CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CONTRACT NAME:	**William Stuckley Primary School Holbeach**
CONTRACT NUMBER:	**311967**
PREPARED BY:	**Paul Jenkinson**
DATE:	**October 2023**
REVISION NO:	

Lindum Group Ltd
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Health & Safety Plan – Revision / Amendments

Date	Details of any amendments required.	Section change	Reviewed by
October 2023			
November 2023			
December 2023			
January 2024			
February 2024			

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Introduction

William Stuckley Primary school Holbeach PE12 7HG

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

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

- 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. The project notification (F10) will be displayed on site.
- Lindum 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 commence, 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 onto the site.
- Enforce site rules via red and yellow card policy.
- 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.

1. Description of Project

1.1	Project Details.

The project comprises of the construction of an extension to the existing dinning room , staffroom and new classroom block including associated circulation spaces, toilets and plant room. The structure is to be of traditional cavity wall masonry construction, supported off a ground beam on a piled foundation. The roof is to be trussed rafter with pantiles . The works includes all associated mechanical and electrical and drainage installations. Additionally, an attenuation tank and pump are to be installed in order to improve the drainage on site.

1.2	Project programme.				
Planned Contract period	**January 2024**	**Planned Commencement date**	**January 2024**	**Planned Completion date**	**March 2025**
F10 Required	**Yes**	**F10 Start date**	**TBC**	**F10 Completion date**	**TBC**

Project Team

1.3	Client		
Company		**Contact Name**	**Contact Details**
Lincolnshire County Council County Offices Newland Lincoln LN1 1YL		**Alison Toyne**	**07501 508446** **alison.toyne@lincolnshire.gov.uk**

1.4	Client's CDM Adviser / Agent		
Company		**Contact Name**	**Contact Details**
Kier Business Services County Offices Newland Lincoln LN1 1YL		**Andrew Sharpe**	**07764 319598** **andrew.sharpe@kier.co.uk**

1.5	Principal Designer		
Company		**Contact Name**	**Contact Details**
Lindum Group			

1.6	Structural Engineer / Designer		
Company		**Contact Name**	**Contact Details**
Kier Business Services County Offices Newland Lincoln LN1 1YL		**Allan Jones**	**07742 406323** **allan.jones@kier.co.uk**

1.7	M&E Designer

Company	Contact Name	Contact Details
Kier Business Services **County Offices** **Newland** **Lincoln LN1 1YL**	**tba**	

1.8	Architectural	
Company	**Contact Name**	**Contact Details**
Kier Business Services **County Offices** **Newland** **Lincoln LN1 1YL**	**Phillip Stephenson**	**M:** 07823 326047 **E:** philip.r.stephenson@kier.co.uk

Project Team - Continued		
1.9	**Principal Contractor**	
Company	**Contact Name**	**Contact Details**
Lindum Group Lindum Business Park Station Road North Hykeham Lincoln LN6 3QX	**Paul Jenkinson**	**01522 852313** **07825 026583** **paul_jenkinson@lindumgroup.co.uk**
1.10	**Temporary Works Coordinator**	
Company	**Contact Name**	**Contact Details**
Lindum Group Lindum Business Park Station Road North Hykeham Lincoln LN6 3QX	**Paul Jenkinson**	As above
1.12	**Health, Safety & Environmental Manager**	
Company	**Contact Name**	**Contact Details**
Lindum Group Lindum Business Park Station Road North Hykeham Lincoln LN6 3QX	Rob Wright	Telephone No: 01522 852426 Mobile: 07388 948 862 Email: hs@lindumgroup.co.uk

2. Management of the Works

2.1 Management Structure and Responsibilities

Job Title	Name and Contact details	Responsibility
Director	Richard Shaw	• Provide support to the site team in order that they can comply with the requirements of the Safety & Environmental Management System. • Ensure that each site does not commence construction activities until there is a site-specific Safety & Environmental Plan in place. • Keep under review the training requirements of all staff. • Visit sites from time to time and complete a Safety & Environmental Report. • Review Safety & Environmental reports and take action as appropriate. • Always set a personal example.
Construction/ Contracts Manager	Paul Jenkinson	• Ensure that suitably qualified staff are appointed on each contract and provide them with support. • Assist with the compilation of a project specific Site Safety & Environmental Plan and that the necessary appointments have been made. • Ensure that competence assessments are made of all contractors and Lindum supervision is increased to take account of any resultant shortfall in numbers or expertise. • Regularly monitor the implementation of the Safety & Environmental Plan and ensure that shortcomings are rectified. • Carry out Safety & Environmental inspections in accordance with the current strategy. • Ensure suitable and sufficient welfare facilities are available on site before works commence. • Always set a personal example. • 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.
Site Manager / Site Agent	Paul Machin 07881 090 252	• Ensure implementation of the Site Safety & Environmental Plan. • Ensure that an adequate level of supervision is in place commensurate with risk. • Ensure that Risk Assessments are carried out and that suitable precautions and controls are planned for all work. • This is to include assessments and documentation required for C.O.S.H.H. Manual handling and H.A.V.S. • Ensure co-ordination of all contractors. • 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 Adviser. • Produce and authorise environmental requirements of this 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. • Always set a personal example.
Site Supervisor / Working Foreman	N/A	• Ensure that safety of all personnel and the public is always the first priority. • Fulfil their duties in accordance with the Safety & Environmental Plan requirements. • Ensure that no work commences until a Risk Assessment has been carried out and that they understand the hazards and controls involved. • Ensure that the results of each Risk Assessment have been communicated to those involved/affected and operatives are instructed as to the precautions and controls deemed necessary. • Inform the Site Manager of any area of work where in your opinion a satisfactory level of supervision cannot be achieved or maintained. • Carry out inspections and make reports as required by the Site Manager. • Ensure cleanliness and tidiness of the sites. • Reprimand any person who fails to work safely or whose actions may result in environmental damage. • Deliver toolbox talks to project workers when instructed to do so. • Always set a personal example.
Site Engineer	N/A	• Stop any person who appears to be at risk of personal injury, causing risk to anyone else, or whose actions may result in damage to the environment. • Work in accordance with site Engineer RAMS. • Report all such incidents to the Site Manager/Foreman. • Always set a personal example.

