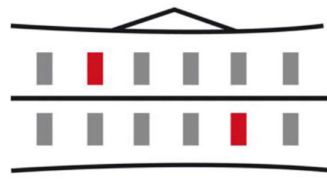


Construction Phase Health & Safety Plan



2MS LTD.
CONSTRUCTION

FOR
THE CONSTRUCTION OF A NEW LIDL STORE
AT
HOLBEACH ROAD, SPALDING
LINCOLNSHIRE PE11 2NJ

2MS CONSTRUCTION LTD

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In Conjunction with:

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INTRODUCTION

This Health & Safety Plan is prepared in accordance with the Construction (Design & Management) Regulations 2015 and guidance notes relating to these regulations. Reference needs to be made to other files for additional items, such as risk assessments, method statements, site records etc. specific to this project.

It is the intention of 2MS Construction Ltd that the project is designed and constructed in such a way that risks to the health and safety of all persons engaged in construction and maintenance are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with this Health and Safety Plan and to provide the Principal Contractor with any information which they have that is needed to keep the plan up to date.

Anyone wishing to seek advice on compliance should contact the Principal Contractor.

PROJECT PARTICULARS

PROJECT:	This construction project comprises of the construction and fit out of a new Lidl store in Spalding, Lincolnshire.		
PRINCIPAL CONTRACTOR:	2MS Construction Ltd		
CLIENT:	Lidl (UK) GmbH		
START DATE:	15/04/2019	DURATION / COMPLETION:	27.5 weeks
CONTRACTS MANAGER	Janos Halasz	PROJECT / SITE MANAGER	Pal Farcas
FIRST AIDERS	Pal Farcas/ Rafal Szczepaniak	DISTRIBUTION:	Client, Site, Akeva Safety Solutions Ltd

REVISION RECORD

REV NO	COMMENTS	DATE OF REVISION
1		
2		
3		
4		
5		
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7		
8		

GLOSSARY OF ACRONYMS

HASAWA	-	The Health and Safety at Work etc. Act 1974
MHSWR	-	The Management of Health and Safety at Work Regulations 1999
CDM	-	The Construction (Design and Management) Regulations 2015
PUWER	-	The Provision and Use of Work Equipment Regulations 1998
LOLER	-	The Lifting Operations & Lifting Equipment Regulations 1998
FSO	-	The Regulatory Reform (Fire Safety) Order 2005
COSHH	-	The Control of Substances Hazardous to Health Regulations 2002
CAR	-	The Control of Asbestos Regulations 2012
PD	-	Principal Designer
PC	-	Principal Contractor
CPHSP	-	Construction Phase Health and Safety Plan
2MS	-	2MS Construction Ltd
AKV	-	Akeva Safety Solutions Ltd
HSE	-	Health and Safety Executive

CONTENTS

<u>DESCRIPTION</u>	<u>PAGE NO</u>
INTRODUCTION	2
PROJECT PARTICULARS	2
REVISION RECORD	3
GLOSSARY OF ACRONYMS	3
1 PROJECT DIRECTORY	9
2 PROJECT ORGANISATION CHART	10
2.1 CONTRACTS MANAGER'S DUTIES	11
2.2 PROJECT MANAGER'S DUTIES	11
2.3 HEALTH & SAFETY ADVISOR'S DUTIES	12
2.4 SUBCONTRACTOR / SITE OPERATIVE'S DUTIES	12
3 DESCRIPTION AND LOCATION	13
4 THE TASK (SCOPE OF THE WORKS)	14
5 EXISTING RECORDS	14
6 HEALTH & SAFETY PRINCIPLES AND OBJECTIVES FOR THIS TASK	15
6.1 AIMS AND OBJECTIVES	15
6.2 STATUTORY REQUIREMENTS	15
6.3 SAFETY GOALS	16
6.4 F10 NOTIFICATION	16
6.5 RISK ASSESSMENTS & ARRANGEMENTS FOR CONTROLLING RISKS:	16
6.6 METHOD STATEMENTS:	16
7 RESTRICTIONS / REQUIREMENTS DUE TO NATURE OF THE LOCATION	17
7.1 GENERAL CONSIDERATIONS	17
7.2 LIAISON	17
7.3 SITE ACCESS & SECURITY	17
7.4 EXISTING SERVICES	18
7.5 SIGNING IN AND OUT	18
7.6 SITE INDUCTIONS	18
7.7 EXTERNAL PEDESTRIAN AND VEHICULAR ACCESS AREAS	18
7.8 HOURS OF WORK	18
7.9 NOISE	18
7.10 CAR PARKING	19
8 SUPERVISION, MANAGING AND ORGANISING THE TASK	19
8.1 SITE MANAGEMENT	19
8.2 ORGANISATION	19

8.3	SAFETY CONSULTANTS	19
8.4	MONITORING	19
8.5	CONSULTATION WITH EMPLOYEES AND SELF EMPLOYED	20
8.6	VISITORS	20
9	MANAGEMENT OF CONTRACTORS AND SUPPLIERS	20
9.1	CONTRACTORS AND SUBCONTRACTORS	20
9.2	SUPPLIERS	21
9.3	WORK EQUIPMENT	21
10	SETTING STANDARDS	22
10.1	HEALTH & SAFETY	22
10.2	PRE-START PROCEDURES	22
10.3	TRAINING REQUIREMENTS	23
10.4	CONSIDERATE CONSTRUCTOR	23
11	COMMUNICATION AND CO-OPERATION	23
11.1	PROJECT TEAM MEETINGS	23
11.2	PROGRESS MEETINGS	24
11.3	INDIVIDUAL CLIENT OR PRINCIPAL CONTRACTOR APPOINTMENTS	24
11.4	DEALING WITH DESIGN CHANGES	24
11.5	ARRANGEMENTS FOR SECURING CO-OPERATION	24
11.6	HSE VISITS	24
11.7	OPERATIVE CONSULTATION / SAFETY MEETINGS	24
12	SPECIFIC SITE SAFETY ARRANGEMENTS	25
12.1	TRAFFIC MANAGEMENT	25
12.2	DELIVERY, DISTRIBUTION AND COLLECTION OF EQUIPMENT AND MATERIALS	25
12.3	WASTE MATERIALS	26
12.4	PUBLIC AND OTHER PERSONS AFFECTED BY OUR WORKS	26
12.5	SIGNING IN AND OUT	26
12.6	SITE INDUCTIONS	26
12.7	SERVICES ISOLATION	26
12.8	PROVISION AND USE OF TEMPORARY ELECTRICS	26
12.9	LIGHTING	27
12.10	EMERGENCY PROCEDURES	27
12.11	REPORTING OF RIDDOR INFORMATION	27
12.12	FIRST AID	27
12.13	INFORMATION AND TRAINING FOR OPERATIVES ON-SITE	29
12.14	SITE RULES	29
12.15	PPE & WORKWEAR	29
12.16	METHOD STATEMENTS / RISK ASSESSMENTS	30

12.17	TEMPORARY WORKS	30
12.18	SMOKING - PROJECT POLICY	30
12.19	ITEMS NOT TO BE BROUGHT ONTO SITE	30
12.20	PERMITS TO WORK	31
12.21	WELFARE	31
13	FIRE STRATEGY	32
13.1	RESPONSIBLE PERSON	32
13.2	FIRE MARSHALS	32
13.3	FIRE RISK ASSESSMENT	33
13.4	DEVELOPMENT OF FIRE PROCEDURES	33
13.5	FIRE PLAN LAYOUT	33
13.6	EMERGENCY ASSEMBLY POINT	34
13.7	FIRE ESCAPE ROUTES	34
13.8	FIRE POINTS	34
13.9	FIRE ALARMS / MEANS OF WARNING	34
13.10	EMERGENCY LIGHTING	34
13.11	FIRE DRILLS	34
13.12	EMERGENCY EVACUATION PROCEDURES	35
13.13	HOT WORKS	35
13.14	OTHER CONSIDERATIONS	35
13.15	ARSON	35
13.16	ACCESS FOR FIRE AND RESCUE SERVICES	36
13.17	FLAMMABLE LIQUIDS AND LPG	36
13.18	WASTE MATERIALS	36
13.19	WORK EQUIPMENT	36
14	SIGNIFICANT HAZARDS	37
14.1	GENERAL PUBLIC	37
14.2	MANUAL HANDLING	37
14.3	UNDERGROUND SERVICES	37
14.4	HARMFUL SUBSTANCES	37
14.5	WORKING AT HEIGHT	38
14.6	WORKING ON ROOFS	39
14.7	MOBILE PLANT OPERATIONS	40
14.8	EXCAVATION WORKS	40
14.9	ERECTION OF PREFABRICATED ELEMENTS	41
14.10	WORK EQUIPMENT	41
14.11	CONTROL OF VIBRATION	42
14.12	LIFTING OPERATIONS	42
14.13	MOVEMENT OF VEHICLES	42

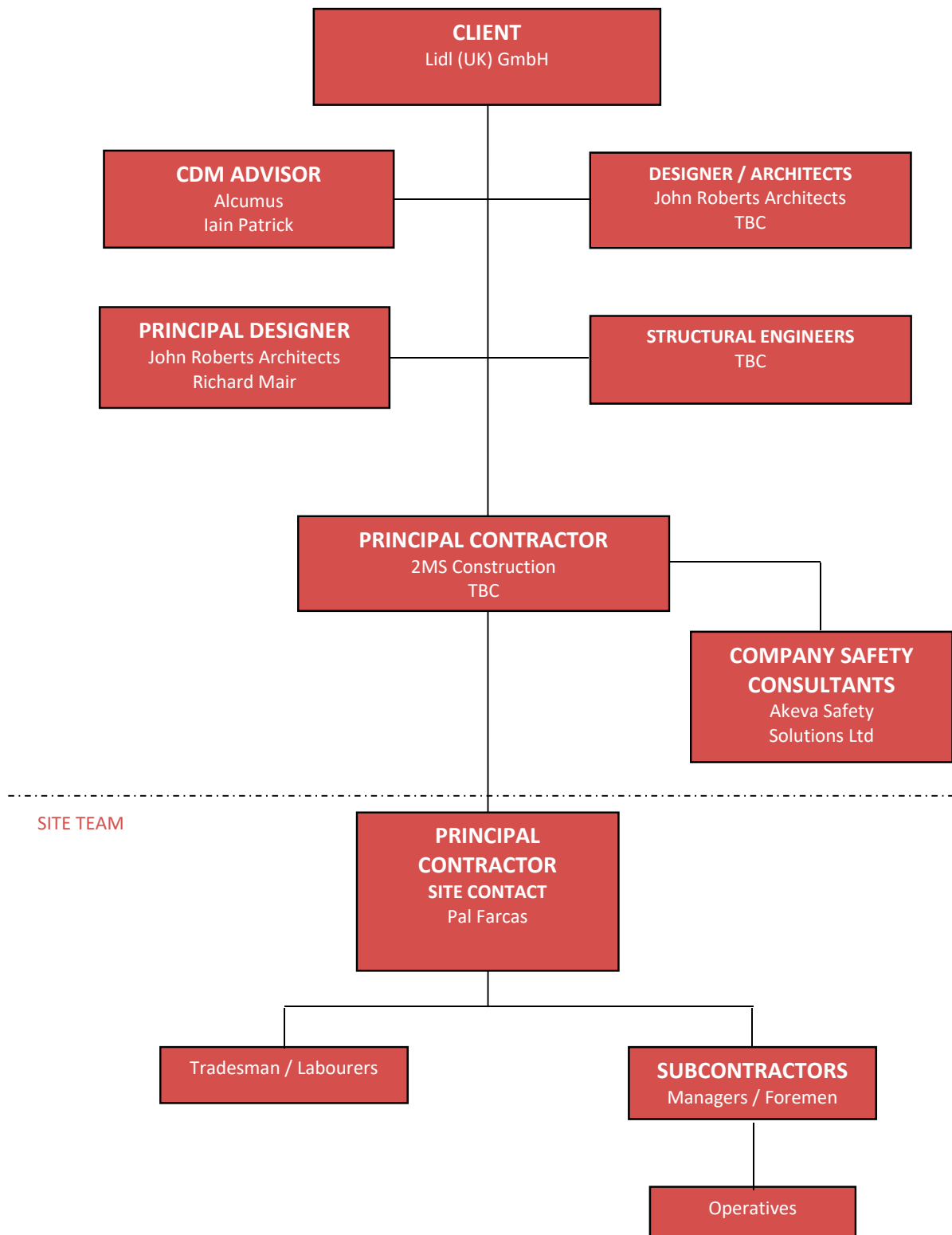
14.14	HOT WORKS	43
14.15	SLIPS, TRIPS AND FALLS FROM THE SAME LEVEL	43
14.16	DUST AND FUMES	43
14.17	STORAGE OF MATERIALS	43
14.18	UV RADIATION	43
14.19	WEILL'S DISEASE	44
14.20	OVERHEAD SERVICES	44
15	HEALTH & SAFETY FILE	44
16	REVIEW	45
16.1	DOCUMENT REVIEW	45
16.2	PROJECT REVIEW	45
APPENDIX A - RISK ASSESSMENTS		46
16.3	COSHH ASSESSMENTS	46
16.4	RISK ASSESSMENTS	103
16.5	NOISE ASSESSMENTS	104
16.6	BLANK MANUAL HANDLING ASSESSMENT FORM	129
16.7	BLANK COSHH ASSESSMENT FORM	131
16.8	LIFTING PLAN FORMAT	133
APPENDIX B – SITE RULES		136
16.9	SITE RULES	137
APPENDIX C - SITE INDUCTION		140
16.10	SITE INDUCTION FORMAT	141
16.11	SITE INDUCTION REGISTER	145
16.12	CONTRACTOR RECORD SHEET	149
16.13	PERSONAL PROTECTIVE EQUIPMENT RECORD SHEET	159
16.14	RECORD OF HSE VISIT	166
APPENDIX D - CHECKLISTS, INSPECTIONS & DIARIES		169
16.15	SITE SET-UP CHECKLIST	170
16.16	DAILY CHECKLIST	172
16.17	PRE-WORK CHECKLIST	174
16.18	SITE SAFETY DIARY	181
16.19	LIFTING EQUIPMENT INSPECTION RECORD	185
16.20	SCAFFOLD INSPECTION REGISTER	191
16.21	LIFTING PLAN	196
16.22	MOBILE PLANT CHECKLIST	201
16.23	CONSIDERATE CONSTRUCTOR CHECKLIST	205
16.24	EXCAVATION INSPECTION REGISTER	207
16.25	SCAFFOLDING & MOBILE TOWER INSPECTION RECORD	212

APPENDIX E - PERMITS TO WORK	218
16.26 HOT WORKS PERMIT	219
16.27 CONFINED SPACE PERMIT	225
16.28 ELECTRICAL WORK PERMIT	229
16.29 PERMIT TO DIG	239
16.30 ROOF WORK PERMIT	244
APPENDIX F - NOTICES AND RECORD BOOKS	249
16.31 TOOLBOX TALK REGISTER	250
16.32 VIBRATION EXPOSURE LOG	254
16.33 VISITORS BOOK	255
16.34 SITE ATTENDANCE REGISTER	259
16.35 PROJECT FIRE CO-ORDINATORS & FIRST AIDERS	264
16.36 ACCIDENT BOOK	265

1 PROJECT DIRECTORY

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LOCAL AUTHORITY		CONTACT: TEL: MOBILE: EMAIL:
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ARCHITECT / DESIGNER	John Roberts Architects 1 James Street Lincoln LN2 1QD	CONTACT: TBC TEL: 01522 533441 MOBILE: EMAIL:
STRUCTURAL ENGINEERS		CONTACT: TEL: MOBILE: EMAIL:
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PC SAFETY CONSULTANT	Akeva Safety Solutions Ltd Unit 5 E-Space North 181 Wisbech Road Littleport Cambridgeshire CB6 1RA	CONTACT: Kevin Symons TEL: 0845 890 2511 MOBILE: 07988 516230 EMAIL: kevsymons@akevasafetytolutions.com

2 PROJECT ORGANISATION CHART



2.1 CONTRACTS MANAGER'S DUTIES

- Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Appoint a suitably qualified and experienced Site Manager.
- Ensure compliance with the company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- Co-operate with the Client's Health and Safety Advisor.
- Ensure that inspections and audits are carried out as required.
- Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

2.2 PROJECT MANAGER'S DUTIES

- Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Ensure everyone on site is aware of their responsibilities with regard to health and safety and have attended the site induction.
- Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- Co-operate with the, Client's Health and Safety Team.
- Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc. have been provided and that there is supporting documentation.
- Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- Ensure that the site / offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.
- Ensure that all employees and contractors have safe systems of work (method statements) in place.
- Ensure there is sufficient cooperation and coordination between subcontractors and their activities.
- Ensure all necessary inspections are carried out and relevant records are completed.
- Monitor the works being carried out by subcontractors to ensure that they are being carried out in accordance with their risk assessments and method statements.
- Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

2.3 HEALTH & SAFETY ADVISOR'S DUTIES

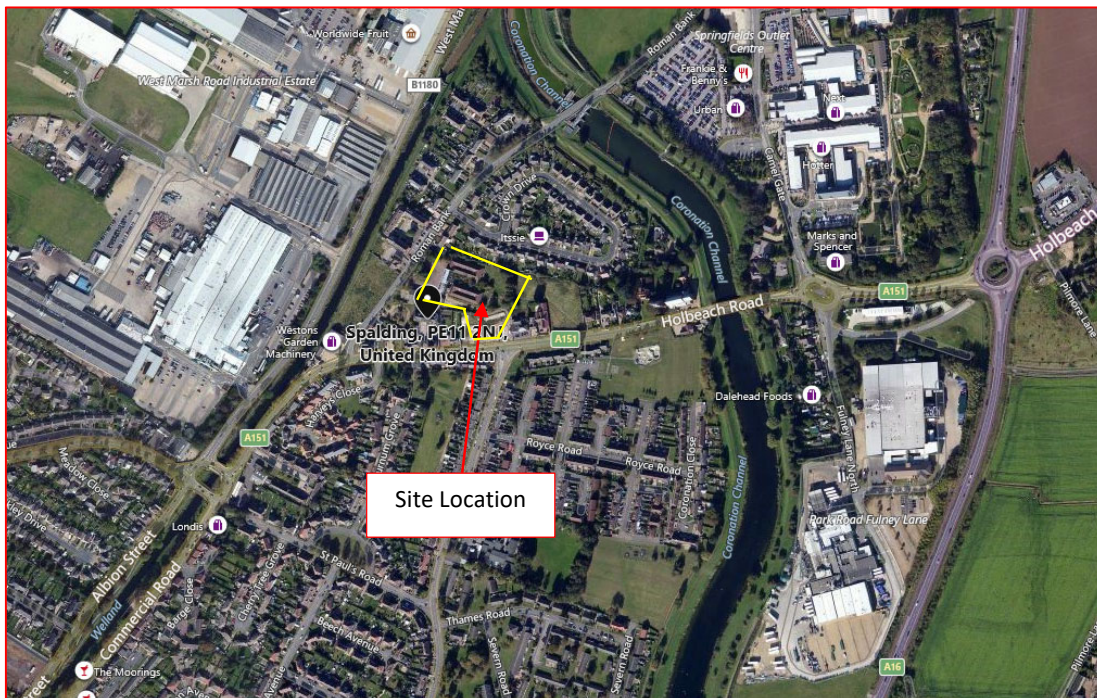
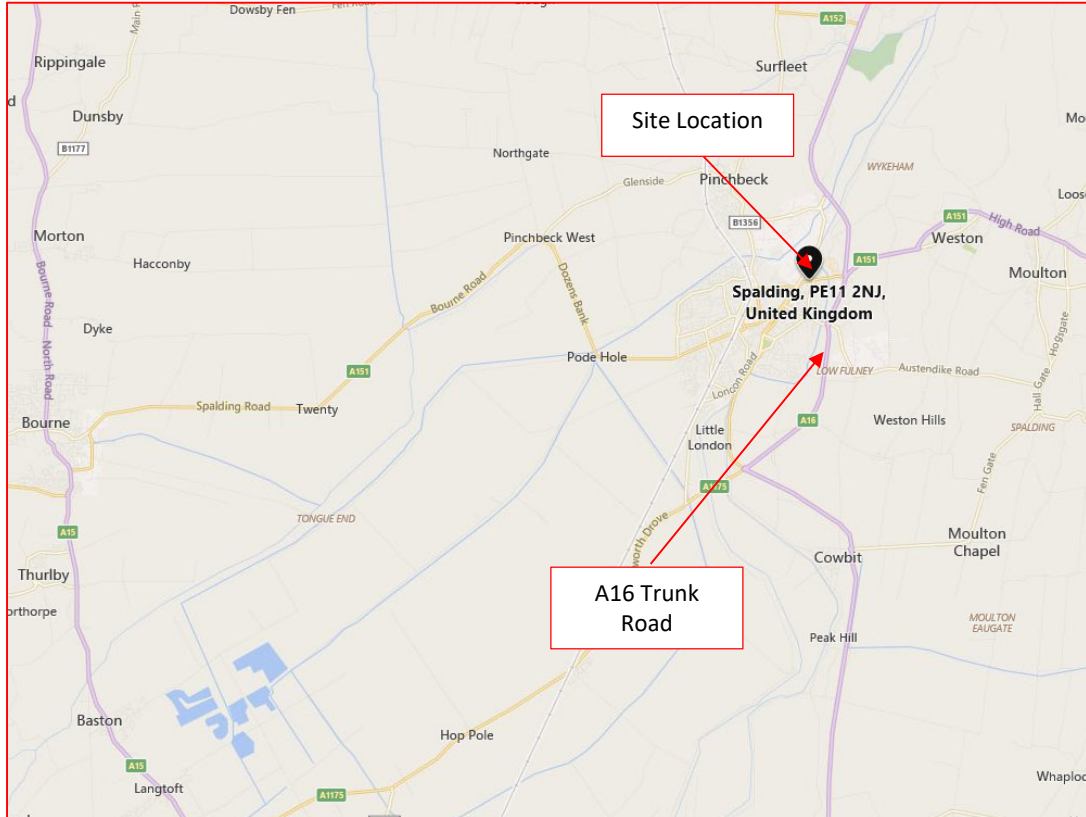
- Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Assist in the review of all Company Health and Safety documentation and procedures.
- Ensure compliance with the Company Health and Safety policies and procedures.
- Disseminate health and safety information, to include any changes to the procedures.
- Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.
- Carry out site inspections / audits as requested by the Contracts Manager.
- Investigate and issue detailed reports on incidents and accidents when required.
- Provide adequate advice to employees on all health and safety issues.
- Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.
- Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- Attend any meetings held with Health and Safety Executive as required.

2.4 SUBCONTRACTOR / SITE OPERATIVE'S DUTIES

- All contractors will operate in accordance with the Company's procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation.
- All contractors shall co-operate with each other to facilitate the safe operation of site activity.
- All contractors will provide the necessary documentation (risk assessments, method statements, certificates of competence etc.) to our Site Manager prior to commencing their works and ensure that they work to the agreed methods.
- All accidents must be reported to our Site Manager and, where necessary, to the HSE. Accident investigations will be carried out by the injured persons own employer and copies of the report given to our Site Manager on completion.
- All plant and work equipment is to be in good order and suitable maintenance and inspections carried out to ensure they remain in a safe condition.
- All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.
- Report to the Site Manager all accidents, incidents, near misses etc.

3 DESCRIPTION AND LOCATION

The project is described as the construction of a new Lidl store on the site of a brownfield site which was a former NHS Hospital and petrol station. The site is bounded by residential premises and other small businesses on the A151 Holbeach Road, Towards the Eastern edge of Spalding, close to the main A16 trunk road.



4 THE TASK (SCOPE OF THE WORKS)

The proposed scope of works will include the following:

- Set-up of site compound including: welfare facilities, offices, car parking for contractors and storage areas and site signage.
- Erection of Hoarding as per Lidl spec
- Ground works
- Block/brick work
- Underground drainage
- Drainage connections
- Install cold water supplies
- Floor slab construction
- Internal / external walls
- Roofing, including rainwater goods
- Cladding / Plastering
- Window and door systems
- Hard & soft landscaping and car park works
- Signage etc.
- Mechanical and Electrical Installations
- Heating / Ventilation Systems
- Lidl Fixtures and fittings
- Clear site

All works to be agreed with the Lidl Senior Construction Consultant, to final specification prior to commencing

5 EXISTING RECORDS

The documents and records available for this contract include:

- PCIS produced by Alcumus
- Design Risk Register
- Health and Safety Specification for Construction Works
- New construction layout drawings including service drawings
- Site topographical and geotechnical surveys
- Utilities drawings
- Construction drawings

Any other drawings or information can be obtained from the Principal Designer.

6 HEALTH & SAFETY PRINCIPLES AND OBJECTIVES FOR THIS TASK

It is our intention to uphold the Company's Health & Safety principles and objectives by adopting the following procedures:

6.1 AIMS AND OBJECTIVES

2MS Construction Ltd operates under a comprehensive Health and Safety Management System. Every site has a Site Management Manual which contains all the documents required to enable work activities to be carried out in compliance with the legal requirements.

The main aim of this contract is to complete it on time, on budget and with zero accidents. Non-compliance with current legislation by our own operatives and our contractors will not be tolerated.

Regular safety audits / inspections are carried out by AKV, the Company Safety Consultants, and a formal report given our site managers for action. A copy of the report is sent to our head office so as to ensure the Directors are up to date with the standards on each site.

2MS aims to only employ the services of competent contractors who themselves comply with their legal obligations and ensure that suitable and sufficient training is given to their staff. Where necessary, 2MS will carry out site specific training to ensure continuous levels of competence.

The Company takes a positive attitude to residents and businesses by ensuring that appropriate signs are displayed to warn of any apparent dangers and suitable fencing is maintained.

6.2 STATUTORY REQUIREMENTS

It is our intention to ensure that the works undertaken, will comply with all Statutory Regulations that cover it. The following is a list of Regulations that cover this project and are referred to throughout this plan.

- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Working at Height Regulations 2005 (WAH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Manual Handling Operations Regulations 1992 (MHOR)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Control of Noise at Work Regulations 2005
- Control of Vibration Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989

6.3 SAFETY GOALS

The safety goals for this project are:

- No fatalities
- No major injuries
- No minor injuries
- No dangerous occurrences
- No lost time injuries
- No exposure to processes and substances hazardous to health

6.4 F10 NOTIFICATION

A copy of the F10, or means of notification to the HSE, will be obtained from the Client / PD and will be posted on the notice boards in the canteen and the site office.

6.5 RISK ASSESSMENTS & ARRANGEMENTS FOR CONTROLLING RISKS:

Under the Management of Health and Safety at Work Reg's 1999 (MHSWR) all work activities will be subject to a risk assessment. To enable **us**, as Principal Contractor, to identify the risks associated with this project, we have carried out a Project Risk Assessment that serves four purposes:

- a) We have used this Risk Assessment to help **us** identify the control measures and arrangements required to manage the project in a safe manner. Section 13 of this document draws on this risk assessment and outlines in more detail our 'Arrangement's for Controlling Risks'.
- b) This Project Risk Assessment also acts as a **guide** for Subcontractors to ensure they are aware of the risks involved. All subcontractors must carry out their own risk assessments and write method statements (see 6.6 below) ensuring that their control measures satisfy the requirements set-out in Section 13.
- c) The information contained in this Risk Assessment and Section 13 will also be used by 2MS as a benchmark to **assess** risk assessments and method statements submitted by subcontractors.
- d) The information contained in this Risk Assessment and Section 13 will also be used by 2MS as a benchmark to **monitor** the work carried out by subcontractors.

6.6 METHOD STATEMENTS:

All tasks shall be covered in a Method Statement written by the subcontractor unless they are to be carried out by the PC in which case the method statement will be written by the PC's management representative. Method Statements should be written to incorporate the findings of the risk assessments for all tasks, including COSHH Assessments for any substances used, manual handling assessments and noise assessments.

The method statements are to be specific to this site considering restrictions or arrangements and reflect the requirements outlined in Section 14 as referred to in Section 6.5 above.

Example Method Statements from potential Contractors are to be submitted to 2MS at tender stage for consideration as part of the selection procedure outlined in Section 9. On appointment, a site-specific method statement should be written and submitted to the PC's Site Manager. The method statement will be reviewed and will be given a status, A – Approved, B – Approved with Comments, or C – Rejected. Any changes to the method statement will be agreed with the subcontractor and should be made before work starts.

Upon approval, the Principal Contractor or the Subcontractor Foreman will instruct the operatives on the contents in the form of a Method Statement Briefing. This will emphasise the requirements to ensure the safe working of all concerned. A record of this briefing will be made. All attendees will be asked to sign a form once they fully understand the requirements of the Method Statement.

7 RESTRICTIONS / REQUIREMENTS DUE TO NATURE OF THE LOCATION

7.1 GENERAL CONSIDERATIONS

The project is described as the construction of a new Lidl store on a brownfield site to the East of Spalding on the A151 Holbeach Road.

There are residential buildings surrounding the site with all previous buildings on the site having been previously demolished and removed. It is important that those involved in the contract, carry out works with the minimum of disturbance and disruption to the surrounding properties and the public throughout the contract duration by means of noise, dust, vibration or traffic congestion.

Due consideration must also be taken for the users of the adjoining roads. Attention must be given when vehicles are entering and leaving the site.

7.2 LIAISON

The Site Manager will carry out liaison with the following to make them aware of the works being carried out:

- The emergency services (fire, ambulance and police)
- Local / Highways Authority

If anyone approaches any site personnel during the construction work period to ask questions about the site and / or works, they are to refer them to the Site Manager.

7.3 SITE ACCESS & SECURITY

Due to the nature and location of the site it is a possibility that problems associated with vandalism, theft and nuisance will be encountered. Account shall be taken of unauthorised persons, especially children and young people, straying into work areas while construction activities are taking place.

Hoarding will be erected around the site, by the client prior to occupation, to prevent access by unauthorised persons. A site compound will be set up and fenced off.

All timber hoardings will be constructed using not less than 100 x 50mm stud with 18mm G1X ply panelling incorporating a pedestrian spring-loaded access door fitted with a Yale type lock. The Site Manager will ensure the hoarding is appropriate for the site conditions, strong and stable enough and suitably fixed.

All work areas will be individually fenced off from Lidl staff and those continuing to use the store during the construction period.

Site notice boards will be displayed at the site entrance and will display the project particulars, contact details, access and egress procedure, site rules and all necessary health and safety information. Access to the site will be via **Holbeach Road**.

Deliveries must be arranged with consideration to the public. Vehicles must not be allowed to stand with their engines idling or where they may otherwise cause a nuisance. Delivery vehicles will enter the site from the entrance on **Holbeach Road**.

2MS will be responsible to control access to the site and any construction areas falling outside of the units in accordance with the guidance provided in the HSE guide HSG (151) entitled 'Protecting the Public – Your Next Move'.

Site personnel will be inducted by 2MS's Site Manager, or another nominated person, on the first day on site. Anyone visiting the site who has not been inducted is to be escorted by an inducted member of site personnel at all times.

The site and individual work areas will be made secure at the end of each day by the PC's Site Manager or other nominated representative. It is the responsibility of individual contractors / tradesmen to ensure they leave their work areas safe and secure. The PC will not accept responsibility for any contractor's tools and / or materials.

