



**Tower Wharf  
Seacon Terminals  
Lower Rainham Road  
Northfleet  
DA11 9FD**

**11 November 2024  
KG\_CPP\_PF\_1.1**

# Construction Phase Health & Safety Plan

Date

11/11/2024

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DOCUMENT CONTROL

|                                    |                                                                                     |
|------------------------------------|-------------------------------------------------------------------------------------|
| Issue / Revision                   | 1.1                                                                                 |
| Status                             | Final for Issue                                                                     |
| Date of Issue                      | 11th November 2024                                                                  |
| Author                             | Ricky Klair                                                                         |
| Signature                          |    |
| Internally Checked & Authorised By | Indey Klair                                                                         |
| Signature                          |  |
| Externally Checked & Authorised By | Sam Ripley                                                                          |
| Signature                          |  |

## 1. INTRODUCTION

This document has been created in accordance with the CDM Regulations 2015 and L153 HSE guidance. The principal aim of the document is to provide a structured approach for the management of risks associated with the construction phase of the project. This document will detail both proactive and reactive arrangements for the effective management of a construction site.

It will be the responsibility of the project Manager and Site manager to review and update this document to ensure its suitability and effectiveness.

The contents of this document have been put together in conjunction with the Client's Pre- Construction Information and Designers Assessments of the Risk associate with the Construction Works.

This Construction Phase Plan will also compliment and conform to the Clients established Health and Safety arrangements for the site.

Health & Safety goals for the project

The following Health and Safety goals for the project...

- Deliver the Project to the Clients satisfaction, safely and meeting planned deadlines
- Providing good welfare, security and work arrangements for the workforce
- Protection and isolation of the Construction Work so it only involves Construction personnel
- All Construction personnel to receive Induction and kept informed of site arrangements, including identified hazards
- All injuries are reported, investigated to prevent re-occurrence
- Promotion of a happy workforce by regular consultation and acting on issues raised

|                                                    |             |                   |    |           |
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## 2. PROJECT DETAILS

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |                        |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------|-----------------------|
| <b>Project Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Tower Wharf                                               | <b>Project No.</b>     | K5-TW002b             |
| <b>Start Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 18 <sup>th</sup> November 2024                            | <b>Completion Date</b> | 24 – Weeks From Start |
| <b>Project Address</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Seacon Terminal, Lower Rainham Road, Northfleet, DA11 9BD |                        |                       |
| <b>Description of Project/Works</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |                        |                       |
| <p>Undertaking of works to the new site area will comprise off -</p> <ul style="list-style-type: none"> <li>• Removal Of existing hard standing areas</li> <li>• Installation of pile matt</li> <li>• Piling works and associated pile cropping works</li> <li>• Amendments to existing and installation of new Foul and Storm Drainage</li> <li>• Formation works to underside of concrete slabs</li> <li>• Steel fixing, formwork and shuttering in preparation for concrete slab pours</li> <li>• Concrete slab pours</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |                                                           |                        |                       |
| <b>Site Working Hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                           |                        |                       |
| Monday to Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Saturday                                                  | Sunday                 |                       |
| 07:30 till 17.30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 08:00 till 13:00                                          | Emergency works only   |                       |
| No Noisy works before 08:00am or after 17:00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           |                        |                       |
| <b>Reference Documentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |                        |                       |
| Pre-Construction reference documents are located in Appendix 1 and include                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                           |                        |                       |
|  Tower Wharf BBS20241118.pdf<br> Tower Wharf Calculations20241118.pdf<br> Tower Wharf Ground beam details 20241118.pdf<br> Tower Wharf Ground beam details 20241118_0001.pdf<br> Tower Wharf piling groundbeams20241118.pdf<br> Tower wharf piling 20241118_0001.pdf<br> Tower wharf piling and ground beam layouts 20241118.pdf |                                                           |                        |                       |

## 3. PROJECT KEY PERSONNEL

### Client & Design Team

|            |               |                              |
|------------|---------------|------------------------------|
| <b>1.1</b> | <b>Client</b> | <b>TW</b>                    |
|            | Name:         | Gill Aggregates – Lucky Gill |
|            | Telephone:    | 07894 144184                 |
|            | Email:        | lucky@gillaggregates.com     |

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1.2

**Client**

**PS**

Name:

Telephone:

Email:

1.2

**Employers Agent**

Name:

Telephone:

Email:

1.3

**Principal Designer (CDM)**

Name:

Address:

Telephone:

Email:

1.4

**Lead Architect**

Name:

Telephone:

Email:

## K5 Construction Project Team

1.5

**Managing Director**

**K5MD**

Name: Indey Klair

Telephone: 07877088598

Email: i.klair@theklairgroup.com

1.6

**Director of Operations**

**K5DO**

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Name: Ricky Klair  
Telephone: 07540495959  
Email: r.klair@theklairgroup.com

## 1.7 Contracts Manager

K5CM

Name: Peter Travers  
Telephone: 07368333468  
Email: p.travers@theklairgroup.com

## 1.8 Site Manager

K5SM

Name: Ashley Davison  
Telephone: 07887 768599  
Email: a.davison@theklairgroup.com

## 1.9 Quantity Surveyor

K5QS

Name: Phillip Leung  
Telephone: 07782 471806  
Email: p.leung@theklairgroup.com

## 1.10 External H&S Advisors

STWS

Name: Stonewells Integrated Project Services  
Telephone: 01303 982 493  
Email: Sam.ripley@stonewells.net

