

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

PRINCIPAL CONTRACTOR HEALTH & SAFETY PLAN

FOR THE CONSTRUCTION PHASE

PROJECT:

Residential Development
London Road, Long Sutton

CLIENT:

D&R Property Services Ltd
5 The Wentworths, Long Sutton
Spalding, Lincolnshire, PE12 9RT

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CONTRACT INFORMATION

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SECTION 1 INTRODUCTION

1.1 This document provides information to enable RK Wilson Builders Ltd to meet the requirements placed on the company by the Construction (Design and Management) Regulations 2015, which identifies the 'requirements on, and powers of Principal Contractors'.

1.2 The Health and Safety Plan further develops the information provided by the client, together with the Principal Designer for the project. This document also incorporates the Pre Construction Health & Safety Information.

1.3 This document serves to be a reference document to enable readers to be able to identify the relevant constituent parts of the overall Health and Safety Plan, during the construction phase, and where those parts are located. To assist, in addition to constituent parts being mentioned within the text of this document an index of all the parts together with the location thereof is included as Appendix Five to this document. It is the responsibility of the site agent to ensure that Appendix Five is updated as required.

1.4 DESCRIPTION OF THE PROJECT

This Plan relates to the construction project to be undertaken at the land to the rear of 100 London Road, Long Sutton. The project consists of the development of 5no 2 storey dwellings, a mix of 3 & 2 bed residences, works to include associated installation of drainage and services runs.

1.5 PRINCIPAL AIMS AND OBJECTIVES

The principal aims and objectives are to control Health and Safety on this project by the following methods:

1.5.1 To record Health and Safety arrangements for the project for the management of the construction phase together with monitoring procedures for compliance with the relevant statutory provisions ensuring, so far as is reasonably practicable, the health and safety of all persons carrying out the construction work and all persons who may be affected by the work taking into account:

THE RISKS INVOLVED IN THE CONSTRUCTION WORK

1.5.2 To take reasonable steps to ensure co-operation between all contractors, so far as is necessary, to enable each contractor to comply with the requirements and prohibitions imposed on them by or under statutory provisions relating to construction works, and;

1.5.3 Ensure only 'authorised persons' enter the area where construction work is in progress.

1.6 RESTRICTIONS ON CONSTRUCTION

1.6.1 The site is located directly to the south of the previous London Road development, and will be accessed from London Road.

1.6.2 No ground / Soils Investigation has been undertaken. If dark staining within the soil or strange smells are encountered, work will cease immediately and appropriate analysis will take place by a competent person before work continues.

1.6.3 Delivery of materials to site will be pre-arranged to ensure that off-loading is controlled by a competent signaller (banksman) and all construction traffic and contractor's vehicles will gain access via London Road during the permissible hours for traffic movement. All vehicle movements will take place with extreme care. All reversing of vehicles will be assisted by a Banksman on foot.

1.6.4 All materials and equipment will be stored within the confines of a secure compound area.

1.6.5 The safety of third parties who may be affected by our works will be of paramount importance. We will also plan our work to ensure there is minimal disruption to the normal activities of members of the Public. Due to the proximity of the existing residential premises (approximately 37 domestic dwellings within a 300ft radius of the site), noise and dust emissions will be kept to an absolute minimum. This will be achieved through utilising various control measures as appropriate, water suppression, acoustic barriers, use of modern well maintained equipment and the restriction of noisy work activities to specific times etc.

1.6.6 The site will be separated from the existing premises by means of a 2.0m high Heras type fence, which shall be securely fixed and bolted to include lockable gates, it will be installed around the work area to provide the necessary protection to third parties as well as preventing access to third parties.

1.6.7 Smoking will not be permitted within the boundary of the site.

1.6.8 Working hours will be as follows:
Mon-Fri: 07.30-17.00hrs Saturday: 08.00-13.00hrs
Sunday / Bank Holidays: No working without permission from local Authority.

1.6.9 The location of any existing underground services will be ascertained prior to undertaking any excavation work using CAT scan equipment.

1.6.10 Restrictions as laid down in the South Holland District Council Planning Permission will be fully complied with.

1.6.11 Site induction meetings will be held with all operatives as they attend site. All site rules will be explained and safety rules will be maintained as the site conditions change. Any changes will be denoted to all operatives.