7.4 EXISTING SERVICES

Utilities drawings / surveys are available. Apart from BT there are no services being shown on the site although various services run along the boundaries of the site and within adjacent footways. Details on the management of groundworks adjacent to these can be found in Sect 14 of this document.

Service drawings have been obtained and will be provided to anyone carrying out works on this contract. Any services uncovered must be adequately protected.

7.5 SIGNING IN AND OUT

All persons carrying out work on site must go to the site office each day and sign in before making their way to the various areas and starting work. Everyone must also sign out at the end of the day or prior to leaving site for any other reason.

7.6 SITE INDUCTIONS

Site personnel will be inducted by 2MS's Site Manager, or another nominated person, on the first day on site. Anyone visiting the site who has not been inducted is to be escorted by an inducted member of site personnel at all times.

7.7 EXTERNAL PEDESTRIAN AND VEHICULAR ACCESS AREAS

External traffic and pedestrian routes are to remain unaffected by the works. The PC and its contractors are to plan to keep them clean. If it becomes necessary, the PC's Site Manager will arrange for a road sweeper.

7.8 HOURS OF WORK

Normal working hours will be 0800 hours to 1800 hrs Monday to Friday and 0800 hours to 13:00 hours on a Saturday with prior agreement with the PC's Site Manager.

7.9 NOISE

So far as reasonably practicable noisy operations are to be restricted to minimise disturbance to local businesses & Residents. Careful planning and use of appropriate plant and equipment normally keeps these requirements to few and very short periods.

7.10 CAR PARKING

Parking will be provided within the site for private vehicles as well as contractor's vehicles. Parking locations will be defined by the site manager. Vehicles may need to be moved to allow for some deliveries to take place.

8 SUPERVISION, MANAGING AND ORGANISING THE TASK

8.1 SITE MANAGEMENT

Our Site Manager will ensure that the workforce and our subcontractors comply with the site rules to ensure the safety of others who may be affected by our undertaking during the period of our contract according to the works programme.

Each subcontractor's Manager / Foreman will be responsible for ensuring that operatives under their control work in a safe and orderly fashion although the PC's Site Manager or their Health and Safety Consultants, reserve the right to stop work at any time if it is deemed to be unsafe.

Anyone that is charged with putting men to work must be holders of, as a minimum, a certificate for the CITB's Site Supervisor Safety Training Scheme.

8.2 ORGANISATION

The organisation chart on page 10 shows the general organisation on this site with the following organisational arrangements in place.

8.3 SAFETY CONSULTANTS

The Company have appointed AKV to provide Safety Advice. AKV will provide us with the services of a qualified Safety Advisor to visit site and carry out, unannounced, safety inspections / audits on a regular basis. Copies of these inspections will be filed in the Site Safety File. These arrangements are in support of the Site Manager's statutory duties who will accompany the safety officer on all inspections.

8.4 MONITORING

Along with visits by AKV, our Site Manager will monitor works on a day-to-day basis and seek to stop unsafe work, rectify safety issues and be available for consultation with subcontractors and their operatives at any time.

Once a week, the Site Manager will carry out a safety inspection and record his findings on the inspection sheets contained in the Site Safety File. This will include checks on emergency escape routes and fire points. These will be copied to all subcontractors on site to allow them to rectify issues that may affect them. The above approach together with routine safety auditing procedures carried out by AKV in our opinion meets the monitoring role required by the statutory regulations on the various works detailed in the Contract.

Monitoring by our Safety Consultants and our Site Manager will be based on the method statements and risk assessments submitted both at tender stage and upon commencement of works. Since this information is the agreed system of work, any operative found working outside them would be stopped immediately.

Our contractors / subcontractors will be expected to carry out some monitoring themselves with suitable records kept. There may be a requirement for some contractors to have formal safety inspections carried out by their health and safety professional. Where this is required, it will be discussed with the individual contractors. Their health and safety professional is to make the PC's Site Manager aware of their presence on site prior to carrying out any inspections. Copies of any safety inspection reports will need to be provided to the PC's Site Manager.

Items that will need to be monitored by our contractors and subsequent records made will include, but is not limited to:

- Work equipment (including power tools, static plant)
- Mobile Plant
- Excavations
- Access equipment (including mobile towers, scaffolding, podiums, stepladders)
- External fencing
- Internal fencing used for exclusion zones by contractors
- Lifting equipment
- Harnesses
- Scaffolding

8.5 CONSULTATION WITH EMPLOYEES AND SELF EMPLOYED

We will ensure that The Health & Safety (Consultation with Employees) Regulations 1996 are addressed and ensure that there is the opportunity for consultation on all Health and Safety matters with employed and self-employed persons who for the time being are under our control on this project as follows:

- At the site-based safety induction briefing.
- During Method Statement Briefings, Daily pre-task briefings and tool box talks.
- Daily in discussion with the Site Manager and trade Supervisor's when receiving work instructions.
- At the request of the operative's representative for health and safety.

8.6 VISITORS

All visitors will be required to sign in and will be briefed on the site rules and specific safety issues of the day by our site manager who will ensure they sign in and out of our site visitor register. Persons visiting our works will be required to wear PPE as provided according to the risk assessment prevailing.

9 MANAGEMENT OF CONTRACTORS AND SUPPLIERS

9.1 CONTRACTORS AND SUBCONTRACTORS

A copy of this Health and Safety Plan will be made available to all potential contractors. In submitting their tender, subcontractors should consider all that is required by this plan and complete the Subcontractors Health and Safety Questionnaire with the tender submission unless previously approved.

When receiving the tender submission 2MS will consider the information submitted before awarding the tender. If it is deemed that the subcontractor's management of health and safety is inadequate due to lack of trained staff, lack of safety documentation or lack of resourcing, that subcontractor will be contacted and informed where they need to improve. Where subcontractors have worked for 2MS in the past, performance from previous projects will also be considered.

Any contractor appointed to carry out work on this project are to inform the PC's Site Manager of any subcontractor that is employed whether it is to carry out a package of their work or as labour only.

Contractors that subcontract works will be asked to provide evidence that they have carried out a formal approval of the subcontractor they appoint.

All subcontractors will be required to comply with all the requirements of this CDM Plan and will be monitored by the PC's Site Manager and Health and Safety Consultants. The day to day management of the subcontractor will be the responsibility of the contractor appointing them.

9.2 SUPPLIERS

The COSHH Regulations 2002

Our intention is to ensure that our suppliers submit any health & safety information of products coming under the *COSHH (Control of Substances Hazardous to Health) Regulations 2002 to enable us to carry out our own risk assessments in order that each product can be considered:

- For its suitability of purpose in its use;
- Whether environmentally suitable;
- It's characteristics as a fire hazard;
- The manner to which its use may affect the compatibility with other products;
- Its possible effects upon those persons using them or those who may in the future have to repair or maintain the building.

We will ensure the correct disposal of empty containers according to the manufacturer's advice and regulatory requirements. Other matters relating to COSHH Regulations i.e. dust, flammability, toxicity, environmental compatibility, conditions will be risk assessed and controlled as required to do so.

Health & Safety File

All *COSHH information as may be appropriate of any installed materials will be included in the Health & Safety File (see Section 15).

9.3 WORK EQUIPMENT

Level of Competence

It is a requirement that all persons expected to use any work equipment hold a current certificate of competence wherever necessary. It is both a legal and contractual requirement for contractors to be able to demonstrate that their employees are competent by having sufficient practical experience and technical knowledge to detect faults in the equipment and to ensure they possess a level of fitness, ability and agility to safeguard themselves and others while the work equipment is in use.

Copies of all certificates are to be given to the PC's Site Manager before work starts. The copies of these certificates will be kept on site in the Site Safety File. Operatives will be instructed to report any defects seen during routine inspections to our Site Manager.

Certification and Maintenance

All contractors will ensure that all work equipment is fit for the purpose that it is in full compliance with PUWER 98 before use and where required, current test certificates and portable appliance tests (PAT) are in place before it is used on site.

Copies of all these certificates must be kept on site in the Site Safety File. A visual inspection should be undertaken by the user before each use. All 'Work Equipment', whether supplied by the Principal Contractor or Subcontractors, used on site must be inspected on a weekly basis by a competent person and entered into the PUWER Register in the Site Safety File.

Hired in Equipment

All contractors will ensure that 'hired in equipment' is inspected upon arrival to identify any defects before its use. Daily inspections are to be conducted and weekly inspections recorded and passed to the Site Manager. Any plant or equipment failing inspection will be off-hired until either serviced or replaced to ensure fitness for purpose.

10 SETTING STANDARDS

10.1 HEALTH & SAFETY

Before commencement of these works, all operatives will attend a site-based induction safety briefing so that the key aspects of this document appertaining to the work are fully explained. The induction will include the site-based safety rules, airside rules and emergency procedures. The attendees will then be requested to acknowledge their understanding by signing an induction register.

10.2 PRE-START PROCEDURES

Contractors will attend a 'Pre-Start Safety Meeting' to ensure that they are fully aware of the requirements of this Health and Safety Plan and that their Site-Specific Method Statements is adequate.

Pre-start meetings shall cover contractual, legal, moral, safety and health issues nominally as follows:

- Items covered on the Form F10 (HSE Notification as per CDM)
- Appreciate the nature of the works
- Client Rules
- Public Safety
- Access and egress
- Security arrangements
- Fire and Emergency procedures
- All other matters relating to the health, safety or welfare of persons; whether:
 - ▶ They are working for us direct
 - ▶ Agency Staff or as labour only
 - ▶ Those who may for the time being be visiting the works.

10.3 TRAINING REQUIREMENTS

All persons carrying out work on site are to have received adequate training. As a minimum, all persons must have received the following:

- Site specific induction
- Job specific briefing / induction
- Toolbox talks

Other training requirements may include, but are not limited to, the following:

- Work at height training
- PASMA for erecting mobile towers and podium steps
- CPCS for mobile plant operators
- Abrasive wheels
- First aid
- Fire marshal
- Site Supervisor Safety Training Scheme

Contractors are to provide the PC's Site Manager with copies of any relevant certificates for their employees.

10.4 CONSIDERATE CONSTRUCTOR

2MS complies with the requirements of the 'Considerate Constructor Scheme and requires all contractors / subcontractors to conduct their works in accordance with the scheme requirements. During the initial induction, contractors and subcontractors will be informed of how they will become involved and any site-specific requirements.

The Site Manager will complete the Considerate Constructor Checklist (see Appendix D), ideally prior to works commencing but no later than the end of the first week.

11 COMMUNICATION AND CO-OPERATION

11.1 PROJECT TEAM MEETINGS

As the contract progresses there may be a need to carry out Project Team Meetings. All contractors will be expected to have a representative attend the meetings held on site. Our Contracts Manager / Director will chair the meetings at which we will bring the contractors attention to any information, which may affect the safety of the works or the long-term maintenance of the building.

The meeting will also address co-ordination and programming issues to ensure contractors work together to minimise clashes. The meeting will also give contractors a chance to air any views regarding health and safety and to allow us as Principal Contractor to take them on board. Due consideration can be given to the matter to minimise its effects on the work and where necessary, prior to hand over to the Client, to ensure such information is included in the Health & Safety File to be approved by the Principal Designer.

11.2 PROGRESS MEETINGS

Regular progress meetings will be carried out and attended by a Client's representative, Principal Designer, our Contracts Manager / Director and any other personalities as felt necessary. Health and safety will be on the agenda of these meetings and the following information communicated:

- Numbers and types of accidents and incidents.
- Details of any safety inspections or audits that have been undertaken, the key issues highlighted, and subsequent action taken.
- Details of any HSE visits and subsequent actions.
- Implications of developing design issues and changes.

11.3 INDIVIDUAL CLIENT OR PRINCIPAL CONTRACTOR APPOINTMENTS

We will support the appointed Principal Designer and the other members of the Client's team, on all matters within the scope of our undertaking.

11.4 DEALING WITH DESIGN CHANGES

Where there is any need for changes to the design during the construction phase, the PC's Contracts Director, via the Site Manager, is to be informed. If it is decided that a change to the design is needed, the PC's Contracts Manager will liaise with the Client's appointed Project Manager / Principal Designer and the design team. Any changes will be suitably and sufficiently risk assessed prior to being undertaken.

11.5 ARRANGEMENTS FOR SECURING CO-OPERATION

Subcontractors will be expected to give regular operative toolbox talk briefings and submit records to our Site Manager.

Any areas of conflict between separate contractors or between contractors and the tenants must be brought to the attention of the PC's Site Manager who will attempt to resolve the situation.

11.6 HSE VISITS

Should an Inspector from the Health & Safety Executive visit site and make any recommendations, these will be attended to without delay. Our Site Manager will also review such matters with our Safety Consultants to ensure the necessary control measures are adequate to prevent recurrence. Alterations considered necessary to improve our safety performance will be incorporated immediately into our Health & Safety Management system.

If there are any visits from the HSE they are to be reported, along with the findings, to the Principal Designer.

11.7 OPERATIVE CONSULTATION / SAFETY MEETINGS

We will ensure all operatives are consulted on all Health & Safety issues related to their work. To facilitate this, it is our intention that all contractors will hold regular on-site safety briefings / Toolbox Talks. These meetings will address the health and safety issues highlighted in the:

- Client Rules;
- Project Risk Assessment;
- This Construction Phase Health & Safety Plan;
- Company safety procedures affecting the work;

- Task related regulatory statutes;
- Approved Codes of Practice / HSE Guidance Notes

12 SPECIFIC SITE SAFETY ARRANGEMENTS

12.1 TRAFFIC MANAGEMENT

Due to the site being adjacent to a main road into Spalding there is a need to monitor traffic movements to and from the site as well as around the site.

A traffic management plan will be developed by the Site Manager and communicated to all site personnel during the site induction. Copies of the traffic management plan will also be displayed on the site noticeboard in the canteen. The traffic management plan should consider the following:

- Vehicular and pedestrian access on and off the site
- Segregated vehicle and pedestrian routes
- Speed limits
- Parking areas
- Loading and unloading areas
- 1-way systems

Under no circumstances are vehicles are to be left standing outside the site. All vehicles are to enter site and park in the relevant areas as designated by the Site Manager.

All routes into and around the site must be kept clear to provide clear access for fire appliances and other emergency vehicles if the necessity arises.

In periods of wet weather there is a risk that mud may be deposited onto the adjoining roads used by members of the public. If the weather conditions create such circumstances that it increases the risk to others, the Site Manager will arrange for a road sweeper and wheel cleaning facilities.

12.2 DELIVERY, DISTRIBUTION AND COLLECTION OF EQUIPMENT AND MATERIALS

All deliveries will be made via the main site entrance on Holbeach Road.

Prior to making deliveries / collections, subcontractors should visit and assess the site. All deliveries / collections are to take place in an area as agreed with the Site Manager. Deliveries are to be previously discussed and prearranged with the PC's Site Manager who needs to obtain clearance from the local authorities.

Contractors are to ensure that their deliveries / collections are covered by a method statement and risk assessment taking into the methods that the materials are to be unloaded and how the backs of lorries will be accessed.

Once off loaded, all materials are to be placed in an area as designated by the PC's Site Manager and securely fenced off. Contractors are to make their own arrangements for the distribution of materials to the work area which must be explained in the contractor's specific method statements.

The times for deliveries to and from site are to be arranged with the site manager prior to the deliveries.

12.3 WASTE MATERIALS

To assist with the requirements of current Environmental Legislation, 2MS will use a competent waste carrier to deliver and collect suitable waste skips. Skips will be placed in a designated area on the site. A suitable number of skips will be placed on site as required. Where skips are only to be used for certain categories of waste materials, they will be adequately marked as such.

All subcontractors will deposit waste materials in skips located in specific areas on site. All skips will be removed to registered tips as necessary, with the necessary waste management measures instigated.

It is our intention to segregate all waste material for recycling. This policy will be adhered to and encouraged by our subcontractor supply chain.

12.4 PUBLIC AND OTHER PERSONS AFFECTED BY OUR WORKS

Due to the project being carried out adjacent to a busy road leading into Spalding and close to other small businesses and private houses there will be several people, including the general public, who may be affected by the works being undertaken.

2MS will ensure that the compound and the various work areas remain secure at all times to prevent unauthorised access. All site personnel will be made aware of other persons in the area and the need for ensuring that they are not affected by the works being undertaken.

12.5 SIGNING IN AND OUT

All persons carrying out work on site must go to the site office each day and sign in before making their way to the various areas and starting work. Everyone must also sign out at the end of the day or prior to leaving site for any other reason.

12.6 SITE INDUCTIONS

Site personnel will be inducted by 2MS's Site Manager, or another nominated person, on the first day on site. Anyone visiting the site who has not been inducted is to be escorted by an inducted member of site personnel at all times.

12.7 SERVICES ISOLATION

An electrical substation is located on Roman Road, adjacent to the site. Plans showing the location of services will be provided by the Site Manager. All services, including the electrical supply to the new unit, will be isolated as necessary prior to any works being undertaken where there is a likelihood of persons encountering live electrics. Confirmation of this isolation will be obtained from the company carrying out the works to isolate the supply. It is possible that there are other services on site which have not been identified.

12.8 PROVISION AND USE OF TEMPORARY ELECTRICS

The PC's Site Manager will ensure that a temporary electrical supply will be installed to all common areas by a competent contractor for use during the contract. No unauthorised persons are to interfere with the temporary electrical system.

The electrical contractor will ensure that work on live conductors, or on electrical equipment that has been made dead, is only carried out under an appropriate permit to work procedure. Records of all permits issued will be maintained.

No 240v equipment will be allowed to be used on site unless with prior agreement with the 2MS Site Manager. In accordance with HSE recommendations, all portable and transportable appliances are to be limited to 110v single or three phase so that no part of the installation is at more than 55v or 65v.

All portable appliances are to have been PAT tested before being brought onto site then every 3 months. All office equipment will be tested before being brought onto site and then annually.

12.9 LIGHTING

The Principal Contractor will provide all necessary lighting for safe access around the site. It is up to individual contractors to ensure that they have supplied adequate task lighting where the ambient light is insufficient for their works to be carried out in a safe manner.

12.10 EMERGENCY PROCEDURES

As well as the fire procedures stated below, contractors will be required to develop suitable procedures where a person's life could be at risk due to a failure of a control measure or the use of a control measure. Procedures will be required, as a minimum, for the following occurrences:

- Overturning of mobile plant
- Sudden injury / illness to a person working at height including whilst using a mobile elevating work platform, on the roof etc.

12.11 REPORTING OF RIDDOR INFORMATION

All accidents are to be entered in the site accident book. Those coming under the RIDDOR (Reporting of Injuries and Diseases and Dangerous Occurrences Regulations 2013) will be reported according to these Regulations.

Should an accident / incident occur, it must be reported to our Site Manager. Where a package of works has been subcontracted to a company it is the responsibility of the injured persons company to carry out the accident investigation and comply with the requirements of RIDDOR. A copy of the accident investigation reports is to be given to the PC's Site Manager.

Where a self-employed person or one of the PC's own employees is injured the Site Manager will report it to our Safety Consultants who will assist us in carrying out a full investigation and the subsequent notification to the HSE.

All accidents, once reported to our Site Manager, will then be reported to Alcumus.

12.12 FIRST AID

The Principal Contractor will ensure that at least one fully trained first aider is on site at all times that work is being undertaken. The on-site first aider for the Principal Contractor will be the PC's Site Manager. All subcontractors are urged also to have at least one first aider on site.

Our Site Manager will keep a fully stocked 'First-Aid-kit in the Site Office at all times. This will be maintained to The First Aid Regulations requirements.

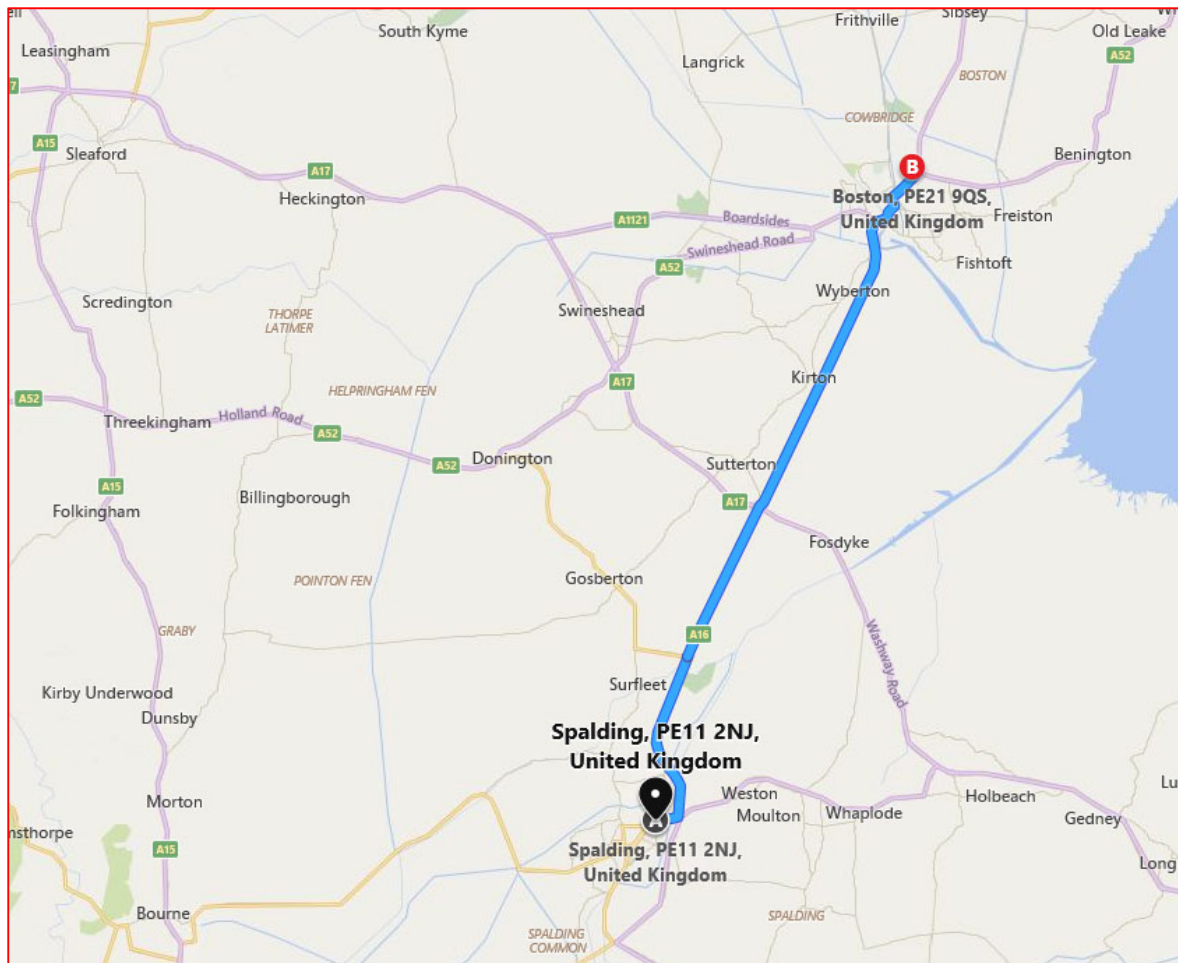
All injuries, however minor, will be recorded in the accident book. All Accident records will be kept by the Site Manager (According to Regulation 23 of the Social Service Claims and Payments Regulations on sites or premises occupied by us in accordance with section 88 of the Social Securities Act 1975).

Note:

Over 7 Day Injuries are recorded by the Company with a copy to the Client and notification sent to the HSE within 15 days. (see Company Safety Policy document for details). Copies are to be sent to *Akeva Safety Solutions Ltd (Our Safety Consultants). Similarly, industrial diseases will be reported to the HSE as above.

The nearest hospital to the site with an **accident and emergency** is:

Pilgrim Hospital
Sibsey Road
Boston
Lincolnshire



PE21 9QS

Tel: 01205 364801

NOTE: In case of an emergency always dial 999

Directions from site to Pilgrim Hospital – 15.7 miles

A map showing the location of and route to the hospitals will be displayed on the site safety notice board in the canteen.

12.13 INFORMATION AND TRAINING FOR OPERATIVES ON-SITE

All operatives being engaged on these works will receive a Site Safety Induction prior to starting work on site. This measure will assist us to ensure that all persons are provided with information required by the CDM Regulations and other legislation for example:

- Health & Safety Information specific to the site.
- Health & Safety Training.
- Information about the project i.e.
 - Name of the Client
 - The Principal Designer.
- The relevant parts of this Construction Phase 'Health & Safety Plan' covering arrangements for:
 - Project specific awareness training;
 - Tool-box or task health and safety talks;
 - The display of statutory notices.
 - First aid and Emergency procedures
 - Significant risks
 - Access and egress
 - Specific site rules etc.

12.14 SITE RULES

The site rules are based on those being imposed by the Client and 2MS's Health and Safety Policy and are to be adhered to at all times. All operatives will be informed of the site safety rules, as posted on the notice board, during the initial induction. The Site Manager will develop his own set of site rules in addition to those imposed by the Client.

12.15 PPE & WORKWEAR

All operatives will be required to wear the personal protective equipment supplied to them by their company. The following will be worn at all times as a minimum

- Safety Boots
- Safety Helmets
- Hi-Vis Jacket
- any other protection as defined by the risk assessment.

Any PPE issued by the Principal Contractor may have to be signed for on sheets contained in the Site Safety File. This will be to 2MS personnel only. All sub-contractors must ensure they come to site with the correct PPE for their works. The Site Manager is empowered to relax the general rules on PPE where a risk assessment is undertaken and shows the risk is insignificant.

Suitable workwear must be worn by all persons on site. Workwear must be suitable for the activities being carried out and other hazards present. At no time, for health reasons, will anyone on site be allowed to wear shorts.

12.16 METHOD STATEMENTS / RISK ASSESSMENTS

Before commencement of work, all operatives must be briefed by their own Manager / Supervisor on the requirements set out in the approved method statements or risk assessments. The Site Manager will obtain a signed Method Statement Briefing Sheet of all such safety briefings and attach a copy to the Method Statement for record purposes.

12.17 TEMPORARY WORKS

Temporary works (TW) are the parts of a construction project that are needed to enable the permanent works to be built. Usually the TW are removed after use, examples are;

- Access scaffolds.
- Props.
- Shoring.
- Excavation support.
- Falsework and Formwork.
- Site Hoarding/Perimeter fencing.

Temporary works require to be well organised in a thorough and systematic way throughout the construction process ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. The person organising these works, is the known as the Temporary Works Coordinator (TWC), who will need to consider the following;

- Design Co-ordination
- Selection of equipment
- Appointment of Contractors
- Supervision of work
- Checking completion

For this project, the temporary works designs will be reviewed by the 2MS Contracts Manager and with the Site Manager managing the works on site. For Specific design scaffolds structures this maintenance and inspection of these will be passed to the Scaffold Contractor.

12.18 SMOKING - PROJECT POLICY

It is the policy of 2MS Construction Ltd that there will be no smoking within any buildings. Smoking may only be undertaken in an area designated by the PC's Site Manager.

12.19 ITEMS NOT TO BE BROUGHT ONTO SITE

The following items are not to be brought onto site at any time:

- Firearms or unauthorised explosives.
- Alcohol, drugs or other intoxicants (or to be under their influence).

- Pets

12.20 PERMITS TO WORK

Permits to work are required for all 'high risk' activities such as:

- Working in confined spaces
- Working on electrical systems
- Working at heights including: working on the roof and use of mobile towers
- Excavation works / breaking of ground, including the breaking out of concrete slabs
- Hot works
- Use of acetylene
- Isolation or work on fire mains, potable or foul water systems
- Isolations or work on life safety systems including fire detection and fire-fighting systems

Where a permit to work is required, it will be issued by the PC's Site Manager to the person supervising the team carrying out the work or, if an individual, the person carrying out the work.

Once the permit has been issued the requirements are to be complied with throughout, including the permit close-out time. The permit must then be returned to the Site Manager who will check that the area subjected to the permit has been left in a safe condition before signing it off.

No extensions of permits will be allowed. If permits expire for the specific task a new permit must be issued and the previous permit logged.

12.21 WELFARE

Full welfare facilities, as required by Schedule 2 of the Construction (Design & Management) Regulations 2015, will be available throughout the construction period and set up in the store car park and will consist of purpose-built cabins.

The welfare facilities will be cleaned on a regular basis by a representative of 2MS, but all contractors will have a responsibility to treat the facilities with respect. Anyone found to be neglecting the facilities may be removed from site. Stocking, restocking and identification of the facilities will be carried out by 2MS.

The facilities provided will include:

- A canteen with an adequate number of tables and chairs, a microwave oven for heating food and a kettle.
- There will be adequate supply of hot water and drinking water.
- A separate unit containing a suitable number of toilets, urinals and wash basins
- A drying room will be provided to enable site personnel required to work outside to dry wet clothing. Heaters will be thermostatically controlled and have enclosed elements. Coat stands, and drying racks will be positioned a safe distance away from heaters.

Note: Site personnel must not place items of clothing directly on top of heaters

It may be necessary, at some point during the contract, to move the location of the welfare facilities to enable works to progress. In the event of this happening, the move will be planned so as to cause minimum disruption and inconvenience to site personnel.

In periods of hot weather, the Site Manager will ensure that all site personnel are reminded of the need to cover exposed skin, use a suitable sunscreen and drink plenty of fluids.

13 FIRE STRATEGY

13.1 RESPONSIBLE PERSON

The 'Responsible Person' as required by the Regulatory Reform (Fire Safety) Order will be the PC's Site Manager. Fire risk assessments will be carried out by the Site Manager and a subsequent fire plan, specific to the site, developed.

The duties of the 'Responsible Person' are to:

- Be fully conversant with the 'Code of Practice' and the requirements of the 'Fire Safety Plan'.
- Arrange for a suitable and sufficient fire risk assessment to be carried out.
- Ensure that suitable detection and warning systems are installed.
- Ensure that a suitable means of escape is established and maintained.
- Ensure that all procedures, precautionary measures and safety standards as laid down in this Fire Safety Plan are clearly understood and complied with by all site personnel, including visitors.
- Ensure that a Hot Work Permit System has been established and is being used.
- Ensure that all necessary fire safety inspections are carried out including any tests or drills.
- Liaise with any external statutory undertakers, as necessary.
- Promote a 'Fire safe working environment' at all times.
- Appoint a suitable number of Fire Marshals.
- Keep records, as necessary, in the Site Safety File.

13.2 FIRE MARSHALS

The duties of the Fire Marshals start before there is a fire. All Fire Marshals, appointed by the Principal Contractor or trade contractors, should ensure that:

- All fire exits in their work areas are kept clear and that fire extinguishers are stored correctly.
- No one smokes in restricted areas or anywhere personally deemed a hazard.
- Everyone who works with them is aware of the fire procedures.
- They attend any training as arranged by the Principal Contractor.

On hearing the alarm, the Fire Marshal should:

- Carry out a sweep of their area of responsibility to ensure that everyone is evacuating and that they have switched off any equipment they were using, provided it is safe to do so.

- Ensure that everyone evacuates without any panic and, if safe to do so.
- Tackle the fire if safe to do so or go immediately to the assembly point and inform the 'Responsible Person' whether you have been able to account for everyone in your area.
- Inform the Responsible Person that your area of responsibility is clear and if you have identified the location of the fire.
- DO NOT re-enter the site until given the all clear by the Senior Fire Officer / Responsible Person.