## 4. SITE INFORMATION



Name: Ashley Davison



Name: Ashley Davsion

|                                                    |             |                   |    |           |
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|             |              |             |              |
|-------------|--------------|-------------|--------------|
| Contact No: | 07887 768599 | Contact No: | 07887 768599 |
| Position:   | Site Manager | Position:   | Site Manager |

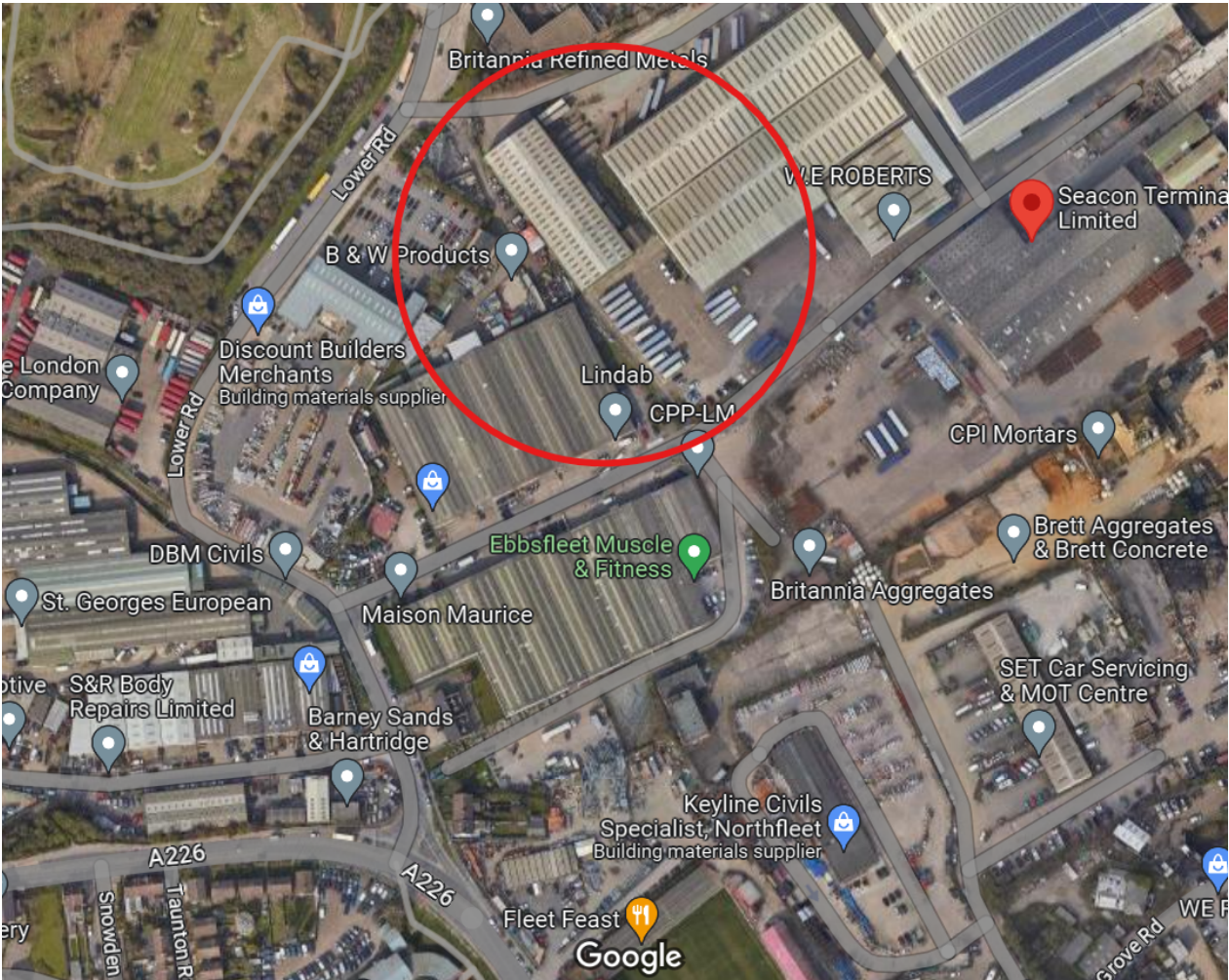
| SITE MANDATORY PERSONAL PROTECTIVE EQUIPMENT (PPE)                                  |                              |                             |                              |
|-------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| The Below PPE is the minimum requirements for all personnel entering the work area. |                              |                             |                              |
| Hi-Vis Vest<br>(BS-EN 471)                                                          | Safety Helmet<br>(BS-EN 397) | Safety Boots<br>(BS-EN 345) | Safety Gloves<br>(BS-EN 388) |

Sub-Contractors are to ensure that all of their workforce are provided with, wear and properly use all necessary Personal Protective Equipment (PPE) and that all such PPE is properly maintained and replaced or repaired when damaged.

Sub-Contractors should risk assess the requirements for additional RPE or PPE against their activity of work and record the findings in their Method Statement.