Fire Safety Co-ordinator	Paul Machin	• 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 into consideration building occupiers and other third parties who may be working on site. • Where appropriate ensure there is effective means of communication with building occupiers and other third parties who may be affected in the event of a fire / emergency. • Check that supervisors 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. • Always set a personal example.
Lift Co-ordinator	Paul Machin	• 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 inspection 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. • Oversee the planning and control of fork truck usage on site with a fully qualified driver being in place. • Always set a personal example.
Site Health, Safety and Environmental Manager	Rob Wright (Mobile Tel: 07388 948862)	• Ensure that all supervisors are aware of their duties to carry out a risk assessment and establish the necessary precautions prior to allowing any work to commence. • 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/toolbox 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.

		• Ensure the construction phase health and safety plan is being reviewed on a regular basis and updated as necessary. • Provide the required site health, safety and environmental documentation for the site management team to use. • 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 this plan. • Always set a personal example.

2.2 Health and Safety Goals for the Project

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.
- 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 Adviser, also where required, to the HSE.

2.3 Existing Information

Extent and Location of Existing Records and Plans Relevant to Health and Safety on Site (including information about existing structures, such as the existing building health and safety file). Existing site drawings, plans and layouts have been provided by the Client and project principal designer.

Existing information provided will be reviewed and taken into consideration developing this construction phase plan and planning our construction works for site activities. Where insufficient information is available Lindum Group will bring this to the attention of the client and principal designer. No works will be undertaken until the necessary information is available.

2.4 Arrangements for;

2.4.1 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 team. A written report is produced by the visiting Health and Safety Adviser, a copy is kept on site and a copy is issued direct to the Construction Director 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.

Any accidents are immediately reported to our Health and Safety Adviser who produces a detailed written report.

2.4.2 Regular Liaison

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.

2.4.3 Consultation with the Workforce (including our appointed contractors)

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 completed and displayed so site workers are aware of hazards present on site daily. Additional periodic meetings on Health and Safety and any other relevant issues will be held as appropriate.

If project workers do not have English as their first language Lindum 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 visual 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 into 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, 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.

The site team will actively engage with the workforce and regularly observe a work activity. The site team member will check if the workers are safe, if the work activity the workers are carrying out is safe

and that the quality of the work is to standard. If corrective action is required, agree with all involved and document the corrective action by use of a 'Safety and Quality Conversations card'. All completed 'Safety and Quality Conversation cards' will be issued to **hs@lindumgroup.co.uk**

2.4.4 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 Lindum Group will ensure we provide any information promptly to other members of the project team.

2.4.5 Handling Design Changes

Any changes in design work which may affect the construction methodology, the resources necessary to undertake the work, comply 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.

Any design changes influencing 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.

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.

2.4.6 Selection and Control of Contractors

Sub-contractors are selected from an approved list of specialists who either have a recognised quality and safety accreditation or who have a history of carrying out satisfactory work for Lindum Group. 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.

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 Lindum employees and are given an initial induction course to ensure that they understand Group site procedures for PPE issue etc.

Safeguarding: Safeguarding arrangements will be in place in line with the requirements of the Client's requirements that Enhanced DBS Certification will be provided for all members of the site team working on site. Operatives will not be unaccompanied in areas outside of the defined site parameters.

2.4.7 Exchange of Health and Safety Information

On-site meetings are held, where appropriate, with sub-contractors and the wider Project Team, to update the Safety Plan, discuss designs & design changes. Written instructions are issued when required.

The monthly main site meetings are used to update the Safety Plan and all required actions are minuted. A project directory will be established to ensure information, instructions are issued to the required persons.

2.4.8 Site Security

The site compound to be securely fenced along all boundaries with 2-metre-high lockable security mesh style fencing complete with debris netting (as appropriate) and all necessary supports. Fencing is to be installed in accordance with the manufacturer's instructions and include anti tamper couplers as a minimum standard. All materials to be stored within site compound which is to be enclosed with lockable security mesh style fencing. Fencing will be inspected daily and recorded on the appropriate form weekly. All relevant warning signage to be displayed on the site hoardings.

Security measures will be continually reviewed based on progress and development of the project. Consideration will be made to additional security measures including CCTV, 24hr manned guarding

2.4.9 Site Induction

All operatives, both direct labour and subcontractors, will have an induction briefing by the Site Manager on initial arrival on site. The standard Lindum Group 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.

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 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 always escorted 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.

2.4.10 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 bringing this to the attention of the contracts manager and the training department.

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.

2.4.11 Welfare Facilities and First Aid

First aid facilities will be in the main office and the Site Manager will be the First Aider on site. All accidents must be recorded on Lindum form 102.

Welfare facilities to include site office /canteen and toilet block, which will include washing facilities, drinking water and furnished rest area to meet the requirements of Schedule 2 of the current

Construction (Design & Management) Regulations will be provided on site before construction works commence.

Site welfare facilities will be cleaned on a regular basis with consumables replenished as necessary; and contained within the fenced compound areas.

Consideration will be given to the provision for making temporary sub-metered connections back to the schools electric and water supplies – the exact location of which to be agreed.

The nearest Defibrillator is located within the school office/Reception area (tbc)