13.3 FIRE RISK ASSESSMENT

When carrying out fire risk assessments, consideration must be given to the following potential hazards:

- Any existing fire plans that have been developed by adjacent tenants.
- The existing building and the flammability of the structure or contents.
- The use of temporary buildings i.e. the site office and canteen.
- Activities carried out during the construction phase such as welding, soldering, burning etc.
- Flammable materials, such as adhesives, petrol, chemicals, LPG etc. being stored in or around the building.

13.4 DEVELOPMENT OF FIRE PROCEDURES

Once the fire risk assessment has been carried out, the Site Manager will develop suitable fire procedures for the site considering the findings of the fire risk assessment.

The fire procedures will be communicated to all site personnel as part of the induction process.

The Fire Action Notice is to be displayed in suitable places around the site and communicated to all site personnel and visitors as part of the site induction.

13.5 FIRE PLAN LAYOUT

The fire plan will be displayed on the site safety notice board located in the canteen and at the entrance to the building. The contents of the fire plan will be explained to all personnel during the initial induction. The fire plan will include the following points:

- The location of all fire points
- The position of fire hydrants adjacent to the site
- Identification of all fire escape routes and exits
- The fire / emergency assembly point
- The means of raising the alarm
- The location of a flammable substance stores both inside and outside the buildings
- The location of designated smoking points

Consideration must be given to the need for amendments to the plan as the construction phase progresses and the need to change fire routes and the location of fire points. This will be reviewed by the PC's Site Manager on a regular basis or as advised by the visiting safety consultant.

13.6 EMERGENCY ASSEMBLY POINT

The Site Manager will identify, at the start of the contract, a suitable location which can be used as an Emergency Assembly Point. If at any point the location of the assembly points needs to be changed, all site personnel will be informed.

The location of the Emergency Assembly Point will be shown on the Fire Evacuation Plan which will be posted in various areas around the site.

13.7 FIRE ESCAPE ROUTES

During the construction phase of the contract, defined escape routes on the site must always be effectively maintained. The temporary removal of a means of escape might be acceptable, subject to its location and the number of persons in the premises at the time. Approval by the PC's Site Manager must be sought, in writing, before this happens.

Once any fire protection as defined in the 'Fire Plan Layout' is permanently removed the 'Fire Plan Layout' is to be amended to suit.

Arrangements will be made to ensure that the travel distances for fire escape routes comply with the requirements of the Joint Code of Practice for Fire Safety on Construction Sites (Edition 9) and HSG 168 Fire Safety in Construction.

13.8 FIRE POINTS

Fire points will be located around the various work areas in strategic locations. There will be at least one water-based fire extinguisher for every 200m² and any other extinguishers as required by the local risk. All fire points will consist of 2 suitable fire extinguishers (generally a water and a powder unless the risk assessments require otherwise), suitable signs to identify the types and uses of the extinguishers and a fire bell.

Checks of these fire points will be carried out on a daily basis by the Site Manager, or person delegated by the Site Manager, with records made of the checks on a weekly basis. The records of the fire safety checks are to be kept in the Site Safety File.

13.9 FIRE ALARMS / MEANS OF WARNING

A suitable fire alarm and detection system will be provided during the construction phase. As a minimum, as the buildings become enclosed, this should be a wireless system with manual call points. The permanent, hard wired, system should be installed at the earliest possible time. Consideration should be given to installing automatic fire detection within TAU's.

13.10 EMERGENCY LIGHTING

The existing emergency lighting system will remain live within the store. The Site Manager will ensure that a temporary emergency lighting system is installed, as necessary, in the construction areas when works are being carried out.

13.11 FIRE DRILLS

The PC's Site Manager will carry out random fire evacuation drills during the contract. All site personnel are to treat these as the real thing and take appropriate action.

In the event of an emergency, everyone is to make their way to the assembly point as indicated at the site induction. No-one is to leave site until they have been accounted for by the PC's Site Manager.

13.12 EMERGENCY EVACUATION PROCEDURES

On discovering a fire on the site, the Fire Marshall is to:

- Sound the nearest fire alarm
- Determine the extent of the fire
- Call the fire brigade
- Attempt to extinguish the fire, providing it is safe to do so
- Ensure the area is evacuated
- Notify the Responsible Person.

13.13 HOT WORKS

All hot works will be subject to the Company 'Permit to Work System' and will include any operation that may produce a spark, heat, flame or smoke.

The procedure for obtaining a 'Hot Works' permit is:

- Approach the PC's Site Manager and obtain the permit
- Ensure that anyone involved are briefed on the requirements
- Where possible, ensure that all flammable materials are removed from area
- Ensure that a suitable fire extinguisher is in the immediate vicinity of the works. Fire extinguishers for use during hot works are **NOT** to be taken from the established fire points.
- Carry out works.
- Complete works at least 1 hour before leaving the area to keep a fire watch.
- After one hour has lapsed and there is no sign of fire or smouldering, return the permit to the Site Manager.
- Subcontractor to sign permit to say area is safe, Site Manager to check area before signing off permit.

Each trade contractor is to obtain a 'Hot Works Permit' even if all hot works are being carried out in the same area. The permit relates to the work activity and not the contractor.

13.14 OTHER CONSIDERATIONS

Other considerations which are discussed later in other parts of this document include:

- The requirement for hot works permits
- Access for fire appliances
- Storage of waste materials

13.15 ARSON

The entrance to the site will be securely fenced off and will be checked daily by the Site Manager or other designated person. All equipment and machinery is to be isolated and secure prior to leaving at the end of each day. All

flammable waste is to be placed in the designated areas / skips. Skips and waste areas are to be located away from any buildings or equipment and away from the perimeter fence.

13.16 ACCESS FOR FIRE AND RESCUE SERVICES

Holbeach Road is in constant use by businesses and the general public. All roads around the site are to be kept clear to ensure that good access for emergency vehicles is always maintained. Designated vehicle access and pedestrian routes must also be kept clear for cases of emergency.

Any hydrants near the site are to be located and marked on the Fire Plan Layout.

13.17 FLAMMABLE LIQUIDS AND LPG

Highly flammable liquids and other similar products must be securely stored in the open with an adequate number of suitable fire extinguishers located nearby. Different types of products must be stored separately. Subcontractors will be responsible for supplying their own means of storage and must agree where to locate it with the PC's Site Manager. Where these are used a specific risk assessment is to be carried out in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

The use of acetylene on site is to be avoided without the express permission of the Site Manager. Other substances such as propane should be considered first.

Whichever flammable liquid / gas is used, only the minimum quantities of these products are to be kept in the work area at any one time. Those that are used on site must be returned to the storage area at the end of each day.

No material which could increase the intensity of a fire e.g. oxygen, acetylene etc. is to be stored on site at any time. The use of acetylene for gas cutting / welding is to be completely avoided and alternatives, such as propane, used instead.

13.18 WASTE MATERIALS

Waste material is to be controlled and regularly collected. Waste is to be placed in the skips provided. Waste in the workplace is to be placed into suitable bins as work proceeds and bins never allowed to over flow.

13.19 WORK EQUIPMENT

Work equipment used on site can be a source of fuel and ignition and will need to be assessed and controlled with regards to its fire risk. Typical site risks can be presented by the following:

- Poor temporary electrical installation
- Faulty electrical equipment
- Light fittings close to combustible material
- Portable generators
- Disc cutters and other power tools

All work equipment, with an internal combustion engine, where possible is to be positioned in the open air. Where this is not possible a suitable and sufficient risk assessment is to be carried out by the subcontractor and all necessary precautions implemented.

Where work equipment is operated adjacent to combustible materials, structures etc. The subcontractor is to take all necessary precautions to ensure that ignition of the combustible materials cannot occur.

14 SIGNIFICANT HAZARDS

All persons are to be aware of the general hazards associated with the type of work being carried out on this site and the existing hazards present on the site. These, along with the following significant hazards and those identified by the architects are to be considered when carrying out risk assessments and developing subsequent safe systems of work.

14.1 GENERAL PUBLIC

All contractors are to be aware of the presence of other persons, e.g. the general public, in the vicinity of the works. Suitable measures are to be taken to ensure the works do not affect any of these people.

Suitable barriers and signs will be erected around all work areas to prevent unauthorised persons from entering the construction area and warn others of the hazards from the works being undertaken. These site hoarding will be of timber specification as per the design specification for the central and eastern England.

Access doors / gates to the work areas are to be kept closed to reduce the risk of unauthorised entry.

A wheel wash system will be established within the site to reduce the likelihood of mud being depositing on the road from vehicles leaving the site. Where necessary the use of a road sweeper will also be considered.

14.2 MANUAL HANDLING

All contractors are to avoid manual handling as far as is reasonably practicable. Where manual handling cannot be avoided personnel are to be trained in kinetic lifting and the task is to be covered by a suitable and sufficient risk assessment. Evidence of such training is to be provided to the PC's Site Manager.

14.3 UNDERGROUND SERVICES

Service drawings will be obtained and provided to anyone carrying out any breaking of ground. Any services uncovered must be adequately protected

Where possible all underground services are to be isolated, by competent contractors, prior to the excavation works or any breaking of ground commencing. The Site Manager will obtain written evidence of what services have been made 'dead' and, if applicable, the location of any services that remain 'live'.

A permit to break ground will be issued by the Site Manager and will include suitable drawings. CAT scanning is to be carried out prior to carrying out any excavation works, regardless of whether the drawings show evidence of underground services or not.

14.4 HARMFUL SUBSTANCES

Any substances used during the construction phase, that may be harmful to health, must be adequately assessed. Where a substance is to be used by a contractor copies of the Material Safety Data Sheets and the subsequent CoSHH Assessments are to be provided to the PC's Site Manager along with all other necessary documentation.

CoSHH assessments must also be carried out of any substances, e.g. soldering fumes that are generated during the construction phase. Copies of these must also be provided to the PC's Site Manager.

Adequate controls are to be put in place and maintained by the individual contractors. All hazardous substances are to be stored in accordance with the requirements of CoSHH.

Due to the works being carried out adjacent to the Grand Union Canal there is a potential for a pollution incident in the event of a spillage. Spill kits will be made available by the Site Manager however, any contractors that store more than 250litres of chemicals, fuels, liquids etc are to provide their own spill kits and ensure that the substances are all kept on drip trays.

14.5 WORKING AT HEIGHT

The principles of the Work at Height Regulations 2005 are to be adhered to for all works above ground level. As far as reasonably practicable and in accordance with the Work at Heights Regulations 2005, working at heights is to be avoided by carrying out the work at ground level. Where working at heights is unavoidable the operations are to be adequately planned and only carried out by competent persons.

No operative is allowed to go onto any roof or scaffold unless authorised by the Project Manager. All working at height will be planned to follow the hierarchy in the Work at Height Regulations 2005 as follows:

- Where possible, **avoid** working at heights
- Where working at height cannot be avoided measures are to be taken to **prevent** persons from falling
- Where falling cannot be prevented, measures are to be taken to **mitigate** the distance someone can fall and the consequences of the fall.
- Under all circumstances, **collective protection** shall take priority over **personal protection**.

The PC will ensure that contractors provide a suitable means of access and that adequate edge protection is put in place as necessary in accordance with the Work at Height Regulations 2005.

Contractors that need to work at height are to adequately plan and organise work at height and provide a site-specific risk assessment to show they are using the most suitable form of access. Such contractors will include those carrying out the following works:

- Erection of the steelwork
- Installation of cladding / roofing materials
- Installation of mechanical and electrical including those working on top of the chillers
- Dry liners
- Painters and decorators

All work above ground level is to be carried out from a suitable platform which is erected / operated by a competent person or from within suitable barriers / edge protection. Contractors must prove, by means of an assessment, how they reached the decision to use their chosen piece of access equipment.

Any tube and fitting scaffolds will be assembled to a generally recognised standard configuration, e.g. NASC Technical Guidance TG20, with compliance sheets provided. Designed scaffold outside of TG20 guidance will be by

bespoke calculation, by a competent person, to ensure it will have adequate strength, rigidity and stability while it is erected, used and dismantled.

All working platforms used by site operatives or collective protection systems must be inspected in accordance with the relevant legislation before being taken into use for the first time; after any substantial addition, dismantling or other alteration; and after any event likely to have affected its strength or stability; and at regular intervals not exceeding 7 days since its last inspection. These inspections must be entered onto the Scaffold Register contained in the Site Safety File.

The erection and use of mobile towers is to be covered by a Permit to Work which will be issued to the person erecting the tower by our Site Manager. Once erected, all towers must be inspected and have a 'Scaff-Tag' attached to it identifying when it was last inspected. Paper records of the inspection must also be kept.

Where necessary, 2MS will arrange for a suitable access scaffold to be erected by a competent contractor. Before first being put into use a handover certificate will be obtained. The scaffold will be inspected on a weekly basis by a trained, competent, person authorised by the Site Manager.

No person is to alter or interfere with any part of the scaffold unless they are trained and authorised by the Site Manager.

Other access equipment used for working at height must only be erected, modified or dismantled by trained, competent, persons that have been authorised by the Site Manager.

Where mobile elevating work platforms are used, they are only to be operated by an IPAF trained person. If they are of the boom type a harness and fall restraint lanyard must be worn at all times. If they are scissor lifts harnesses only need be worn in accordance with the risk assessment. Anyone wearing harnesses must be adequately trained.

Openings in floors, included manholes, are to be covered with a minimum of 2 sheets of ply which needs to be fixed to prevent it from moving. Where holes in floors, including manholes, have been covered they are to be adequately marked to identify the hazard.

In the event of adverse weather conditions, all subcontractors working at height are to ensure that all loose materials are either removed from the roof, or other working platform where they could blow away, or secured in such a way that they won't blow away.

NOTE: Mobile elevating work platforms and mobile towers are not to be used to gain access onto another surface, e.g. the roof, whereby someone needs to climb out of the platform.

14.6 WORKING ON ROOFS

No operative can go onto any roof or scaffold unless authorised by the Site Manager and then only once a **Permit to Work at Height** has been issued.

Where access is required onto the roof, an assessment is to be carried out to determine the requirements for edge protection and safety netting. Where necessary, scaffold hand rails and safety netting will be erected in accordance with the Work at Height Regulations 2005 & SG4:15 (National Access Scaffold Confederation Guidance for the Use of Harnesses whilst erecting, altering and dismantling scaffolds).

When scaffolding and netting works are taking place including erection, altering and dismantling, the area below and around the scaffold should be cordoned off to prevent persons walking below the works. Edge protection will consist of toe boards and guardrails. Guard rails will be a minimum of 950mm with no gap greater than 470mm.

On completion the subcontractor's Foreman should call for our Site Manager who will join the contractor's Foreman on the handover inspection. If more work is required, the scaffold should be altered or finished before 2MS will accept the handover certificate.

Once the edge protection and netting is handed over and accepted by the Site Manager work will be allowed to proceed on the roof.

Where work does not need to be carried out within 2m of the edge of the roof a simple barrier, consisting of crossed scaffold tubes supporting a tubing guard rail, may be used to limit the extent of the working area. These barriers will be positioned at least 2m from the edge and the work will be closely supervised to ensure that persons do not go outside the designated area.

The roof work assessment must also consider the means of preventing materials and tools from falling. This may entail the use of brick guards, fans, debris netting or other similar measures. It may also be necessary to lay sheeting or boarding to prevent materials falling through gaps in a working platform or the gap between a platform and the building.

Prior to carrying out any works on or near fragile materials, the Site Manager and the relevant subcontractor's Manager / Supervisor will inspect the area and identify any potential fragile materials. All fragile materials are to be covered or fenced off before works commence.

14.7 MOBILE PLANT OPERATIONS

It is a legal requirement that operators of mobile work equipment are competent to do so and have received adequate training. It is a requirement of 2MS that operators of mobile work equipment hold a recognised certificate of training, e.g. Construction Plant Competence Scheme [CPCS], for the category for which they have been trained and tested. A copy of all certificates of competence must be provided to the PC's Site Manager during the initial site induction training.

Risks to employees carried by mobile work equipment must be minimised. This includes preventing the operator, driver and passengers from falling out of the equipment when it is moving or stationary. Methods of preventing personnel falling out of equipment include the provision of cabs, work platforms seating and restraining systems such as safety belts or handholds.

14.8 EXCAVATION WORKS

All excavation works will be carried out in accordance with Regulation 22 of the Construction (Design & Management) Regulations 2015.

Any works involving the breaking of ground will be subjected to a 'Permit to Dig' provided by the PC's Site Manager or other authorised person. These Permits will be issued to the machine driver or supervisor for each task. This system of work ensures that the appropriate checks must be made.

Anyone carrying out excavation works / breaking of ground will be informed of the presence of service and given a copy of the service drawings which will be issued with the permit. All these works are to be carried out in accordance with the HSE's document HSG 47 'Avoiding Dangers from Underground Services'.

No excavation works or breaking of ground are to be carried out until the area has been CAT scanned, by a trained person, and trial holes have been carried out.

All underground services shall be de-marked by pegs to inform personnel of their locations, the location information shall be issued to all Subcontractors upon their commencement of works on site, with Service drawings displayed on the site Health and Safety Notice boards.

Prior to the actual excavations works commencing, copies of the service drawings and a cable avoidance tools (CAT & Genny) is to be on site. Only trained persons are to use the CAT & Genny.

All persons carrying out any breaking of ground are to wear flame retardant overalls and use insulated tools.

Prior to any works being carried out in excavations, an assessment is to be carried out to determine the stability of the ground and whether shoring is required. Shoring, or other suitable control measures, **WILL** be required where the risk assessment identifies the potential for collapse and where anyone works in an excavation in excess of 1 metre deep. A suitable means of access must be provided for those entering and leaving excavations. As a minimum, access must be provided by a secured ladder.

Once an excavation is open it is to be protected by suitable barriers which are rigid enough to prevent people and / or vehicles from falling in. Signs must be placed on the barriers to give adequate warning of the hazard. If machinery is tipping into excavations, suitable top blocks must be anchored in place. If the excavation is in public areas, then suitable lighting is to be provided.

14.9 ERECTION OF PREFABRICATED ELEMENTS

Where there is a need for the erection / installation of any prefabricated elements, the works are to be adequately planned. A task specific risk assessment and method statement must be developed and communicated to those involved.

Where the erection / installation of prefabricated elements requires lifting operations to be carried out, a suitable lifting plan is to be developed by a competent, trained, Crane Appointed Person and controlled by a Lifting Supervisor.

The plan is to identify a means of keeping others, not involved in the operation, out of the area and that all persons involved in the operation remain with the operation until completion.

14.10 WORK EQUIPMENT

All work equipment must comply with the requirements of the Provision and Use of Work Equipment Regulations 1998. Suitable and sufficient risk assessments must be carried out by the relevant subcontractor and all control measures implemented.

No person is allowed to use any equipment that requires specific training unless that training has been received and copies of the relevant certificates are provided to the Site Manager.

Anyone using items of work equipment whether hand held, powered or mobile equipment must ensure that it is visually checked prior to use and that any records are maintained. If any faults are identified they must be actioned in accordance with the risk and priority. Any equipment that has a fault that could affect the safety of the user or others must be withdrawn from use immediately and the relevant Manager / Foreman informed.

Where the equipment uses an abrasive wheel for cutting or grinding discs then there must be someone that has been trained to change the discs. No-one is to change the discs unless they have received suitable training.

14.11 CONTROL OF VIBRATION

Any work with tools that give rise to a risk of hand arm vibration syndrome are to be assessed to determine the vibration magnitude and the maximum time permitted for anyone to use them in an 8 hour period. Records of the assessment are to be provided to the PC's Site Manager.

Prior to any work commencing, those involved are to be given a toolbox talk on the control of vibration specific to their operation. Evidence of this toolbox talk having been delivered must be provided to the PC's Site Manager.

A record of the exposure of each person to vibration must be kept by each contractor.

14.12 LIFTING OPERATIONS

All lifting operations are to be properly planned by a trained 'Appointed Person', supervised by a trained 'Crane Supervisor' and controlled by a trained 'Slinger / Banksman'.

Any contractor that needs to carry out a lifting operation, but doesn't have sufficiently qualified persons, are to ensure that a contract lift is organised.

All lifting equipment used on site is to have been inspected by a competent person in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and a copy of the certificates given to the Site Manager.

All lifting equipment is to be inspected before and after use by the user and have a formal inspection on a weekly basis by the relevant supervisor. Copies of the records of the weekly inspection are to be provided to the Site Manager or 2MS's own LOLER Register completed.

The crane Appointed Person or Crane Supervisor is to ensure that the crane is only positioned in a suitable area and that the ground conditions are acceptable. Where necessary all underground services are to be identified and avoided.

The crane is not to operate within the safety distance of any overhead services without suitable restriction devices being fitted and a suitable safe system of work in place. Where this may occur, 2MS will contact the relevant service provider before works commence.

14.13 MOVEMENT OF VEHICLES

As the works are being carried out close to a busy road, which will remain in constant use, the movement of vehicles may need to be minimised during busy periods.

The movements of delivery vehicles onto and off site are to be under the control of a trained and competent Banksman / traffic marshal. Where necessary, as decided by the Site Manager, additional persons will be used for safety purposes.

14.14 HOT WORKS

A hot work permit is to be obtained from the Site Manager by all contractors carrying out works that produce a naked flame, spark or other source of heat likely to cause a fire. The permit is to be signed for by the supervisor of each contractor or the person carrying out the work if a sole contractor.

Where hot works are being carried out under a permit system, a suitable fire extinguisher is to be supplied by the contractor and evidence that the person carrying out the work knows how to use it. Extinguishers are not to be taken from the fire points established for general fire safety.

All hot works are to cease at least one hour before the contractor leaves site to enable a fire watch to be carried out.

14.15 SLIPS, TRIPS AND FALLS FROM THE SAME LEVEL

Slips, trips and falls at the same level are the most common causes of injuries in the workplace. The majority of these are caused by poor housekeeping. All site personnel are to ensure that they reduce the risk of these by:

- Clearing all waste materials away immediately
- Ensuring cables are routed to the side of walkways not along the middle or across.
- Cleaning up any spillages.

14.16 DUST AND FUMES

Any works that create dust or fumes are to be adequately controlled to reduce the risks of damage to the health of those carrying out the work and other that may be affected. Adequate dust suppression measures are to be carried out to reduce the likelihood of dust being generated.

Any works that involve the cutting of concrete must be risk assessed and the use of wet cutting methods considered. Where wet cutting cannot be carried out then adequate measures, e.g. use of screens and respiratory protective equipment, are to be taken to protect those carrying out the work as well as those working or passing nearby. Suitable screens must be erected by the relevant contractors where the creation of dust may affect others.

Where personnel are wearing respiratory protective equipment, including disposable face masks, they are to prove that face fit testing has been carried out. No masks with a protection factor of less than FFP3 are to be used.

14.17 STORAGE OF MATERIALS

Contractors are to restrict the quantity of materials delivered to site. Materials may only be stored in areas designated by the Site Manager.

When storing materials or equipment, it is the responsibility of each contractor to ensure that the materials are stored in a safe manner ensuring that there is adequate access to and around the materials.

Packaging and binding wire is to be removed immediately that any packages are open to reduce the risk of trips and fire.

14.18 UV RADIATION

Due to the majority of works being carried out in the summer months, there is a high risk of site personnel being exposed to UV radiation which has the potential to cause various skin conditions including cancer. It is understood that site personnel will experience most of their exposure to UV radiation when away from the work place however contractors need to ensure that suitable measures are implemented whilst at work.

As a minimum, where contractors own operatives are required to work outside, the following must be undertaken:

- Include for exposure to UV radiation in the risk assessment.
- Provide a toolbox talk to their site operatives on the hazards and controls relating to UV radiation.
- Instruct operatives to keep skin covered as much as possible.
- Ensure that plenty of drinking water is available in the work areas.
- Allow for additional breaks during periods of hot weather to allow those working outside to go into the shade.

14.19 WEILL'S DISEASE

All persons are to be aware that, due to the nature of the site, there may be a risk of Weill's disease. Contractors must ensure that this is covered in their risk assessment.

Suitable procedures are to be developed for:

- Handling of materials
- Health and hygiene including only eating, drinking and smoking in the canteen

Due to the increased risk, waste food is to be disposed of immediately and not left laying around the canteen.

14.20 OVERHEAD SERVICES

The overhead power lines are located in the South Western corner of the site. These power lines will be fenced off, and adequately signed, in accordance with the HSE Document GS6 to prevent any vehicles encroaching within the safety zone. Where there is a need to pass under these cables a set of goal posts will be erected.

No works are to be carried out under the cables without a permit issued by the Site Manager and no materials are to be stored beneath them or within the fencing.

Any crane operations, excavations etc. that are carried out whereby any part of the equipment could encroach within the safety zone are to be adequately planned to prevent this happening.

15 HEALTH & SAFETY FILE

2MS will pass all information to the Principal Designer to update the existing Health & Safety File. All subcontractors are to pass all information relevant to the Health and Safety File to the PC's Site Manager within one month of completion of their works. Full payment may be withheld until this information has been received

Information required to be submitted for inclusion in the Health and Safety File has been determined by the PD / Client and has been identified in the Preconstruction Information. As a minimum, the following is required:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles and safe working loads etc.
- Any hazardous materials used
- Any information regarding the removal or dismantling of installed plant and equipment

- Health and safety information about procedures and equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Fire strategy
- Information and as-built drawings of the structure and its plant and equipment.

All the information is to be provided to the Principal Contractor for the Health and Safety File. Selected drawings needed to illustrate or locate items mentioned in the file or associated manuals. All information to be provided electronically (disc or drop box) to the Principal Designer.

16 REVIEW

16.1 DOCUMENT REVIEW

This document will be reviewed by the Contracts / Site Management on a regular basis, but not more than monthly to ensure it remains current and valid. It will be amended following any significant changes to the works being undertaken. The PC's Safety Consultant will also review the document at times during site audits.

16.2 PROJECT REVIEW

2MS Construction Ltd shall review Health & Safety standards achieved throughout the contract period. Lessons learned in terms of standards set and standards achieved will be taken forward onto the next project so improving our 'safe systems of work' and our safety management performance.

APPENDIX A - RISK ASSESSMENTS

16.3 COSHH ASSESSMENTS

The following pages contain general CoSHH assessment for substances commonly used / found on construction sites. The material safety data sheets for actual products used should be obtained in order to review these to ensure their validity.

ASSESSED RISK LEVELS

The likely severity of the harm caused by the hazard can be used as a guide to the risk potential.

Hazard – Is the potential to cause harm.

Risk – is the likelihood of that harm being realised.

Making a sensible judgement about the risk from a hazard involves consider (at least) two elements; Frequency (the probability (likelihood) of the harm occurring).

Consequence (the likely severity of the harm to a person resulting either from an accident or ill-health due to the hazard.