SECTION 2 MANAGEMENT OF HEALTH AND SAFETY DURING CONSTRUCTION PHASE

2.1 The management of Health and Safety in the construction phase will be by the implementation of:

1) The Company Policy for Health, Safety and Welfare.
2) Where appropriate, risk assessments in accordance with the Management of Health and Safety at Work Regulations 1999.
3) Method statements for specific activities where a significant risk is identified.
4) Weekly safety inspections by site management superimposed by independent safety audits and inspections undertaken by Risk Management Solutions on a monthly basis, of work in progress to ensure compliance with procedures identified in both the risk assessments and method statements together with statutory regulations.

2.2 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

2.2.1 The following persons are identified as having specific duties and responsibilities for the construction phase:



2.2.2 The duties and responsibilities of the named persons are identified in the organisation and arrangements of the Company Policy for Health, Safety and Welfare located in the site office.

2.3 Detailed in Appendix Four is the organisation chart identifying the lines of communication for those responsible for health, safety and welfare matters.

2.4 ARRANGEMENTS FOR DIRECTING AND THE CO-ORDINATION OF CONTRACTORS

It is the responsibility of the Construction Management Team to monitor and develop the Health and Safety Plan to ensure the co-ordination of other contractors. This will be by ensuring that:

i) A common approach is developed for managing the Health and Safety by everyone involved in the construction phase.
ii) Assessments are prepared by contractors under the Management of Health and Safety at Work Regulations 1999.
iii) The provision and use of designated welfare arrangements.
iv) The implementation of the Health and Safety Plan to include the provision of risk assessments.
v) The issue of, where appropriate, rules for the management of the work for health and safety.
vi) Where necessary, ensure modification of the health and safety plan according to experience and information received from contractors.

SECTION 3 SAFETY STANDARDS

3.1 Safety standards on the project will be as required by the relevant statutory legislation and the contents of the Company Policy on Health and Safety together with any special arrangements contained in the client's Health and Safety Policy. The statutory legislation relevant to this project include:

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety At Work Regulations 1999
The Construction (Design and Management) Regulations 2015
The Work at Height Regulations 2005
The Control of Substances Hazardous to Health Regulations 2002
The Electricity At Work Regulations 1989
The Health and Safety (First Aid) Regulations 1981 (as amended)
The Health and Safety (Safety Signs and Signals) Regulations 1996
The Dangerous Substances and Explosive Atmospheres Regulations 2002
The Manual Handling Regulations 1992 (as amended)
The Control of Noise At Work Regulations 2005
The Control of Vibration at Work Regulations 2005
The Personal Protective Equipment Regulations 1992 (as amended)
The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013
The Confined Spaces Regulations 1997
The Lifting Operations and Lifting Equipment Regulations 1998 (as amended)
The Provision and Use of Work Equipment Regulations 1998 (as amended)
The Environmental Protection Act 1990
The Pollution Prevention and Control Regulations 2000
The Environmental Protection (Duty of Care) Regulations 1991
The Hazardous Waste Regulations 2005

SECTION 4 INFORMATION FOR CONTRACTORS

4.1 Information on health and safety requirements will be provided to all contractors both at the pre-commencement of site operations meeting together with arrival on site, by safety induction training for all site personnel. Programme and planning meetings with contractors will also be held on a regular basis during which health and safety issues will be raised.

SECTION 5 SELECTION PROCEDURES

5.1 Contractors appointed during the construction phase will be required to demonstrate they are competent to undertake the work required and that their employees have received an adequate level of training. This will be done by reference to previous performance standards and all contractors completing a health and safety questionnaire prior to appointment (F-RMS-11). Risk assessments and method statements must be provided by contractors and authorised by site management prior to any work being commenced. Risk assessments and method statements will be retained in the site office as an integral part of this Health and Safety Plan.

5.2 All materials used in the construction phase will be supplied with the safety product data sheet from which an assessment will be made on the use of the materials for inclusion in the site file 'Control of Substances Hazardous to Health'. These documents will be kept in the site office.

5.3 Machinery or plant for common use during the construction phase will only be selected from and provided by reputable suppliers. The selection of such machinery or plant will take account of the method statement provided for the task and the conditions under which the machine or plant will be working. Only trained, competent operatives should be allowed to operate the machinery / plant.