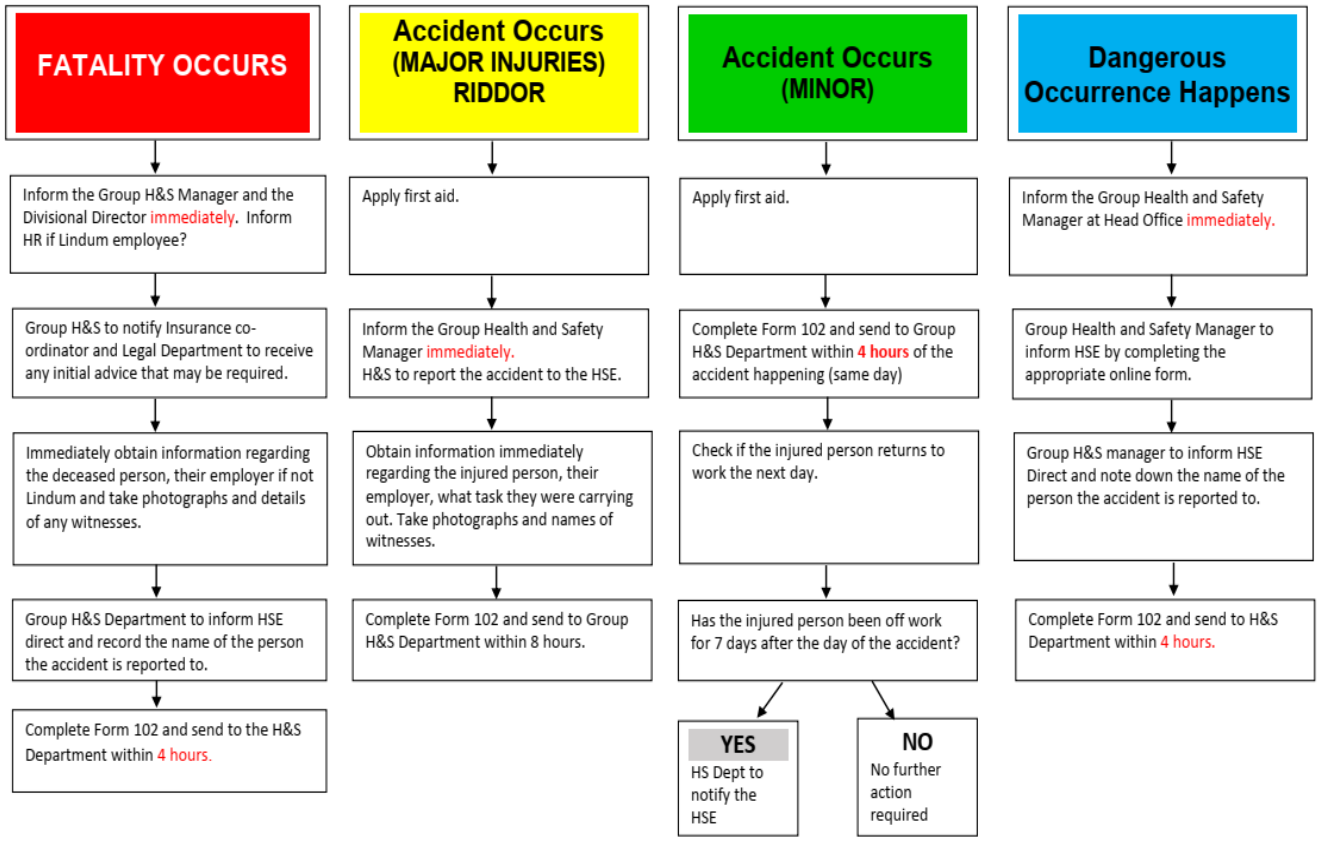
Details of the nearest 24 hour A&E Hospital – Boston Pilgrim Hospital - are included in the site induction and poster displayed on the site notice board showing the route to the hospital. The hospital is located approximately 16 miles away from the site, with an approximate journey time of 22 minutes.

In an Emergency - Call the emergency services and provide your location, the operator should be able to tell you where your nearest defibrillator is, if there's one in reach and give you the code to access it.

2.4.12 Reporting and Investigation of Accidents

Accident and incident definition

To set out the procedures for reporting and investigating accidents, diseases and reportable dangerous occurrences incidents resulting in either injury, environmental damage or unsafe acts or conditions.



Responsibilities

The Site Manager has the responsibility to ensure that all staff are aware of and comply with the following procedure. The Site Manager will be responsible for providing all relevant information to the health and safety adviser and project management team, so where necessary accident investigations can be undertaken and the HSE notified as per the requirements of the current Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Regulations. Any death, accident or dangerous occurrence will be dealt with in accordance with the company accident recording procedure.

Procedure

Minor Injuries Definition

When a person has reported an injury for which First Aid treatment may or may not be necessary and does not lead to time off work.

All injuries to site staff, members of the public, must be recorded by the Lindum Management Team.

Over-three-day incapacitation definition.

An accident resulting in a worker being incapacitated for more than three consecutive days not including the day of the accident.

Over seven-day incapacitation definition

Where an employee is incapacitated from work for more than seven consecutive days

(Excluding the day of the accident but including any days which would not have been working days) with a minor accident.

Specified injury definition
A full list of all specified injuries as defined under the RIDDOR Regulations, can be found in Section 2 of the Site Managers Safety Manual. As well as covering operatives and staff, it covers any incident in which a member of the public has been injured.

Death
An accident resulting in fatal injuries to a project worker.

Injury to Non-workers
Work-related accidents involving members of the public or people who are not at work.

Dangerous Occurrence
Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) There are 27 categories of dangerous occurrences, more detailed information is provided within the Site Managers Safety Manual.

Accident & Incident Reporting Procedures
Minor accidents
Complete Lindum Incident Report Form 102 to be returned to Health and Safety Dept.

Over-three-day incapacitation definition.
Complete Accident Investigation Form 102 and notify Health and Safety Dept.

Over seven-day incapacitation
Complete Accident Investigation Form 102 and notify Health and Safety Dept., with information requested. Health and Safety adviser to notify HSE.

Specified Injuries
Notify as soon as possible the following:

- Health and Safety Manager.
- Head Office – Construction Director.

The Health and Safety Adviser will notify the HSE and carry out an investigation with the Construction/Contracts Manager. F2508 and Lindum Accident Investigation Form 102 to be completed.

No one should alter or change anything at the scene of the accident unless it is a risk to life or until instructed to do so by the HSE or Health and Safety Manager or Adviser.

Witnesses should be kept apart before any statements are given.

Photographs taken of the accident/incident as soon as possible after it has happened.

If a sub-contractor on site has an over-seven-day or major accident it is their duty to report it and provide us with the incident number and investigation report. Again, contact immediately Health and Safety Adviser and Head Office.

Death
Notify as soon as possible the following:

- Health and Safety Manager.
- Head Office – Construction Director.

The Health and Safety Manager will notify the HSE Incident Contact Centre and carry out an investigation with the Group Health and Safety Director and Construction Director for the Division. F2508 and Lindum Accident Investigation Form 102 to be completed.

Do not alter or change anything at the scene of the accident unless it is a risk to life or until instructed to do so by the HSE or Health and Safety Adviser.

Witnesses should be kept apart before any statements are given.

Photographs taken of the accident/incident as soon as possible after it has happened.

If a sub-contractor on site has an over-seven-day or major accident it is their duty to report it and provide us with the incident number and Investigation Report. Again, contact immediately Health and Safety Manager and Head Office.

Injury to Non-workers
Completed Accident Investigation Form 102 and notify Health and Safety Dept with information requested.

Dangerous occurrences
For a list of dangerous occurrences which are reportable under RIDDOR refer to Section 2 of Lindum Group's Health and Safety Manual.

