives will sign in/out on the site register held within the site cabin. Any authorised visitors to site must also sign in and wear any appropriate PPE. They will be escorted on site at all times.
- Trespassers will be protected against by the herris fencing and signage. ST will remove all attractive items from site every day, and leave the site in a safe, secure condition.

2.3.8 Site induction:

ST will induct all workers prior to starting work on site. A copy of the site induction is attached at Appendix 2. An attendance/signing sheet is also attached at Appendix 3 which authorises workers to work after they have seen the risk assessment/method statement for their work activities and have signed to say they understand the control measures they will have to take.

2.3.9 On site training:

On site training will be identified and carried out where required. Contractors are expected to attend site fully trained, any training they require will be at their own expense.

Contractors will be required to attend a tool box talk at least weekly by the site manager. A checklist for when these are completed are attached at Appendix 4.

2.3.10 Welfare facilities and first aid:

All welfare facilities will comprise of clean and operational toilets with clean hand basins, running warm water, soap and hand drying facilities in the immediate vicinity of the site. Washing facilities MUST be provided on the site where substances hazardous to the skin are being used (such as cement).

Other facilities that will be provided for site employees/contractors will include:

- Changing area and a drying room is provided.
- A mess facility is supplied which includes a facility for making hot drinks and to warm food.
- Drinking water is available and is signed as such.

This site operates a 'no smoking' policy.

The site welfare facilities will be cleaned weekly as a minimum, more frequently if required.

The first aid box and eye wash facility will be held within the site office. Workers will be notified of the location on their site induction.

There is no permanent First Aider on site. If more than 1st aid is required take a copy of the Emergency Route Map and take the injured person to the Johnson Community Hospital in Spalding immediately.

Each first aid box and eye wash kit will have an inventory of its minimum contents and will be checked monthly by the site manager to ensure it is kept fully stocked. The checklist is stored within the kit.

Additionally, the site manager should obtain information on any specific medical conditions which affect site personnel and details of which may be required in the event of a medical emergency (e.g. action to take in the event of an epileptic fit or conditions which may make them unfit for some tasks such as musculoskeletal injuries). Should any of these issues affect the work activities that site personnel are authorised to carry out, it should be reflected in a risk assessment.

2.3.11 Reporting and investigation of accidents and incidents including near misses:

The accident book will be located in the site office as will the near miss forms. See Appendix 16 & 17 for examples.

All near misses, accidents and incidents will be reported and investigated by the site manager. All incidents shall be notified to ADM Health and Safety Services to determine whether it is reportable or not, tel 07865 054659.

2.3.12 Production and approval of risk assessments and written systems of work:

All contractors, self-employed or designers, must be competent and make adequate provision for health and safety towards the project. Contractors and self-employed workers will be assessed by the Site Manager to ensure they have adequate resources for health and safety in

accordance with the requirements of Wilf Hammond Homes Ltd.

Health & Safety will form an integral part of the agenda of all formal meetings between ST and any subcontractor. Any matter, which may have an effect on Health & Safety will be discussed and recorded. It will be the responsibility of each employer or employers' representatives at the meeting to ensure that persons in their employment or under their control, who may be affected, are advised of such matters.

The Health & Safety aspects of design work carried out during the construction phase of the project will be co-ordinated by the Principle Designer. Sub contractors with a design input must ensure that the principal designer is kept fully informed of all design matters.

ST has produced a site risk assessment at Appendix 5 for all contractors to read upon arrival onto site, this is in addition to their own task specific assessments. Blank task specific risk assessments and blank method statement formats can also be found at Appendix 6 & 7 respectively.

2.3.13 Permits to Work

It is not envisaged that a permit to work system will be required. If the need changes, it will be managed by the site manager on a daily basis. Permits may be issued for:

- Electrical works
- Hot works

2.4 Site Rules (including drug and alcohol policy);

Site rules will be read to everyone on site upon induction by the site manager. They will include, but not be limited to the following:

- Risk Assessments/Method Statements/Safe Systems of Work are to be complied with at all times.
- If site personnel feel that changes to the above are required, work must stop and the Site Manager be notified immediately so that the Risk Assessment and Method Statement can be revised and re-signed.
- All concerns about the health and safety of site personnel, the public, visitors to site and/or occupants are to be reported immediately to the site manager.
- All accidents however minor, are to be reported.
- Only 110v equipment or battery tools are to be used on site. No 240v Equipment without the express permission of ST.
- Site decorum (i.e. no wolf whistling or swearing).
- Skin to be covered at all times especially when using COSHH items. T shirts and long trousers are a minimum.
- No smoking on site.
- Only ladders of a class 1 or 2 standard, compliant with EN131 are to be used.
- No personal work equipment to be brought on site without the Site Managers' approval and necessary checks carried out.
- Steel toe-cap boots with mid-sole protection must be worn at all times while on site. The following is to be worn when required:
 - Hard Hat
 - Gloves
 - Hi-Vis Clothing
 - Dust masks (FFP3 disposable as a minimum)

- Safety goggles
- Out-of-bounds areas

2.5 Personal Protective Equipment

The only mandatory items of PPE required for site is safety boots.