5.4 All plant and equipment brought onto site by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices.

5.5. Every lifting appliance and all working gear and anchorages as defined in the Lifting Operations and Lifting Equipment Regulations 1998 must have 12 or 6 monthly (as appropriate) thorough examination certificate available for inspection prior to the equipment being allowed to operate on site.

5.6. All chains, ropes, slings and any other item of lifting gear must have a certificate showing it was thoroughly examined prior to first use and a certificate of examination within the previous 6 months available for inspection prior to being used on site, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

5.7. All items listed in 5.5 and 5.6 above will also be examined every week by a competent person and a record made in the appropriate register held in the site's Health and Safety Plan (in addition to the record held by the operator).

5.8. All other plant (e.g. dumpers, excavators) must have a certificate of examination by a competent person (fitter or engineer) issued within the last 6 months to

show that the plant is safe and has been serviced in accordance with the manufacturers instructions. Such plant will also be subject to a weekly inspection by a competent person and the inspection entered into the appropriate register (in addition to the record held by the operator).

5.9. Certificates of inspection / examination must be renewed prior to the expiry of the current certificate as required and copies of the new certificate provided to the Site Agent, in relation to all plant / equipment mentioned in 5.5, 5.6 and 5.8 above.

5.10. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All electrical equipment must be tested and suitably tagged in accordance with the Electricity at Work Regulations 1989.

5.11. Any electrical equipment including tools, transformers, generators, leads, plugs and sockets must remain in good condition whilst on site and any damaged equipment must be repaired by a competent person or replaced. Insulation tape / block connectors etc. for repairing split / scuffed leads etc. will not be allowed.

5.12. In accordance with the Provision and Use of Work Equipment Regulations 1998 all operatives will be required to demonstrate that they have received adequate training before using certain pieces of plant / equipment (e.g. dumpers etc.). Evidence of such training will be required to be produced at the safety induction training at the latest. Regulations require that persons using any work equipment are competent to use that equipment. Evidence of training does not in itself prove competence and any operative who is considered not to be 'competent' when using a piece of work equipment will be stopped from using such equipment irrespective of whether they have evidence of training or not. The decision will rest solely with the Site Manager.

5.13. It is Company Policy that all work from cherry pickers will only be carried out whilst the operatives are wearing a full body harness which must be attached to a suitable attachment within the platform. Work from scissor lifts will require the operator to wear a full body harness attached to the platform at all times the lift is in motion whilst in a raised position. Harnesses are not required to be worn when the scissor lift is stationary, unless there is a risk of the operative being thrown from the machine. Any breaches of these requirements will lead to disciplinary action.

SECTION 6 COMMUNICATION, AND CO-OPERATION

6.1 Project Review, Sub-Contract and Client Review Meetings will be the means for communicating and passing information to all members of the project team, including the client, the client's representative, designers, Principal Designer, contractors and others whose health and safety may be affected due to the construction work.

6.2 Co-operation between contractors will be as described at 6.4 so that the activities of one contractor will not create a risk to the health and safety of another.

6.3 Where variations in design work or planned procedures are necessary during the construction phase, these should be appropriately assessed in respect of health and safety implications and any information circulated to members of the project team including the Principal Designer.

6.4 Regular site progress, design and project review meetings will be held and are a suitable forum for ensuring that the above requirements are met, in addition to other means of liaison with relevant parties due to daily changes.

6.5 Health and safety issues at these meetings should be high on the agenda and not be passed over at the end of the meeting due to lack of time. Items raised and discussed will be minuted, actioned where appropriate and form part of the documentation to this Health and Safety Plan, namely the 'Minutes of Meetings' file kept in the site office.

6.6 The following points will be included under the heading for health and safety issues.

a) Recommendations and action taken or outstanding, following regular monitoring by site management or independent sources (i.e. safety inspections and audits).
b) Reports of accidents, dangerous occurrences, near misses and complaints including analysis and action.
c) Recommendations of any safety representative.
d) Pre-planning in light of project progress and work programmed before next meeting including updating of health and safety plan.
e) Inter-relationship of contractors work to ensure co-ordination and co-operation.