Procedure for Reporting:

1 Contact Health and Safety Manager.
1 Contact Head Office – Construction Director.

The Health and Safety Manager will notify the HSE and carry out the investigation with the Construction/Contracts Manager.

Reporting of Notifiable Diseases
Form F2508A will have to be completed – contact the Health and Safety Manager.

Observations – Unsafe Acts/Conditions
All observations should be reported immediately to the Site Manager who will record them on Form No.109 and inform the Health and Safety Dept.

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 Form No. 102 and reported immediately to Health and Safety Dept., and the Construction/Contracts Manager.

Accident & Incident Investigations
Where an accident/near miss/environmental incident investigation is to be undertaken to identify the root causes of the incident this will be undertaken by a health and safety adviser. A report will be provided to the directors and project management team within two weeks of the incident.

2.4.13 Risk Assessments and Method Statements

Risk assessments and method statements will be required all work operations

In addition to this, subcontractors will need to produce their own Risk Assessments and Method Statements prior to their works commencing on site. Subcontractors will submit their Risk Assessments and Method Statements to Head Office two weeks prior to starting works so that a review of them can be made by the Construction/Contracts Manager. Form No 19 will be completed by the Construction/Contracts Manager for approval.

Risk assessments & method statements will be communicated to all relevant project workers during their site induction and be signed for to acknowledge their communication.

Copies of all project risk assessments and method statements will be available on site for communication and or reference by all project workers as necessary.

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

2.5 Site Rules

Site rules will be explained to all operatives at the Site Induction, which will include Lindum Group site rules:

1	**Access** • Access to the site is only via the designated access points. • Do not enter barriered off areas unless authorised in writing to do so. • Follow and adhere to all safety and directional signage. • No excavation is to be entered unless authorised to do so by the Site Manager. • Do not enter a confined space unless under the control of a permit issued by the Site Manager.
2	**Induction** • All staff and sub-contractors must be inducted by a senior member of Lindum staff before starting work.
3	**PPE** • On this site hard hats, hi-vis jackets, safety gloves 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 task specific 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 are prohibited within the buildings under construction, in the project offices and welfare facilities. Smoking and vaping are only permitted within designated areas.
6	**Plant** • The project has a speed limit of 5 mph. • Plant is only to be operated by trained, competent and authorised personnel aged 18 or over who have signed the Plant Log. • Passengers must not be carried on items of plant except when 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 Agent. • Reversing on site is forbidden except 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 or at the end of each task. • Keep your workplace tidy and easily accessible. • 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 not allowed to be used on site.
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, erected or dismantled 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 tied and properly footed before use. • All ladders to be inspected and have an authorised ladder Inspection form in place.
11	**Electrical Equipment** • All portable electrical tools, lights and leads used on this site must be 110 volt. • An electrical test certificate for each piece of electrical equipment is required to prove that the equipment has been tested within the last six months and is safe.
12	**Behaviour** • Personnel are requested not to cause a public nuisance, swearing & offensive language is not permitted, and personnel are to 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. No spitting. • Have due regard for others' safety, workplaces and respect other contractors' work. • All workers wearing Lindum branded PPE should work and drive safely and be considerate when in a public place. • Always set a personal example.
13	**Accident, Near Miss & Environmental Incident Reporting** • Report all accidents, near misses and environmental incidents to the Site Manager without delay. • Report to the Site Manager immediately if you or a work colleague require first Aid assistance.
14	**Fire** • Hot works permits will be required, but not limited to**,** the following works: Soldering, brazing, welding, asphalting/felt roofing, disc cutting of metal. • Under no circumstances should fuel, 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. • Understand your responsibility in case of Fire.
15	**Medication** • Diabetics, asthmatics, epilepsy sufferers and persons using drugs for medication are required to report their condition to their direct manager to allow suitable work to be allocated. This information will be treated confidentially.
16	**Hazardous Substances** • Understand and use of and disposal of hazardous substances – Comply to the COSHH Assessment.

LINDUM RED AND YELLOW CARD SCHEME

Lindum Group operates a Red and Yellow Card Scheme to target certain high-risk breaches of their health and safety systems.

There will be two levels of breaches. Red Card for the most serious breaches, which will result in the immediate removal from site, and a Yellow Card for the less serious offences. For directly employed staff this procedure does not apply, and the Lindum Group Disciplinary Procedure will be followed.

Red Card Offences

The following actions will result in removal from the workplace:

- Unsafe work at height.
- Abuse of and/or putting the public at risk.
- Flagrant disregard for the safety method statement.
- Urinating and defecating in unauthorised location.
- Drugs and alcohol abuse.
- Working within unsafe excavations and confined spaces.
- Misuse of scaffolding or access equipment.
- Unauthorised use or unsafe use of plant.
- Illegal discharges into drainage or water courses.
- Misuse of fire prevention equipment.
- Unauthorised work on asbestos-containing materials.
- Smoking on site other than in designated areas.
- Operating plant whilst using a mobile phone.
- Not using quick hitch safety pin.
- Inappropriate behaviour, offence jokes, bullying and harassment (this includes gender, race and ethnicity, religion, sexual orientation, or disability).
- Violent conduct or threatening behaviour.
- Foul or abusive language.
- Malicious damage.
- The receipt of more than one Yellow Card within a 6-month period.

Yellow Card Offences - Warning Notice Issued

- Not wearing hard hats.
- Not wearing safety footwear.
- Incorrect use of PPE.
- Misuse of lifting appliances and equipment.
- Misuse of tools and equipment.
- Use of mobile telephone in unsafe areas.
- Use of step ladders when safer means could be used i.e., podium/scaffold.
- Misuse of welfare facilities.
- Use of 240v tools.
- Incorrect use of waste facilities.
- Not signing in or out of site.
- Not using pedestrian walkways.
- Eating and drinking outside of canteen.

- Working without a permit e.g., permit to break ground.

Note: This list is not exhaustive and may be amended as per site requirements.

2.6 Fire and Emergency Procedures

Signage for the escape routes and fire points will comply with the Health and Safety (Safety Signs and Signals) Regulations and BS 5499 for compliance with the current Regulatory Reform (Fire Safety) Order.

The method of raising the alarm will either be by shouting FIRE, FIRE, FIRE, using an air horn or by wireless alarm points. The method of alarm will be clearly defined in the project specific Fire Plan.

Any existing client building fire alarm will be assessed and potentially integrated into the project Fire Plan.