Hearing protection, face mask and high impact goggles are to be worn whenever drilling or cutting operations are carried out.

Gloves are to be worn when handling materials or there is a significant risk of cuts or skin abrasions from operations.

Additional PPE may be required as determined by risk assessments and method statements.

The Site Manager is responsible for ensuring compliance.

2.6 Fire and Emergency procedures.

Fire extinguishers for the site will be held at a central accessible point. All workers will be notified of the location upon induction.

In the event of a fire emergency, workers must raise the alarm immediately by shouting FIRE FIRE FIRE, then fighting the fire with the relevant fire extinguisher if competent to use it. The Site Manager will then call the appropriate services on 999.

A First Aid injury will be treated on site by the site manager using the first aid or eye wash kits. All such accidents will be recorded in the accident book.

In the event of a major injury, the site manager is to be informed immediately, he will decide whether to remove the injured person from site using a works vehicle or to call emergency services. First aid will also be given to the casualty immediately as required.

Some risk assessments (such as activity risk assessments or COSHH assessments) may have specific fire safety measures detailed within them, these possibly being provision of a fire extinguisher for anyone carry out hot works or storage arrangements for flammable chemicals.

Locations of fire extinguishers etc will be displayed on the site map, a verbal alarm is sufficient to warn all workers of the emergency.

The Fire and Emergency Procedures will be displayed on the site notice board.

2.7 Emergency Contact Numbers

Emergency contact numbers will be communicated to all contractors during site induction. Contact telephone numbers in case of emergency are:

Site Manager:	Tel: 07761 371874
Principle Designer:	Tel: 01406 490800
Safety Advisor:	Tel: 07865 054659
Electricity supplier (EON)	Tel: 0800 056 8090
Water supplier (Anglian Water)	Tel: 01522 341710

3.0 Arrangements for controlling significant site risks

3.1 Safety risks, including:

3.1.1 Delivery and storage of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site:

Deliveries - All deliveries to site will first contact the Site Manager prior to arrival on the previously given phone number. The Site Manager will then walk the vehicle down the access track and onto site, then assist him to drop his load. At no time will the driver be left unattended. A forklift will be utilised on the site for movement of heavy loads.

The main stores area is to the North of the site and within the site boundary fence, it will also be identified on the site plan.

All stores will be checked upon delivery and all delivery notes etc will be signed off by the site manager and kept within the site office.

Stores will be stacked in a fashion that will prevent them from falling or being pushed over easily. Stacked at a maximum of 2 pallets high with good access, they will also be stacked away from any immediate danger and away from normal site access routes.

Waste – The Site Manager must ensure that all waste transfer notes from the skip company are signed and kept within the site office for the duration of the project.

'All In' skips will be provided for site waste. The waste skips will be located in an easily accessible area of the site just off an access route to allow easy drop/pick up of skips. Skips shall be filled to the recommended level and covered by the skip company prior to leaving site.

A separate skip for gypsum will be brought in if required. This a clean site, no waste will leave on vehicles.

Leaving Site – Topsoil will be stripped early in the project with a hardcore base layer laid as soon as the footing are excavated. This will keep vehicle wheels as clean as possible.

Wash Down - Prior to leaving site all drivers will 'wash down' their vehicles as required at the temporary washdown point directly before the site exit.

3.1.2 Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations:

The Site Manager will liaise with the following service providers to site:

- Transco Gas
- Western Power
- Anglian Water

Any temporary facilities will be carried out in the approved manner by competent tradesmen.

3.1.3 Accommodating adjacent land use:

A small section of land is being 'borrowed' from an adjacent landowner to the North of the project which will be used as the stores area. This section of land will be included within the site boundary and surrounded by herring fencing.

New wooden fencing will be erected around the site boundary. Adjacent properties will be consulted prior to this happening.

3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures:

No other structures will be affected by the build. If any reported vibrations from the excavations are felt, the Site Manager will act to eliminate those immediately.