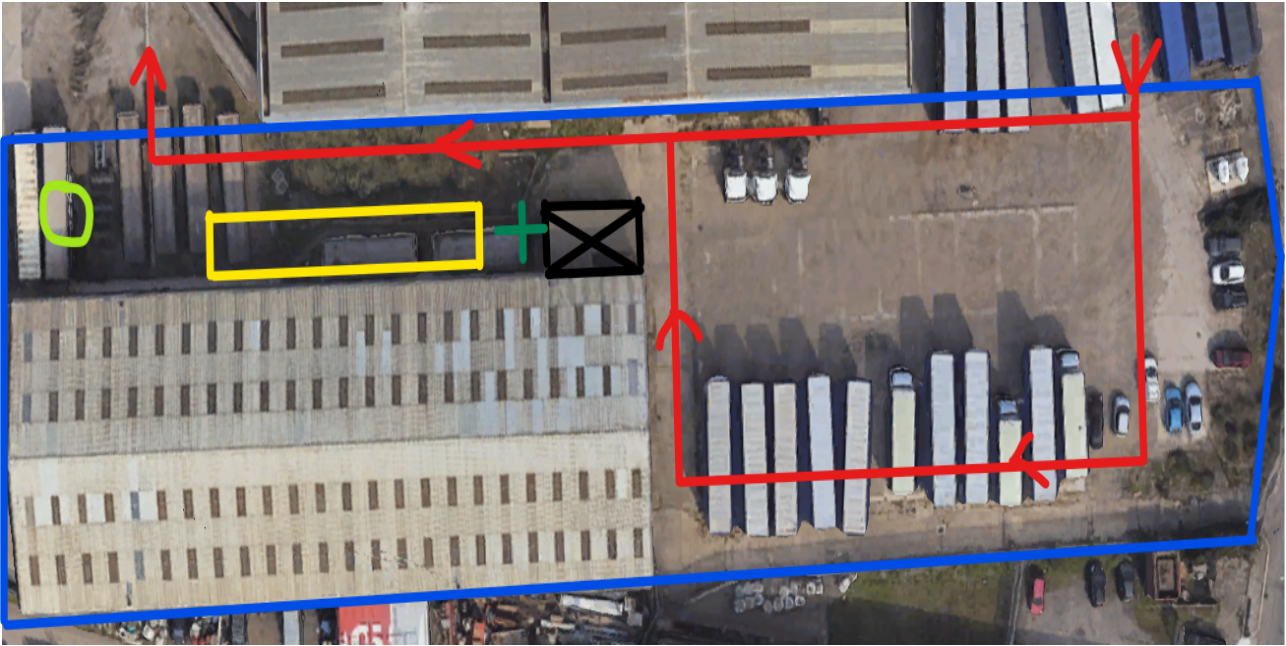
Supervisors are expected to be visually distinguishable from other site operatives by identification on their hi vis vest and by a different coloured safety helmet.

SITE SET-UP PLAN



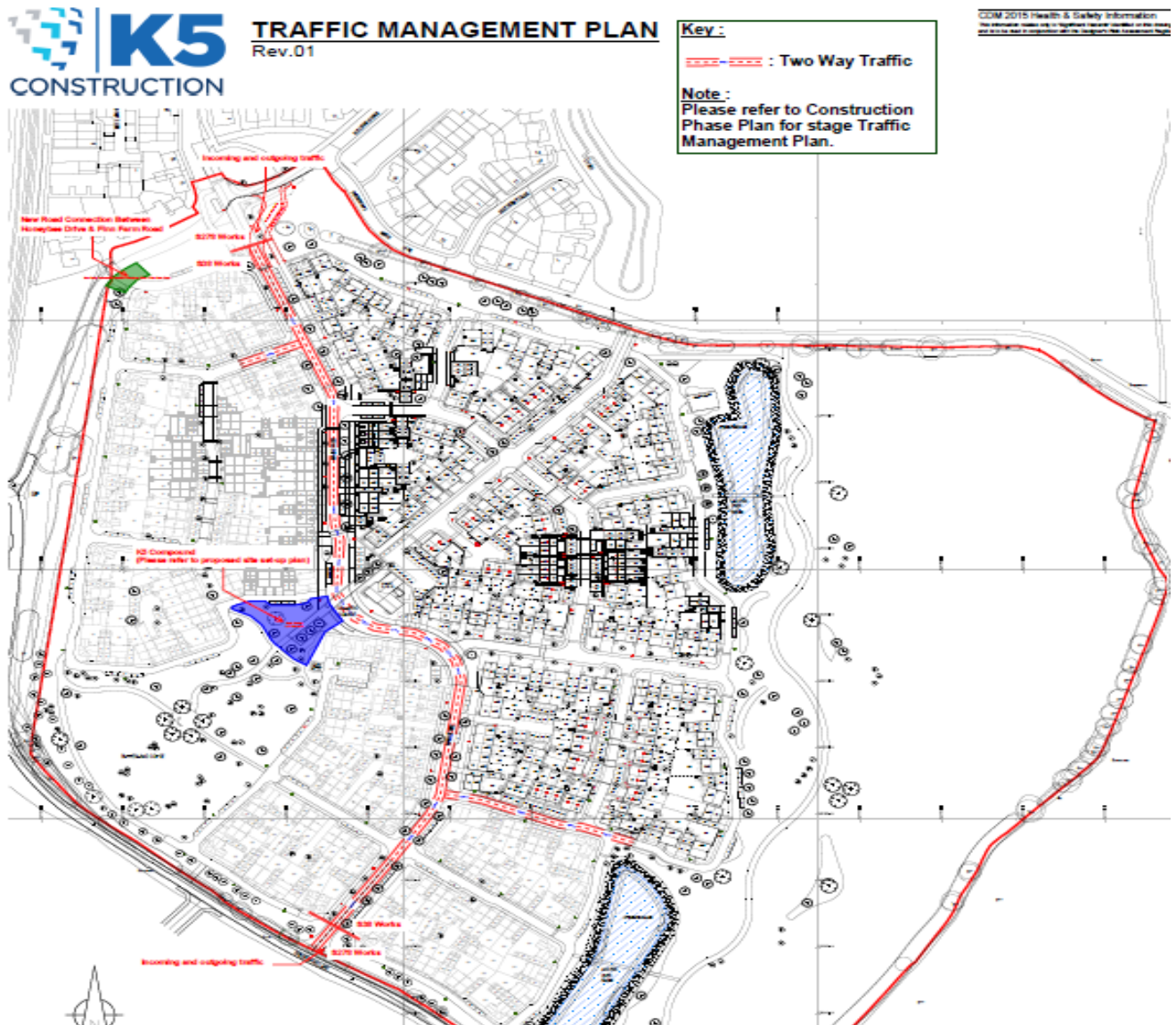
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- Black Box – Refers to Site Office & Toilets
- Red Line – Refers to Traffic movement for cars and deliveries
- Blue Line – Site Boundary
- Green Circle – Muster Point
- Yellow Box – Onsite Car parking
- Green Cross – Refers to First Aid