By using the following levels:

Likelihood

1. Unlikely
2. Possible
3. Likely
4. Probable
5. Imminent.

Severity

1. Low (substance that are not classified).
2. Moderate (substance that are classified as harmful or irritant).
3. Serious (substances that are classified as toxic).
4. Major (substances that are classified as toxic)
5. Catastrophic (substances that are classified as very toxic or extremely toxic)

Likelihood	5	4	3	2	1	
	5	10	15	20	25	
	4	8	12	16	20	
	3	6	9	12	15	
	2	5	6	8	10	
	1	2	3	4	5	
	1	2	3	4	5	
Severity						

1-4 May be ignored (LOW)
5-9 Control measures required (MED)
10 + Design out if possible (HIGH)

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
SOLVENT BASED ADHESIVES			
METHOD OF USE		PERSONS EXPOSED	
BRUSHED, SPREAD		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INTERNAL WELL VENTILATED	4 HOURS	<10° c	
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			✓
HEALTH RISKS			
- Irritating to eyes and skin - May cause nausea or vomiting if swallowed - May cause skin sensitizing through repeated contact.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	4
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Suitable PPE as stated below to be provided and worn at all times during activities. - Suitable skin cleansers and barrier creams to be provided and used. - Avoid contact with eyes during use. - Keep product in a sealed container at temperatures between 5 and 30°C. Minimize contact with atmosphere to reduce solvent evaporation. Avoid heat, sparks, open flames and static charge. - Provide good ventilation when handling large quantities. No special measures are required if stored and handled as above. - Avoid contact with mouth & swallowing. Wash hands at the end of each work shift and before eating - Keep away from sources of ignition.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves (EN 374) - Safety glasses		Eyes: Remove any contact lenses from the eyes before rinsing thoroughly with plenty of water (lift eye lids). Rinse for at least 15 minutes. Seek medical attention if any discomfort continues Skin: Wash skin with soap and water – do not use solvents! Seek medical attention if irritation persists Inhalation: Move to fresh air and seek medical if nausea and dizziness persists. Aspiration into lungs may lead to pneumonitis Ingestion: Never make an unconscious person vomit or drink fluids. Get the affected person to drink a lot of water in small gulps. Do not induce vomiting. Seek medical attention if discomfort continues	
SPILLAGE		FIRE PROCEDURES	
If recovery is not feasible, absorb with dry sand, soil or non-reactive absorbent material or coagulate by sprinkling sodium chloride over the spill. If product has dried, scrape off the ground.		Water, dry chemical powder, foam, carbon dioxide or sand. In case of fire, hazardous combustion-gases are formed – CO. Toxic vapours may be released.	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Place in a container suitable for disposal. Spill surface may be slippery Avoid contamination of ground and water surfaces Stop leak if without risk. Ventilate area. Prevent entry into drains or sewers. Clean as per small spills		Cool containers exposed to flames with water until well after the fire is out. Vapour accumulation could flash and/or explode if ignited. Under certain conditions of combustion traces of other toxic substances cannot be excluded. Flammable vapours may form explosive mixture with air.	
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	2	SEVERITY	2
SEVERITY	Low	SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

SUBSTANCE NAME				PROCESS / ACTIVITY			
AEROSOL PROPELLANT PAINTS				LINE MARKING			
METHOD OF USE				PERSONS EXPOSED			
SPRAYED				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
EXTERNAL WELL VENTILATED		1 HOURS		< -40°C			
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓					✓		
HEALTH RISKS							
- Gas or vapour is harmful on prolonged exposure or in high concentration. - The product contains a substance which is harmful to aquatic organisms and which may cause long term adverse effects in the aquatic environment. - Repeated exposure may cause skin dryness or cracking							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	4	LIKELIHOOD	3	RATING	High		
CONTROL MEASURES REQUIRED							
- Keep container in a well-ventilated place. Protect containers from sunlight and do not expose to high temperatures. - Do not pierce or burn, even after use. - Do not spray on a naked flame or any incandescent material. - Keep away from sources of ignition - No smoking. - Do not breathe vapour/spray. - Avoid contact with eyes and skin. - Use only in well-ventilated areas. - Dispose of this material and its container to hazardous or special waste collection point.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
Gloves (EN 374)				Eyes: Immediately rinse with water. Continue to rinse for at least 15 minutes. Make sure to remove any contact lenses from the eyes before rinsing. Get medical attention immediately. Continue to rinse. Skin: Wash skin with soap and water. DO NOT use solvents or thinners Get medical attention if any discomfort continues Inhalation: In case of inhalation of spray mist: Move person into fresh air and keep at rest. Perform artificial respiration if breathing has stopped. Keep the affected person warm and at rest. Get prompt medical attention Ingestion: Immediately rinse mouth and provide fresh air. DO NOT induce vomiting. Get medical attention immediately			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SPILLAGE		FIRE PROCEDURES	
Provide adequate ventilation. In case of inadequate ventilation, use respiratory protection. Avoid inhalation of vapours and aerosol spray. Do not allow to enter drains, sewers or watercourses. Contain spillages with sand, earth or any suitable adsorbent material.		Extinguish with alcohol-resistant foam, carbon dioxide or dry powder. Do not use water jet as an extinguisher, as this will spread the fire.	
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	4	SEVERITY	1
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

SUBSTANCE NAME		PROCESS / ACTIVITY	
CEMENT BASED FILLERS & GROUTS		FILLING / GROUTING	
METHOD OF USE		PERSONS EXPOSED	
APPLYING WITH A TROWEL		OPERATIVES/LABOURERS/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILLATED AREAS	MAX 8 HOURS		4mg/m ³ 8hr TWA (respirable)
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Not classified as dangerous. - Irritation of the eyes, respiratory system and skin if sanding.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- If sanding use dust extraction. - Avoid dust formation. Avoid contact with moist skin or eyes. - Store in a cool, dry ventilated area			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Sealed goggles if sanding. - Respiratory protective equipment if sanding (EN 149 FFP3)		Eyes: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. Skin: After contact with skin, wash immediately with plenty of soap and water. Inhalation: In case of accident by inhalation, remove casualty to fresh air and keep at rest. Ingestion: If swallowed, do not induce vomiting; seek medical advice immediately and show this document.	
SPILLAGE		FIRE PROCEDURES	
Wear suitable PPE (eye protection, gloves). Avoid uncontrolled contact with water or drainage systems.		Does not pose a fire hazard. Water, Foam, Powder and Co2.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	2
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
CEMENT				CONCRETING			
METHOD OF USE				PERSONS EXPOSED			
HAND MIXING /POURING/ TRANSPORTING				LABOURERS/OPERATIVES/TRADESMEN			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
VERY GOOD		½ DAY					
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
Burns / ulcerations to eyes, nose, mouth Contact dermatitis Inhalation of dusts							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	MED		
CONTROL MEASURES REQUIRED							
Gloves to be worn at all times during work activities Arms and legs to be kept covered while working with wet cement All persons to be made aware of risks involving cement Suitable skin cleansers and barrier creams to be provided Visual skin checks to be carried out as part of the Company regime. (Can be carried out by Safety Adviser during visits).							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
Wear gloves, conforming to EN 374-3, when handling. Wear suitable length boots. Wear safety goggles, EN 166 F (min' standard), when pouring. Dust masks (FFP3) to be worn when mixing powder.				Eyes: Irrigate with clean water for 15 mins Skin: Wash thoroughly with soap and water Inhalation: If irritation occurs, move to fresh air. If nose / airways become inflamed, seek medical attention Ingestion: Do not induce vomiting, wash out mouth with water, drink plenty of fresh water.			
SPILLAGE				FIRE PROCEDURES			
Clean up immediately Prevent getting into water / sewer systems.				N/A			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	LIKELIHOOD	1	RATING	LOW		
ASSESSMENT CARRIED OUT BY		SIGNATURE			DATE		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
CHEMICAL ANCHOR FIXINGS			
METHOD OF USE		PERSONS EXPOSED	
		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILATED	2 HOURS	32°C	430 mg/m ³ (8hour) 1080 mg/m ³ (15 mins)
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
	☒		
HEALTH RISKS			
- Harmful by inhalation. - Irritating to skin and eyes. - There may be irritation to the throat with a feeling of tightness of the chest if inhaled.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Ensure there is sufficient ventilation of the area. - Store in cool, well ventilated area. Keep away from sources of ignition. Keep away from direct sunlight. - Keep away from naked flames.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Wear suitable gloves. - Eye protection		Eyes: Bathe the eye with running water for 15 minutes. Consult a doctor Skin: Remove all contaminated clothes and footwear immediately unless stuck to skin. Wash immediately with plenty of soap and water. Consult a doctor. Inhalation: Remove casualty from exposure ensuring one's own safety whilst doing so. If conscious, ensure the casualty sits or lies down. Consult a doctor. Ingestion: Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor.	
SPILLAGE		FIRE PROCEDURES	
Do not discharge into drains or rivers. Contain the spillage using bunding. Transfer spillage to a closable, labelled salvage container for disposal by an appropriate method.		Carbon dioxide.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
		SEVERITY	2
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY					
COATED MACADAMS & ASPHALTS							
METHOD OF USE		PERSONS EXPOSED					
TIPPING, RAKING, SHOVELLING		OPERATIVES/LABOURERS/OTHER TRADESMEN					
VENTILATION	EXPOSURE TIME	FLASHPOINT		WEL			
WELL VENTILLATED AREAS	MAX 8 HOURS						
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓	✓		✓				
HEALTH RISKS							
- Hot materials will burn the skin. - Fumes likely to be hazardous as may contain hydrogen sulphide. - May cause respiratory tract and eye irritation.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	3	LIKELIHOOD	3	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Avoid contact with eyes, skin and clothing. - Do not breathe vapour or mist. - Keep containers closed when not in use and in a well ventilated area. - Use only with adequate ventilation. - Wash hands thoroughly before eating, drinking or smoking.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Chemical splash goggles - Thermal gloves				Eyes: Hot material: Flush eyes with plenty of water for at least 15 minutes. Seek medical assistance for mechanical removal of this material from the eye. The use of flush fluid, other than water, is not recommended. Cold material: flush eyes with plenty of water. Skin: Hot material: Immediately flush with cool water for at least 15 minutes. Get immediate medical attention. Cold material: Clean exposed skin with waterless hand cleaner. Inhalation: If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention immediately. Ingestion: Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Get medical attention immediately.			
SPILLAGE				FIRE PROCEDURES			
Wear suitable PPE (eye protection, gloves). Avoid uncontrolled contact with water or drainage systems.				Combustible at high temperatures. Foam, Powder and Co2. DO NOT use water jet.			

Avoid ignition sources Clean up with absorbent materials e.g. sand, earth, vermiculite earth.			
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	2	SEVERITY	2
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE			

SUBSTANCE NAME		PROCESS / ACTIVITY	
CONCRETE / CONCRETE PRODUCTS		CUTTING	
METHOD OF USE		PERSONS EXPOSED	
CUTTING		OPERATOR	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
External - good	Max 2 hours		
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓	✓		
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Inhalation of dusts, while cutting, may irritate airways. - Inhalation of high concentrations of dust over long periods of time may cause silicosis. - Dust may cause irritation to eyes and / or skin.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	MED
CONTROL MEASURES REQUIRED			
- Wet cutting should be carried out where reasonably practicable. - Where wet cutting cannot be carried out, wear appropriate PPE. - Carry out cutting operations in well ventilated areas or use suitable dust extraction.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Use dust masks for nuisance dusts. - Wear gloves and overalls. - Wear suitable goggles when cutting.		Eyes: Bathe the eye with running water for 15 minutes. Skin: Wash immediately with plenty of soap and water. Inhalation: Consult a doctor if long term respiratory problems occur Ingestion: Wash out mouth with water.	
SPILLAGE		FIRE PROCEDURES	
n/a		Suitable extinguishing media for the surrounding fire should be used.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	2
SEVERITY		SEVERITY	2
ASSESSMENT CARRIED OUT BY	SIGNATURE	DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
DIESEL		REFUELLING OF PLANT MACHINERY	
METHOD OF USE		PERSONS EXPOSED	
POURING / DISPENSING		OPERATOR	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
Outside, well ventilated	10 mins	> 52° C	N/A
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			☒
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Contact with the eyes may cause mild irritation. - Severe skin irritant – may cause redness, itching, burning. Prolonged contact can worsen irritation causing dryness and cracking leading to dermatitis. - Can cause lung inflammation if it enters the lungs by swallowing. - Overexposure may cause nose and throat irritation, irritation to the digestive tract, nausea, diarrhoea, headache, drowsiness, dizziness, loss of co-ordinations, disorientation and fatigue. - Can be possible cause of skin cancer - Toxic to aquatic organisms, may cause long term effects in the aquatic environment.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
			RATING
			Med
CONTROL MEASURES REQUIRED			
- Avoid contact with the skin where possible - Wear rubber gauntlets / gloves when handling diesel oils - Keep away from sources of ignition. - Store in suitable containment bund, e.g. drip trays, away from water courses, sewers and traffic routes. - Avoid release to the environment. - Ensure suitable type and quantity of absorbent materials is available for the size of fuel tanks. - Replace lids on containers after use. - Suitable size and type of spill kit, for size of tank, to be kept in vicinity of tank. - All spills to be reported to Site Manager.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Gloves / gauntlets (EN 374-3)		Eyes: If irritation develops, move to fresh air. If it enters the eyes, flush with clean water. Skin: Immediately remove contaminated clothing and flush area with large amounts of water and mild soap. If skin surface damaged, dress wound and seek medical attention. Inhalation: Move into fresh air. If symptoms persist, seek medical attention. Ingestion: Do not induce vomiting or give anything by mouth. Seek medical attention.	
SPILLAGE		FIRE PROCEDURES	

• Clear up spillages immediately using suitable absorbent materials. • Dispose of absorbent materials as hazardous / contaminated waste. • Remove all sources of ignition.		Use powder, CO ₂ , or foam. Do not use solid water streams – helps spread of fire.	
ASSESSMENT OF RISK <i>(after control measures are put in place)</i>			
SEVERITY	3	LIKELIHOOD	1
		RATING	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	DATE

SUBSTANCE NAME		PROCESS / ACTIVITY	
ENGINE OIL		TOPPING UP PLANT MACHINERY	
METHOD OF USE		PERSONS EXPOSED	
POURING / DISPENSING		OPERATOR	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
Outside, well ventilated	10 mins	200° C	N/A
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒	☐	☐	☐
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
☐	☐	☐	☐
HEALTH RISKS			
- Not expected to cause prolonged or significant eye irritation. - Prolonged or repeated contact with skin can clog the pores of the skin resulting in disorders such as oil acne or folliculitis - Used oil could lead to dermatitis. - Ingestion may result in nausea. - Not classified as dangerous to the environment.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
		RATING	Med
CONTROL MEASURES REQUIRED			
- Avoid contact with the skin where possible - Wear rubber gauntlets / gloves when handling oils - Store in suitable containment bund away from water courses, sewers and traffic routes. - Avoid release to the environment. - Ensure suitable absorbent materials are available. - Replace lids on containers after use. - Suitable size and type of spill kit, for size of cans, to be kept in vicinity of works.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Gloves / gauntlets (EN 374-3)		Eyes: If it enters the eyes, flush with clean water. Skin: Remove contaminated clothing and wash with water and mild soap. Inhalation: No specific measures required. Ingestion: Do not induce vomiting. Seek medical attention.	
SPILLAGE		FIRE PROCEDURES	
- Clear up spillages immediately using suitable absorbent materials. - Dispose of absorbent materials as hazardous / contaminated waste.		Use powder, CO ₂ , or foam.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	3	LIKELIHOOD	1
		RATING	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
EPOXY LEVELLING COMPOUND							
METHOD OF USE				PERSONS EXPOSED			
POURING				OPERATIVES/LABOURERS/OTHER TRADESMEN			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
WELL VENTILLATED AREAS REQUIRED							
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
☒							
HEALTH RISKS							
Irritation of the eyes, respiratory system and skin.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Well ventilated work areas required - Store in a cool, dry ventilated area - Do not store with other combustible materials - Do not eat, drink or smoke when using substance - Avoid dust formation. Avoid contact with moist skin or eyes.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Latex/rubber gloves to be worn - Sealed goggles				Eyes: Upon contact with eyes, immediately rinse thoroughly with water and consult a doctor. Skin: Upon contact with the skin, wash skin with water. Inhalation: Ensure fresh air supply. Clearing the respiratory system Ingestion: Seek medical advice immediately and show the label or packaging.			
SPILLAGE				FIRE PROCEDURES			
Wear suitable PPE (eye protection, gloves). Avoid uncontrolled contact with water. Avoid drainage into the sewerage system and receiving water after water contact.				Water, Foam, Powder and Co2.			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	2	SEVERITY	Low		
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
EPOXY RESIN ADHESIVES			
METHOD OF USE		PERSONS EXPOSED	
		OPERATIVES/LABOURERS/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILLATED AREAS REQUIRED		101° C	
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Irritation of the eyes, respiratory organs and skin. - Possible sensitisation through skin contact.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Well ventilated work areas required - Avoid direct exposure to sunlight - Keep away from open fires, naked flames - Keep container sealed when not in use - Store in a cool, dry ventilated area - Do not store with other combustible materials - Do not eat, drink or smoke when using substance			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Latex/rubber gloves to be worn - Sealed goggles		Eyes: Flush with clean running water for 10-15 mins Skin: Rinse thoroughly with soap and water Inhalation: Remove to fresh air immediately Ingestion: Rinse mouth and drink plenty of water. DO NOT induce vomiting	
SPILLAGE		FIRE PROCEDURES	
Clean up area immediately. Dispose of as per manufacturers guidelines Vent area. Keep away from water courses		Foam, Powder and Co2 to be used in emergencies.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	2
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
EXPANDED POLYSTYRENE INSULATION		CUTTING	
METHOD OF USE		PERSONS EXPOSED	
CUTTING		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
EXTERNAL WELL VENTILATED	4 HOURS	>100°C	100ppm (8 hr TWA) & 250ppm (15min ref)
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓		✓	
			
EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- May cause irritation by inhalation of dust created - Dust may irritate eyes.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Use in well ventilated areas, avoid inhalation. - Regularly clean debris from cutting wire / area. - Regular maintenance of cutting machine			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Wear eye protection and gloves when cutting.		Eyes: Check for and remove any contact lenses. Rinse opened eye with running water. Remove to fresh air. Seek medical help if symptoms persist. Skin: Immediately wash with water and soap and rinse thoroughly. Inhalation: Supply fresh air; consult doctor in case of further complaints. Ingestion: Seek immediate medical treatment.	
SPILLAGE		FIRE PROCEDURES	
N/A		Use CO ₂ powder or water spray, larger fires with water spray or alcohol resistant foam. Wear self-contained respiratory protective devise and suit.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	3	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
GENERAL PURPOSE CLEANER							
METHOD OF USE				PERSONS EXPOSED			
POURED, WIPED				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
INTERNAL WELL VENTILATED		2 HOURS		➤ 93° C			
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
- Irritating to mouth, eyes and skin - May cause skin sensitizing through repeated contact. - May cause nausea and / or headaches as a result of inhalation of high concentrations of fumes / vapours							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	4	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Suitable PPE as stated below to be provided and worn at all times during activities. - Suitable skin cleansers and barrier creams to be provided and used. - Avoid contact with eyes during use. - Keep product in a sealed container at temperatures between 5 and 25°C. - Provide good ventilation when handling large quantities. - Avoid contact with mouth & swallowing. Wash hands at the end of each work shift and before eating							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Gloves (EN 374) - Safety glasses when pouring				Eyes: Flush immediately with plenty of water for 15 minutes. If irritation persists, get medical attention Skin: Flush immediately with plenty of soap and water. Get medical attention if irritation occurs Inhalation: Remove to fresh air. Ingestion: Wash out mouth with water but do not swallow. DO NOT induce vomiting. When mouth is clean, drink water and obtain medical attention.			
SPILLAGE				FIRE PROCEDURES			
If recovery is not feasible, absorb with dry sand, soil or non-reactive absorbent material or coagulate by sprinkling sodium chloride over the spill.				Dry powder, foam or carbon dioxide.			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	2	SEVERITY	2		
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
GLASS FIBRE INSULATION			
METHOD OF USE		PERSONS EXPOSED	
HANDLING		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INTERNAL WELL VENTILATED	4 HOURS		
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
HEALTH RISKS			
Temporary irritation of the skin, eyes and respiratory tract may occur on exposure to fibres or dust during handling of the product.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	1	LIKELIHOOD	4
RATING	Low		
CONTROL MEASURES REQUIRED			
- Avoid dust formation. - Clean up with creating dust e.g. vacuuming. - Store in a cool dry place.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Dust masks can be worn for comfort purposes. - Use protective gloves and overalls for long exposures.		Eyes: In case of eye contact, remove contact lens and rinse immediately with plenty of water, also under the eyelids, for at least 15 minutes. If eye irritation persists, consult a specialist. Skin: Flux fumes produced during soldering may cause an irritation of exposed skin. Wash hands with soap and water after handling solder wire. If any skin irritation develops seek medical attention. Inhalation: Move to fresh air. If symptoms persist, seek medical aid. Ingestion: Rinse mouth with water to remove dust or fibres and drink plenty of water to help reduce irritation. If symptoms persist, seek medical aid.	
SPILLAGE		FIRE PROCEDURES	
N/A		Use extinguishers that are suitable for other materials in the area.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
SEVERITY	2	SEVERITY	2
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
GREASE		APPLYING TO MACHINERY / EQUIPMENT	
METHOD OF USE		PERSONS EXPOSED	
GREASE GUN BY HAND/SPREADER		OPERATORS SERVICE ENGINEERS	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
EXTERNALLY	30 MINUTES		
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			
HEALTH RISKS			
Skin – dermatitis			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Med
CONTROL MEASURES REQUIRED			
- Suitable PPE as stated below to be provided and worn at all times during activities. - No smoking - Do not eat or drink when using - Use barrier creams			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves (EN 374) - Overalls - Goggles (EN 166-3)		Eyes: Flush eyes with plenty of water, if irritation persists consult a doctor. Skin: Wash with soap and plenty of water. Inhalation: Remove to fresh air. Ingestion: Give plenty of water to drink, do not induce vomiting, if large quantities swallowed, seek medical advice.	
SPILLAGE		FIRE PROCEDURES	
Absorb in sand, dry earth or non-combustible absorbents, or other appropriate barriers. Collect leaking liquid into a container. Clean with immediately with detergents		Product will not burn unless preheated Powder Foam Carbon dioxide Do not use direct stream of water	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
SEVERITY		SEVERITY	2
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
HARDWOOD DUST			
METHOD OF USE		PERSONS EXPOSED	
CUTTING, SANDING		OPERATIVES/LABOURERS/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILATED	4 HOURS		
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓	✓		
HEALTH RISKS			
- May cause mechanical irritation to the eyes. - Prolonged and / or repeated skin contact may cause irritation / dermatitis. - Ingestion of large amounts of dust may cause gastrointestinal disturbances including irritation, nausea and diarrhoea. - Dust may cause irritation of the nose throat and respiratory tract. Excessive inhalation may lead to chest pains, sinusitis or possibly nasal cancer.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	4	LIKELIHOOD	3
		RATING	High
CONTROL MEASURES REQUIRED			
- Ensure good ventilation or extraction when cutting / sanding. - If sweeping of a contaminated area is necessary, use a dust suppressant agent which does not react with the product or preferably vacuuming. - Wear appropriate protective clothing and equipment when cutting or sanding this material. - Wash hands after handling and before eating. - Do not breathe dust from this material. - Do not generate airborne dusts in the presence of an ignition source when sawing, cutting or grinding wood. - Use dust extraction during cutting or sanding.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Disposable dust masks when cutting or sanding (FFP3). - Eye protection		Eyes: Remove contact lenses and immediately flush eyes with plenty of water for at least 15 minutes lifting upper and lower eyelids occasionally. Get medical attention if irritation persists. Skin: Immediately flush skin with plenty of soap and water. Wash clothing before reuse. Get medical attention if irritation persists. Inhalation: If inhalation of dust causes adverse effects, remove to fresh air. If persistent irritation, severe coughing or breathing difficulty occurs, get medical attention immediately. Ingestion: If wood or wood dust is swallowed, get medical attention or advice – Do not induce vomiting.	
SPILLAGE		FIRE PROCEDURES	

Wood dust may be vacuumed or shovelled for recovery or disposal. Avoid creating dusty conditions. Provide good ventilation.		Use water, powder or foam.	
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	4	SEVERITY	1
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
HYDRAULIC FLUID		TOPPING UP MACHINERY	
METHOD OF USE		PERSONS EXPOSED	
POURING / DISPENSING		OPERATOR	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
Outside, well ventilated	10 mins	200° C	N/A
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			☒
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Skin irritation / dermatitis – prolong contact. - Harmful if swallowed.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	4
			RATING
			Med
CONTROL MEASURES REQUIRED			
- Suitable PPE as stated below to be provided and worn at all times during activities. - Avoid skin contact - No smoking - Do not mix - Keep containers closed - Use drip trays - Spill kit immediately available for use - If in a workshop, cordon off area of spillage to avoid slip hazard - Wash hands before eating or drinking - Suitable size and type of spill kit, for size of cans, to be kept in vicinity of works.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves / gauntlets (EN 374-3) or surgical type. - Overalls – sleeves rolled down, no shorts. - Safety footwear worn if using product in large drums.		Eyes: Flush eyes with plenty of water, if irritation persists consult a doctor Skin: Remove clothing and wash area with soap if available. Inhalation: No treatment necessary under normal conditions, remove to fresh air, if persistent irritation seek medical advice. Ingestion: Give plenty of water to drink, do not induce vomiting, if large quantities swallowed, seek medical advice	
SPILLAGE		FIRE PROCEDURES	
- Absorb in sand, dry earth or non-combustible absorbents, or other appropriate barriers - Dispose of contaminated waste as per the SWMP - Collect leaking liquid into a container. - Clean with immediately with detergents - Prevent from entering water courses or drains.		Carbon dioxide (CO2) Powder. Foam. Sand or earth for small fires. Do not use water.	

ASSESSMENT OF RISK					
<i>(after control measures are put in place)</i>					
SEVERITY	2	LIKELIHOOD	1	RATING	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
LATEX FILLERS		WOOD FILLING	
METHOD OF USE		PERSONS EXPOSED	
WIPE / BRUSH		LABOURERS/OPERATIVES/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INSIDE- WELL VENTED	2 HOURS		
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			
HEALTH RISKS			
- May irritate the skin and eyes. - May cause mild respiratory irritation. - May cause gastric discomfort if swallowed.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Low
CONTROL MEASURES REQUIRED			
- Ensure good ventilation during processing. Wear safety shoes. - Keep container tightly closed and dry. - Use barrier creams			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves - Dust masks when mixing - Goggles when mixing		Eyes: Immediately flush with water, seek medical advice if necessary. Skin: Wipe with paper towel and immediately clean with water and soap. Inhalation: Remove to fresh air and seek medical advice. Ingestion: Seek medical advice immediately.	
SPILLAGE		FIRE PROCEDURES	
Take up mechanically and washing thoroughly with water. Do not allow to enter water courses or drains.		Water, foam, CO2, dry power	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
SEVERITY		SEVERITY	2
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
LEPTOSPIROSIS			
METHOD OF USE		PERSONS EXPOSED	
		ALL PERSONS ON SITE	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INTERNAL AND EXTERNAL	ON-GOING		
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
Weill's disease – flu like symptoms (nausea, headaches, vomiting) can lead to jaundice and can be fatal.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	4	LIKELIHOOD	3
		RATING	High
CONTROL MEASURES REQUIRED			
- Follow good hygiene practices in potential contaminated areas (wash hands before eating, drinking or smoking). - Wear suitable PPE when handling potentially contaminated materials. - Cover all open wounds with waterproof dressings. - Avoid contact with eye. - Inform your GP immediately if flu like symptoms appear.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves – rubber / pvc - Eye protection		Eyes: Remove contact lenses and immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention if irritation persists. Skin: Immediately flush skin with plenty of soap and water. Wash clothing before reuse. Inhalation: N/A Ingestion: Seek medical attention or advice – Do not induce vomiting.	
SPILLAGE		FIRE PROCEDURES	
N/A		N/A	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	4	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

Page 73

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
MEDIUM DENSITY FIBREBOARD (MDF)							
METHOD OF USE				PERSONS EXPOSED			
CUTTING				OPERATIVES/LABOURERS/OTHER TRADESMEN			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
WELL VENTILATED		8 HOURS					
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
- Not classified as harmful to health. - May cause respiratory irritation. - May cause mechanical irritation to the eyes.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Ensure good ventilation or extraction when cutting. - Keep away from heat, sparks, flame and other ignition sources. - Store at room temperature. Keep away from moisture. - Take care during removing packaging, especially steel banding - Wash hands before eating, drinking or smoking.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Disposable dust masks when cutting (FFP3). - Eye protection				Eyes: Flush with clean running water. If irritation persists, seek medical aid Skin: Wash with soap and water Inhalation: If inhalation of dust causes adverse effects, remove to fresh air. If discomfort persists, seek medical advice. Ingestion: N/A			
SPILLAGE				FIRE PROCEDURES			
Dust generated from processing MDF should be contained, carefully collected and removed.				Non-flammable. Water, foam, powder.			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	1	SEVERITY	Low		
ASSESSMENT CARRIED OUT BY		SIGNATURE			DATE		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
MINERAL WOOL BASED BOARDS				INSULATING			
METHOD OF USE				PERSONS EXPOSED			
CUTTING / HANDLING				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
WELL VENTILATED		8 HOURS					
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
- Causes irritation to the skin. - High levels of dust may irritate the throat and eyes.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	Med		
CONTROL MEASURES REQUIRED							
- Unpack material at application site to avoid unnecessary handling of product. - Keep work areas clean. - Dispose of scrap material and debris in suitable containers. - Spray with water before sweeping or use vacuum equipment. - Keep material in original packaging until it is to be used. - Store material to protect against damage including the weather.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Dust masks can be worn for comfort purposes. - Use protective gloves and overalls for long exposures.				Eyes: If irritation occurs, flush eyes with potable cold water. Do not rub the eyes. Skin: If irritation occurs, wash off under cold running water prior to washing with mild soap. Do not rub or scratch. Inhalation: If respiratory irritation occurs, leave source of contamination and get fresh air. Consult a physician if irritation persists. Ingestion: If irritation occurs, clean throat by rinsing with cold, potable water.			
SPILLAGE				FIRE PROCEDURES			
N/A				Use extinguishers that are suitable for other materials in the area.			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	1	SEVERITY	Low		
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
MOULD OIL RELEASING AGENT		CONCRETIING	
METHOD OF USE		PERSONS EXPOSED	
SPRAYED		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
EXTERNAL WELL VENTILATED	1 HOURS	>100°C	Lower - 1 Vol % Upper – 6 Vol %
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			☒
			
EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- May cause damage to the eyes and respiratory problems if ingested. - Contact Dermatitis. - Manual Handling Injuries			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Suitable PPE to be provided and worn at all times during the activity. - All persons briefed on the substances hazards. - Suitable skin cleaners and barrier creams to be provided and used. - Eye wash stations are equipped with suitable and in date fluids to flush eyes.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Wear eye protection and gloves when filling.		Eyes: Check for and remove any contact lenses. Rinse opened eye with running water. Skin: Immediately wash with water and soap and rinse thoroughly. Inhalation: Supply fresh air; consult doctor in case of further complaints. Ingestion: Seek immediate medical treatment.	
SPILLAGE		FIRE PROCEDURES	
Do not allow to penetrate the ground/soil. Do not allow to reach water course. Use absorbent material to soak up and dispose of as hazardous waste.		Use CO ₂ powder or water spray, larger fires with water spray or alcohol resistant foam. Wear self-contained respiratory protective devise and suit.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	3	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

SUBSTANCE NAME				PROCESS / ACTIVITY			
PAINT – SOLVENT BASED				PAINTING			
METHOD OF USE				PERSONS EXPOSED			
BRUSH/ROLLER APPLICATION				LABOURERS/OPERATIVES/OTHER TRADESMEN			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
INSIDE- WELL VENTED				Closed cup 32 ^o c			
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓					✓		
HEALTH RISKS							
- Repeated exposure can cause dryness or cracking of the skin. - Can cause serious eye damage. - May cause drowsiness or dizziness. - Can cause lung damage if swallowed.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	3	LIKELIHOOD	3	RATING	Med		
CONTROL MEASURES REQUIRED							
- Keep away from heat, hot surfaces, sparks, open flames and other ignition sources. No smoking. - Keep container tightly closed - Do not get in eyes, on skin, or on clothing. - Prevent the creation of flammable or explosive concentrations of vapours in air. - Wash hands with soap and water before eating, drinking or smoking. - Keep away from: oxidising agents, strong alkalis, strong acids.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Overalls - Gloves - Eye protection				Eyes: Check for and remove any contact lenses. Immediately flush eyes with running water for at least 15 minutes, keeping eyelids open. Seek immediate medical attention. Skin: Remove contaminated clothing and shoes. Wash skin thoroughly with soap and water or use recognised skin cleanser. Do NOT use solvents or thinners. Inhalation: Remove to fresh air. Keep person warm and at rest. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. Ingestion: If swallowed, seek medical advice immediately and show the container or label. Keep person warm and at rest. Do NOT induce vomiting.			
SPILLAGE				FIRE PROCEDURES			
Do not allow to enter drains or watercourses. If the product contaminates lakes, rivers, or sewers, inform the appropriate authorities in accordance with local regulations.				CO ₂ , powders, water spray. Do not use water jet.			

Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal.			
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	3	SEVERITY	1
SEVERITY	3	SEVERITY	3
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

SUBSTANCE NAME				PROCESS / ACTIVITY			
PAINT THINNERS							
METHOD OF USE				PERSONS EXPOSED			
POURING, WIPING				TRADESMEN			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
INTERNAL WELL VENTILLATED		15 MINUTES		<21°C			
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓					✓		
HEALTH RISKS							
- Repeated exposure can cause skin dryness or cracking. - Vapours may cause drowsiness, dizziness and headache.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	3	LIKELIHOOD	3	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Avoid contact with eyes, skin and clothing. - Use barrier creams to protect the skin. - Do not breathe vapour or mist. - Keep containers closed when not in use and in a well ventilated area. - Use only with adequate ventilation. - Wash hands thoroughly before eating, drinking or smoking. - Keep away from sources of ignition.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Chemical splash goggles - Gloves (EN 374)				Eyes: Immediately rinse with water. Continue to rinse for at least 15 minutes. Make sure to remove any contact lenses from the eyes before rinsing. Get medical attention promptly if symptoms occur after washing. Skin: Wash skin with soap and water. Get medical attention if any discomfort continues. Inhalation: Move the exposed person to fresh air at once. Perform artificial respiration if breathing has stopped. Keep the affected person warm and at rest. Get prompt medical attention. Ingestion: Immediately rinse mouth and provide fresh air. DO NOT induce vomiting. Get medical attention immediately.			
SPILLAGE				FIRE PROCEDURES			
Wear suitable PPE (eye protection, gloves). Avoid uncontrolled contact with water or drainage systems. Avoid ignition sources				Foam, Powder and Co2. DO NOT use water jet.			