3.1.5 Preventing falls:

Where there is a risk of personal injury from falling or falling objects a risk assessment should be carried out. The work at height risk assessment template in Appendix 8 may be of use in carrying out a risk assessment but must be adapted to the work activities carried out on site.

3.1.5.1 Ladders - Ladders and use of ladders must comply with the HSE Safe use of ladders and stepladders: An employers guide INDG 402, which provides information on the selection, use and maintenance of ladders. A copy of which is attached at Appendix 9.

3.1.5.2 Tube and Fitting Scaffold – will be supplied and erected by a reputable company and will be inspected by the company on a weekly basis (and after any serious storm or damage). The site manager will complete a daily inspection on the scaffold every day prior to use.

3.1.5.3 Tower Scaffolds - If tower scaffolds are to be used, the correct type of tower should be selected for the work to be done and the area they will be used. As with tube and fitting scaffold, those who will assemble them need to be suitably trained and a check needs to be made that they are assembled correctly before use.

3.1.6 Control of lifting operations:

All lifting operations and lifting equipment should be carried out in accordance with the requirements of Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

3.1.7 Maintenance of plant and equipment:

All machinery and plant must comply with the Provision and use of Workplace Equipment Regulations (PUWER) 1998.

The Site Manager must check all machinery, plant and equipment before it can be used. Particular inspection items include:

- Suitability of the item when considered against the use for which it is intended.
- The availability and validity of documentation provided with the item.
- The general serviceability of the item and where it is necessary, the availability of a suitably trained and qualified operator.
- Maintenance and cleaning requirements.

All plant equipments used must be by a qualified operator, they must hold – as a minimum – a CPC card for the appropriate equipment.

All persons using other equipments must be trained – and qualified where appropriate, eg MEWPs and abrasive wheels – in the correct use of such equipment prior to using it. The Site Manager must request evidence of such training prior to use/at induction.

Inspections:-

Daily – All plant and power equipment held on site will be given a daily inspection by the operator before use. Those plant daily inspections will be recorded on the appropriate form, or in the daily diary as a minimum.

Quarterly – All PUWER equipments and access equipment will be formally inspected every 3 months as a minimum, all equipments will be identified on the register at Appendix 10. Those inspections will be carried out on the attached inspection forms at Appendix 11 & 12.

All electrical equipments will arrive on site PAT tested and quarterly thereafter.

Other – Mandatory mobile plant inspections will be carried out and recorded when they are due.

3.1.8 Work on excavations and work where there are poor ground conditions:

The excavation should be made safe for all site personnel, site vehicles and members of the public (especially at night). Material, soil or plant should not be positioned to endanger the excavation.

All excavations will be left open for a minimum period of time and will be barriered off to prevent unauthorised access when the site is closed. Signs will be also be displayed to warn of hazard.

3.1.9 Traffic routes and segregation of vehicles and pedestrians:

As soon as possible after the footing have been excavated and the spoil removed, the site will be stripped of topsoil and a hardcore base laid to allow safer, cleaner movement of vehicles and pedestrians around the site.

The adjacent public highway may be restricted at times to allow power supplies and water to be connected to the site. No pedestrian pathways are expected to be restricted during these works.

On site access routes and pedestrian footpaths will be changed as required with barrier tape showing pedestrian only zones. Verbal communication of such changes will be communicated to the workforce on site daily.

3.1.9.1 Site Vehicles including Contractors/Sub Contractor Vehicles:

All workers on site will park their vehicles on site. The Site Manager will ensure there are adequate parking facilities available and these will be annotated on the site plan and everyone will be notified during induction.

All visitors will also park on site. Upon arrival at the site gate the Site Manager will direct them where to park upon entry.

3.1.9.2 Emergency Vehicles:

The site access track will be kept clear at all times to allow emergency vehicles unrestricted access in the unlikely event of an emergency on site. The track is substantial enough to allow safe passage of HGV's.

3.1.9.3 Pedestrian Traffic:

A pedestrian route will be marked up from the main entrance to the site cabin, NO PLANT or VEHICLES will be allowed to park within this area. Once workers leave the site cabin, they must be aware of moving plant at all times. There is no pedestrian footpath directly outside of the site, vehicles leaving site must be aware that pedestrians and cyclists may use the road.

3.1.10 Storage of materials (particularly hazardous materials) and work equipment:

General materials – will be stored in the designated stores area. Once a garage is constructed daily stores will be secured within that area. Once individual properties can be secured - stores areas will be identified within those too. No stores will block any vehicle routes.

Expensive stores – will be stored safely within the site office under lock and key.