## TRAFFIC MANAGEMENT PLAN



## TRAFFIC MANAGEMENT PLAN

A Site-specific Traffic Management Plan shall be developed as a standalone document. The traffic management plan will be updated as the project progresses and include detailed information on:

- Site access from public highways
- Vehicle routes
- Designated turning areas
- Pedestrian routes
- Material laydown areas
- Material storage areas

PRINT AND DISPLAY ON SITE H&S INFORMATION BOARD

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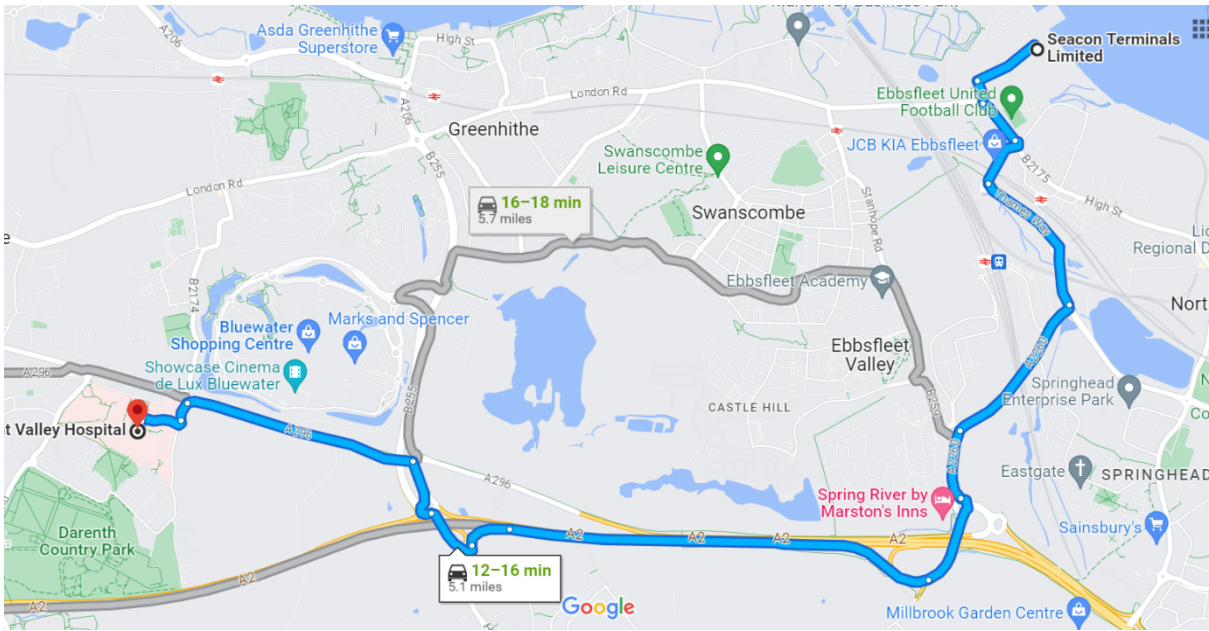
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A Site-specific Traffic Management Plan shall be developed as a standalone document as per for our construction phase stages. See attached as Appendices.

*PRINT AND DISPLAY ON SITE H&S INFORMATION BOARD*

Route To Nearest Hospital

DARENTH VALLY HOSPITAL DIRECTIONS FROM TOWER WHARF



| Nearest Hospital                                                                                                               | Nearest Fire Station                                                                                                                                             | Nearest Police Station                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>DARENT VALLEY HOSPITAL</u></p> <p>Darent Wood Rd, Dartford DA2 8DA</p> <p><a href="tel:01322428100">01322 428100</a></p> | <p><u>KENT FIRE AND RESCUE SERVICE</u></p> <p><u>THAMESIDE FIRE STATION</u></p> <p>Coldharbour Rd, Northfleet, Gravesend DA11 8NT</p> <p><b>01622 692121</b></p> | <p><u>NORTH KENT POLICE STATION</u></p> <p><i>Thames Way Northfleet</i><br/><i>Gravesend Kent DA11 8BD</i></p> <p><b>01474 369 055</b></p> |

PRINT AND DISPLAY ON SITE H&S INFORMATION BOARD

SITE RULES

The below site rules must be adhered to. Non-compliance with the site rules will result in the issue of a

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Verbal warning.