Clean up with absorbent materials e.g. sand, earth, vermiculite earth.			
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	3	SEVERITY	1
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
PAINT – WATER BASED		PAINTING	
METHOD OF USE		PERSONS EXPOSED	
BRUSH/ROLLER APPLICATION		LABOURERS/OPERATIVES/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INSIDE- WELL VENTED			
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			
HEALTH RISKS			
Very low risk if used sensibly			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	1	LIKELIHOOD	3
RATING		Low	
CONTROL MEASURES REQUIRED			
- Use sensibly when brushing or rolling to reduce splashes - Always replace lid on paint after use - PPE to be worn as listed below			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Overalls - Gloves - Eye protection		Eyes: Wash immediately for 15 mins in clean running water Skin: Wash off with soapy water, or suitable non solvent cleanser. Inhalation: If feel effects of fumes, vacate to well vent area. Ingestion: DO NOT induce vomiting, drink plenty of clean water	
SPILLAGE		FIRE PROCEDURES	
Contain spillage as much as possible. Soak up with spill kit/sawdust/spill soil and dispose of as per manufacture guidelines. Do not use near water courses or drains.		N/A - Non combustible	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	1	SEVERITY	1
SEVERITY	1	SEVERITY	1
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
PETROL		REFUELLING EQUIPMENT	
METHOD OF USE		PERSONS EXPOSED	
POURING		PERSON CARRYING OUT ACTIVITY	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
Well Ventilated	5 Mins	Less Than Minus 40°C	
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓		✓	
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
	✓		
HEALTH RISKS			
- R12 Extremely flammable - R45 May cause cancer - R65 Harmful: may cause lung damage if swallowed - R38 Irritating to skin – prolonged exposure can cause dermatitis - R67 Vapours may cause drowsiness and dizziness - R51/53 Toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	4	LIKELIHOOD	3
RATING		High	
CONTROL MEASURES REQUIRED			
- Ensure that the work area is well ventilated at all times. - Store in a dry, well ventilated and secure store. - Always store upright with the lids firmly secured. - Protect from extremes of temperature. - Dispose of as special waste via a licensed waste contractor. - Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance. - Consider additional monitoring if this product is to be used within a confined space. - Provide additional monitoring where young or inexperienced workers are carrying out the works.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Wear gloves Splash goggles		Eyes: If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. Skin: Wash skin thoroughly with soap and clean water Inhalation: If inhalation or ingestion occurs, seek immediate medical attention. Ingestion: Wash out the mouth with clean water where appropriate.	
SPILLAGE		FIRE PROCEDURES	
Spillages should be contained and cleaned up using a proprietary spill kit/absorbent pads. These should then be placed into a suitable container for disposal.		- No smoking to be permitted in the vicinity of the substance. - No hot works to be allowed in the vicinity of the works.	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

		Use CO2 or dry powder extinguisher			
ASSESSMENT OF RISK <i>(after control measures are put in place)</i>					
SEVERITY	4	LIKELIHOOD	1	RATING	Med
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
PLASTER		PLASTERING INTERNAL WALLS INCLUDING MIXING	
METHOD OF USE		PERSONS EXPOSED	
Applied by trowel and float tools to provide a smooth level internal surfaces to walls and ceilings.		PLASTERERS	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INTERNAL WELL VENTILATED	8 HOURS		
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Dust created during mixing or sanding may irritate the respiratory system no long terms effects. - Plaster powder may dry skin, leading to irritation. - Plaster or wet mix may irritate eyes.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	4
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Suitable PPE as stated below to be provided and worn at all times during activities. - Suitable skin cleansers and barrier creams to be provided and used. - Avoid dust generation at all times and skin / eye contact, good ventilation required. - Designated tip for building products or authorised land fill sites.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Wear gloves - Wear coveralls. - Wear suitable length boots. - Goggles (EN 166 F) - Respirator / mask (EN 149 class FFP3)		Eyes: Irrigate with copious amounts of clean water, seek medical attention. Skin: Wash the affected area with soap and water. If irritation, pain or other skin conditions occur, seek medical attention. Inhalation: If irritation occurs, remove to fresh air. If nose / airways become inflamed, seek medical attention. Ingestion: Do not induce vomiting. Thoroughly wash out mouth with water, drink plenty of fresh water.	
SPILLAGE		FIRE PROCEDURES	
Control and suppress dust formation. Vacuum or sweep and shovel into bags. Prevent plaster getting into water courses, drains as a powder or slurry.		Product is fire resistant although packaging may burn.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	2
SEVERITY		SEVERITY	2
ASSESSMENT CARRIED OUT BY	SIGNATURE	DATE	

Page 85

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
PRE-MIXED MORTAR			
METHOD OF USE		PERSONS EXPOSED	
TROWELLING		OPERATIVES/LABOURERS/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILATED	2 HOURS MAX		0.3MG/M ³
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			
HEALTH RISKS			
- Inhalation of dusts - Can cause skin burns when wet. - May lead to dermatitis			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Ensure good ventilation when using powder form - Ensure long sleeves, trousers are worn when using in both wet and dry forms			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Disposable dust masks - Use rubber or latex gloves		Eyes: Flush with clean running water, remove particles with cotton bud or similar, if irritation persists seek medical aid Skin: Wash with soap and water Inhalation: Remove to fresh air, seek medical attention Ingestion: DO NOT induce vomiting. Seek medical attention immediately. Drink plenty of water	
SPILLAGE		FIRE PROCEDURES	
Contain spillages and keep dry is possible Use vacuum or shovel into bags if dry Cover dry spillage if possible Prevent form entering water courses		N/A	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
PROPANE GAS			
METHOD OF USE		PERSONS EXPOSED	
BURNING		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILATED	2 HOURS	-104°C	
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
☒			
			
EXPLOSIVE	EXTREMELY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
	☒		
HEALTH RISKS			
- Cold Burns can result from contact in its liquid form. - Liquid release under pressure can cause damage to eyes. - Inhalation may cause irritation to the nose & throat, headache, nausea, vomiting, dizziness and drowsiness. - In poorly vented areas inhalation could result in unconsciousness and asphyxiation.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	4	LIKELIHOOD	3
		RATING	High
CONTROL MEASURES REQUIRED			
- Avoid all naked flames, sparks, cigarettes etc. - Keep cylinders in the vertical position. - Switch off mobile phones - Ensure good ventilation - Avoid inhalation of vapour - Avoid contact with liquid and cold storage containers - When handling cylinders wear protective footwear and suitable gloves. - Avoid contact with eyes. - Store in accordance with the Dangerous Substances & Explosive Atmospheres Regulations 2002.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Wear suitable gloves and overalls to prevent cold burns and frostbite (Neoprene or LPG resistant Gauntlet Glove).		Eyes: Cold burns should be flushed immediately with tepid water normalise temperature. Hold eyelids apart while flushing to rinse entire surface of the eye and lids with water. Cover the eye with a sterile dressing and obtain medical assistance immediately. Skin: Burns should be flushed with tepid water to normalise temperature and until circulation returns. Cover the burns with sterile dressings. Do not apply ointments or powders. Obtain medical assistance immediately. Inhalation: Remove the affected person to fresh air. Keep the patient warm and at rest. If breathing has stopped administer artificial respiration. Give external cardiac massage if necessary. If the person is breathing, but unconscious, place them in the recovery position. Obtain medical assistance immediately. Ingestion: N/A	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SPILLAGE		FIRE PROCEDURES	
• Clear people away from the area to a safe place • Do not operate electrical equipment unless flameproof • Summon aid of emergency services • Treat or refer casualties if necessary		• Small fires – use dry powder • In case of fire, vacate the area and immediately alert the fire brigade. • Ensure an escape path is always available from any fire. • If gas has ignited, do not attempt to extinguish but, if safe to do so, stop gas flow and allow to burn out. • Beware of vapour accumulating to form explosive concentrations. Explosive vapours may travel, be ignited at remote locations and flash back.	
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	4	SEVERITY	1
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

SUBSTANCE NAME		PROCESS / ACTIVITY	
RESPIRABLE CHRYSTALLINE SILICA		CUTTING OF STONE PRODUCTS	
METHOD OF USE		PERSONS EXPOSED	
CUTTING		OPERATIVES/LABOURERS/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTED	2 HOURS MAX		
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓	✓		
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Inhalation of dusts, while cutting, may irritate airways. - Inhalation of high concentrations of dust over long periods of time may cause silicosis. - Dust may cause irritation to eyes and / or skin.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	4	LIKELIHOOD	3
		RATING	High
CONTROL MEASURES REQUIRED			
- Reduce the need for cutting as much as possible by careful planning and use of off-cuts - Carry out cutting operations in well ventilated areas, preferably outside, or use suitable dust extraction. - Where others are working in the area, place suitable protection to prevent migration of dust. - Wet cutting should be carried out where reasonably practicable. - Respiratory protective equipment (RPE) to be worn at all times. - Fit testing to be carried out for all persons wearing RPE			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Use dust masks (FFP3 minimum) for nuisance dusts. - Wear gloves and overalls. - Wear suitable goggles when cutting, see separate risk assessment.		Eyes: Bathe the eye with running water for 15 minutes. Skin: Wash immediately with plenty of soap and water. Inhalation: Consult a doctor if long term respiratory problems occur Ingestion: Wash out mouth with water.	
SPILLAGE		FIRE PROCEDURES	
n/a		Suitable extinguishing media for the surrounding fire should be used	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	4	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

SUBSTANCE NAME		PROCESS / ACTIVITY	
SCREED		DRY SCREEDING INTERNAL FLOORS	
METHOD OF USE		PERSONS EXPOSED	
POURING AND LEVELLING		SCREEDERS	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INSIDE	8 HOURS		Total Inhalable Dust 10mg/M ³ , Respirable Dust 4 Mg/M ³
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
☒			
HEALTH RISKS			
- Can cause serious burns / ulcerations to eyes and skin - Can cause irritant and allergic contact dermatitis - Cement powder may cause inflammation of mucous membranes.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	2	LIKELIHOOD	4
		RATING	Medium
CONTROL MEASURES REQUIRED			
- Suitable PPE as stated below to be provided and worn at all times during activities. - All persons to be made aware of the risks involved with cement. - Suitable skin cleansers and barrier creams to be provided and used. - Materials to be delivered as close as possible to the works area. - Where practicable, dust exposure should be controlled with local exhaust ventilation.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Wear gloves - Wear coveralls. - Wear suitable length boots. - Wear suitable dust proof goggles. - Suitable dust marks to be worn when mixing powder. - Wear knee pads if kneeling down to finish surface.		Eyes: Irrigate with copious amounts of clean water, seek medical attention. Skin: Wash the affected area with soap and water. If irritation, pain or other skin conditions occur, seek medical attention. Inhalation: If irritation occurs, remove to fresh air. If nose / airways become inflamed, seek medical attention. Ingestion: Do not induce vomiting. Thoroughly wash out mouth with water, drink plenty of fresh water.	
SPILLAGE		FIRE PROCEDURES	
Recover bulk spillage immediately. Prevent getting into water courses and sewer systems.		No fire or explosive hazard.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	2
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
DATE		DATE	

SUBSTANCE NAME		PROCESS / ACTIVITY	
SILICONE SEALANT			
METHOD OF USE		PERSONS EXPOSED	
APPLICATOR		LABOURERS/OPERATIVES/OTHER TRADESMEN	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTED	1 HOUR		10ppm (8 hr TWA) 15ppm (15 min TWA)
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
- Not generally regarded as a health hazard under current legislation. - May cause irritation to the respiratory systems. - Liquid may irritate skin. - Particles in the eye may cause irritation.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	1	LIKELIHOOD	3
		RATING	Low
CONTROL MEASURES REQUIRED			
- Avoid skin and eye contact. - Do not handle broken packages without protective equipment. - Store in tightly closed original container in a cool, dry well-ventilated place. Keep in original container.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Gloves - Eye protection		Eyes: Rinse the eye with water immediately. Continue to rinse for at least 15 minutes and get medical attention. Skin: Remove affected person from source of contamination. Rinse the skin immediately with lots of water. Get medical attention if irritation persists after washing. Inhalation: Move the exposed person to fresh air at once. Get medical attention if any discomfort continues. Ingestion: DO NOT induce vomiting. Get medical attention immediately.	
SPILLAGE		FIRE PROCEDURES	
Stop leak if possible without risk. Do not contaminate water sources or sewer. Pick up with vacuum or absorbent solid, store in closed container for disposal. Avoid generation and spreading of dust. Avoid contact with skin or inhalation of spillage, dust or vapour. Wear necessary protective equipment. Containers with collected spillage must be properly labelled with correct contents and hazard symbol.		This product is not flammable. Use fire-extinguishing media appropriate for surrounding materials	
ASSESSMENT OF RISK			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

<i>(after control measures are put in place)</i>					
SEVERITY	1	SEVERITY	1	SEVERITY	1
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE	

SUBSTANCE NAME				PROCESS / ACTIVITY			
SOLDERING FLUX PASTE				SOLDERING			
METHOD OF USE				PERSONS EXPOSED			
HEATING				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
INTERNAL WELL VENTILATED		1 HOURS					
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
- Irritating to eyes - Harmful if swallowed - Can cause nasal and respiratory irritation, sore throat, coughing and difficulty breathing if exposed to high concentrations of fume. - Swallowing may result in dizziness, headache, nausea, vomiting and diarrhoea.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	4	RATING	Medium		
CONTROL MEASURES REQUIRED							
- Avoid contact with eyes and skin - Do not breathe fumes. - Do not ingest. - Use this material with adequate ventilation. - Keep container closed when not in use. - Wash thoroughly with detergent and water after handling, before eating, drinking, smoking or using the toilet. - Store in a cool, dry area, away from incompatible materials.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Gloves (EN 374) - Wear respiratory protective equipment if working in enclosed areas and ventilation is insufficient.				Eyes: If material becomes lodged in the eye, do not allow victim to rub eye(s). Let the eye(s) water naturally for a few minutes. Have victim look right and left, and then up and down. If particle/dust does not dislodge, flush with lukewarm, gently flowing water for 5 minutes or until particle/dust is removed, while holding the eyelid(s) open. If irritation persists, obtain medical attention. DO NOT attempt to manually remove anything stuck to eye(s). Skin: Quickly and gently, blot or brush away excess paste. Wash gently and thoroughly with lukewarm, gently flowing water and non-abrasive soap for 5 minutes. If irritation develops, obtain medical advice. Inhalation: If symptoms are experienced remove source of contamination or move victim to fresh air and obtain medical advice.			

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

		Ingestion: If swallowed in large amounts or if irritation or discomfort occurs, obtain medical advice immediately.	
SPILLAGE		FIRE PROCEDURES	
Stop the spill if it is safe to do so. Contain spilled flux with earth, sand, or absorbent material which does not react with spilled material. Scrape or scoop up the spilled product and collect for re-use or proper disposal.		Dry powder, water spray, foam or carbon dioxide.	
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	2	SEVERITY	1
SEVERITY		SEVERITY	Low
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
SOLDER FUMES - LEAD FREE, ROSIN FREE,				SOLDERING			
METHOD OF USE				PERSONS EXPOSED			
HEATING				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
INTERNAL WELL VENTILATED		1 HOURS					
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
☒							
HEALTH RISKS							
Fumes will irritate the nose, throat and respiratory system.							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	MEDIUM		
CONTROL MEASURES REQUIRED							
- The fumes produced during soldering should be extracted away from the breathing zone of the operators. - Avoid inhaling flux fumes. - Ensure that the general area is well ventilated. - Wash hands with soap and water after handling solder, particularly before eating, drinking or smoking.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
If ventilation is unsuitable and extraction is not available, use suitable respiratory protective equipment.				Eyes: Flux fumes may irritate the eyes. The fluxes may spit during soldering. Flush immediately with plenty of water. In cases where spitting flux has entered the eye seek medical attention. Skin: Flux fumes produced during soldering may cause an irritation of exposed skin. Wash hands with soap and water after handling solder wire. If any skin irritation develops seek medical attention. Inhalation: Flux fumes emitted during soldering will irritate the nose, throat and lungs. Remove patient to fresh air. Obtain medical attention if there is any respiratory distress. Ingestion: Not relevant.			
SPILLAGE				FIRE PROCEDURES			
N/A				Dry powder, water spray, foam or carbon dioxide. Do not use water jet as this will spread the fire.			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	1	SEVERITY	2		
ASSESSMENT CARRIED OUT BY		SIGNATURE			DATE		

SUBSTANCE NAME		PROCESS / ACTIVITY	
TREATED TIMBER			
METHOD OF USE		PERSONS EXPOSED	
SAWING		CARPENTERS	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTED	1 HOUR		
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓	✓		
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS			
• May cause mechanical irritation to the eyes. • Prolonged and / or repeated skin contact may cause irritation / dermatitis. • Ingestion of large amounts of dust may cause gastrointestinal disturbances including irritation, nausea and diarrhoea. • Dust may cause irritation of the nose throat and respiratory tract. Excessive inhalation may lead to chest pains and chemical pneumonitis. • Use dust extraction during mechanical cutting.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
		RATING	Medium
CONTROL MEASURES REQUIRED			
• If sweeping of a contaminated area is necessary, use a dust suppressant agent which does not react with the product. • Wear appropriate protective clothing and equipment when handling this material. • Wash hands after handling and before eating. • Do not breathe dust from this material. • Do not generate airborne dusts in the presence of an ignition source when sawing, cutting or grinding wood. • Store away from incompatible materials and open flame.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
• Gloves • Eye protection with side shields • If ventilation / extraction is not sufficient wear dust mask (FFP3)		Eyes: If wood fibres get in eyes, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention or advice Skin: For skin contact flush with large amounts of water. Wash contaminated clothing before reuse. If irritation persists, get medical attention. Inhalation: If inhaled, immediately remove the affected person to fresh air. If not breathing, give artificial respiration, preferably mouth-to-mouth. If breathing is difficult, have trained personnel give oxygen to the victim. If symptoms persist, get medical attention. Ingestion: DO NOT induce vomiting. Get medical attention immediately.	
SPILLAGE		FIRE PROCEDURES	
Sweep up or gather material and place in appropriate container for disposal. Wash spill area thoroughly. Wear		Use water, powder or foam.	

appropriate protective equipment during clean-up. Avoid the generation of dusts during clean-up.			
ASSESSMENT OF RISK			
<i>(after control measures are put in place)</i>			
SEVERITY	3	SEVERITY	1
SEVERITY		SEVERITY	3
ASSESSMENT CARRIED OUT BY	SIGNATURE		DATE

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME		PROCESS / ACTIVITY	
WELDING METALS		GAS OR ELECTRIC WELDING	
METHOD OF USE		PERSONS EXPOSED	
HEATING		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
WELL VENTILATED	2 HOURS		
HAZARD RATING (TICK AS APPROPRIATE)			
			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓			
HEALTH RISKS			
- May cause irritation to the eyes. - May cause headaches, nausea and upper respiratory irritation.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
		RATING	Med
CONTROL MEASURES REQUIRED			
- General ventilation and local fume extraction must be adequate to keep fume concentrations within safe limits. - Use respiratory equipment when welding in a confined space. - Wear protective clothing and eye protection appropriate to arc welding. - Skin contact should be avoided to prevent possible allergic reactions. - Wash hands before breaks and immediately after handling the products. - Store welding consumables inside a room without humidity. - Do not store welding consumables directly on the ground or beside walls. - Store away from chemical substances like acids which could cause chemical reactions.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
- Wear eye protection appropriate for welding. - Wear body protection which helps to prevent injury from radiation, sparks and electric shock. - Use respiratory equipment when welding in a confined space. - Wear protective clothing and eye protection appropriate to arc welding		Eyes: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Burns from radiation, see doctor. Skin: Burns should be treated by a doctor Inhalation: If breathing is difficult, remove to fresh air and keep at rest in a position comfortable for breathing. Call a physician if symptoms occur. Ingestion: Contact a doctor if more than an insignificant amount has been swallowed.	
SPILLAGE		FIRE PROCEDURES	
Try to prevent the material from entering drains or water courses		Carbon dioxide (CO2), powder or diffuse jet of water. In case of major fire: Extinguish fire with diffuse jet of water or foam.	
ASSESSMENT OF RISK (after control measures are put in place)			
SEVERITY	2	SEVERITY	1
		SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE	
		DATE	

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

SUBSTANCE NAME				PROCESS / ACTIVITY			
TAC COAT				SEALING & COATING CARRIAGEWAY			
METHOD OF USE				PERSONS EXPOSED			
SPRAY LANCE				PERSON APPLYING			
VENTILATION		EXPOSURE TIME		VENTILATION		EXPOSURE TIME	
EXTERNAL		1 – 2 HOURS		EXTERNAL		1 – 2 HOURS	
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
✓							
HEALTH RISKS							
- Skin contact not hazardous - Irritating to eyes - May harm fish							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY	2	LIKELIHOOD	3	RATING	Med		
CONTROL MEASURES REQUIRED							
- Avoid skin contact, ingestion and major inhalation. - Keep away from water courses. - Use mechanical handling where possible, if unavoidable use correct lifting techniques. - Drums should be adequately chocked to prevent rolling. Roll/agitate containers before use. Protect from frost.							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
- Wear gloves - Wear coveralls. - Wear boots. - Goggles (EN 166F)				Eyes: Irrigate eyes with copious amounts of water holding the eyelids apart. Continue to rinse for at least 15 minutes. Seek medical attention. Skin: Minor splashes - remove from skin with suitable skin cleanser and wash with soap and water. In cases of major contact with large quantities of material drench immediately with cold water Inhalation: Remove affected person to fresh air, obtain medical attention if symptoms persist (unlikely to pose any hazard). Ingestion: Seek medical attention.			
SPILLAGE				FIRE PROCEDURES			
Contain spill. Absorb with sand or earth until set solid.				Will not burn			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY	2	SEVERITY	1	SEVERITY	Low		
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE			

SUBSTANCE NAME		PROCESS / ACTIVITY	
WOOD POLISHES & WAXES		TREATING SURFACES	
METHOD OF USE		PERSONS EXPOSED	
SPRAYING, WIPING, BRUSHING		SITE OPERATIVES	
VENTILATION	EXPOSURE TIME	FLASHPOINT	WEL
INTERNAL WELL VENTILATED	2 HOURS	41°C	
HAZARD RATING (TICK AS APPROPRIATE)			
			
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD
✓	✓		✓
			
EXPLOSIVE	FLAMMABLE	OXIDIZING AGENT	CORROSIVE
	✓		
HEALTH RISKS			
- May cause discomfort to the eyes. - May cause harm as a result of swallowing. - May cause irritation following repeated contact with the skin. - Can cause respiratory problems. - May cause drowsiness or dizziness.			
ASSESSMENT OF RISK (before control measures are put in place)			
SEVERITY	3	LIKELIHOOD	3
RATING		Medium	
CONTROL MEASURES REQUIRED			
- Avoid contact with eyes and skin - Do not ingest. - Keep containers closed when not in use. - Use in well ventilated areas. - Wash thoroughly with detergent and water after handling, before eating, drinking, smoking or using the toilet. - Store in a cool, dry area, away from incompatible materials. - Keep away from heat sources.			
PERSONAL PROTECTIVE EQUIPMENT		FIRST AID	
Gloves (EN 374)		Eyes: Flush immediately with large amounts of water, especially under lids for at least 15 minutes. Obtain emergency medical treatment. Skin: Wash off quickly with plenty of water, then soap and water. Remove and wash contaminated clothing before reuse. Inhalation: Remove individual to fresh air. If not breathing, administer artificial respiration. Get medical aid immediately. Ingestion: DO NOT INDUCE VOMITING. Give water or milk to drink; get medical attention.	
SPILLAGE		FIRE PROCEDURES	
Avoid discharge into drains, water courses or onto the ground. Soak up spill with absorbent material. Rags and absorbent material should be immersed in water		Dry powder, water spray, foam or carbon dioxide. Do not use water jet as this will spread the fire.	

ASSESSMENT OF RISK					
<i>(after control measures are put in place)</i>					
SEVERITY	3	SEVERITY	1	SEVERITY	Low
ASSESSMENT CARRIED OUT BY		SIGNATURE		DATE	

RISK ASSESSMENT

PERSONAL PROTECTIVE EQUIPMENT – TICK BOXES WHERE REQUIRED AND SPECIFY GRADE OF EQUIPMENT

PPE Category	Safety Helmet		Eye Protection		Hearing Protection		Safety Harness		Gloves / Gauntlets		Safety Footwear		Over Shoes		Respiratory Protection		High-Vis Jacket		Overalls	
Specific Type																				
Name of Assessor(s)												Signature(s)								
Name of Assessor(s)												Signature(s)								

16.5 NOISE ASSESSMENTS

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Aerial Work Platforms					
Make				Model				
PRE-SITE							Comments	
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally	93	93		Made Available	MUST be worn		
	Internally							
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name				Position				
Signed				Date				

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Breakers					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	99	102			✓	✓	19
	Internally	108	111			✓	✓	27
	Confined Space	114	120			✓	✓	36
COMMENTS								
The sound levels when working in a confined space will depend on the size and nature of the confined space. Advise carrying out a site specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Cartridge Guns					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	111	114			✓	✓	30
	Internally	114	117			✓	✓	33
	Confined Space	117	123			✓	✓	39
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Compressed Air Tools					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally	80	85		Made Available	MUST be worn		0
	Internally	90	93			✓	✓	9
	Confined Space	93	99			✓	✓	16
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Compressors					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally					✓	✓	16
	Internally					✓	✓	21
	Confined Space					✓	✓	30
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Drills – Battery Operated					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally	>80		✓	Made Available	MUST be worn		0
	Internally	80	85		✓			0
	Confined Space	90	96			✓	✓	13
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Drills - Electric					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	80	85		√			0
	Internally	90	93			√	√	9
	Confined Space	93	99			√	√	16
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Drills - Hammer					
Make				Model				
PRE-SITE						Comments		
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	96	99			✓	✓	16
	Internally	99	102			✓	✓	19
	Confined Space	102	108			✓	✓	24
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Dumper Trucks					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally	93	96		Made Available	MUST be worn	✓	13
	Internally							
	Confined Space							
COMMENTS								
INFORMATION								
	Operatives have been informed of the risks, availability of PPE and any action agreed.							
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Excavators with Breakers					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally				Made Available	MUST be worn		
	Internally							
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT		Excavators without Breakers						
Make				Model				
PRE-SITE						Comments		
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	93	96			✓	✓	13
	Internally	96	99			✓	✓	16
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Forklifts (Diesel / LPG)					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	90	93			✓	✓	9
	Internally	93	96			✓	✓	13
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Forklifts - Electric					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally				√			0
	Internally					√	√	9
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Generators					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	102	105			✓	✓	21
	Internally	105	108			✓	✓	24
	Confined Space	108	114			✓	✓	30
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Grinding Tools					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	96	99			✓	✓	16
	Internally	99	102			✓	✓	19
	Confined Space	102	108			✓	✓	24
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Hand Held Planer					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	99	102			✓	✓	19
	Internally	102	105			✓	✓	21
	Confined Space	105	116			✓	✓	27
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT		Hand Held Power Cutting Tools						
Make				Model				
PRE-SITE						Comments		
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	99	102			✓	✓	19
	Internally	105	108			✓	✓	24
	Confined Space	108	114			✓	✓	30
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name				Position				
Signed				Date				

NOISE ASSESSMENT								
TYPE OF EQUIPMENT		Hand Held Power Saws						
Make				Model				
PRE-SITE						Comments		
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	99	102			✓	✓	19
	Internally	102	105			✓	✓	21
	Confined Space	105	111			✓	✓	27
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name				Position				
Signed				Date				

NOISE ASSESSMENT								
TYPE OF EQUIPMENT		Mixers (Diesel / Petrol)						
Make				Model				
PRE-SITE						Comments		
Is this the quietest available equipment?				YES / NO				
Can the area of work be sealed off from the rest of the area?				YES / NO				
Have non-essential personnel been excluded from the area?				YES / NO				
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	80	85		✓			0
	Internally	90	93			✓	✓	9
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Mixers - Electric					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	>80		✓				0
	Internally	>80		✓				0
	Confined Space	80	85		✓			0
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Rollers					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	90	93			✓	✓	9
	Internally							
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Tower Lights					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	90	93			✓	✓	9
	Internally							
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Wacker Plates / Compactors					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	99	102			✓	✓	19
	Internally	102	105			✓	✓	21
	Confined Space	105	111			✓	✓	27
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT			Welders					
Make					Model			
PRE-SITE							Comments	
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
					Made Available	MUST be worn		
	Externally	96	99			✓	✓	16
	Internally	99	102			✓	✓	19
	Confined Space							
COMMENTS								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

NOISE ASSESSMENT								
TYPE OF EQUIPMENT		Woodworking Equipment						
Make					Model			
PRE-SITE						Comments		
Is this the quietest available equipment?					YES / NO			
Can the area of work be sealed off from the rest of the area?					YES / NO			
Have non-essential personnel been excluded from the area?					YES / NO			
ON SITE								
				Requirements				
Tick	Where is the machine to be used?	Min' Reading (dB(A))	Max Reading (dB(A))	No Action	Hearing Protection		Signs Req'd	Min' attenuation Req'd dB
	Externally	96	99		Made Available	MUST be worn		
	Internally	99	102					
	Confined Space	102	108					
COMMENTS								
The sound levels in the confined space will depend on the size and nature of the confined space. Advise carrying out a specific noise assessment.								
INFORMATION								
Operatives have been informed of the risks, availability of PPE and any action agreed.								
Name					Position			
Signed					Date			

16.6 BLANK MANUAL HANDLING ASSESSMENT FORM

MANUAL HANDLING RISK ASSESSMENT			
Description of Work			
Assessor(s)		Date	
Contractor		Name of Handler(s)	
Description of load			
Description of operation (use diagram or picture if required)			

	YES	NO	
Is there significant risk of injury?	☐	☐	If 'No' assessment is complete.
Can the risk be avoided?	☐	☐	If 'Yes' document further action below
Can the risk be reduced?	☐	☐	If 'Yes' document further action below
Do staff require training?	☐	☐	If 'Yes' document further action below

TASK	YES	NO
Strenuous	☐	☐
Load high / low (stooping / reaching)	☐	☐
Repetitive	☐	☐
Carrying long distances	☐	☐
Twisting	☐	☐
Bending sideways	☐	☐
Strenuous pushing or pulling	☐	☐

ENVIRONMENT	YES	NO
Poor floor / ground conditions	☐	☐
Variations in levels	☐	☐
Hot / cold / humid / windy	☐	☐
Poor lighting	☐	☐
Obstructions	☐	☐
Obstructed destination	☐	☐
	☐	☐

LOAD	YES	NO
Heavy	☐	☐
Bulky or unwieldy	☐	☐
Unstable	☐	☐
Difficult to hold / grip	☐	☐
Harmful (sharp, hot etc.)	☐	☐

INDIVIDUALS	YES	NO
Poor health conditions	☐	☐
Requires unusual capabilities	☐	☐
Requires special training	☐	☐
	☐	☐
	☐	☐

COMMENTS / FURTHER ACTION REQUIRED

Prepared by:	Position:

Signed:		Date:	
MANUAL HANDLING RISK ASSESSMENT			
Description of Work			
Assessor(s)		Date	
Contractor		Name of Handler(s)	
Description of load			
Description of operation (use diagram or picture if required)			

	YES	NO	
Is there significant risk of injury?			If 'No' assessment is complete.
Can the risk be avoided?			If 'Yes' document further action below
Can the risk be reduced?			If 'Yes' document further action below
Do staff require training?			If 'Yes' document further action below

TASK	YES	NO
Strenuous		
Load high / low (stooping / reaching)		
Repetitive		
Carrying long distances		
Twisting		
Bending sideways		
Strenuous pushing or pulling		

ENVIRONMENT	YES	NO
Poor floor / ground conditions		
Variations in levels		
Hot / cold / humid / windy		
Poor lighting		
Obstructions		
Obstructed destination		

LOAD	YES	NO
Heavy		
Bulky or unwieldy		
Unstable		
Difficult to hold / grip		
Harmful (sharp, hot etc.)		