SECTION 7 ACTIVITIES WITH RISKS TO HEALTH AND SAFETY

7.1 A number of hazards that pose risks to Health and Safety have been identified, they are as follows:

- Site access and security
- Receiving deliveries
- Interface with existing environment and protection of 3rd parties
- Working around existing services
- Noise and Dust generation
- Manual Handling
- Plant and Vehicles on site

7.2 All sub-contractors will provide detailed Risk Assessments and Method Statements, which are to be agreed by the Site Agent and checked by the Company Safety Adviser, as necessary, prior to commencement on site. Additionally COSHH information will be provided as part of the sub-contractor's submission. These submissions will address the following:

- The storage and distribution of materials.
- The movement of vehicles on site, particularly as this affects pedestrian and vehicular safety.
- The provision and use of mechanical plant.
- The provision and use of temporary services.

- Termination and isolation / protection of existing services
- Protection from falling materials into excavations.
- Working below ground level and prevention of falls in to trenches
- Exclusion of unauthorised people.
- Control of Substances Hazardous to Health.
- Lifting operations
- Mechanical and electrical installation
- Installation of drainage and service runs

7.3 All sub-contractors are required to demonstrate that their workforce has a good working knowledge and understanding of the relevant Risk Assessments, Method Statements and COSHH information.

7.4 In addition, other work may well require Risk Assessments and Method Statements to be submitted as the project progresses. Contractors will be notified of this requirement at pre-order meetings and the submission of and authorisation of these documents will be required prior to the Contractor being allowed to commence work on site.

SECTION 8 EMERGENCY ARRANGEMENTS

8.1 The fire assembly point and locations of fire fighting equipment will be clearly identified on the site layout plan. A Site Fire Safety Plan conforming to the requirements of the Association of British Insurance Code of Practice has been produced and will be updated as the project progresses.

8.2 For more information regarding the fire plan please refer to section 5 of the Site Safety Management Files.

8.3 On arrival to site, all persons will make themselves familiar with the procedures to be followed in emergencies, this being included as an item in the site safety induction training.

8.4 There will always be a person designated to be in charge of emergency arrangements in the absence from site of the Site Agent.

8.5 The nearest hospital providing A&E treatment is;

The Queen Elizabeth Hospital
Gayton Road
King's Lynn
Norfolk, PE30 4ET

Tel: 01553 613613

SECTION 9 ACCIDENT, ILL HEALTH AND DANGEROUS OCCURRENCES PROCEDURES

9.1 Certain accidents, ill health and dangerous occurrences require to be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

9.2 The procedure to be followed in the event of an incident requiring notification is contained in the company Policy for Health and Safety.

9.3 All accidents, however trivial, must be entered into the accident register kept in the site office.

9.4 All incidents / accidents requiring notifications to the HSE must also be reported, at the time, to the company SHE Adviser.

SECTION 10 WELFARE ARRANGEMENTS

10.1 Site welfare and first aid arrangements will be provided in accordance with the requirements of the Construction (Design and Management) Regulations 2015 and the Health and Safety (First Aid) Regulations 1981 (as amended).

10.2 The location of first aid arrangements will be indicated by adequate signage together with notification of all site personnel on induction training. First aid provision is located in the Site Office and is available for all contractors should it be required.

10.3 Names of qualified persons appointed in accordance with the Health and Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

SECTION 11 INFORMATION AND TRAINING ON SITE.

11.1 All site personnel will be provided with a safety induction course on arrival. All personnel will complete form F-RMS-03, which will be filed in the 'Induction Training' within Section 25 of the Site Safety Management File in the site office. Form F-RMS-04 will be used to form the basis of the induction – also within Section 25 of the Site Safety Management File. The location of the F10 notification and other statutory notices (Health & Safety at Work poster, Insurance Certificates, Company Policy Statement on Health, Safety and Welfare) will be made aware to them. These will be displayed in the site office.

11.2 On-going safety training will be provided, as required, in the form of toolbox talks with safety method statements forming the basis of the agenda. The training will cover high-risk tasks including, working around existing services, work at height and any others selected by site management.

11.3 Where minimum standards are required i.e. fork-lift truck driving, scaffolding etc., persons who do not meet these requirements will not be permitted to

commence work on site except where provisions allow for them to work under proper supervision.

11.4 Records will be kept of all training carried out on site including type of training and those present. These records entitled 'Training' will be kept in the site office.