Failure to comply will result in the issue of a written warning and the potential for removal from site.

- Safety helmets, hi-visibility vests, safety footwear and safety gloves are mandatory while working on site (relevant PPE to be worn as instructed for other tasks)
- Shorts, skirts or kilts along with sleeveless shirts are not allowed on site.
- All persons shall report to the site supervisor before commencing works
- Never work under the influence of alcohol or drugs
- Ensure all accidents/incidents are reported to the site supervisor
- Maintain good housekeeping at all times
- Do not start work unless you have read and understood the Work Specific risk assessment & method statement or had a daily briefing
- No horseplay is allowed on site
- Only authorised and trained persons are permitted to drive plant
- Do not alter scaffolding unless trained and authorised
- Report any defects in plant and equipment to the Site Supervisor
- No reversing is to be undertaken without a banksman
- Do not lift any load beyond your means
- Comply with safety signs and signals on site
- Only park in designated areas
- Use the pedestrian routes provided
- Do not interfere with safety equipment
- Do not smoke in unauthorised areas
- Report any unsafe acts or conditions to the Site Supervisor
- Use the welfare facilities that are provided
- Obtain a permit for designated tasks eg Hot Works/Confined Spaces etc
- Consideration and courtesy should be given to all members of the public
- Follow instructions issued by the Site Supervisor.

*PRINT AND DISPLAY ON SITE H&S INFORMATION BOARD*

## 5. SITE MANAGEMENT & PROVISION

## Management Structure, roles & responsibilities

The company health and safety responsibilities are as laid out in the Company's Health and Safety Policy which can found within section 1 of the H&S file.

A copy of the project key personnel shall be displayed on the project's health and safety notice board.

## Site Induction

Any person (including visitors or the Client) wishing to access the site must attend a site induction prior to being allowed access to any part of the site.

Young Persons (under 18yrs of age) will require a specific young person's induction and specific risk assessment prior to entering site.

During the induction delegates must...

- Pay attention to the information being provided
- Complete the provided Induction record form truthfully and in full
- Provide evidence of competency by means of training certificates and/or competency cards
- Demonstrate relevant PPE is available for their required task(s)
- Read and understand their associated Risk and Method Statements

The site Induction will provide information on...

- Project key personnel
- Project scope
- Phasing and working hours
- Fire safety information
- First aid information
- Welfare information
- Accident & Incident procedures
- Mandatory PPE
- Site rules
- General site hazards
- Use, availability and storage of protective clothing and equipment

Visitors can enter site without an induction but must be always accompanied by a member of the site management team.

Site visitors will be provided with...

- Fire safety information
- First aid information
- Welfare information
- Accident & Incident procedures
- Mandatory PPE
- Site rules
- General site hazards

Where English is not the first language of the site operative, the employing Sub-Contractor will be required to employ a clearly identifiable supervisor / translator to ensure that...

- The Site Induction is understood

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- Site emergency arrangements are understood
- All risk assessments and methods statements that are applicable to the operative are explained and the operatives signed the documents to demonstrate their understanding
- There is a mechanism in place to update operatives, in a language they are fluent in, on the daily significant hazards on site
- Any additional information is available in a readily understood format
- They are suitably supervised

## Fire & Emergency Arrangements

The Site Fire Safety Plan will identify...

- Means of site access for emergency vehicles
- Fire assembly point
- Location of Fire fighting equipment
- Means of raising the alarm
- Location of highly flammable materials

The Fire Safety Plan shall be reviewed at regular intervals throughout the project's duration or following any incident.

The Fire and Emergency plan will be displayed on the site notice board and the details shall be communicated to all personnel during their site induction.

For high risk activities, specific emergency plans will be created and stored within section 5 of the H&S file...

- Confined space rescue plan
- Work at height rescue plan

## Welfare facilities & First Aid

The first aid requirements for this project will be assessed taking into account...

- The type of work being completed
- Associated risk with work activities
- Numbers of persons on site
- Location of the site
- Distance from other first aid provisions and medical treatment

**No. of first aid boxes & size:** A single medium sized first aid kit will be held on site

**Location of first aid and eye wash provision:** Site welfare unit

The first aid boxes and equipment will be re-filled after each use and visibly checked weekly by the first aid responsible person. These checks will be recorded on the first aid provisions checklist found in section 12 of the H&S file.

Site first aider details will be provided during the site induction and will include Name, Role and contact number.

Sub-Contractors must risk assess the requirement for additional First Aiders against the risks associated with their works. Names and contact details of First Aiders are to be recorded in Sub-Contractors risk assessments / method statements.

The Site Manager will ensure that welfare facilities are sufficient to comply with the requirements of the Construction (Design and Management) Regulations 2015 and are provided throughout the construction phase.

Therefore, the minimum welfare facilities will be provided on site and maintained in good order by The Principal Contractor...

- Site office
- Sanitary conveniences (minimum 1 no for 15 people)
- Washing facilities (Hot and cold water)
- Drinking water
- Changing facilities
- Facilities for rest
- Equipment for heating food (Microwave)
- Means to boiler water (Kettle)

Welfare facilities will be cleaned and maintained daily.

Welfare facilities will be made available to Sub-Contractors and their workforce operatives who are involved in the construction process.