Emergency procedures will be outlined in the site induction. The Fire Assembly Point will be clearly shown on the fire plan and will be updated during the construction phase as necessary.

2.7 Permits

As part of a safe system of work for certain work operations the issue of permits to control the work will be required for the following activities:

- Permit to dig / break ground.
- Hot Works
- Lifting Operations
- Permit to access
- Permit to load / dismantle

2.8 Clients Restrictions

We do envisage the following Client restrictions on site:

- Restricted areas on site:
- Traffic management arrangements
- Site emergency procedures
- Client contractor rules/requirements document.
- Communication with employees/occupiers/residents – possible vulnerable persons etc.
- Shared fire alarm

We will liaise with the nominated member of staff at the premises regarding programming and planning of essential material deliveries, works programming etc.

Deliveries and vehicular movements will be planned to avoid the key business periods at the beginning and end of each school day, namely 08:15 – 09:00 and 15:00 and 15:30.

Examination Period: No noisy operations will take place during the SATS examinations, scheduled to take place 7th – 10th May 2024. All operatives will be briefed to ensure that no disruption occurs during this period.

Smoking and parking restrictions

The whole site is a designated no smoking premises. Smokers are also requested to smoke away from the main
front gates. It is anticipated that the Principal Contractor will provide a discreet smoking area out of view of the
school, within their compound in order that we can ensure any smoking is appropriately managed.
All contractor parking must be contained within the designated compound area.

Health and safety of the clients employees or those involved in the project

See: Appendices – Client Site Rules & Management Requirements..

3. Arrangements for Controlling Significant Site Risks

3.1 Safety Risks

3.1.1 Delivery and Removal of Materials and Equipment

The site is located of Stuckley hall drive PE17 7HG

Access to site is to be from an existing residential road Stuckley Hall Drive which is already showing signs of dilapidations.

A full condition survey / report will be carried out on the road and adjacent properties before works commence.

Vibration monitoring will also be put in place before works procced and monitor during the course of construction.

A Temporary Hall road will be constructed around the perimeter of the school field to aid deliveries

A wheel wash station will be set up on site to keep the existing residential roads clear of arisings from the excavation and construction works.

Directional signage is to be erected to identify site location and delivery route for deliveries.
Deliveries and vehicular movements will be planned to avoid the key business periods at the beginning and end of each school day, namely 08:15 – 09:00 and 15:00 and 15:30.

The Site Manager is to be notified of any deliveries of materials and skips prior to arrival. All material orders will be organised through our central buying system and all orders will have contact details for the Site Manager. All suppliers will contact the Site Manager prior to delivery to ensure that the delivery time will be suitable and to allow the Site Manager to ensure that a banksman will be available to escort the delivery vehicle on and off site.

All lorry and plant movements are to be carried out under the supervision of a banksman and must adhere to a (5) mph speed limit around the site at all times.

Deliveries are to go to the site compound. Materials must be securely stored away within the compound area.

3.1.2 Dealing with Services
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 the work 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 communicated during the site induction process to all project workers. Lindum 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 will be reviewed. All works will be undertaken 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.

Services in Building Voids etc.
Before any intrusive works are undertaken to any building structure, checks will be undertaken for the presence of services.

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

3.1.3 Accommodating Adjacent Land Use

We shall take such steps as necessary to cause the minimum inconvenience and disturbance to all parties who may be involved in the planned works.

Pedestrian and vehicular access will be maintained to any properties which are adjacent to the works site. All adjoining landowners shall be informed of our programme of works and restrictions that will be put in place to mitigate any disturbance during the construction works
.

3.1.4 Stability of existing Structures

Before carrying out any work on site a condition survey of the existing Stuckley hall dive and neighbouring properties will be undertaken and monitored throughout the course of the building works.

3.1.5 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. This will be available on site at all times during the works and communicated to all relevant persons before works commence.

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

3.1.6 Temporary Works Design

All temporary works will be carried out in accordance with the current BS5975 – Code of Practice for Temporary Works

A temporary Works Coordinator will be appointed to control and manage the temporary works process. Works will be carried in accordance with the Lindum Temporary Works Procedure.

Appropriate copies of temporary works designs, and calculations will be available on site for reference as necessary. A temporary works register will be maintained recording all temporary works on site. For this project the following temporary works are envisaged:

Site establishment: Fencing, hoarding and signage, welfare units (Stacked)
Equipment/Plant: Mechanical hoist installation, crane bases/mats, , piling mat.
Access: Scaffolding and edge protection, safety netting, MEWPS, walkways.
Earth works: Trenches, excavations.

3.1.7 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. Collective fall prevention techniques will always be the first option before person fall prevention techniques are used. The design includes the installation of a safety line system on the roof to facilitate future access and maintenance.

Work at Height Procedure

Conforming to the current Work at Height Regulations**,** Managers will ensure that all persons under their control, including sub-contractors, have adequate knowledge of this procedure and comply with this procedure at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Employees and sub-contractors must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. They must not use any unauthorised access, working platforms or improvised systems for access to height.

Hierarchy of Control

Avoid work at height where it is reasonably practicable to do so.

Collective protection is given priority over personal protection, within that, equipment that prevents falls from height, e.g., Guardrails, must be given priority over equipment that arrests falls, e.g. netting.

Work Equipment to Prevent Falls

- Working Platforms
- Scaffolding
- Mobile Towers
- Staging
- Powered Access **(MEWPS)**
- Mast climbers
- Low Level Access Platforms
- Staircases
- Loading Bay Gates
- Guardrails/toe boards in all of the above products and for edge protection.

Work Equipment to Collectively arrest falls

- Safety Nets
- Soft landing systems

Personal Fall Protection Equipment

- Harness & fall arrest / fall restraint lanyard

Other Work Equipment

- Ladders
- Step ladders

- Podium steps

The prevention of falls is the best guarantee of safety when working at height. There is a clear legal obligation to consider prevention before arrest of falls. All the evidence demonstrates that well designed and installed fall prevention equipment saves lives. The equipment selected must give the maximum protection but not be out of proportion to the risk.

3.1.8 Fragile Materials or Surfaces

We do not envisage works to fragile materials and surfaces

- Existing roof lights have been identified within the existing school accommodation but none have been noted in the direct vicinity of the works.

3.1.9 Control of Lifting Operations

All lifting operations will be carried out in accordance with the current BS7121 and the current LOLER Regulations.