INDIVIDUALS	YES	NO
Poor health conditions		
Requires unusual capabilities		
Requires special training		

COMMENTS / FURTHER ACTION REQUIRED

Prepared by:		Position:	
Signed:		Date:	

16.7 BLANK COSHH ASSESSMENT FORM

SUBSTANCE NAME				PROCESS / ACTIVITY			
METHOD OF USE				PERSONS EXPOSED			
				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY			LIKELIHOOD			RATING	
CONTROL MEASURES REQUIRED							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
				Eyes:			
				Skin:			
				Inhalation:			
				Ingestion:			
SPILLAGE				FIRE PROCEDURES			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY			SEVERITY			SEVERITY	
ASSESSMENT CARRIED OUT BY		SIGNATURE				DATE	

SUBSTANCE NAME				PROCESS / ACTIVITY			
METHOD OF USE				PERSONS EXPOSED			
				SITE OPERATIVES			
VENTILATION		EXPOSURE TIME		FLASHPOINT		WEL	
HAZARD RATING (TICK AS APPROPRIATE)							
							
HARMFUL / IRRITANT	RESPIRATORY / LONG TERM HEALTH HAZARD	TOXIC	ENVIRONMENTAL HAZARD	EXPLOSIVE	HIGHLY FLAMMABLE	OXIDIZING AGENT	CORROSIVE
HEALTH RISKS							
ASSESSMENT OF RISK (before control measures are put in place)							
SEVERITY		LIKELIHOOD		RATING			
CONTROL MEASURES REQUIRED							
PERSONAL PROTECTIVE EQUIPMENT				FIRST AID			
				Eyes: Skin: Inhalation: Ingestion:			
SPILLAGE				FIRE PROCEDURES			
ASSESSMENT OF RISK (after control measures are put in place)							
SEVERITY		SEVERITY		SEVERITY			
ASSESSMENT CARRIED OUT BY		SIGNATURE			DATE		

16.8 LIFTING PLAN FORMAT

LIFTING PLAN			
CLIENT		CONTRACT No.	
PROJECT		DATE(S) OF OPERATION	
SITE ADDRESS			
SITE CONTACT		TEL:	
APPOINTED PERSON		CPCS CARD No.	

BRIEF DESCRIPTION OF WORKS TO BE CARRIED OUT

SUMMARY OF PERSONNEL			
	NAME	CPCS OR ALLMI CARD NO.	CONTACT NO.
LIFT SUPERVISOR			
SLINGER / SIGNALLER			
CRANE OPERATOR			
OTHER			
OTHER			

LOADS TO BE LIFTED (For general site use, enter maximums in each column)					
Type Of Load	Weight Of Load	Height Of Lift	Up Or Down	Radius	Other Characteristics

RESTRICTIONS/OBSTRUCTIONS (Tick if Present and Note Details in Risk Assessment)			
Overhead Cables		Underground Services (Gas, Oil, Electricity, etc.)	
Other Overhead Obstacles		Sensitive Services (Pipelines etc.)	
Unstable or soft ground		Excavations	
Existing Buildings		Hazardous Chemicals	
Restricted Access (width)		Restricted Access (Height)	
Voids and Traps		Road Closures	
Other		Other	
Slinging Difficulties		Top Heavy Load	
Sharp Edges			

GROUND CONDITIONS (Include assessed Bearing Conditions)

LIFTING APPLIANCE DETAILS				
Make & Model		Capacity		
Weight of Crane		Jib Length		
Outrigger Spread		Outrigger Load		
Max' Ground Bearing Capacity				
Document	Date of Document	Comment	Date Checked by Site	
EC Declaration of Conformity				
6 Monthly Examination				
Weekly/ Daily Inspections				
Installation Examination (E.g. Tower crane, hoist etc.)				
Other (e.g. Details of tests, etc.)				

LIFTING ACCESSORIES DOCUMENTATION				
Item of Lifting Gear	Safe Working Load	Identification No	Date of Last 6 monthly Examination	Date Checked On Site

MANAGEMENT OF CRANE LIFT			
	Tick	Driver	Tick
By Site		Hired with Crane	
Contract Lift		Employed by Contract	
Appointed Person	Name		
	Employer		

SEQUENCE OF OPERATIONS

APPENDIX B – SITE RULES

16.9 SITE RULES

Welcome to:
LIDL-New Build
Holbeach Road, Spalding

Site Team

Contracts Manager: TBC
Project Manager: Pal Farcas
Safety Advisers: Akeva Safety Solutions
First Aiders: Palr Farcas

Site Description and Introduction to Works

The project briefly comprises of: The construction of a new store for LIDL UK

SITE RULES

1. Site Entrance must be closed at all times to ensure unauthorised access to the site is prohibited, and when open

Site Rules

These are the Rules for working on this site. Everyone is expected to abide by these rules and if you IGNORE them you will be asked to LEAVE site.

it is to be clear of all obstructions.

2. Anyone attending the site must complete the Site Attendance book. This includes Contractors, Clients, Designers etc. Attendees to the site must also ensure that they sign out prior to leaving the site. The Site Manager must be able to account for all persons on site.
3. Any new starter must attend an induction prior to commencing work on site and have signed up to their risk assessments and method statements. If the above is not completed he/she will not be authorised to work on the site.
4. Work outside of standard working hours is by prior arrangement and subject to the attendance of 2MS supervisor / manager.
5. In the event of an emergency inform a member of 2MS staff who will contact the appropriate emergency service. Alternately dial 999 and give concise details of the emergency and precise location.
6. In the event of fire or other emergency evacuation; please leave the work area/ building via the designated, signed fire exits and assemble at the signed assembly point, as shown on the site fire plan. Any operative noticing a fire on site should raise the alarm at the nearest fire call point.
7. First aid kits are located in the site office. All accidents/injuries however minor must be reported and entered in the site accident book by 2MS staff. The details of site First Aiders on site will be made available during this site induction.

Site Rules

These are the Rules for working on this site. Everyone is expected to abide by these rules and if you IGNORE them you will be asked to LEAVE site.

8. On site you will be required to wear a safety helmet, safety footwear and hi-visibility vest or similar at all times. You will be advised of any client specific PPE / Branding requirements. Any additional PPE/RPE required for your safe working must be selected by your employer, maintained, inspected and you trained in the correct use and fit of the equipment.
9. Please use the mess rooms provided for breaks, where applicable. No food or drink is allowed on site. Please ensure you wash your hands before breaks. In addition, anyone discovered urinating on site or causing vandalism will be instantly removed. W/C 's, are provided on or around the site for your use, where applicable. Where mess rooms and toilets are not available, you will be advised as to what alternative provisions are available.
10. We will provide clean and tidy welfare facilities. Please place your rubbish into the bins provided and report any defects or breakages to us as soon as possible.
11. This site is a no smoking site, smoking is only allowed in the designated areas – E cigarettes are only allowed to be used in designated smoking areas.
12. During periods of intense sunshine operatives will be reminded to cover up and use appropriate sunscreen on any exposed skin.
13. Safety Harnesses should be checked for suitability and damage before use and have a valid test certificate.
14. Fixed length restraint type lanyards must be used in the carrier of all boom type MEWPs.
15. COSHH- All materials must have the appropriate COSHH/safety data sheets which must be read in accordance with the method statement. All emergency spill and safe disposal requirements must be observed.
16. Please observe all warning signs and notices and do not tamper with, remove, or pass through any barriers or fencing without authorisation / instruction. E.g. Roof areas, excavations etc.
17. Any Scaffolding erection, dismantling, or alteration must comply with NASC TG20:13 and be done in accordance with NASC SG04 by a trained, competent person. Only authorised persons are allowed to access scaffold areas, materials may only be stored on if appropriate brick guards or similar protection has been fitted. Any operative that is caught throwing objects of the scaffolding (bombing), will be removed from site. Only trained competent operatives (PASMA trained) must erect, alter or disassemble mobile tower scaffolds. A scaffold tag must be completed and displayed on the mobile tower by the operative erecting the tower. Under no circumstances are unauthorised persons to erect, alter or disassemble mobile tower scaffolds.
18. All plant and machinery should be in good working order with current test certificates and daily/weekly inspections carried out and recorded. These checks must be provided to 2MS at the intervals specified by the site manager.
19. All Electrical tools should be 110v only and with evidence of a current PAT test. If for any other reason a different voltage cable must be used it must be fitted with an RCD that has test capabilities. A site specific risk assessment must be carried out and approved by the site manager before any works commence using any other voltage than 110v.
20. Only trained and authorised persons are to change abrasive wheels in accordance with current legislation. Proof of training/ certificates will be required.
21. The use of plant and machinery e.g. Cranes, drilling rigs, excavators, dumpers, MEWPs etc. will only be carried out by trained, competent persons. Training certificates (CSCS cards, IPAF, CPCs cards etc.) will need to be produced before operating plant and machinery. Copies of certificates/ will be retained by the site manager. At the end of each shift the keys of all plant on site are to be handed to the site manager for security. These will then be issued back to the trained operative when requested.

Site Rules

These are the Rules for working on this site. Everyone is expected to abide by these rules and if you IGNORE them you will be asked to LEAVE site.

22. 2MS operate the following permit systems on site which need to be obtained before commencing works. These are examples of required permits, but the list is not exhaustive:
- a. Excavations near services – Plus Requirement for Smart CAT
 - b. Hot Works
 - c. Works on live Electrical Services
 - d. Working at Height/Roof Works
 - e. Use of Steps/Ladders/Mobile Tower Scaffolds
23. All Highly flammable materials E.G. Petrol etc. will be stored in a designated area. No person will be allowed to enter these areas at any time without prior permission from the site manager. Under no conditions will smoking be permitted in or anywhere near this area.
24. General use of mobile phones to text, make calls etc. is prohibited. Mobile phones should only be used in designated areas / site accommodation unless you are authorised to use it as part of your work.
25. The taking of photographs, videos and posting to social media is strictly prohibited along with the use of radios. Mobile phones are only to be used by the supervisors after approval of the site manager.
26. All operatives will be responsible for clearing of their own site rubbish and complying with the site waste management plan. All waste must be placed into the designated skips, site kept clean and tidy through the day and a clear up to be conducted daily by all contractors on site.
27. Mechanical excavators and power tools are not to be used 0.5m of the marked line of any buried services. Prior to work commencing on excavations, trenches etc., the area must be scanned, trial holes dug by hand, and any services that may be located reported to the site manager and the relevant drawings updated to reflect buried service locations.
28. We all have an individual responsibility to maintain safety standards. Please report anything you consider unsafe, near misses and incidents, or if you have any queries to our site management team.
29. 'inappropriate' or 'unreasonable' behaviour not allowed on site, this includes any, humiliating, threatening, victimising or undermining to any other worker or visitor in the workplace. No offensive and foul language allowed on site
30. Plan the deliveries together with the site manager. Site manager not allowed to sign or take responsibility of deliveries.
31. No working on ladders allowed on site unless properly risk assessed and permit issued by site manager.

**We Thank you in anticipation of your co-operation in complying with the above.
Please help us to make this a safe site**

Signed:

Name:

Company:

Date:

Issued Induction No:

CSCS Accredited: YES /NO (if yes copy of card required)

Additional Training: YES/NO (if yes copy of card/s required)

APPENDIX C - SITE INDUCTION

16.10 SITE INDUCTION FORMAT

This safety induction is to be carried out by a competent person on behalf of 2MS Construction Ltd and given to all new site personnel prior to them commencing work on site.

All persons attending the induction are to sign the relevant sheet as proof of attendance.

Explain that each person has a legal duty to:

- Look after their own safety and take care not to harm others.
- Follow any procedures laid down by their employers.
- Use any safety equipment as instructed and to report any losses or defects.
- Report any hazardous conditions or unsafe acts to the Site Manager.

Item	Subject	Site Specifics / References
1	Scope of the works	Construction of a new Lidl store with associated car parks.
2	Location of Works	<i>Identify the areas in which the work is to be undertaken. Identify Boundaries.</i>
3	Management	Contracts Manager – TBC Project Managers – Pal Farcas Health & Safety Advisors – Akeva Safety Solutions Ltd
4	CDM Key Roles	Client – Lidl (UK) GmbH PD – Alcumus PC – 2MS Construction
5	Hours of Work	0700 – 1800 Mon-Fri
6	Site Layout	<i>Show a copy of the site plan and explain the location of key places, such as pedestrian and traffic movement.</i>
7	Signing in and out of site.	In site office All persons to sign in and out.
8	Access	Use of pedestrian entrance onto site. Use pedestrian walkways around the site
9	Emergency Procedures	<i>Detail means of raising alarm, location of assembly points, appointed persons etc.</i>
10	Accident/Incident/Dangerous Occurrences/Defects Reporting	All accidents, incidents & near misses to be reported to the Site Manager immediately .
11	First Aid	First aid kit – in the site office. First Aider – Site Manager
12	Welfare	<i>Identify what welfare facilities have been supplied, their location and any restrictions.</i>
13	PPE	Minimum requirements: • Safety hats • High visibility vests • Safety boots • Anything else identified in the risk assessment

14	Key Risks	Key risks are: • Groundworks and open excavations • Working at height • Mobile plant movements • Lifting operations
15	Working at Heights	Work at heights to be avoided where possible. If unavoidable must be carried out from a suitable platform. Scaffolding • Only erected, modified and dismantled by competent scaffolder Mobile towers • Built by PASMA qualified person • No 'surfing' • Climb up inside of tower • No one is to climb out of the tower onto another surface / platform. MEWPs • Only operated by IPAF trained person • Harnesses to be worn on boom lift (cherry picker) • Lanyard clipped in basket. • No fall arrest lanyards • No-one is to climb out of a MEWPs basket in the raised position. Ladders & Stepladders • Only used as a last resort. • Must be in good condition. • Must be of a suitable type. NOTE: No climbing out of MEWPs or mobile towers at height is permitted.
16	Restricted Areas	<i>Detail any areas where personnel are not permitted or where a 'Permit to Work' is required.</i>
17	Work Equipment	All equipment to be checked before use. Do Not use faulty equipment. Use the right tool for the job. Power tools to be PAT tested 3 monthly.
18	Lifting Operations	Lifting plans must be in place for ALL lifting operations. Trained slinger / banksman to connect loads. Check all lifting equipment before use and on a weekly basis. Weekly check to be recorded. Keep persons not involved out of the way. NEVER walk under a suspended load.
19	Permits to Work	Permits required for: • Excavations • Hot works • Confined spaces • Working on electrical systems • Work at Heights

20	Housekeeping / Waste Management	All persons to keep work areas tidy. Place all waste in the skips provided.
21	CoSHH	CoSHH assessment required for ALL hazardous substances. Substances to be stored in suitable container when not in use. Hazardous substance storage to be marked up on outside with relevant CoSHH symbols.
22	Flammable Substances	The use of acetylene to be avoided where possible. Only minimum amounts needed to be within working area. All other cylinders to be kept in suitable locked cage provided by individual contractors. Cage to be located in area agreed with Site Manager.
23	Methods of Work	Method statements to be in place for all works. MS to be approved by Site Manager or 2MS Health & Safety Advisor. Requirements of MS to be communicated to all relevant persons. The requirements of the method statements are to be complied with AT ALL TIMES .
24	Site Rules	<i>Read out any particular site rules put in place by the Client / Principal Contractor.</i>
25	Storage / Deliveries	<i>Explain any procedures for deliveries and inform of location of storage areas for tools / materials.</i>
26	Training & Information	Toolbox talks to be given by each contractor at least every 2 weeks. MEWPs – IPAF Mobile towers – PASMA Mobile plant – CPCPS Other training: • Abrasive wheels • CAT & Genny • Manual handling • Harness
27	Alcohol	No alcohol or drugs allowed on site. Anyone found in possession will be asked to leave the site. Anyone suspected to be under the influence will be asked to leave the site.
28	Asbestos	Asbestos has been identified during the Demolition Phase. All personnel to be briefed on the aspects of the asbestos survey and relevant actions if anybody comes into contact with ACM's.
29	Buried Services	All services into the site will be disconnected. Checks still to be carried out. Any that are found must be reported to the Site Manager.
30	Working in Confined Spaces	All persons to be trained. Permit to enter required. Safe system of work to be developed. Gas monitoring to be carried out as necessary – see risk assessment. Suitable emergency procedures to be developed.
31	Consultation with employees	Any concerns about H&S must be reported to the Site Manager. Discuss general H&S problems during toolbox talks or meetings.

32	Overhead Cables	No one is to pass under the cables except in designated points No materials are to be stored under the cables No vehicles are to be parked under the cables.
33	Contamination	No existing contamination on site. All fuels bowsters, pumps, generators to have a bund or drip tray. Spill kits to be provided by contractors.
34	Vehicles	Parking in designated areas only. Deliveries to be agreed with Site Manager. Deliveries carried out in designated area only.

16.11 SITE INDUCTION REGISTER

To be read by all persons before signing.

I have been given the Site Induction and I fully understand all that has been told to me. I was also given the chance to question any points that I was unsure of or felt were imperative in the interests of the Health, Safety and Welfare of myself and others working on this site.

Site Induction No	Date	Name (Print)	Company	Signature	Given By:	
					Name (Print)	Signature

To be read by all persons before signing.

I have been given the Site Induction and I fully understand all that has been told to me. I was also given the chance to question any points that I was unsure of or felt were imperative in the interests of the Health, Safety and Welfare of myself and others working on this site.

Site Induction No	Date	Name (Print)	Company	Signature	Given By:	
					Name (Print)	Signature

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					Name (Print)	Signature

To be read by all persons before signing.

I have been given the Site Induction and I fully understand all that has been told to me. I was also given the chance to question any points that I was unsure of or felt were imperative in the interests of the Health, Safety and Welfare of myself and others working on this site.

Site Induction No	Date	Name (Print)	Company	Signature	Given By:	
					Name (Print)	Signature

16.12 CONTRACTOR RECORD SHEET

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	Inspected by

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

CONTRACTOR'S REGISTER	
Name of Contractor:	Telephone Number:
Foreman / Supervisor Name:	Office Contact Name:

Will this contractor use / have any of the following on site?			
Power Operated Mobile Platforms		Mechanical Plant	First Aider
Abrasive Wheels		Scaffold Towers	Cartridge Fixing Tools

Site Induction Training		Certificates Held								Inspected by
Operatives Name	Signature	Mob Plt	Abr Whl	Mec Plt	Scaf Twr	First Aid	Cart Fix	Asb Awr	CSCS Card	

Assessments						
	Method Statements	CoSHH	Risk	Noise	Manual Handling	
Required						
Copies Held on File						

Plant Test Certificates					
Type of Plant:	Plant / Machinery Owned by:	Certificate Number:	Certificate Issued by:	Expiry Date:	Certificate Inspected by:

Comments:	
Signed:	Date:

16.13 PERSONAL PROTECTIVE EQUIPMENT RECORD SHEET

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis 'Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other PPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other RPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other RPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other RPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other PPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other PPE	Harness	Lanyard	Other		

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

PERSONAL PROTECTIVE EQUIPMENT REGISTER																
During the induction, and any other time deemed necessary, all site personnel to sign to declare what types of PPE they are in possession of:																
DATE	NAME OF EMPLOYEE/ SUBCONTRACTOR	DESCRIPTION OF EQUIPMENT													ISSUED BY (Company Name)	SIGNATURE
		Safety Helmet	Safety Boots	High Vis Vest	Safety Glasses	Safety Goggles	Safety Visor	Gloves	Hearing Protection	Dust Mask	Other RPE	Harness	Lanyard	Other		

16.14 RECORD OF HSE VISIT

Visits made to the site or telephone contact by an officer of the HSE or Local Authority should be recorded here.

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

Date:		Visit:		Telephone Contact:	
Officers Name:		Regional Office:			
		Telephone No:			
Officers Comments	Action to be taken	Confirm Action Taken	Date action taken		

APPENDIX D - CHECKLISTS, INSPECTIONS & DIARIES

16.15 SITE SET-UP CHECKLIST

SITE SET-UP CHECKLIST		
EXCAVATIONS		Completed
Underground Services	Do you have all drawings, survey reports and Utility Company plans for underground services relevant to the intended excavations?	
Site Set-up	Ensure offices, storage and welfare facilities are situated so as to reduce the necessity for site personnel to have to pass close to the intended excavation areas.	
HIGHLY FLAMMABLE LIQUIDS (HFL)		Completed
HFL Store	The external HFL compound should be protected against direct sunlight, on a concrete sloping pad with a sump to catch leaks or spills, it should have a low cill sufficient to contain the largest drum stored + 10%.	
	The store must be at least 4m away from nearby buildings or boundaries. If not, the building walls or boundaries must have a minimum fire resistance of 30 minutes. It must be lockable and sited to give unobstructed access to the emergency services.	
	Suitable fire extinguishers must be in the HFL storage area. Dry powder or vaporising liquid extinguishers for use on flowing liquid fires and either foam or carbon dioxide extinguishers for contained liquid fires.	
Storage Area Signage	The following signs will need to be in place at the entrance to the store; "Highly Flammable" or "Flash point below 23 Celsius", "No Naked Lights" and "No Smoking".	
Site Fire Co-ordinator	Is the Site Fire Co-ordinator (and deputy) trained and competent in the additional firefighting requirements for storing/handling LPG – they should be.	
OVERHEAD AND UNDERGROUND SERVICES		Completed
Overhead Services Protection	Work is within 15m of overhead cables. Have barriers been erected a minimum of 6m from cables and additional warning signs been displayed warning operators of plant/equipment with extended reach, e.g. cranes, of the power lines.	
	Ensure that materials are not stored within the prohibited area between the overhead lines and the ground level barrier.	
POWER TOOLS		Completed
Explosives Storage	Do you have safe storage facilities for explosive cartridge operated tools?	
ROOFING/DECKING		Completed
Fall Protection	The most suitable edge protection to prevent falls from the roof should have been assessed and agreed with the roofing contractor. Has this been done, if not consider how falls will be prevented ready for when the work starts.	
SITE SET UP		Completed
Access/Egress	The site must be fully enclosed prevent unauthorised access. An assessment of the requirement to achieve this should have already been carried out. Is the site secure as per this assessment?	
Vehicle & Pedestrian Segregation	Provide "Pedestrian Route" signs and rigid barriers to separate vehicles and pedestrians.	
	Provide sufficient lighting for pedestrian access.	
	Establish site speed restrictions.	
	Establish a one-way traffic system to avoid the need for vehicles to reverse or a two-way system if this is not possible.	
Fire Points	Establish sufficient Fire Points. These should be equipped with the correct type of Fire Fighting Equipment for the works carried out on site, a fire alarm, fire blanket and fire notices and plans.	
Fire Fighting Equipment	The correct type of Fire Extinguisher must be available and to hand (Dry Powder).	
First Aid	Check First Aid Kits are fully stocked and readily available.	
First Aid Room	The first aid room must always be in the charge of a first aider, it should be sited close to welfare facilities and with easy access for transport.	
	It should contain; sink with running hot and cold water, drinking water, paper towels, smooth-topped work surfaces, first aid equipment, chair, couch, pillow, blankets, storage facilities, soap, clean garments, bins, bowls and a record book.	

First Aiders	Is a qualified first aider available (HSE recognised) – a backup first aider should be available for holiday and sickness cover.	
Rubbish Area	Has rubbish area been established	
Signage/Notices	Provide warning signs “Construction Site Traffic” on all access road to site entrance.	
Storage Areas	Storage areas should be clear of obstructions, reasonably level, of adequate size, on ground which can withstand the imposed loads sited away from hazards and adequately enclosed.	
PPE	Ensure that PPE is available for visitors to site.	
Messroom/Canteen	The mess room should be large enough for the number of people using it, with sufficient seating and table capacity. Facilities must be available to provide hot drinks. Provision for preparing food e.g. a microwave oven or electric/gas cooker. Gas rings must not be used.	
Drinking Water	A supply of drinking water must be available this can be from bottles or tanks if there are no mains services. It must be clearly marked as “Drinking Water”.	
Hot & Cold Running Water	A supply of hot and cold running water.	
Toilet Facilities	Ensure adequate toilet facilities are available.	
Drying Room Facilities	Ensure adequate drying facilities are available.	
Licences	If the Local Petroleum Licensing Authority has issued a license to store petrol – do you have a copy.	
Petrol Store	It must be banded by impermeable material (to contain 110% of volume stored) and unless in open air, have a door directly from the open air. It must be very well ventilated. Firefighting equipment should be as Local Petroleum Office advice.	
	Petrol storage area must be sited at least 6m from the nearest building, highway/public footpath and any flammable substances and give unobstructed access to the emergency services.	
Petrol Containers	Plastic containers must have clear and permanent marking showing; manufacturer’s name, date of manufacture, capacity and the words and figures “Compliance with S.I. 1982/630” and be indelibly marked “PETROLEUM SPIRIT – HIGHLY FLAMMABLE”.	
	Metal petrol containers must be designed for the purpose and indelibly marked “PETROLEUM SPIRIT – HIGHLY FLAMMABLE”.	
TEMPORARY ELECTRICAL SERVICES		Completed
Temporary Lighting	Is all temporary lighting in place, secure and working correctly?	
Emergency Lighting	Has emergency lighting been set-up, is it secure, been checked and in working order.	
Overhead Services	Cables that run across site must be 5.8m high at least and if they span over 3m be supported by catenary wires on poles. There should be no tension or strain on connections, they must be adequately marked and supported on proper hooks not nails.	
Signature		Date
Position		

16.16 DAILY CHECKLIST

DAILY & WEEKLY CHECKLIST								
CRANES		MON	TUES	WED	THUR	FRI	SAT	SUN
Weekly inspection	Has the crane been checked by a competent person today?							
	If this is the day of the weekly inspections of the crane, has it been carried out and results recorded?							
ERECTION OF FRAMED STRUCTURES		MON	TUES	WED	THUR	FRI	SAT	SUN
Weather Forecast	Has a weather forecast been obtained today and has appropriate action been taken?							
EXCAVATIONS		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspections	Has the excavation area including the support system been checked by a competent person prior to the start of the shift?							
Weekly Inspections	If today is the day for the statutory weekly inspections of excavations, has it been done, and the results recorded?							
Barriers & Signage	Are barriers, stop blocks and warning signs in place around excavations?							
Plant	Are portable generators and mobile plant exhaust fumes diverted away from the excavation area.							
FLOORING WORK		MON	TUES	WED	THUR	FRI	SAT	SUN
Fall Protection	Area holes covered, barriers/fall protection in place to protect persons from falling.							
FORM WORK		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspection	Has the formwork been checked today?							
LADDERS		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspection	Are all ladders on site suitable for the task and in good order?							
	Are they being removed or boarded off at the end of the working day to prevent unauthorised access out of hours?							
LIQUID PETROLEUM GASES		MON	TUES	WED	THUR	FRI	SAT	SUN
LPG Store	Is the LPG storage area secure?							
	Is the LPG storage free of combustible materials?							
	Is a fire extinguisher in place?							
	Are signs still in place?							
	Is the access to the LPG storage unobstructed, in case of emergency?							
MOBILE ELEVATED WORK PLATFORMS		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspection	Has a competent person checked all the MEWPS today?							
Weekly Inspection	If this is the day for the weekly recorded inspection of MEWPs has it been completed?							
ROADWORKS		MON	TUES	WED	THUR	FRI	SAT	SUN
Public Highway Works	Are all site personnel wearing high visibility clothing?							
	Are all roadwork signs and barriers in place?							
	Are all cones and lamps in place?							
	Is the Traffic Management System functioning as intended?							
ROOFING / DECKING		MON	TUES	WED	THUR	FRI	SAT	SUN
Fall Protection	Are all edge protection barriers in place and secure, including those excluding persons from the area below the works?							
SCAFFOLDING		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspection	Are temporary walkways provided for pedestrians in order, barriers in place, signage intact and clean and do the temporary lights work – i.e. is the system still safe?							
	Is scaffold protection / hoarding secure, lights working and warning signs intact and clean. Is traffic negotiating around scaffold easily and safely?							
	If the scaffold is still erected, has it been check prior to use today?							
Weekly Inspection	If today is the day for the statutory weekly inspection of scaffolds, has it been done, and the results recorded.							

SITE SET UP		MON	TUES	WED	THUR	FRI	SAT	SUN
Administration	Has the Construction Plan been updated today?							
	Is the Fire Plan still correct? – does it need updating due to changes on site?							
Fire Fighting Equipment	Are all the Fire Extinguishers on site in their correct locations and fire points not obstructed?							
Securing the Site	Check Integrity of Site Boundary and Site Perimeter Fencing.							
Access/Egress	Are all access ways clear of obstruction and well lit?							
Restricting Access	Are all measure still in place restricting unauthorised access into any area of the work which has been assigned a restricted area and are they all still adequately signed?							
Traffic Management Plan	Is the traffic management plan updated? Are barriers, signs and other traffic management plan control measures in place?							
Security	Is the site secure and all means of preventing unauthorised access in place?							
Signage/Notices	Are all safety signs in place, clean and securely fixed?							
First Aiders	Is there adequate fir aid cover on site?							
Welfare Facilities	Are the washing/toilet facilities sufficient for use; i.e. are they clean and is the hot water supply in order?							
	Is the canteen/mess room clean and tidy and is the means of heating food in order?							
Site Tidiness	Are all work areas clean and tidy?							
Lighting	Are all work areas adequately lit?							
PPE	Are all personnel wearing the appropriate PPE?							
Electrical Equipment	Is only 110v or less electrical equipment in use (unless authority has been given for higher voltage) with cables and junction boxes positioned to avoid trips and falls?							
Storage Areas?	Are all the storage areas clean and tidy?							
SITE SET UP		MON	TUES	WED	THUR	FRI	SAT	SUN
Sun and Heat	If weather is Hot and Sunny, ensure operatives have been reminded to cover up and use sunscreen on exposed skin.							
STORAGE OF PETROL		MON	TUES	WED	THUR	FRI	SAT	SUN
Petrol Store	Is the store intact and secure?							
	Free of combustible materials with no evidence of leaks etc?							
	Firefighting equipment sufficient and in good working order?							
	Are containers stored securely and are signs in place?							
	Is access unobstructed for emergency services?							
There is a limit to the quantity of petrol you can store in the petrol storage area and includes contents of fuel tanks in any vehicle/plant parked in the storage area – check this limit has not been exceeded.								
TEMPORARY ELECTRICAL SERVICES		MON	TUES	WED	THUR	FRI	SAT	SUN
Temporary Lighting	Is all temporary lighting in place, secure and working correctly?							
Emergency Lighting	Is all emergency lighting system in place, secure and working correctly?							
TOWER SCAFFOLDS		MON	TUES	WED	THUR	FRI	SAT	SUN
Daily Inspection	Area all towers erected correctly, fitted with guardrails and toe boards and being used correctly? Check height to least base ratios, if exceeded are they tied?							
Weekly Inspection	If today is the day for the statutory weekly inspection of the tower scaffold, has it been carried out and recorded?							
Day	Date	Checked by		Day	Date	Checked by		
Monday				Friday				
Tuesday				Saturday				
Wednesday				Sunday				

16.17 PRE-WORK CHECKLIST

PRE-WORK CHECKLIST		
AREA WITH LIMITED VENTILATION		Completed
Assessments	Survey/sampling of the atmosphere should have been carried out, if a toxic atmosphere or residues from toxic materials are identified. Do you have the Risk/CoSHH Assessments that would have been prepared as a result of the survey?	
	Survey/sampling of the atmosphere should have been carried out, if an explosive atmosphere or residues from explosive materials are identified. Do you have the Risk/CoSHH Assessments that would have been prepared as a result of the survey?	
	Survey/sampling of the atmosphere should have been carried out, if a flammable atmosphere or residues from flammable materials are identified. Do you have the Risk/CoSHH Assessments that would have been prepared as a result of the survey?	
Signature	Position	Date
BRICKLAYING		Completed
Safe Routes	Has a safe alternative route for pedestrians been established, with warning signs. Have a suitable traffic management scheme been adopted?	
Manual Handling Assessments	Have Manual Handling Assessment been carried out for all brick work? Consider the safest way to get bricks/blocks to the work area avoiding the need for unnecessary manual handling.	
Signature	Position	Date
CLADDING		Completed
Assessments / Method Statements	The cladding contractor should have prepared a works specific risk and manual handling assessments and when necessary method statement. Do you have this information?	
Signature	Position	Date
CONCRETING		Completed
Barriers and Signage	Are barriers and warning signs in place restricting access to the area where work is to be in a public area?	
Safety Method Statements	A Safety Method Statement may have been prepared for the concreting works, the extent of detail of which will depend on the complexity of the concreting works – do you have a copy? (Guidance Notes for Concreting are provided to assist you).	
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling of steel reinforcing bars? Consider the easiest way to get reinforcement to the work area avoiding the need for unnecessary manual handling.	
	Have the Manual Handling Assessment been carried out for handling of concrete? Consider the easiest way to get concrete to the work area avoiding the need for unnecessary manual handling.	
Lighting	Where the works are to be left overnight and / or in areas of poor natural light, is adequate additional lighting available?	
Signature	Position	Date
CRANES		Completed
Operating Cranes	A safety method statement will be needed for complicated lifts. All other operation requires a Safe System of Work to be in place. Are you fully conversant with either or both?	