Vehicle keys – will be removed from vehicles at cease works and locked away within the site office. The site manager may also remove the keys from site over shutdown periods and week-ends as a further security measure.

COSHH items – there are limited COSHH items being used on the project, those will be brought to site by sub-contractors and they will not be left on site overnight.

Spillages – a spillage kit will be held on site and used to control any spillages.

3.1.11 Any other significant safety risks:

Where any significant risk is reasonably foreseeable, no work will proceed until a suitable and sufficient risk assessment, prepared in accordance with the requirement of Regulation 3 of the Management of Health and Safety at Work Regulations, has been prepared and approved by the site manager. The information contained in the risk assessment must be made known to any person who may be affected by the risk and documented evidence of this communication must be retained. All sub-contractors will supply method statements prior to starting work.

3.2 Health Risks, Including:

3.2.1 Removal of asbestos:

There is no asbestos or asbestos related products being used in the construction of these properties.

3.2.2 Dealing with contaminated land: Provide details as necessary

The land is not contaminated, see 3.2.1 above.

3.2.3 Manual handling:

Manual handling poses the greatest risk of injury to workers on site. Manual handling is covered within the site risk assessment in detail. If a specific manual handling risk assessment is required for a particular task a manual handling risk assessment is attached at Appendix 13.

3.2.4 Use of hazardous substances, particularly where there is a need for health monitoring:

Sub-contractors will inform the Site Manager of all COSHH items they will be using on site. It is their responsibility to produce a COSHH assessment to the Site Manager upon request, also ensuring that the appropriate first aid facilities are suitable to the substance being used.

3.2.5 Reducing noise and vibration:

Working hours are restricted from 0800-1700 hours daily. Every effort will be taken to ensure that noise is kept to a minimum.

If excessive noise is being produced on site, ADM will be called to carry out a noise assessment to determine the level of noise and if hearing protection is required. As a general rule, if noise is at such a level that conversation is difficult to hear from a distance of 2 metres or less a noise assessment should be requested.

All operatives drilling are to wear ear defence.

3.2.6 Hand Arm Vibration:

A list of all plant, equipment and power tools likely to be used on the project are attached at Appendix 14 with their appropriate HAV ratings, time used and PPE requirement listed.

3.2.7 Exposure to UV radiation (from the sun):

Normal exposure to UV's will be expected on this project due to the sun. The majority of works are inside and UV's are not expected to pose a risk.

3.2.8 Any other significant health risks:

Exposure to silica dust is a possibility. All workers likely to be exposed to such dust are to wear an FFP3 dust mask and be trained in its use. Evidence of such must be given to the site manager upon induction.

No other disease is expected to pose a health risk to site workers. If one is suspected the site manager is to be informed immediately and the appropriate action will be taken.

4.0 Environmental Considerations

There is a drainage ditch running along the South boundary, it is of the utmost importance that no fuels or oils leak into the ditch. Vehicles, plant and machinery are to be inspected daily to ensure there are no leakages of petrol, oil or lubricants.

Spill kits are available on site and any leakages are to be dealt with immediately and reported to the Site Manager.

If there is a likelihood of pollutants entering a drainage system, work is not to continue until protective measures or an alternative system of work is put in place.

The site falls naturally from the North to South, therefore any surface water will naturally drain towards the drainage ditch. The Site Manager will check periodically during periods of bad weather to ensure that no oils etc are leeching towards the ditch from the construction works.

Operatives will keep noise and vibration levels to an absolute minimum wherever possible.

Operatives are to minimise air pollution from dust/debris and diesel operated machinery as far as is reasonably practicable. Electric machines are to be used wherever possible.

Waste materials will be disposed of correctly and will be monitored by the Site Manager. Waste will be put in an 'all in' skip on site and disposed of by an authorised contractor. Waste Transfer Notes will be kept within the Health and Safety File. No waste is to be fly tipped; any contractor being reported/discovered will be reported to the authorities.

The burning of waste materials on site is strictly prohibited.

5.0 The Health and Safety File

5.1 Layout and format:

The Principle Designer is responsible for the layout and format of the health and safety file.

5.2 Arrangements for the collection and gathering of information:

The following information needs to be produced/retained by ST for the health and safety file (as a minimum):

- copies of all 'as-built' drawings
- equipment operating instructions
- maintenance schedules
- information concerning any potentially hazardous materials,
- special cleaning arrangements, etc.,

These should be collected and presented to the Principle Designer for inclusion in the Health & Safety File.

5.3 Storage of information.

If information is saved or stored in a particular location or records have been archived you may wish to detail this information.