CRANE LIFTING OPERATION

PROCEDURE FOR LIFTING OPERATIONS USING MOBILE CRANES BY SUBCONTRACTORS

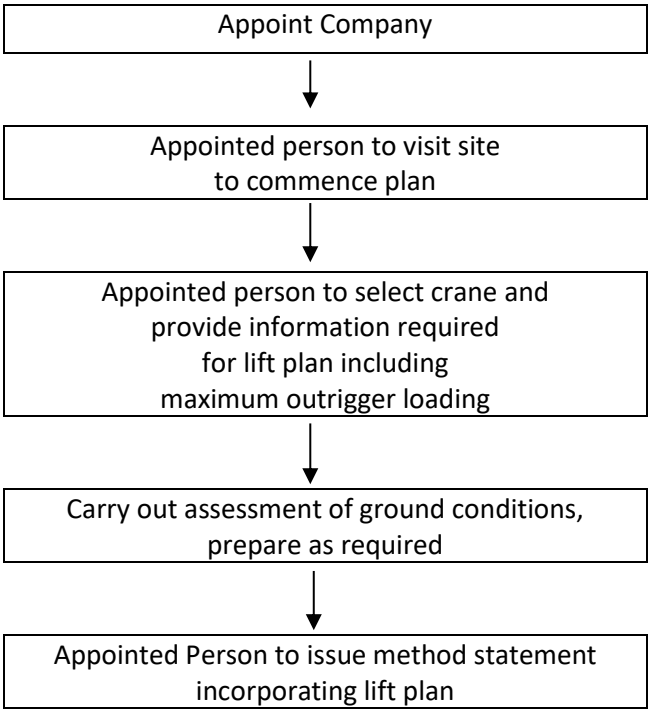
All lifting operations undertaken using mobile cranes will be carried out under the terms of a full contract lift. Prior to placing an order with a subcontractor that involves a lifting operation Lindum Group will establish that they have the necessary experience to undertake lifting operations using mobile cranes. This information should be sought at enquiry stage.

Information that should be obtained/confirmed by enquiry return: -

- That work is to be undertaken in accordance with LOLER Regulations 1998**.**
- That the work is to be undertaken in accordance with BS.7121.
- That the subcontractor understands the responsibilities and is to supply the "Appointed Person" & “Lift Supervisor”
- That they must supply a site-specific lift plan & associated risk assessments & method statements.
- Ground conditions must be assessed.

Due to the procedure that is to be adopted, the lift plan, risk assessments and method statement should be available for checking a minimum of four weeks prior to the lift commencing.

Procedure: -



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, duty chart for the crane and maximum outrigger load*.
  *NOTE: maximum outrigger is not available on duty charts. This information can only be obtained from crane hire company.
- 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 Appointed Person.
- How the lift is to be supervised including details of the Lift Supervisor.

METHOD STATEMENT APPROVAL

- This method statement MUST be approved by the Project Manager and Safety Team before work can commence.

PRIOR TO WORKS COMMENCING

- Crane, driver and lifting gear certification is to be checked and copies taken.
- 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.

IN THE EVENT THAT THERE ARE ANY CHANGES TO THE METHOD STATEMENT
i.e., CHANGE OF CRANE SIZE, ITEMS TO BE LIFTED OR CRANE LOCATION CHANGES
THEN WORK MUST NOT PROCEED UNTIL THE APPOINTED PERSON
IS CONSULTED AND METHOD STATEMENT CHANGED

Lindum 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 into consideration as part of the development of the site-specific method statement / lift plan for the project.

3.1.10 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 Manager.

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.

3.1.11 Excavations and Poor Ground Conditions

- **Phase 1 Preliminary Geo-Environmental Risk Assessment** **Delta-Simons**
- **Phase 2 Intrusive Ground Investigation Report** **Geo Grange**

All excavations to be suitably supported and barrier protected. WAC tests to be carried out to ensure contamination is managed. No materials to be stored adjacent to excavations.

3.1.12 Water and Risks of Drowning

We *do not* envisage risk from water or drowning.

3.1.13 Traffic & Pedestrian Management

Directional signage will be posted to indicate site location. Please refer to Site Layout Plan, showing vehicle access to site. Wherever possible 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, control measures will be put in place. These will include but are not limited to chapter 8 barriers to separate pedestrians from mobile plant and vehicles. Where possible physical barriers will be used to provide dedicated pedestrian routes and crossing points for site roadways on site.

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

3.1.14 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. Materials 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 including emergency services.

3.1.15 Scaffolding

We do envisage the use of scaffolding access systems.

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 as part of the Lindum contractor approval process. All scaffolders working on Lindum construction site will be required to work in accordance with NASC standard 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. Before any tube and fitting scaffolding is erected on site a copy of the TG20 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 current Work at Height Regulations, before first use, every seven days or after any significant alterations or event likely to affects 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 onto 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. Where scaffolding is to be erected/dismantled within occupied areas of a premises, the area should be temporarily cordoned off by utilising pedestrian barriers and/or fencing to ensure segregation until all works are complete and the area is suitably fenced and/or cleared.