Appointment of Operatives/Supervisors	Are you fully aware of the prepared safe system of work for the crane erection/dismantling?	
	A qualified person should have been appointed to take overall charge of lifting operations. Has a competent signaller/slinger been appointed to assist lifting operations?	
Operator Competence	Have all crane operators provided proof of competence to operate cranes?	
Test Certificates	Have all inspection/examination certificates for cranes and associated equipment been provided?	
Weather forecast	Has the weather forecast been obtained before erection/dismantling of the tower crane starts and appropriate action taken?	
Signature	Position	Date
DRAIN		Completed
Safe routes	Has a safe alternative route for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling drainage materials? Consider the easiest way to get components to the work area avoiding the need for unnecessary manual handling.	
Signature	Position	Date
DRAIN WORKS		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling drainage materials? Consider the easiest way to get components to the work area avoiding the need for unnecessary manual handling.	
Safe routes	Has a safe alternative route for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Signature	Position	Date
EQUIPMENT		Completed
Drilling Rigs	Have Certificates of Training Achievement for drilling rig operators been received?	
	Have the relevant test certificates for thorough examination of the drilling rig been provided?	
Signature	Position	Date
ERECTION OF FRAMED STRUCTURES		Completed
Barriers and Signage	Are barriers and warning signs in place restricting access to the area where the structure is to be erected?	
Safety Method Statements	Have you received a Safety Method Statement and/or additional site specific Risk Assessments from the contractor doing the work? Method Statement Guidance Notes on Erection of Structures are provided to help you assess it.	
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling of structural components? Consider the easiest way to get them to the work area and erected avoiding the need for unnecessary manual handling.	
Fall Protection	Ensure the measures to prevent falls of persons and materials/equipment (which should have already been assessed and agreed) are put in place.	
Signature	Position	Date
EXCAVATIONS		Completed
Safety Method Statements	A Safety Method Statement may have been prepared for the excavation work, the extent of detail of which will depend on the complexity of the excavations – do you have a copy? (Method Statement Guidance Notes for Excavations are provided).	

Marking Services	No excavation should start until the area has been surveyed for underground services using a CAT device. Once located hand-dig to verify position then give adequate clearance before commencing mechanical excavations.	
Shoring/Support	An assessment of the requirements for shoring/supporting the excavations should have already been carried out. Are you aware of the shoring requirements?	
Edge Protection	Well anchored stop blocks of an appropriate size should be used to prevent vehicles overrunning the edge. They should be placed at a sufficient distance from the edge to avoid the danger of it breaking away under the weight of vehicles.	
Signature	Position	Date
FLOORING WORK		Completed
Restricting Access	Ensure measure are in place to restrict unauthorised/unnecessary access into the area of floor works.	
CoSHH Assessments	CoSHH Assessments for any highly flammable materials used must be produced prior to the commencement of any works.	
Manual Handling Assessments	Have the Manual Handling Assessments been carried out to cover floor construction work? Consider the easiest way to get materials etc to the work area avoiding the need for unnecessary manual handling.	
Signature	Position	Date
FORKLIFTS		Completed
Operator Competence	Have Certificates of Training Achievement for forklift operators been received and checked?	
Test Certificates	Do you have the test certificate confirming the "thorough examination of lifting equipment" for each machine on site?	
Signature	Position	Date
FORMWORK		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling falsework/formwork equipment? Consider the easiest way to get the components etc to the work area avoiding the need for unnecessary manual handling.	
Design Details	Do you have the drawings and sketches detailing the formwork design? Has the structural engineer approved the support formwork?	
Initial Inspection	Check all elements to be used in the formwork for damage or faults prior to erection. Timber to be de-nailed.	
Signature	Position	Date
GLAZING		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling glass panes and windows? Consider the easiest way to get the components etc to the work area avoiding the need for unnecessary manual handling.	
Signature	Position	Date
HIGH PRESSURE WATER JETTING		Completed
Assessments / Method Statements	Have you received a Safety Method Statement and/or additional site specific Risk Assessments from the contractor doing the work? Method Statement Guidance Notes on Pressure Jetting are provided to help you assess it.	
Barriers and Signage	Is the area where jetting takes place suitably barriered off, sheeting and warning signs in place?	
PPE	Is all the necessary PPE available for issue?	
Signature	Position	Date

HIGHLY FLAMMABLE LIQUIDS (HFL)		Completed
CoSHH Assessments	CoSHH Assessments for any highly flammable materials used must be produced prior to the commencement of any works.	
Fire Fighting Equipment	Suitable fire extinguishers must be readily available where HFLs are being used. Dry powder or vaporising liquid extinguishers for use on flowing liquid fires and either foam or carbon dioxide extinguishers for contained liquid fires.	
Signature	Position	Date
LIFTING EQUIPMENT		Completed
Excavators used as cranes	Is the SWL displayed in the cab or marked on the machine?	
	Is there a correctly designed and manufactured lifting point?	
	Do you have the test certificate confirming the "thorough examination of lifting equipment" for each machine on site	
Signature	Position	Date
MECHANICAL SERVICES – AIR CONDITIONING SYSTEM		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling air conditioning and ductwork? Consider the easiest way to get the components etc to the work area avoiding the need for unnecessary manual handling.	
Openings for ductwork	Openings are to be formed for ductwork and therefore temporary support may be needed depending on size and location. An assessment of the support requirement should have already been made. Are you familiar with it?	
	Ensure barriers and signs are in place on both sides of the opening, to exclude persons not required for works.	
Services in Ceilings	Locate, identify and mark all services which could run in ceiling void prior to forming openings in ceiling.	
Services in Floors	Locate, identify and mark all services which could run in ceiling void prior to forming openings in floor.	
Services in Walls	Locate, identify and mark all services which could run in ceiling void prior to forming openings in brick/masonry wall.	
Services in Stud Walls	Locate, identify and mark all services which could run in ceiling void prior to forming openings in stud wall.	
Services in Cladding	Locate, identify and mark all services which could run in ceiling void prior to forming openings in cladding.	
Services in Roofs	Locate, identify and mark all services which could run in ceiling void prior to forming openings in roof.	
Signature	Position	Date
MECHANICAL SERVICES – BOILER INSTALLATION		Completed
Isolating Services	Has the gas supply been isolated and made safe prior to start of work.	
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling boiler and ancillary equipment. Consider the easiest way to get boiler to and from the work area avoiding the need for unnecessary manual handling.	
Permits	Hot works permits must be issued prior to any hot works commencing on site.	
Contractor Competence	Ensure only Gas Safe registered persons carry out this work.	
Signature	Position	Date
MECHANICAL SERVICES – PLUMBING		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for handling heavy plumbing materials? Consider the easiest way to get the components to the work area avoiding the need for unnecessary manual handling.	
Openings for ductwork	Openings are to be formed for ductwork and therefore temporary support may be needed depending on size and location. An assessment of the support requirement should have already been made. Are you familiar with it?	

	Ensure barriers and signs are in place on both sides of the opening, to exclude persons not required for works.	
Services in Ceilings	Locate, identify and mark all services which could run in ceiling void prior to forming openings in ceiling.	
Services in Floors	Locate, identify and mark all services which could run in ceiling void prior to forming openings in floor.	
Services in Walls	Locate, identify and mark all services which could run in ceiling void prior to forming openings in brick/masonry wall.	
Services in Stud Walls	Locate, identify and mark all services which could run in ceiling void prior to forming openings in stud wall.	
Services in Cladding	Locate, identify and mark all services which could run in ceiling void prior to forming openings in cladding.	
Services in Roofs	Locate, identify and mark all services which could run in ceiling void prior to forming openings in roof.	
Signature	Position	Date
MOBILE ELEVATED WORK PLATFORMS		Completed
Operator Competence	Have "Certificate of Training Achievement" for MEWPs operators been received and checked.	
Test Certificates	Do you have the test certificate confirming the "thorough examination of lifting equipment" for each machine on site?	
Ground Conditions	Ensure the ground where the work platform is to be used is examined for hazards such as holes, bumps, drop offs and debris. The surface should be made level and firm where possible.	
Signature	Position	Date
PAINTING AND DECORATING		Completed
Safe routes	Has a safe alternative route for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Signature	Position	Date
PILING		Completed
Safety Method Statements	Has the safety method statement for piling operations been received? Method Statement Guidance Notes on Piling are provided to help you assess it.	
Test Certificates	Have all test/examination certificates for piling and associated ancillary equipment been checked?	
Operator Competence	Have all piling operators provided proof of competence to operate equipment.	
Isolating Services	Have all services in the area of the work been made safe; e.g. isolated, sheathed, barriers erected, etc. Are operators aware of their existence?	
Signature	Position	Date
PLASTERING/RENDERING		Completed
Manual Handling Assessments	Have the Manual Handling Assessments been carried out for plastering/rendering work? Consider the easiest way to get the components etc to the work area avoiding the need for unnecessary manual handling.	
Signature	Position	Date
ROADWORKS		Completed
Safety Method Statements	A written Safe System of Work incorporating a Safety Method Statement may have been prepared for all but the simplest roadworks – do you have a copy?	
Assessments/Method Statements	A specialist roadworks contractor will carry out major roadworks. They should have prepared a works specific risk assessment and safety method statements. Do you have this information?	
Notifications	Has the local authority highways department been contacted and informed of the proposed works?	

	Has the local police authority been notified of the works?	
Safe routes	Is there an alternative safe route around the works for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Lighting	Where the works are to be left overnight and / or in areas of poor natural light, is adequate additional lighting available?	
Signature	Position	Date
ROOFING/DECKING		Completed
Safety Method Statements	A Safety Method Statement should have been prepared for roof work or where access only onto/across the roof is required – do you have it? Manual handling assessment must also be carried out. MS Guidance Notes for Roof Work are provided to help you.	
Signature	Position	Date
SCAFFOLDING		Completed
Safety Method Statements	A Method Statement may have been prepared for the erecting/dismantling of the scaffold, the extent of detail of which will depend on the complexity of the scaffold – do you have a copy? Guidance Notes for Scaffolding are provided to help assess it.	
Intended Scaffold Use	The scaffolding contractor should provide a scaffold sufficient to carry out – light duty; i.e. inspections, painting light cleaning, stone cleaning and access. Check the handover certificate.	
	The scaffolding contractor should provide a scaffold sufficient to carry out – masonry or special or very heavy duty; masonry work, concrete blockwork and very heavy cladding. Check the handover certificate.	
	The scaffolding contractor should provide a scaffold sufficient to carry out – very light duty; i.e. inspections, painting light cleaning, stone cleaning and access. Check the handover certificate.	
	The scaffolding contractor should provide a scaffold sufficient to carry out – general purpose i.e. general building work, including brickwork, window and mullion fixing, rendering and plastering. Check the handover certificate.	
	The scaffolding contractor should provide a scaffold sufficient to carry out – heavy duty; i.e. blockwork, brickwork, heavy cladding. Check the handover certificate.	
Anchorage	A proof pull-out test must be carried out on both existing or new anchorages before scaffold brought into use. Has this been done.	
Ladders	Ensure where vertical height ladder is over 9m an intermediate landing with toe boards and guardrails is provided where practicable.	
Scaffold – Alternative footpaths	An alternative safe route for pedestrians must be provided. It must be at least 1m wide and adequately signed. Provide ramps or raised footways to help blind, elderly and disabled people and for those with prams or wheelchairs.	
	Do you have a copy of the licence/permit issued by the local authority to close footpath and re-direct pedestrians?	
	Barriers to mark temporary footpath should be rigid (mesh can be used), have a hand rail fixed at between 1-2m, a visibility panel (min 150mm deep) and a tapping board of min depth 150mm (lower edge at ground level to a max of 200mm above ground).	
Footpaths under Scaffold	Do you have a copy on site of any licence required from the local authority to erect scaffold on pavement?	
	Nothing must project into the roadway and lighting must be provided at night. Bind scaffold with brightly coloured bunting and place warning signs just below eye level. Covers to be fitted to tube ends and threads on fittings.	
	Walkway must be adequately lit.	
Scaffold extending into Road	Do you have a copy of the license/permit from local authority, to erect scaffold onto the road?	
Signature	Position	Date

TEMPORARY ELECTRICAL SERVICES		Completed
Safe routes	Has a safe alternative route for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Signature	Position	Date
TOWER SCAFFOLDS		Completed
Competent Supervision	Erection of tower must be supervised by a competent person. Manufacturers assembly instructions must be made available and followed.	
Scaffold Construction	The maximum height to least base ratio should not normally be exceeded. In such cases where it needs to be exceeded or the tower is likely to be exposed to an appreciable wind loading, the scaffold should be tied to the structure.	
Signature	Position	Date
WORKING IN A PUBLIC AREA		Completed
Safe routes	Has a safe alternative route for pedestrians been established, with warning signs? Has a suitable traffic management scheme been adopted?	
Signature	Position	Date

16.18 SITE SAFETY DIARY

SITE SAFETY DIARY		
Date	Details / Comments	Action Required

SITE SAFETY DIARY		
Date	Details / Comments	Action Required

SITE SAFETY DIARY		
Date	Details / Comments	Action Required

SITE SAFETY DIARY		
Date	Details / Comments	Action Required

Under the Lifting Operation & Lifting Equipment Regulations 1998 all lifting equipment and lifting accessories must receive regular inspections by the user. This form is used to record those inspections.

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2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

16.20 SCAFFOLD INSPECTION REGISTER

In accordance with the Work at Heights Regulations 2005 there is a requirement for all access equipment used for working at height to be in a suitable condition. In order to comply with this there is a requirement for regular inspection s to be carried out on **at least** a weekly basis.

SCAFFOLD INSPECTION REGISTER						
Scaffold Inspection Checklist: Footings: Soft & uneven, no base plates, no sole boards, undermined. Ledgers: Not level, joints in same bay, loose, damaged. Putlogs & Transoms: Incorrectly spaced, loose, incorrectly supported. Bridles: Wrong spacing, wrong couplings, weak support. Bracing: Façade and ledger bracing, some missing, loose, insufficient. Ties: Loose, missing. Standards: Not plumb, jointed in the same lift, wrong spacing, damaged. Couplings: Wrong fitting, loose, damaged, No check couplers. Boarding: Damaged boards. Missing boards, trap boards, loose boards. Ladders: Damaged, insufficient length, not tied. Guardrails & Toe boards: Wrong height, loose, some missing.						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out by	Signed

SCAFFOLD INSPECTION REGISTER						
Scaffold Inspection Checklist: Footings: Soft & uneven, no base plates, no sole boards, undermined. Ledgers: Not level, joints in same bay, loose, damaged. Putlogs & Transoms: Incorrectly spaced, loose, incorrectly supported. Bridles: Wrong spacing, wrong couplings, weak support. Bracing: Façade and ledger bracing, some missing, loose, insufficient. Ties: Loose, missing. Standards: Not plumb, jointed in the same lift, wrong spacing, damaged. Couplings: Wrong fitting, loose, damaged, No check couplers. Boarding: Damaged boards. Missing boards, trap boards, loose boards. Ladders: Damaged, insufficient length, not tied. Guardrails & Toe boards: Wrong height, loose, some missing.						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out by	Signed

Scaffold Inspection Checklist:

Guardrails & Toe boards:
Wrong height, loose, some missing.

Ladders: Damaged, insufficient length, not tied.

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

SCAFFOLD INSPECTION REGISTER						
Scaffold Inspection Checklist: Footings: Soft & uneven, no base plates, no sole boards, undermined. Ledgers: Not level, joints in same bay, loose, damaged. Putlogs & Transoms: Incorrectly spaced, loose, incorrectly supported. Bridles: Wrong spacing, wrong couplings, weak support. Bracing: Façade and ledger bracing, some missing, loose, insufficient. Ties: Loose, missing. Standards: Not plumb, jointed in the same lift, wrong spacing, damaged. Couplings: Wrong fitting, loose, damaged, No check couplers. Boarding: Damaged boards. Missing boards, trap boards, loose boards. Ladders: Damaged, insufficient length, not tied. Guardrails & Toe boards: Wrong height, loose, some missing.						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out by	Signed

Scaffold Inspection Checklist:

Guardrails & Toe boards:
Wrong height, loose, some missing.

Ladders: Damaged, insufficient length, not tied.

[illegible]

16.21 LIFTING PLAN

DETAILED LIFTING PLAN

This is the agreed lifting plan for all lifting operations and must be completed in full before the craneage / lifting operation can commence. If any item changes after the plan is agreed, then the plan **MUST** be reviewed.

Contract Name:	Assessment Ref:
Contract No:	Date:

Brief Description of Works to be Carried Out

Appointed Crane Supervisor:	
------------------------------------	--

Loads to be Lifted (For general site use, enter maximums in each column)

Type of Load	Weight of Load	Height of Lift	Up or Down	Radius	Other Characteristics

Restrictions/Obstructions (Tick if Present and Note Details in Accompanying Appendix)			
Overhead Cables		Underground Services (Gas, Oil, Electricity, etc.)	
Existing Buildings		Sensitive Services (Pipelines etc.)	
Voids and Traps		Road Closures	
Other		Other	

Ground Conditions (Include assessed Bearing Conditions)

Crane and Lifting Accessories Spec. and Document Check List	
Contract Name:	Assessment Ref:
Contract No:	Date:
Crane Type/ Make/ Model	
Maximum Rated Load At Required Radius	Source:

Crane/Lifting Machine Documentation			
Document	Date of Document	Comment	Date Checked by Site
EC Declaration of Conformity			
6 Monthly Examination			
Weekly/ Daily Inspections			
Installation Examination (E.g. Tower crane, hoist etc.			
Other (e.g. Details of tests, etc)			

Crane Standing or Support Conditions	
Max. Outrigger Load Tonnes	Max. Ground Bearing Pressure (t/m2)

Lifting Accessories Documentation			
Item of Lifting Gear	Identification	Date of Last 6 monthly Examination	Date Checked on site

Operator Proof of Training			
Name of Operator	Expiry Date of Certificate	Experience on Above Machine	Date Checked On Site

Management of Crane Lift	Tick	Driver	Tick
By Site		Hired with Crane	
Contract Lift		Employed by Contract	
Appointed Person	Name		
	Employer		

Hazards:**Risks:****Control Measures:**

Method Statement

Appendix I - Sketch



16.22 MOBILE PLANT CHECKLIST

MOBILE PLANT OPERATOR'S WEEKLY CHECKLIST				
Plant Type			Week Commencing	
Plant No			Driver's Name	
Site			Accessory No's	
Daily Maintenance - to be completed by the operator				
Tick When Checked	YES	NO	N/A	Fault / Comments
Tracks / Tyres – pressures, condition				
Wheel studs				
Blades & cutting edges				
Access Steps / Ladders				
Edge Protection				
Bodywork – signs of damage				
Quick hitches – including safety pin				
Mirrors & Windows – clear, not obscured				
Oils – transmission, hydraulic, engine etc				
Coolant Levels				
Batteries – terminals, fluid levels				
Air Filters				
Grease Points				
Seat Belt				
Warning Lights & Gauges				
External Lights				
Beacon Light				
Brake Air Pressure				
Controls – levers, switches, horn etc				
Brakes – foot brake and handbrake				
NB: Any faults that are rectified before the end of the week are to be crossed out				
Operator's Signature			Date	
Servicing / Repairs Carried Out				
Manager / Supervisor Declaration				
I confirm that the above checks have been carried out and I have been made aware of any faults.				
Manager / Supervisor's Name			Signature	

MOBILE PLANT OPERATOR'S WEEKLY CHECKLIST				
Plant Type			Week Commencing	
Plant No			Driver's Name	
Site			Accessory No's	
Daily Maintenance - to be completed by the operator				
Tick When Checked	YES	NO	N/A	Fault / Comments
Tracks / Tyres – pressures, condition				
Wheel studs				
Blades & cutting edges				
Access Steps / Ladders				
Edge Protection				
Bodywork – signs of damage				
Quick hitches – including safety pin				
Mirrors & Windows – clear, not obscured				
Oils – transmission, hydraulic, engine etc				
Coolant Levels				
Batteries – terminals, fluid levels				
Air Filters				
Grease Points				
Seat Belt				
Warning Lights & Gauges				
External Lights				
Beacon Light				
Brake Air Pressure				
Controls – levers, switches, horn etc				
Brakes – foot brake and handbrake				
NB: Any faults that are rectified before the end of the week are to be crossed out				
Operator's Signature			Date	
Servicing / Repairs Carried Out				
Manager / Supervisor Declaration				
I confirm that the above checks have been carried out and I have been made aware of any faults.				
Manager / Supervisor's Name			Signature	

MOBILE PLANT OPERATOR'S WEEKLY CHECKLIST				
Plant Type			Week Commencing	
Plant No			Driver's Name	
Site			Accessory No's	
Daily Maintenance - to be completed by the operator				
Tick When Checked	YES	NO	N/A	Fault / Comments
Tracks / Tyres – pressures, condition				
Wheel studs				
Blades & cutting edges				
Access Steps / Ladders				
Edge Protection				
Bodywork – signs of damage				
Quick hitches – including safety pin				
Mirrors & Windows – clear, not obscured				
Oils – transmission, hydraulic, engine etc				
Coolant Levels				
Batteries – terminals, fluid levels				
Air Filters				
Grease Points				
Seat Belt				
Warning Lights & Gauges				
External Lights				
Beacon Light				
Brake Air Pressure				
Controls – levers, switches, horn etc				
Brakes – foot brake and handbrake				
NB: Any faults that are rectified before the end of the week are to be crossed out				
Operator's Signature			Date	
Servicing / Repairs Carried Out				
Manager / Supervisor Declaration				
I confirm that the above checks have been carried out and I have been made aware of any faults.				
Manager / Supervisor's Name			Signature	

MOBILE PLANT OPERATOR'S WEEKLY CHECKLIST				
Plant Type			Week Commencing	
Plant No			Driver's Name	
Site			Accessory No's	
Daily Maintenance - to be completed by the operator				
Tick When Checked	YES	NO	N/A	Fault / Comments
Tracks / Tyres – pressures, condition				
Wheel studs				
Blades & cutting edges				
Access Steps / Ladders				
Edge Protection				
Bodywork – signs of damage				
Quick hitches – including safety pin				
Mirrors & Windows – clear, not obscured				
Oils – transmission, hydraulic, engine etc				
Coolant Levels				
Batteries – terminals, fluid levels				
Air Filters				
Grease Points				
Seat Belt				
Warning Lights & Gauges				
External Lights				
Beacon Light				
Brake Air Pressure				
Controls – levers, switches, horn etc				
Brakes – foot brake and handbrake				
NB: Any faults that are rectified before the end of the week are to be crossed out				
Operator's Signature			Date	
Servicing / Repairs Carried Out				
Manager / Supervisor Declaration				
I confirm that the above checks have been carried out and I have been made aware of any faults.				
Manager / Supervisor's Name			Signature	

16.23 CONSIDERATE CONSTRUCTOR CHECKLIST

CONSIDERATE CONSTRUCTOR CHECKLIST

Considerate Constructors seek to improve the image of the construction industry by striving to promote and achieve best practice under a code. The following checklist is based on the requirements of the Considerate Constructor Scheme and should be completed at the start of the contract as well as periodically through the contract.

1. SIGNS, NOTICES & POSTERS		
	Where to Place	Tick
Health & Safety Law poster	Noticeboard / Canteen	
Environmental Poster – Waste Management	Noticeboard / Canteen	
Environmental Poster - Energy Saving	Noticeboard / Canteen	
Healthy & Wellbeing Posters	Noticeboard / Canteen	
Hydration Posters	Toilets & Washrooms	
First aid signs	Noticeboard / Canteen	
Fire assembly point sign	Assembly Point	
General warning signs e.g. 'Construction Site – Keep Out'	Hoarding	
Car Park sign	Car Park	
Site emergency contact numbers (including after hours)	Outside site entrance	
Considerate Constructor Signs	Outside site entrance & canteen	
Hazard information board	Site noticeboard	
List of Companies targets and achievements (safety, environmental, public) etc.	Site noticeboard	
2. REGISTERS & RECORDS		
	Where to Place	Tick
Perimeter fencing checks	Site Office	
Comments and complaints register	Site Office	
Visitor's Register	Site Office	
Contractor Signing in Register	Site Office / Canteen	
Toolbox Talk Register	Site Office	
Site Induction Register	Site Office	
Fire Safety Checks & Register of Fire Drills	Site Office	
Basic Health Questionnaire with Next of Kin Details	Site Office	
3. DOCUMENTS		
	Where to Place	Tick
Construction Phase Health & Safety Plan	Site Office	
Copy of Health & Safety Policy	Site Office	
Copy of Environmental Policy	Site Office	
Copy of Equality & Diversity Policy	Site Office	
Copy of health, safety and environmental incident reporting procedures	Noticeboard and induction	
4. INFORMATION REQUIREMENTS		
	Who to Provide to:	Tick
Restrictions on deliveries	Contractors & suppliers	
Toolbox talk on CCS	Site workers	
Environmental Toolbox Talks	Site workers	
5. ENVIRONMENTAL		
	Where to Place	Tick
Protection of plants, trees, natural habitats etc.	Site	

Pollution prevention systems developed	Induction and noticeboard	
Fuels and oils located away from watercourses, surface water etc.	Site	
Spill kits available	Site	
Joining of environmental schemes e.g. carbon off-setting	Posters and notices	
Environmental hazards identified for site	Induction	
Develop targets for minimising, reusing or recycling waste	Noticeboard	
Develop system for using environmentally sustainable sources	Induction and noticeboard	
6. TRAFFIC MANAGEMENT		
		Tick
Develop system for vehicles entering and leaving site to ensure public safety	Traffic management plan	
Develop system for monitoring conditions of roads outside site	Manager safety check	
Ensure adequate parking for private and contractor's vehicles	Traffic management plan	
Ensure suitable pedestrian and vehicle segregation including access	Traffic management plan	
7. OTHER		
		Tick
Feedback surveys or questionnaires	For neighbours	
Skin management system (barrier cream, cleaning agents & after work creams)	Toilets & Washrooms	
Separate smoking areas for standard cigarettes and E cigarettes	Site compound	
Welfare – ensure suitable cleaning regime. Post record on wall	Site toilets	
Arrange for support of local community, businesses or charities	N/A	
Develop a dress code for site workers leaving site	Induction and noticeboard	

16.24 EXCAVATION INSPECTION REGISTER

EXCAVATION INSPECTION REGISTER						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out By	Signed

EXCAVATION INSPECTION REGISTER						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out By	Signed

EXCAVATION INSPECTION REGISTER						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out By	Signed

EXCAVATION INSPECTION REGISTER						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out By	Signed

EXCAVATION INSPECTION REGISTER						
Date	Time	Location and Description	Hazards Identified	Action Taken	Inspection Carried Out By	Signed

16.25 SCAFFOLDING & MOBILE TOWER INSPECTION RECORD

SCAFFOLDING & MOBILE TOWER INSPECTION RECORD						
DATE	TIME	LOCATION AND DESCRIPTION	HAZARDS IDENTIFIED	ACTION TAKEN	INSPECTION CARRIED OUT BY	SIGNED

[illegible]

[illegible]

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

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APPENDIX E - PERMITS TO WORK

16.26 HOT WORKS PERMIT

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
Fire Extinguisher to be close to Hot Works location and within maintenance service date, pins secured in the handle and pressurized. Fire equipment for hot works is not to be taken from site established fire points.			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

HOT WORKS PERMIT			
Project / Site:			
Location on site:			
PART 1 - TIMINGS			
Valid from:	Date:	Time:	
Valid to:	Date:	Time:	
PART 2 - DESCRIPTION OF WORK			
PART 3 - PROTECTIVE MEASURES			
Is the work to be carried out when other plant, equipment or systems are in operation?		YES / NO	Delete as applicable
If YES, has the following been carried out?			
Lock off procedures:		YES / NO	Delete as applicable
Barriers installed:		YES / NO	Delete as applicable
Screens erected:		YES / NO	Delete as applicable
Others informed:		YES / NO	Delete as applicable
Is the equipment that is to be used suitable?		YES / NO	Delete as applicable
Are those carrying out the work aware of the means of raising the alarm?		YES / NO	Delete as applicable
Does the person carrying out the work have a suitable fire extinguisher?		YES / NO	Delete as applicable
Has the area been cleared of combustible materials or have they been protected?		YES / NO	Delete as applicable
Have all flammable liquids been removed from the area?		YES / NO	Delete as applicable
PART 5: ADDITIONAL PRECAUTIONS REQUIRED:			
PART 6 - AUTHORISATION			
Authorising signature and position		Name & signature of recipient	
PART 7 – WORK COMPLETE			
Date	Time	Signature of person carrying out the work	Authorising Signature
Original copy kept on file, copy given to person carrying out work.			