SECTION 12 CO-ORDINATION & COMMUNICATION OF HEALTH AND SAFETY ISSUES WITH PEOPLE ON SITE

12.1 Arrangements for providing co-ordination on health and safety issues on site will be via daily contact by the Site Agent with employees / contractors reps.

12.2 An 'open door' approach will be adopted by the Site Agent to allow / encourage any representations to be made concerning health and safety issues on site.

SECTION 13 SITE RULES

13.1 Specific site rules are detailed both in the Health and Safety Policy together with the Site Induction Forms, F-RMS-03 and F-RMS-04 copies of which are detailed in Section 25 of the Site Safety Management File

13.2 Any non-compliance with health and safety will result in the issue of a Health and Safety Non Compliance Notice (F-RMS-07)

13.3 All visitors to site must sign in the Visitor's Book.

13.4 For more information regarding site rules/inductions please refer to Section 25 of the Site Safety Management Files

SECTION 14 HEALTH AND SAFETY FILE

14.1 The Principal Designer has the responsibility to ensure that a health and safety file is prepared (where more than one contractor is involved), and it is helpful if the information required in the file is discussed and decided with him.

14.2 Relevant information including that from contractors will be forwarded and included as a continual process as the information becomes available.

14.3 Details such as features of the structure which will involve significant risk to health and safety during the structures lifetime, services and utilities, plant and equipment which form part of the structure including operating and maintenance manuals, emergency and fire fighting systems, will be included in the H&S File.

SECTION 15 MONITORING

15.1 Active and reactive monitoring of health and safety on the project will be implemented in the following manner:

15.2 Weekly Safety Inspections

An evaluation of the effectiveness of the Company Policy for Health and Safety together with the availability and compliance with risk assessments. Inspection items will include:

- Welfare facilities
- Personal protective equipment
- Fire precautions
- Electrics
- Falls from height
- Plant and tools
- Site tidiness
- Health hazards - risk assessments - method statements etc
- Statutory document display
- Site transport

15.2.1 Inspections will be conducted by the Site Agent or in his absence a designated representative, and results shown on the Site Managers Weekly Inspection Report F-RMS-22 (See Section 16 of the Site Safety Management File).

15.3 Safety Audits

Auditing will be carried out on a frequency dependent on work progress, but normally on a monthly basis. It will be unannounced and conducted by the Company Safety Adviser and independent management as appropriate.

15.4 Items found to be requiring attention as a result of any inspection / audit will be brought to the attention of the appropriate contractor immediately and the necessary action will be taken to rectify any faults / defects.

15.5 Safety Inspection / Audit Check Lists will (a) be filed in the Safety Inspection file kept in the site office, and (b) a copy forwarded to the Company Safety Adviser for monitoring purposes.

15.6 In addition of the monitoring provided by the above, the Project Manager will ensure that a visual inspection is carried out on a daily basis with discussion with employees and contractors, where applicable, on works in progress together with, where remedial action is required, the issue of safety instructions.

15.7 In addition to the above, site health and safety will also form part of the agenda in site meetings as previously described in sections 6 and 11.

15.8 Sub-Contractors will where appropriate be required to provide site safety audit inspections to the Site Agent. These will be treated as described in section 15.4.

15.9 The stated objective of the Company is to ensure that all work carried out on its sites is done safely and that a ‘zero’ accident rate is achieved. Monitoring site safety in the manner as described above allows for safety issues on site to be identified and actioned where necessary. Any failure to achieve the minimum standard will be investigated by Senior Management in consultation with the Company Safety Adviser.

SECTION 16 REVIEWS

16.1 Reviews will be conducted throughout the project, especially as different trades and contractors complete their work so that records can be made as to compliance with and standards achieved in regard to the H&S Policy.