## Accidents & Incident Arrangements

All Accidents and incidents on this project will be recorded and investigated according to the severity

Accidents and Incidents will be categorised as follows...

- Accidents
- Incidents
  - Near Miss
  - Undesired circumstance
- RIDDOR
  - Death of any person
  - Specified injuries to workers
  - Over-seven-day incapacitation of a worker
  - Over-three-day incapacitation
  - Non-fatal accidents to non-workers (e.g. members of the public)
  - Occupational diseases
  - Dangerous Occurrences
  - Gas incidents

## Accidents

An undesired and unplanned incident that occurs resulting in injury and/or ill health.

## Incidents

*Near miss:* An event not causing harm, but has the potential to cause injury, ill health environmental or equipment damage.

*Undesired circumstance:* A set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained nurses handling heavy patient

## RIDDOR

The reporting of injuries, diseases and dangerous occurrence regulations place duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Not all accidents need to be reported, other than for gas incidents, a RIDDOR report is required when...

- The accident is work-related
- It results in an injury of a type which is reportable

All notifiable Injuries, Diseases and Dangerous Occurrences are to be reported to the HSE using the online "F2508 form" by the relevant employer.

### *Death of any person*

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### *Specified injuries to workers*

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4)...

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
  - Covers more than 10% of the body
  - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which...
  - Leads to hypothermia or heat-induced illness
  - Requires resuscitation or admittance to hospital for more than 24 hours

### *Over-seven-day incapacitation of a worker*

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

### *Over-three-day incapacitation*

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be sufficient

### *Non fatal accidents to non-workers (e.g. members of the public)*

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

## *Occupational diseases*

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.
- Further guidance on occupational diseases is available.

## *Dangerous occurrences*

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example...

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems (railways etc).

## *Gas incidents*

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the "Report of a Flammable Gas Incident online form".

Registered gas engineers (under the Gas Safe Register) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause...

- An accidental leakage of gas;
- Incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.
- Unsafe gas appliances and fittings should be reported using the "Report of a Dangerous Gas Fitting online form".

## *Site Security*

The construction site will be made secure using a mixture of the existing hoarding and Heras fencing to prevent unauthorized access.

The safety and protection of the public and site workers is of paramount importance. During working hours this shall be a site wide responsibility and the duty of all to enforce. To this end the following conditions will be enforced...

- Anyone wishing to enter the site will only be able to do so by the designated entrance
- Only those who have completed a full site induction will be allowed on site unescorted
- The site mandatory PPE must be worn at all times whilst on site
- Operatives not wearing the correct PPE will not allow access to site
- All Delivery drivers are to report to the site office to be checked in and inducted
- Site visitors are to be escorted at all times, where they visit areas outside of the Welfare facilities but still within the Construction Site perimeter then they must comply with the Site's mandatory PPE rules.
- A daily inspection of the perimeter fencing (a mixture existing hoarding and Heras fencing) will be carried out to ensure the site is secure.
- As and when heras fencing is used it will be double clipped and footed in line with manufacturers recommendations.
- If required additional supports will be used to withstand wind loading caused by sheeting and/or signage.

## Consultation, Co-Operation and Communication

To ensure co-ordination and communication between all parties on site the Site Management team may complete regular site meetings which may include...

### *Pre-Start Meeting*

The purpose of this meeting is to plan the works and to make the Sub-Contractors aware of the working environment and arrangements for them on site.

### *Daily Activity Briefings (DAB's)*

where Sub-Contract Supervisors are required to attend, prior to each shift commencing and should be in possession of a signed Method Statement for their work activity. The following shifts activity will be discussed addressing any changes to the working environment or issues identified. Non-attendance would indicate that no work will be carried out.

### *Critical Safety meeting*

Where deemed necessary the site management team may schedule critical safety meetings, these may be the result of an accident, incident or near miss or as a result of planned high-risk activities. All Sub-Contract senior representatives are expected to attend.

## Exchange of H&S information

Health and safety information relating to the project will be provide to all relevant parties as required.

Additional methods of communication will be instigated by the Site Management team to ensure an adequate flow of on-site safety information reaches the workforce these may include...

- Risk Assessments and Method Statement
- Toolbox talks
- Safety notices
- Posters

The Project shall have a Health and Safety Notice Board displayed within the site office and welfare facility. This will contain...

- H&S Law poster
- Site Rules
- Site First aider details
- Site Fire Marshall details

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- Insurance certificate
- H&S Policy statement of intent
- F10 Notification
- Site Mandatory PPE
- Site Location Plan
- Traffic Management plan
- Fire & Emergency Plan

## Exchange of Design information

Design information relating to the project will be provided to all relevant parties as required.

Design changes and critical design information will be provided via email and on site in physical documents.

All Sub-Contractors' design proposals (permanent or temporary works) will be presented to the Principal Designer with sufficient time for these to be considered before those works commence.

The Principal Designer shall be informed immediately upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a significant change to the design and resource requirement to complete the work.

## Monitoring & review of Health & Safety Performance

The site management team will undertake weekly site inspection audits, these will be stored in section 12 of the H&S file.

In addition to this subcontractor and/or external parties such as health and safety consultant may be instructed to undertake site inspection audits, these records will be stored in section 12 of the H&S file.

The site management team will endeavour to ensure site inspection audits are undertaken at strategic points throughout the project including...

- After initial site setup
- During major excavation works
- After accident and/or incidents
- During high-risk activities

All issues identified during the audit are to be actioned in an agreed time period by the site management team and/or appropriate subcontractor.