16.27 CONFINED SPACE PERMIT

CONFINED SPACE PERMIT					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT					
IS THE CONFINED SPACE LIKELY TO CONTAIN ANY GASES, COMBUSTIBLE RESIDUES / VAPOURS / DUSTS ETC.?				YES	NO
IF YES HAS THE FOLLOWING BEEN CARRIED OUT?		YES	NO	COMMENTS	
1. Isolation of Power Sources?				(Name)	
2. Isolation from sources of ingress of dangerous fumes?				(Specify)	
3. Purging of the system				(Specify)	
4. Gas monitoring?				(Specify)	
5. Removal of sources of ignition?				(Specify)	
6. Isolation of free flowing solids / liquids				(Specify)	
7. Has the above plant been freed of dangerous materials, if yes specify materials and method.				(Specify)	
PRECAUTIONS					
1. All persons trained, and proof of certification seen.					
2. 'Top' Man for safety purposes.				(Name)	
3. Means of escape / evacuation.				(Specify)	
4. Lock off procedures carried out.				(Specify)	
5. Suitable fire prevention / precautions.				(Specify)	
6. Personal protective equipment (PPE).				(Specify)	
7. Any additional precautions required?				(Specify)	
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE	AUTHORISING SIGNATURE & POSITION	
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE	AUTHORISING SIGNATURE	

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

CONFINED SPACE PERMIT					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT					
IS THE CONFINED SPACE LIKELY TO CONTAIN ANY GASES, COMBUSTIBLE RESIDUES / VAPOURS / DUSTS ETC.?				YES	NO
IF YES HAS THE FOLLOWING BEEN CARRIED OUT?		YES	NO	COMMENTS	
1. Isolation of Power Sources?				(Name)	
2. Isolation from sources of ingress of dangerous fumes?				(Specify)	
3. Purging of the system				(Specify)	
4. Gas monitoring?				(Specify)	
5. Removal of sources of ignition?				(Specify)	
6. Isolation of free flowing solids / liquids				(Specify)	
7. Has the above plant been freed of dangerous materials, if yes specify materials and method.				(Specify)	
PRECAUTIONS					
1. All persons trained, and proof of certification seen.					
2. 'Top' Man for safety purposes.				(Name)	
3. Means of escape / evacuation.				(Specify)	
4. Lock off procedures carried out.				(Specify)	
5. Suitable fire prevention / precautions.				(Specify)	
6. Personal protective equipment (PPE).				(Specify)	
7. Any additional precautions required?				(Specify)	
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE	AUTHORISING SIGNATURE & POSITION	
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE	AUTHORISING SIGNATURE	

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

CONFINED SPACE PERMIT					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT					
IS THE CONFINED SPACE LIKELY TO CONTAIN ANY GASES, COMBUSTIBLE RESIDUES / VAPOURS / DUSTS ETC.?				YES	NO
IF YES HAS THE FOLLOWING BEEN CARRIED OUT?		YES	NO	COMMENTS	
1. Isolation of Power Sources?				(Name)	
2. Isolation from sources of ingress of dangerous fumes?				(Specify)	
3. Purging of the system				(Specify)	
4. Gas monitoring?				(Specify)	
5. Removal of sources of ignition?				(Specify)	
6. Isolation of free flowing solids / liquids				(Specify)	
7. Has the above plant been freed of dangerous materials, if yes specify materials and method.				(Specify)	
PRECAUTIONS					
1. All persons trained, and proof of certification seen.					
2. 'Top' Man for safety purposes.				(Name)	
3. Means of escape / evacuation.				(Specify)	
4. Lock off procedures carried out.				(Specify)	
5. Suitable fire prevention / precautions.				(Specify)	
6. Personal protective equipment (PPE).				(Specify)	
7. Any additional precautions required?				(Specify)	
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE	AUTHORISING SIGNATURE & POSITION	
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE	AUTHORISING SIGNATURE	

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

CONFINED SPACE PERMIT					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT					
IS THE CONFINED SPACE LIKELY TO CONTAIN ANY GASES, COMBUSTIBLE RESIDUES / VAPOURS / DUSTS ETC.?				YES	NO
IF YES HAS THE FOLLOWING BEEN CARRIED OUT?		YES	NO	COMMENTS	
1. Isolation of Power Sources?				(Name)	
2. Isolation from sources of ingress of dangerous fumes?				(Specify)	
3. Purging of the system				(Specify)	
4. Gas monitoring?				(Specify)	
5. Removal of sources of ignition?				(Specify)	
6. Isolation of free flowing solids / liquids				(Specify)	
7. Has the above plant been freed of dangerous materials, if yes specify materials and method.				(Specify)	
PRECAUTIONS					
1. All persons trained, and proof of certification seen.					
2. 'Top' Man for safety purposes.				(Name)	
3. Means of escape / evacuation.				(Specify)	
4. Lock off procedures carried out.				(Specify)	
5. Suitable fire prevention / precautions.				(Specify)	
6. Personal protective equipment (PPE).				(Specify)	
7. Any additional precautions required?				(Specify)	
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE	AUTHORISING SIGNATURE & POSITION	
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE	AUTHORISING SIGNATURE	

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

16.28 ELECTRICAL WORK PERMIT

ELECTRICAL WORK PERMIT			
VALID FROM	DATE		TIME
VALID TO	DATE		TIME
CONTRACT TITLE			
LOCATION			
CONTRACTOR		WORKS SUPERVISOR	
DESCRIPTION OF WORKS TO BE CARRIED OUT			
PLANT/EQUIPMENT/SYSTEM BEING WORKED ON:			
WORKS/TESTS TO BE UNDERTAKEN			
LOCATIONS			
ISOLATION POINT			
LOCKS			
EARTHING			
DANGER NOTICES			
AUTOMATIC FIRE EXTINGUISHING CONTROL has been rendered inoperative at			
ADDITIONAL PRECAUTIONS			
I certify that the *plant / equipment / system identified above has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and / or tests specified below can be performed in a safe manner.			
DATE	TIME	AUTHORISING SIGNATURE & POSITION	
ACKNOWLEDGEMENT			
I acknowledge receipt of this permit having inspected the above precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in accordance with the method statement / industry best practice and any specific legislation. I declare that neither myself, nor those persons under my control, will attempt any other task than that specified.			
DATE	TIME	CONTRACTOR'S REP SIGNATURE	

COMPLETION		
I certify that the work specified above has been *completed / stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may / may not be removed		
DATE	TIME	CONTRACTOR'S REP SIGNATURE
RECEIPT BY ISSUING AUTHORITY		
I certify that the above system measures have been removed and that the *plant / equipment / system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.		
DATE	TIME	AUTHORISING SIGNATURE & POSITION

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

*Delete as appropriate

ELECTRICAL WORK PERMIT				
VALID FROM	DATE		TIME	
VALID TO	DATE		TIME	
CONTRACT TITLE				
LOCATION				
CONTRACTOR		WORKS SUPERVISOR		
DESCRIPTION OF WORKS TO BE CARRIED OUT				
PLANT/EQUIPMENT/SYSTEM BEING WORKED ON:				
WORKS/TESTS TO BE UNDERTAKEN				
LOCATIONS				
ISOLATION POINT				
LOCKS				
EARTHING				
DANGER NOTICES				
AUTOMATIC FIRE EXTINGUISHING CONTROL has been rendered inoperative at				
ADDITIONAL PRECAUTIONS				
I certify that the *plant / equipment / system identified above has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and / or tests specified below can be performed in a safe manner.				
DATE	TIME	AUTHORISING SIGNATURE & POSITION		
ACKNOWLEDGEMENT				
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DATE	TIME	CONTRACTOR'S REP SIGNATURE		

COMPLETION		
I certify that the work specified above has been *completed / stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may / may not be removed		
DATE	TIME	CONTRACTOR'S REP SIGNATURE
RECEIPT BY ISSUING AUTHORITY		
I certify that the above system measures have been removed and that the *plant / equipment / system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.		
DATE	TIME	AUTHORISING SIGNATURE & POSITION

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

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ELECTRICAL WORK PERMIT				
VALID FROM	DATE		TIME	
VALID TO	DATE		TIME	
CONTRACT TITLE				
LOCATION				
CONTRACTOR		WORKS SUPERVISOR		
DESCRIPTION OF WORKS TO BE CARRIED OUT				
PLANT/EQUIPMENT/SYSTEM BEING WORKED ON:				
WORKS/TESTS TO BE UNDERTAKEN				
LOCATIONS				
ISOLATION POINT				
LOCKS				
EARTHING				
DANGER NOTICES				
AUTOMATIC FIRE EXTINGUISHING CONTROL has been rendered inoperative at				
ADDITIONAL PRECAUTIONS				
I certify that the *plant / equipment / system identified above has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and / or tests specified below can be performed in a safe manner.				
DATE	TIME	AUTHORISING SIGNATURE & POSITION		
ACKNOWLEDGEMENT				
I acknowledge receipt of this permit having inspected the above precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in accordance with the method statement / industry best practice and any specific legislation. I declare that neither myself, nor those persons under my control, will attempt any other task than that specified.				
DATE	TIME	CONTRACTOR'S REP SIGNATURE		

COMPLETION		
I certify that the work specified above has been *completed / stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may / may not be removed		
DATE	TIME	CONTRACTOR'S REP SIGNATURE
RECEIPT BY ISSUING AUTHORITY		
I certify that the above system measures have been removed and that the *plant / equipment / system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.		
DATE	TIME	AUTHORISING SIGNATURE & POSITION

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

*Delete as appropriate

ELECTRICAL WORK PERMIT				
VALID FROM	DATE		TIME	
VALID TO	DATE		TIME	
CONTRACT TITLE				
LOCATION				
CONTRACTOR		WORKS SUPERVISOR		
DESCRIPTION OF WORKS TO BE CARRIED OUT				
PLANT/EQUIPMENT/SYSTEM BEING WORKED ON:				
WORKS/TESTS TO BE UNDERTAKEN				
LOCATIONS				
ISOLATION POINT				
LOCKS				
EARTHING				
DANGER NOTICES				
AUTOMATIC FIRE EXTINGUISHING CONTROL has been rendered inoperative at				
ADDITIONAL PRECAUTIONS				
I certify that the *plant / equipment / system identified above has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and / or tests specified below can be performed in a safe manner.				
DATE	TIME	AUTHORISING SIGNATURE & POSITION		
ACKNOWLEDGEMENT				
I acknowledge receipt of this permit having inspected the above precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in accordance with the method statement / industry best practice and any specific legislation. I declare that neither myself, nor those persons under my control, will attempt any other task than that specified.				
DATE	TIME	CONTRACTOR'S REP SIGNATURE		

COMPLETION		
I certify that the work specified above has been *completed / stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may / may not be removed		
DATE	TIME	CONTRACTOR'S REP SIGNATURE
RECEIPT BY ISSUING AUTHORITY		
I certify that the above system measures have been removed and that the *plant / equipment / system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.		
DATE	TIME	AUTHORISING SIGNATURE & POSITION

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

*Delete as appropriate

ELECTRICAL WORK PERMIT				
VALID FROM	DATE		TIME	
VALID TO	DATE		TIME	
CONTRACT TITLE				
LOCATION				
CONTRACTOR		WORKS SUPERVISOR		
DESCRIPTION OF WORKS TO BE CARRIED OUT				
PLANT/EQUIPMENT/SYSTEM BEING WORKED ON:				
WORKS/TESTS TO BE UNDERTAKEN				
LOCATIONS				
ISOLATION POINT				
LOCKS				
EARTHING				
DANGER NOTICES				
AUTOMATIC FIRE EXTINGUISHING CONTROL has been rendered inoperative at				
ADDITIONAL PRECAUTIONS				
I certify that the *plant / equipment / system identified above has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and / or tests specified below can be performed in a safe manner.				
DATE	TIME	AUTHORISING SIGNATURE & POSITION		
ACKNOWLEDGEMENT				
I acknowledge receipt of this permit having inspected the above precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in accordance with the method statement / industry best practice and any specific legislation. I declare that neither myself, nor those persons under my control, will attempt any other task than that specified.				
DATE	TIME	CONTRACTOR'S REP SIGNATURE		

COMPLETION		
I certify that the work specified above has been *completed / stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may / may not be removed		
DATE	TIME	CONTRACTOR'S REP SIGNATURE
RECEIPT BY ISSUING AUTHORITY		
I certify that the above system measures have been removed and that the *plant / equipment / system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled, and this completed form is filed for record purposes.		
DATE	TIME	AUTHORISING SIGNATURE & POSITION

ORIGINAL COPY KEPT ON FILE, CARBON COPY GIVEN TO CONTRACTOR

*Delete as appropriate

16.29 PERMIT TO DIG

PERMIT TO EXCAVATE						
VALID FROM	DATE		TIME			
VALID TO	DATE		TIME			
CONTRACT TITLE						
LOCATION						
CONTRACTOR		WORKS SUPERVISOR				
DESCRIPTION OF WORKS TO BE CARRIED OUT (NO MECHANICAL DIGGING WITH 0.5M OF SERVICES)						
ESSENTIAL PROCEDURES				YES	NO	COMMENTS
1. Have contract drawings and details been issued by client?						
2. Do drawings show underground/overhead services?						
3. Has CAT and 'Genny' scan been done on all areas? (If Yes, give name of person undertaking CAT and Genny Scan in the comments box)						
4. Have all areas been surveyed for all boxes, covers, etc?						
5. Have all site personnel been told to service locations?						
ACTIONS	DRAWINGS CHECKED	CAT SCAN	LOCATED (HAND DIG)	MARKED (HOW)	PROTECTED (HOW)	
ELECTRICITY						
GAS						
BT						
FIBRE OPTIC						
WATER						
SEWAGE						
OTHER (STATE)						
The above has been carried out by:	Name		Position		Signature	
OTHER HAZARDS			CONTROL MEASURES			
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE		AUTHORISING SIGNATURE & POSITION	
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE		AUTHORISING SIGNATURE	

PERMIT TO EXCAVATE					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT (NO MECHANICAL DIGGING WITH 0.5M OF SERVICES)					
ESSENTIAL PROCEDURES			YES	NO	COMMENTS
1. Have contract drawings and details been issued by client?					
2. Do drawings show underground/overhead services?					
3. Has CAT and 'Genny' scan been done on all areas? (If Yes, give name of person undertaking CAT and Genny Scan in the comments box)					
4. Have all areas been surveyed for all boxes, covers, etc?					
5. Have all site personnel been told to service locations?					
ACTIONS	DRAWINGS CHECKED	CAT SCAN	LOCATED (HAND DIG)	MARKED (HOW)	PROTECTED (HOW)
ELECTRICITY					
GAS					
BT					
FIBRE OPTIC					
WATER					
SEWAGE					
OTHER (STATE)					
The above has been carried out by:	Name		Position		Signature
OTHER HAZARDS			CONTROL MEASURES		
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE		AUTHORISING SIGNATURE & POSITION
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE		AUTHORISING SIGNATURE

PERMIT TO EXCAVATE					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT (NO MECHANICAL DIGGING WITH 0.5M OF SERVICES)					
ESSENTIAL PROCEDURES			YES	NO	COMMENTS
1. Have contract drawings and details been issued by client?					
2. Do drawings show underground/overhead services?					
3. Has CAT and 'Genny' scan been done on all areas? (If Yes, give name of person undertaking CAT and Genny Scan in the comments box)					
4. Have all areas been surveyed for all boxes, covers, etc?					
5. Have all site personnel been told to service locations?					
ACTIONS	DRAWINGS CHECKED	CAT SCAN	LOCATED (HAND DIG)	MARKED (HOW)	PROTECTED (HOW)
ELECTRICITY					
GAS					
BT					
FIBRE OPTIC					
WATER					
SEWAGE					
OTHER (STATE)					
The above has been carried out by:	Name		Position		Signature
OTHER HAZARDS			CONTROL MEASURES		
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE		AUTHORISING SIGNATURE & POSITION
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE		AUTHORISING SIGNATURE

PERMIT TO EXCAVATE					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT (NO MECHANICAL DIGGING WITH 0.5M OF SERVICES)					
ESSENTIAL PROCEDURES			YES	NO	COMMENTS
1. Have contract drawings and details been issued by client?					
2. Do drawings show underground/overhead services?					
3. Has CAT and 'Genny' scan been done on all areas? (If Yes, give name of person undertaking CAT and Genny Scan in the comments box)					
4. Have all areas been surveyed for all boxes, covers, etc?					
5. Have all site personnel been told to service locations?					
ACTIONS	DRAWINGS CHECKED	CAT SCAN	LOCATED (HAND DIG)	MARKED (HOW)	PROTECTED (HOW)
ELECTRICITY					
GAS					
BT					
FIBRE OPTIC					
WATER					
SEWAGE					
OTHER (STATE)					
The above has been carried out by:	Name		Position		Signature
OTHER HAZARDS			CONTROL MEASURES		
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE		AUTHORISING SIGNATURE & POSITION
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE		AUTHORISING SIGNATURE

PERMIT TO EXCAVATE					
VALID FROM	DATE		TIME		
VALID TO	DATE		TIME		
CONTRACT TITLE					
LOCATION					
CONTRACTOR		WORKS SUPERVISOR			
DESCRIPTION OF WORKS TO BE CARRIED OUT (NO MECHANICAL DIGGING WITH 0.5M OF SERVICES)					
ESSENTIAL PROCEDURES			YES	NO	COMMENTS
1. Have contract drawings and details been issued by client?					
2. Do drawings show underground/overhead services?					
3. Has CAT and 'Genny' scan been done on all areas? (If Yes, give name of person undertaking CAT and Genny Scan in the comments box)					
4. Have all areas been surveyed for all boxes, covers, etc?					
5. Have all site personnel been told to service locations?					
ACTIONS	DRAWINGS CHECKED	CAT SCAN	LOCATED (HAND DIG)	MARKED (HOW)	PROTECTED (HOW)
ELECTRICITY					
GAS					
BT					
FIBRE OPTIC					
WATER					
SEWAGE					
OTHER (STATE)					
The above has been carried out by:	Name		Position		Signature
OTHER HAZARDS			CONTROL MEASURES		
WORK MAY COMMENCE	DATE	TIME	CONTRACTOR'S REP NAME & SIGNATURE		AUTHORISING SIGNATURE & POSITION
WORK COMPLETE	DATE	TIME	CONTRACTOR'S REP SIGNATURE		AUTHORISING SIGNATURE

16.30 ROOF WORK PERMIT

ROOF WORKS PERMIT					
Project / Site:					
Location on site:					
Valid from:	Date:		Time:		
Valid to:	Date:		Time:		
DESCRIPTION OF WORK					
PROTECTIVE MEASURES					
All items to be checked.		Deletes as Applicable		State what has been provided	
Is safe access provided		YES / NO / NA			
Is suitable edge protection in place where there is a risk of falling?		YES / NO / NA			
Have barriers been erected to prevent access to other areas of the roof?		YES / NO / NA			
Is there a safe means of getting materials and equipment to the roof work area?		YES / NO / NA			
Is the roof or parts of the roof known to be fragile?		YES / NO / NA		N/A	
Where applicable, have fragile areas been protected?		YES / NO / NA			
Have any necessary CoSHH assessments been carried out?		YES / NO / NA		N/A	
Has a weather forecast been obtained?		YES / NO / NA			
Have suitable warning signs been placed?		YES / NO / NA		N/A	
Where necessary, have safety harnesses been checked?		YES / NO / NA		N/A	
Where necessary, is there a suitable anchor point for harnesses?		YES / NO / NA			
Where necessary, has the anchor point been inspected?		YES / NO / NA		N/A	
Has a suitable means of communication between the ground and those on the roof been established?		YES / NO / NA			
WORKING TEAM – Enter the names of the working team					
	Name	Signature		Name	Signature
1			5		
2			6		
3			7		
4			8		
The following additional equipment / precautions are to be taken and used or observed:					
No working on ladders is allowed on this site.					
PERMIT ISSUED TO:					
Name		Position			
Signed		Date		Time	
CANCELLATION					Tick
1. I hereby declare that the work referred to above has now been completed.					
2. All the persons named above have been withdrawn from the roof area.					
3. All tools, equipment and materials remaining on the roof have been secured.					
4. Further work on the roof will not take place unless a new permit to work is issued.					
5. Access to the roof area, by unauthorised persons, has been prevented					
Signed:		Date:		Time:	

ROOF WORKS PERMIT					
Project / Site:					
Location on site:					
Valid from:	Date:		Time:		
Valid to:	Date:		Time:		
DESCRIPTION OF WORK					
PROTECTIVE MEASURES					
All items to be checked.		Deletes as Applicable		State what has been provided	
Is safe access provided		YES / NO / NA			
Is suitable edge protection in place where there is a risk of falling?		YES / NO / NA			
Have barriers been erected to prevent access to other areas of the roof?		YES / NO / NA			
Is there a safe means of getting materials and equipment to the roof work area?		YES / NO / NA			
Is the roof or parts of the roof known to be fragile?		YES / NO / NA		N/A	
Where applicable, have fragile areas been protected?		YES / NO / NA			
Have any necessary CoSHH assessments been carried out?		YES / NO / NA		N/A	
Has a weather forecast been obtained?		YES / NO / NA			
Have suitable warning signs been placed?		YES / NO / NA		N/A	
Where necessary, have safety harnesses been checked?		YES / NO / NA		N/A	
Where necessary, is there a suitable anchor point for harnesses?		YES / NO / NA			
Where necessary, has the anchor point been inspected?		YES / NO / NA		N/A	
Has a suitable means of communication between the ground and those on the roof been established?		YES / NO / NA			
WORKING TEAM – Enter the names of the working team					
	Name	Signature		Name	Signature
1			5		
2			6		
3			7		
4			8		
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PERMIT ISSUED TO:					
Name		Position			
Signed		Date		Time	
CANCELLATION					Tick
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3. All tools, equipment and materials remaining on the roof have been secured.					
4. Further work on the roof will not take place unless a new permit to work is issued.					
5. Access to the roof area, by unauthorised persons, has been prevented					
Signed:		Date:		Time:	

ROOF WORKS PERMIT					
Project / Site:					
Location on site:					
Valid from:	Date:		Time:		
Valid to:	Date:		Time:		
DESCRIPTION OF WORK					
PROTECTIVE MEASURES					
All items to be checked.		Deletes as Applicable		State what has been provided	
Is safe access provided		YES / NO / NA			
Is suitable edge protection in place where there is a risk of falling?		YES / NO / NA			
Have barriers been erected to prevent access to other areas of the roof?		YES / NO / NA			
Is there a safe means of getting materials and equipment to the roof work area?		YES / NO / NA			
Is the roof or parts of the roof known to be fragile?		YES / NO / NA		N/A	
Where applicable, have fragile areas been protected?		YES / NO / NA			
Have any necessary CoSHH assessments been carried out?		YES / NO / NA		N/A	
Has a weather forecast been obtained?		YES / NO / NA			
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Where necessary, have safety harnesses been checked?		YES / NO / NA		N/A	
Where necessary, is there a suitable anchor point for harnesses?		YES / NO / NA			
Where necessary, has the anchor point been inspected?		YES / NO / NA		N/A	
Has a suitable means of communication between the ground and those on the roof been established?		YES / NO / NA			
WORKING TEAM – Enter the names of the working team					
	Name	Signature		Name	Signature
1			5		
2			6		
3			7		
4			8		
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No working on ladders is allowed on this site.					
PERMIT ISSUED TO:					
Name		Position			
Signed		Date		Time	
CANCELLATION					Tick
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3. All tools, equipment and materials remaining on the roof have been secured.					
4. Further work on the roof will not take place unless a new permit to work is issued.					
5. Access to the roof area, by unauthorised persons, has been prevented					
Signed:		Date:		Time:	

ROOF WORKS PERMIT					
Project / Site:					
Location on site:					
Valid from:	Date:		Time:		
Valid to:	Date:		Time:		
DESCRIPTION OF WORK					
PROTECTIVE MEASURES					
All items to be checked.		Deletes as Applicable		State what has been provided	
Is safe access provided		YES / NO / NA			
Is suitable edge protection in place where there is a risk of falling?		YES / NO / NA			
Have barriers been erected to prevent access to other areas of the roof?		YES / NO / NA			
Is there a safe means of getting materials and equipment to the roof work area?		YES / NO / NA			
Is the roof or parts of the roof known to be fragile?		YES / NO / NA		N/A	
Where applicable, have fragile areas been protected?		YES / NO / NA			
Have any necessary CoSHH assessments been carried out?		YES / NO / NA		N/A	
Has a weather forecast been obtained?		YES / NO / NA			
Have suitable warning signs been placed?		YES / NO / NA		N/A	
Where necessary, have safety harnesses been checked?		YES / NO / NA		N/A	
Where necessary, is there a suitable anchor point for harnesses?		YES / NO / NA			
Where necessary, has the anchor point been inspected?		YES / NO / NA		N/A	
Has a suitable means of communication between the ground and those on the roof been established?		YES / NO / NA			
WORKING TEAM – Enter the names of the working team					
	Name	Signature		Name	Signature
1			5		
2			6		
3			7		
4			8		
The following additional equipment / precautions are to be taken and used or observed:					
No working on ladders is allowed on this site.					
PERMIT ISSUED TO:					
Name		Position			
Signed		Date		Time	
CANCELLATION					Tick
1. I hereby declare that the work referred to above has now been completed.					
2. All the persons named above have been withdrawn from the roof area.					
3. All tools, equipment and materials remaining on the roof have been secured.					
4. Further work on the roof will not take place unless a new permit to work is issued.					
5. Access to the roof area, by unauthorised persons, has been prevented					
Signed:		Date:		Time:	

ROOF WORKS PERMIT					
Project / Site:					
Location on site:					
Valid from:	Date:		Time:		
Valid to:	Date:		Time:		
DESCRIPTION OF WORK					
PROTECTIVE MEASURES					
All items to be checked.		Deletes as Applicable		State what has been provided	
Is safe access provided		YES / NO / NA			
Is suitable edge protection in place where there is a risk of falling?		YES / NO / NA			
Have barriers been erected to prevent access to other areas of the roof?		YES / NO / NA			
Is there a safe means of getting materials and equipment to the roof work area?		YES / NO / NA			
Is the roof or parts of the roof known to be fragile?		YES / NO / NA		N/A	
Where applicable, have fragile areas been protected?		YES / NO / NA			
Have any necessary CoSHH assessments been carried out?		YES / NO / NA		N/A	
Has a weather forecast been obtained?		YES / NO / NA			
Have suitable warning signs been placed?		YES / NO / NA		N/A	
Where necessary, have safety harnesses been checked?		YES / NO / NA		N/A	
Where necessary, is there a suitable anchor point for harnesses?		YES / NO / NA			
Where necessary, has the anchor point been inspected?		YES / NO / NA		N/A	
Has a suitable means of communication between the ground and those on the roof been established?		YES / NO / NA			
WORKING TEAM – Enter the names of the working team					
	Name	Signature		Name	Signature
1			5		
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The following additional equipment / precautions are to be taken and used or observed:					
No working on ladders is allowed on this site.					
PERMIT ISSUED TO:					
Name		Position			
Signed		Date		Time	
CANCELLATION					Tick
1. I hereby declare that the work referred to above has now been completed.					
2. All the persons named above have been withdrawn from the roof area.					
3. All tools, equipment and materials remaining on the roof have been secured.					
4. Further work on the roof will not take place unless a new permit to work is issued.					
5. Access to the roof area, by unauthorised persons, has been prevented					
Signed:		Date:		Time:	

APPENDIX F - NOTICES AND RECORD BOOKS

16.31 TOOLBOX TALK REGISTER

TOOLBOX TALK REGISTER		
SITE:		
TITLE(S) OF TOOLBOX TALKS:		
TOOLBOX TALK NUMBER:		
To be read by all persons signing. I have been given toolbox talk by (name) and I fully understand all that has been told to me. I was also given the chance to mention any points that I felt were imperative in the interests of the Health, Safety and Welfare of myself or others working on this site.		
NAME (PRINT)	COMPANY	SIGNATURE
I confirm that the above persons have attended the toolbox talk.		
Name:	Position:	
Date:	Signature:	

TOOLBOX TALK REGISTER		
SITE:		
TITLE(S) OF TOOLBOX TALKS:		
TOOLBOX TALK NUMBER:		
To be read by all persons signing.		
I have been given toolbox talk by (name) and I fully understand all that has been told to me. I was also given the chance to mention any points that I felt were imperative in the interests of the Health, Safety and Welfare of myself or others working on this site.		
NAME (PRINT)	COMPANY	SIGNATURE
I confirm that the above persons have attended the toolbox talk.		
Name:	Position:	
Date:	Signature:	

TOOLBOX TALK REGISTER

SITE:		
TITLE(S) OF TOOLBOX TALKS:		
TOOLBOX TALK NUMBER:		
To be read by all persons signing.		
I have been given toolbox talk by (name) and I fully understand all that has been told to me. I was also given the chance to mention any points that I felt were imperative in the interests of the Health, Safety and Welfare of myself or others working on this site.		
NAME (PRINT)	COMPANY	SIGNATURE
I confirm that the above persons have attended the toolbox talk.		
Name:	Position:	
Date:	Signature:	

TOOLBOX TALK REGISTER		
SITE:		
TITLE(S) OF TOOLBOX TALKS:		
TOOLBOX TALK NUMBER:		
To be read by all persons signing. I have been given toolbox talk by (name) and I fully understand all that has been told to me. I was also given the chance to mention any points that I felt were imperative in the interests of the Health, Safety and Welfare of myself or others working on this site.		
NAME (PRINT)	COMPANY	SIGNATURE
I confirm that the above persons have attended the toolbox talk.		
Name:	Position:	
Date:	Signature:	

[illegible]

16.33 VISITORS BOOK

VISITORS REGISTER							
Date	Name	Company	Vehicle Reg	Reason for visit	Signature	Time in	Time out

VISITORS REGISTER							
Date	Name	Company	Vehicle Reg	Reason for visit	Signature	Time in	Time out

2MS-CPHSP – REV 0 FOR LIDL – HOLBEACH ROAD SPALDING MAR 2019

VISITORS REGISTER							
Date	Name	Company	Vehicle Reg	Reason for visit	Signature	Time in	Time out

16.34 SITE ATTENDANCE REGISTER

SITE ATTENDANCE REGISTER							
Date	Name	Company	CSCS No.	Car Reg	Signature	Time in	Time out

SITE ATTENDANCE REGISTER							
Date	Name	Company	CSCS No.	Car Reg	Signature	Time in	Time out

SITE ATTENDANCE REGISTER							
Date	Name	Company	CSCS No.	Car Reg	Signature	Time in	Time out

SITE ATTENDANCE REGISTER							
Date	Name	Company	CSCS No.	Car Reg	Signature	Time in	Time out

SITE ATTENDANCE REGISTER							
Date	Name	Company	CSCS No.	Car Reg	Signature	Time in	Time out

16.35 PROJECT FIRE CO-ORDINATORS & FIRST AIDERS

The Fire Co-ordinator for the Project is:

.....PAL FARCAS.....

The First Aiders for the Project are:

.....PAL FARCAS.....

.....

.....

The Location(s) of the First Aid Box is:

.....SITE OFFICE.....

.....

.....

.....

16.36 ACCIDENT BOOK

		Book / Report Number	
ACCIDENT RECORD			
1 About the person who had the record			
Name			
Address			
		Postcode	
Occupation			
2 About you, the person filling in this record			
Name			
Address			
		Postcode	
Occupation			
3 About the accident Continue on the back of the form if you need to.			
Say when it happened		Date	Time
Say where it happened. State which room or place			
Say how the accident happened. Give the cause if you can.			
If the person who had the accident suffered an injury, say what it was.			
Please sign the record and date it			
Signature		Date	
4 For the employer only			
Complete this box if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences' Regulations 2013 (RIDDOR)			
How was it reported?			
Date Reported		Signature	