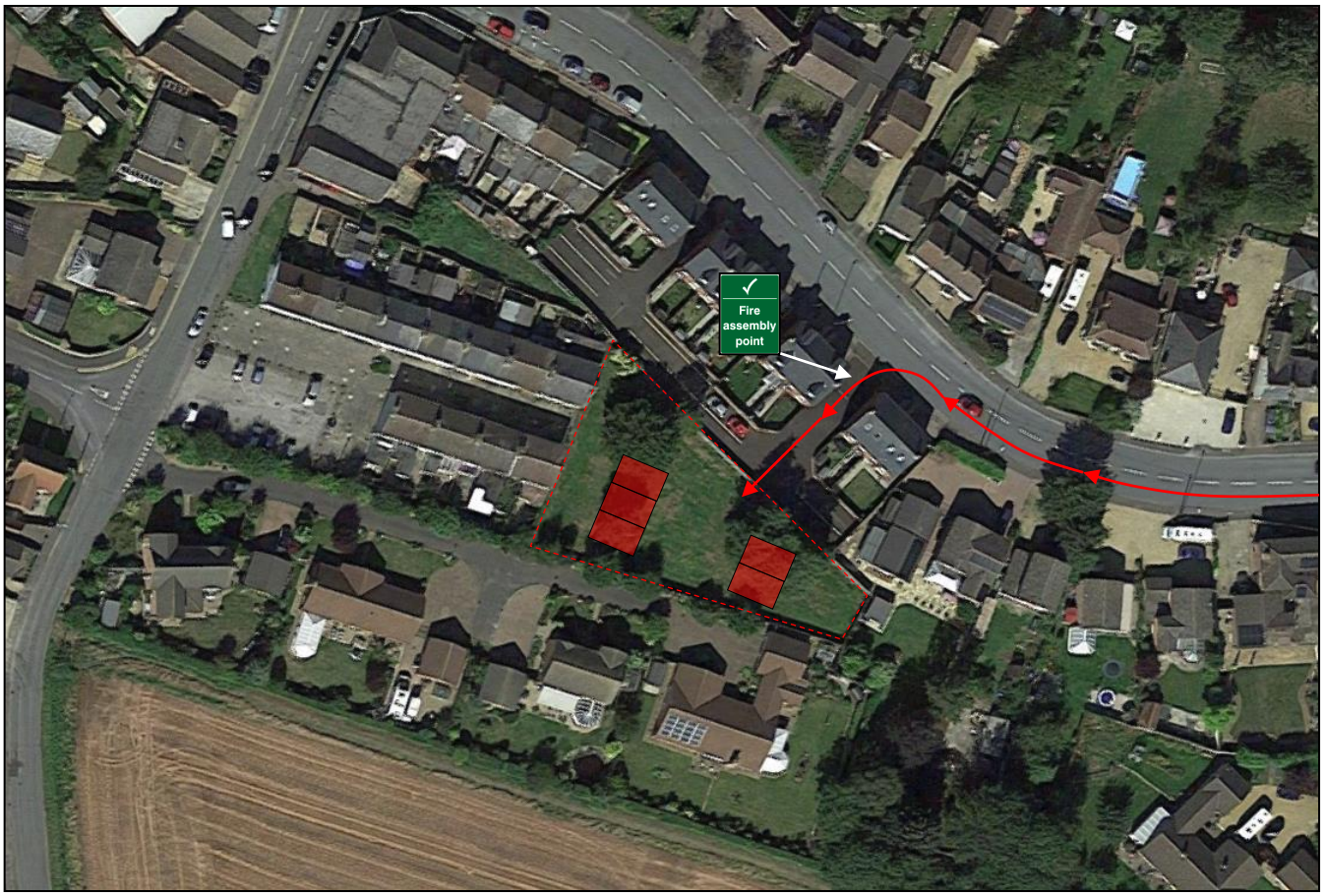
16.2 The initial review will be after 4 weeks from the commencement of the project and thereafter as decided.