## Selection & Control of Sub-Contractors

Only subcontractors who have completed the company's pre-qualification process will be instructed to work on this project. If the client appoints a contractor, they will be required to complete a pre-qualification questionnaire proving their competence. Records of pre qualification will be held in "Appendix 3 – Pre-Qualification".

All contractors will be subject to continued review throughout the project.

## 6. SITE RISK CONTROL ARRANGEMENTS

### Risk Assessments & Safe Systems of Work

A risk assessment will be in place to cover the general site activities undertaken by the site management team; this will be held in section 9 of the H&S file.

Contractors will be required to create project specific Risk assessments and method statements covering their activities, they must be submitted to the site management team at least 14 days prior to their intended start date. Only project / task specific method statements should be submitted

Contractor risk assessments and method statements will be formally reviewed by the site management team and approved or referred. If referred additional information will be required in order to gain approval. These assessments and their review forms will be held in section 9 of the H&S file.

It is the responsibility of contractors to ensure their operatives read and understand their relevant risk assessments and method statements prior to starting any works.

The site management team will observe the activities on site ensuring they reflect the methods stated. Should the observed activities/methods differ from that provided in the risk assessment and method statements the work will be stopped and the contractor instructed to make the relevant changes.

### Permits to Work

A strict Permit to Work system will be imposed for work in hazardous areas / circumstance. This shall be administered by the Site Management team...

- Hot Works
- Work at Height
- Confined Space
- Excavation/Breaking ground

Note: The operative carrying out the works must be in possession of the permit and their approved Method Statement. A register will be used to record all Permits and their status. This will be held in section 11 of the H&S file.

### Site Traffic

Care will be taken to ensure that the vehicles associated with the works do not block or impede local roadways. A Site Traffic Management Plan to detail the requirement for local traffic management at the site entrance / exit will be developed.

No vehicle shall move into or away from the site or conduct any reversing operation unless it is attended by a competent banksman. The banksman shall be in control of the operation. The vehicle shall be fitted with (and have in operation) a reversing alarm and a flashing amber beacon. All relevant plant and equipment, where possible, will have reversing cameras fitted as standard.

Note: all Banksmen are to be suitably trained and wear a high visibility waistcoat/jacket

### Delivery of Materials

The details of all scheduled deliveries must be provided to the site management team at least 7 days in advance. Only deliveries approved by the site management team will be allowed onto site.

All deliveries must be made during the standard site working hours unless agreed by the site management team.

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Deliveries should be scheduled to avoid busy periods on approach roads.

It is critical that the unloading of vehicles is carried out in a safe manner and those vehicles and materials do not cause obstructions or block access/egress routes

It must be ensured that outriggers of vehicles fitted with crane attachments/ hi-ab lifting devices are fully extended during unloading of the vehicle. Vehicles not fitted with loading/unloading devices will be offloaded by forklift truck or, if loads are small and of a suitable weight, manually.

Note: only trained, competent and appointed personnel are to attach lifting gear to any loads being lifted by crane. All loads to be securely attached and test lifted before being lifted away from the delivery vehicle, prior to delivery to a landing place which is to be capable of taking the load.

## Storage of Materials

Storage on site by contractors will not be permitted unless authorized by the Site Management team in advance.

Contractors must arrange for materials to be delivered to site on a “just in time” basis and will ensure that their materials are restricted to their allocated works areas only.

Any materials stored in unapproved areas and/or blocking access and egress routes will be treated as waste and removed from site immediately.

## Waste Management

Contractors must inform the site management team of any material(s) which require specialist waste disposal prior to their use on site.

Contractor’s responsibilities will relate mostly to the disposal of waste materials, either in their original form or in some altered state (such as cured or gone off) and their packaging.

Specialist disposal requirements will be identified within material COSHH assessment and/or additional material information documents. Waste which requires special disposal shall not be disposed of through the site skip system. No waste shall be allowed to contaminate the water/drain system on site.

Waste is only to be disposed of via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to the Site Management team.

All contractors on site must clear up their own waste. Site Management will ensure any excess waste is removed from the work / access routes on a daily basis and contra-charge those who generated the waste for removal.

If an activity is expected to generate larger amounts of waste than the system can reasonably accommodate, the site management team must be informed.

## Temporary Services

When necessary, a temporary 110v electrical supply will be provided and installed in accordance with current IEE Regulations. All Sub-Contractors attachments made to this system must be maintained safe and comply with the Electricity at Work Regulations.

Specialist operations which require operating voltages in excess of 110 volts (240v or 415v) must be notified to the Site Management team prior to their use and permission granted for their use. All such equipment must be protected by a residual current device (RCD), armoured cable where necessary, and must be checked by a competent person before commencing work. All temporary electric items are subject

to a three-month Portable Appliance Test (PAT) and copies of these certificates must be provided to the Site Management team prior to their use on site.