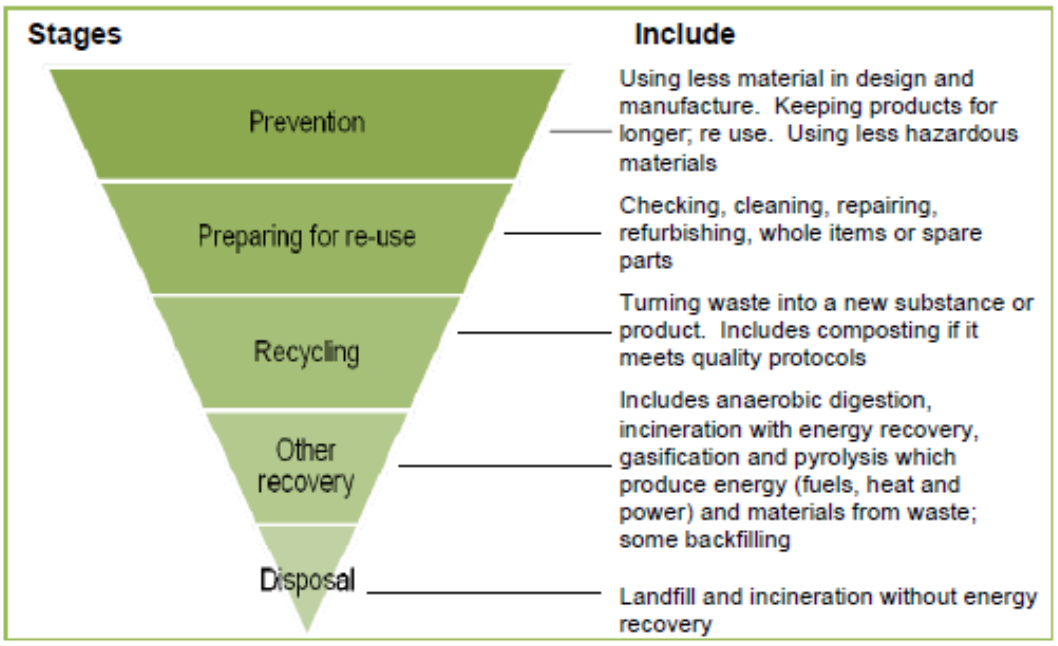
3.1.16 Environmental Management

As part of the project planning process Lindum Group will ensure all client requirements outlined within the project pre-construction information are taken into consideration and implemented on site. As part of our ISO14001 management system 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.

The site set up will ensure arrangements are in place for the protection of the 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.

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.



3.1.17 Lone Working

We do not envisage 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 within section 21 of the company Health, Safety and Environmental Management System. 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.

3.1.18 Any other Significant Risks

We *do* envisage the following significant risks

- Falling materials: areas below will be cordoned off to avoid personnel being put at risk.
- Sources of ionising radiation on site – X-Rays etc.
- All tools, especially items such as Stanley knives, are not to be left unattended and are to be locked away when not in use.
-

3.2 Health Risks

3.2.1 Exposure to Asbestos & Asbestos Containing Material

All works are to be carried out in accordance with the current Control of Asbestos Regulations.

An Asbestos Refurbishment & Demolition Survey has been carried out for this project

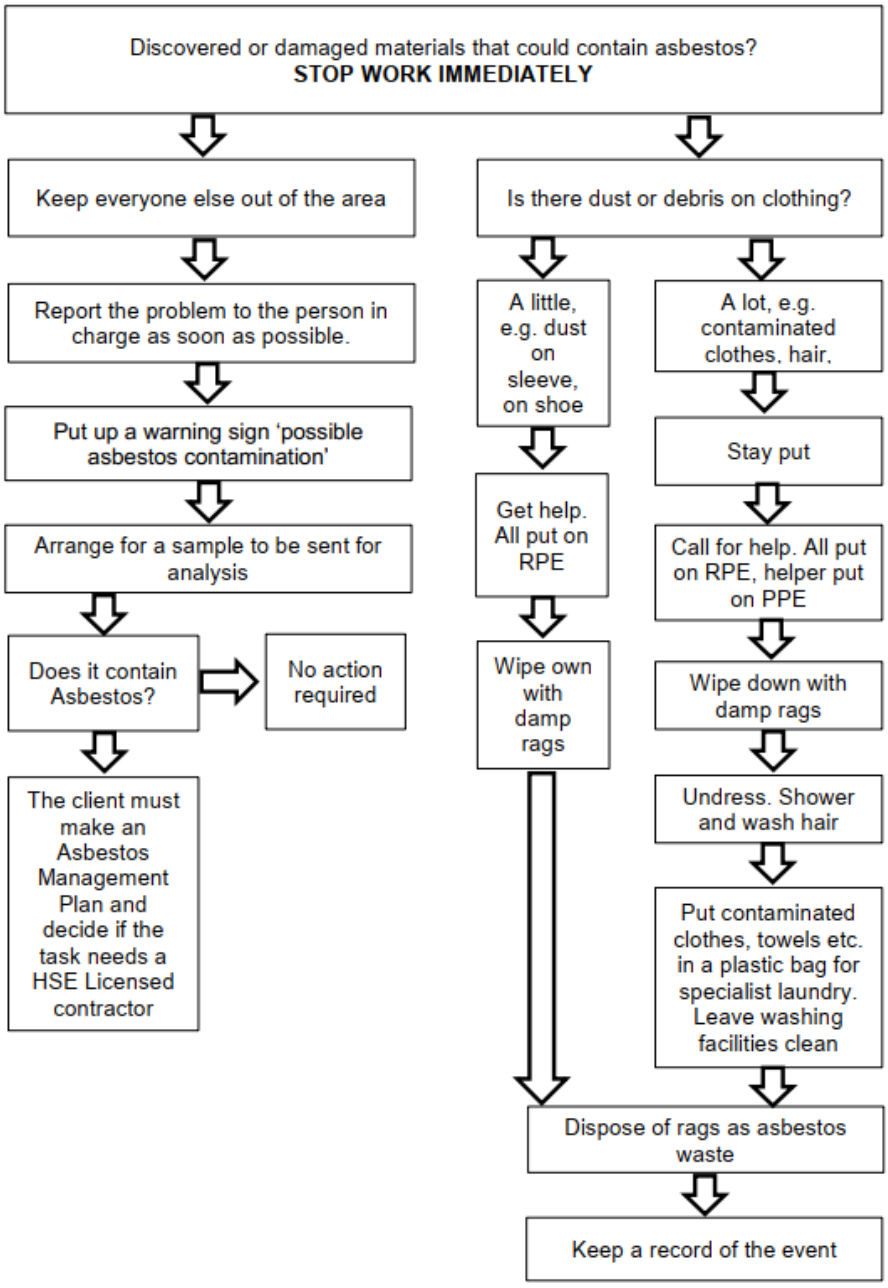
Where asbestos has been identified as a potential risk to project workers Lindum Group will ensure that the asbestos is removed by an approved licensed contractor prior to any work commencing within the areas where asbestos has been identified.

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 its location 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.

Asbestos Procedure

If You Uncover or Damage Asbestos Material



3.2.2 Contaminated Land

We do not envisage any contaminated land issues.

Any removal of contaminated material will be carried out in accordance with the current Waste Regulations.

A comprehensive Ground Investigation Report has been carried out. A WAC test has undertaken prior to any soil being removed from site.

3.2.3 Manual Handling

We do not envisage any manual handling management.

All manual handling task will be suitably assessed and carried out in accordance with the current Manual Handling Regulations.

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.

3.2.4 Hazardous Substances

We do not envisage the use of hazardous materials

All hazardous substances will be controlled in accordance with the current Control of Substances Hazardous to Health Regulations (COSHH).