APPENDIX ONE

Construction Programme

APPENDIX TWO

Site Layout Plan



Work Area

Traffic Route

Fire assembly point

Fire Assembly Point



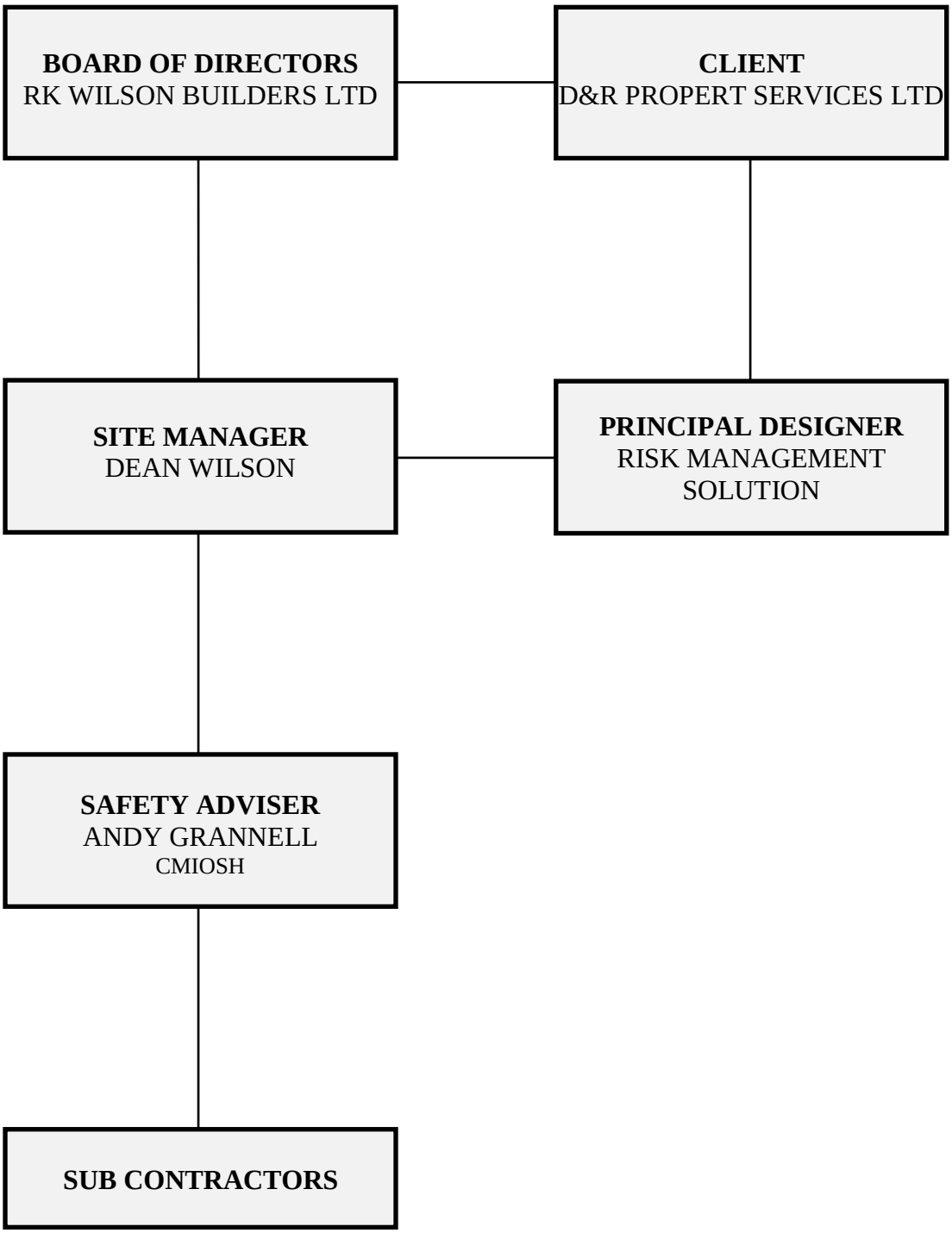
APPENDIX THREE

Proposal Drawings

APPENDIX FOUR

Health and Safety Organisational Chart

HEALTH AND SAFETY ORGANISATIONAL CHART



APPENDIX FIVE

Site Safety Management Documentation Contents

APPENDIX FIVE

HEALTH AND SAFETY PLAN

CONSTITUENT PARTS LIST

DESCRIPTION	LOCATION
Health and Safety Plans Pre-Tender and Construction Phase	Site Office
Fire Safety Plan	Site Office
Company Policy for Health, Safety & Welfare	Site Office
Risk Assessments and Method Statements	Site Office
Noise Assessments	Site Office
COSHH Assessments	Site Office
Minutes of Meetings / Correspondences	Site Office
Training	Site Office
Completed Safety Inspection / Audit	Site Office
Discipline Record	Site Office
Accident Forms	Site Office
Inspection Reports	Site Office
P.P.E. Register	Site Office
Manual Handling Assessments	Site Office
Permits to work	Site Office