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 and the requirements of our ISO14001 management system Lindum Group will continue monitor the use of hazardous substances on site and aim wherever possible to replace them with less harmful ones.

3.2.5 Noise

We do not envisage noise risk.

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, Lindum Group 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).

3.2.6 Vibration

We do not envisage any vibration risk.

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/s^2 A(8) Lindum Group will introduce technical and organisational measures to reduce exposure to the lowest level possible, to include the following:

- 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 into 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/s^2 An (8) is not be exceeded.

3.2.7 Non-Ionising Radiation (Risk of exposure to the sun)

We do not envisage risk from non-ionising radiation or exposure to the sun.

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 during the summer months when the risk is at its greatest.

No site workers will be permitted to work on site in shorts or armless tops.

3.2.8 Dust Management

We do not envisage risk from airborne dust.

Dust and fine particle generation from 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 e.g., water 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 or extraction 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.

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

- Restricting the speed of site traffic to 5 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 Dust – Timber dust will be controlled on site via the following techniques:

- All timber 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.

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 a hazard to site users, adjacent businesses/ residents and other third parties.
- Where possible the use of abrasives wheels on bricks & blocks will be avoided using 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 standard 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 specific mask worn.

Cleaning processes

- Dry sweeping must not be used
- 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 if a vacuum cleaner is not available.
- Surfaces to be wiped down with damp cloth
- Washing and damping down should be carried out whenever necessary.

3.2.9 Adverse Weather

As part of the role of Principal Contractor in ensuring the health, safety and welfare of all project workers Lindum Group will be proactive in monitoring the weather conditions and where possible planning work activities to ensure 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, Lindum 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 creams and barrier creams are standard provisions on all Lindum Group projects as is the provision of drinking water and other facilities.

3.2.10 Any other significant health risks

We do not envisage any other significant health risks apart from the below

- Other contractors working on site.
- Working within an occupied site / building

4. The Health & Safety File

4.1 Layout and Format

As determined by the CDM Consultant and Principal Designer.

4.2 Arrangements for Collection and Gathering Information

Information is collated from the relevant suppliers and subcontractors as the project progresses. All material and subcontract orders state that the relevant information must be issued to ourselves before full payment can be made. During the project any outstanding information is chased by the relevant individual.

4.3 Storage of Information

All information is stored on a central server giving free access to the project team. Information is stored in PDF, Word Document formats and all drawings are stored in PDF, DWF and DWG formats. All the stored information is on a secure server and is backed up daily.

5. Construction Phase Health & Safety Plan – Check List

Element		Sufficient Yes / No	Comments
Contract Number: 311967			
Description of the Project:			
1.	**Does the plan include the following?**		
	A description of the project and programme details;		
b.	Details of the Client, Principal Designer, Designers, Principal Contractors and other Consultants;	**Yes**	
c.	Extent and location of existing records and plans; information about restrictions which may affect the work (e.g... neighbouring buildings, utility services, surveys, vehicular and pedestrian traffic flows and restrictions from the work activities of the client).	**Yes**	
Management of the Work			
2.	**Does the plan include the following?**		
a.	A management structure including contact details and responsibilities of the various members of the project team, whether based on site or elsewhere.	**Yes**	
b.	Health and safety goals for the project including monitoring and review procedures.	**Yes**	
c.	Arrangements for liaison between parties on site.	**Yes**	
d.	Arrangements for consultation with the workforce.	**Yes**	
e.	Arrangements for the exchange of design information between Client, Principal Designers, Designers and contractors on site.	**Yes**	
f.	Arrangements for the selection and control of contractors.	**Yes**	
g.	Arrangements for the exchange of health and safety information between contractors.	**Yes**	

h.	Arrangements for site security.	**Yes**	
i.	Arrangements for site induction.	**Yes**	
j.	Arrangements for welfare facilities.	**Yes**	
k.	Arrangements for first aid.	**Yes**	
l.	Arrangements for reporting and investigation of accidents and incidents including near misses.	**Yes**	
m.	Arrangements for the production and approval of risk assessments and written safe systems of work.	**Yes**	
n.	Details of site rules (including drug and alcohol policy)	**Yes**	
o.	Details of fire and emergency arrangements for the site.	**Yes**	
3.	**Arrangements for Controlling Significant Risks on Site**		
	Does the plan include the following?		
a.	Arrangements for the delivery and removal of materials (including waste from site).	**Yes**	
b.	Arrangements for dealing with services both above and below ground.	**Yes**	
c.	Arrangements for accommodating adjacent land uses.	**Yes**	
d.	Arrangements for maintaining the stability of structures whilst carrying out construction work including temporary and existing unstable structures.	**Yes**	
e.	Arrangements for preventing falls.	**Yes**	
f.	Arrangements for work with or near fragile materials.	**Yes**	
g.	Arrangements for the control of lifting operations.	**Yes**	
h.	Arrangements for the maintenance of plant and equipment.	**Yes**	

i.	Arrangements for work on excavations and work where there are poor ground conditions.	**N/A**	
j.	Arrangements for work on wells, underground earthworks and tunnels.	**N/A**	
k.	Arrangements for works on or near water where there is a risk of drowning.	**N/A**	
l.	Arrangements for work that involves diving.	**N/A**	
m.	Arrangements for work in a caisson or compressed air working.		
n.	Arrangements for work involving explosives.		
o.	Arrangements for the segregation of vehicles and pedestrians.	**Yes**	
p.	Arrangements for the storage of materials (particularly those of hazardous nature) and work equipment.	**Yes**	
q.	Arrangements for dealing with contaminated land.	**N/A**	
r.	Arrangements for controlling risks associated with manual handling operations.	**Yes**	
s.	Arrangements for the use of hazardous substances, particularly where there is a need for health monitoring.	**N/A**	
t.	Arrangements for reducing noise and vibration.	**Yes**	
u.	Arrangements for exposing ionising radiation.	**Yes**	
v.	Arrangements for controlling exposure to UV radiation (including the sun).	**Yes**	
w.	Arrangements for any other significant hazards.		
x.	Arrangements for design of temporary works.		
4.	**The Health and Safety File**		
	Does the plan include?		

a.	Details of the layout and format for the health and safety file.	**Yes**	
b.	Arrangements for the collection and gathering of information.	**Yes**	
c.	Arrangements for the storage of information.	**Yes**	

General Comments on Construction Phase Plan:

Recommendation for Improvement:

Name	**Paul Jenkinson**	**Signed**		**Date**	**OCTOBER 2023**