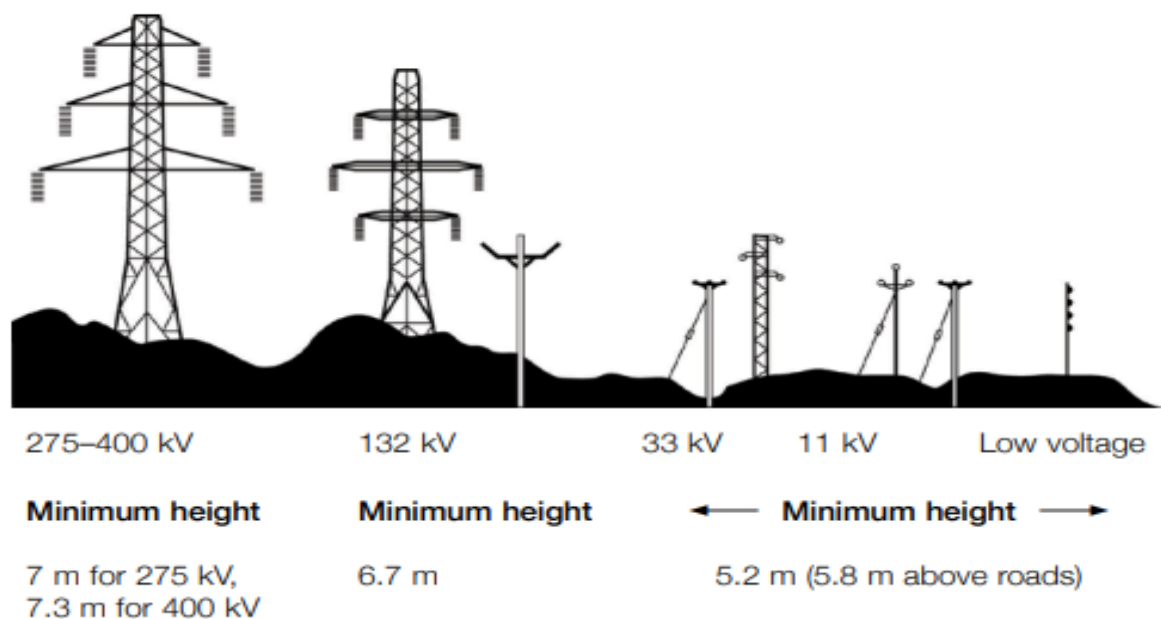
## Overhead & Buried Services

Protection for and arrangements to work on or near water, electricity and gas, including overhead powerlines and temporary electrical installations will be detailed in the project risk assessments and method statements. All services are to be located prior to undertaking operations that can interfere of damage the service or that would pose a risk to health and safety.

## Types of overhead power lines and their heights

There is a legal minimum height for overhead lines according to the voltage carried. Generally, the higher the voltage, the higher the wires will need to be above ground (see Figure below).

Equipment such as transformers and fuses attached to wooden poles and other types of supports will often be below these heights. There are also recommended minimum clearances published by the Energy Networks Association (ENA Technical Specification 43–8 Overhead Line Clearances) between the cables and structures such as buildings and lamp posts.



## Preventing contact with overhead services

Work may be carried out in close proximity to live overhead lines only when there is no alternative and only when the risks are acceptable and can be properly controlled. If it cannot be done safely, it should not be done at all.

Good management, planning and consultation with interested parties before and during any work close to overhead lines will reduce the risk of accidents. This applies whatever type of work is being planned or undertaken, even if the work is temporary or of short duration.

If works are within 10m (measured at ground level horizontally from below the nearest cable) risk controls must be applied.

The following must be considered when planning works near overhead power lines...

- Voltage and height above ground of the wires. (Height should be measured by a suitably trained person using non-contact measuring devices)
- Nature of the work and whether it will be carried out close to or underneath
- Size and reach of any plant and/or equipment to be used near the overhead line
- Safe clearance distance needed between the cables and the machinery or equipment
- Safe clearance distance needed between any structures being erected.
- Site conditions e.g., undulating terrain may affect stability of plant etc
- Competence, supervision and training of people working on site

If the line can only be switched off for short periods, schedule the passage of tall plant and as far as is possible any other work around the line for those times.

Items must not be stored or stacked close to overhead lines where the safety clearances can be infringed by people standing on them.

## Working near but not underneath overhead lines

Where there will be no work or passage of plant and/or equipment under the line, ground-level barriers should be used to establish a safety zone to keep people and machinery away from the cables. This area should not be used to store materials or machinery. Suitable barriers can be constructed out of large steel drums filled with rubble, concrete blocks, wire fence earthed at both ends or earth banks marked with posts.

- If steel drums are used, highlight them by painting them with, for example, red and white horizontal stripes
- If a wire fence is used, put red and white flags on the fence wire
- Barriers must be visible at night

The safety zone must extend 6m horizontally from the nearest cable on either side. The width may be required to be increased on the advice of the line owner or to alleviate the possibility of a jib or other moving part encroaching into the safety zone.

It may be possible to reduce the width of the safety zone however this must only be done if there is no possibility of encroachment into the safe clearance distances in your risk assessment.

Where plant such as a crane is operating in the area, additional high-level indication should be erected to warn the operators. A line of coloured plastic flags or 'bunting' mounted 3–6 m above ground level over the barriers is suitable. Take care when erecting bunting and flags to avoid contact or approach near the cables.

If plant and/or equipment capable of breaching the safety clearance distance has to pass underneath the overhead line, defined passageway(s) must be created. In this situation...

- Keep the number of passageways to a minimum
- Define the route of the passageway using fences and erect goalposts at each end to act as gateways using a rigid, non-conducting material, e.g. timber or plastic pipe, for the goalposts, highlighted with, red and white stripes
- If the passageway is too wide to be spanned by a rigid non-conducting goalpost, you may have to use tensioned steel wire, earthed at each end, or plastic ropes with bunting attached. These should be positioned further away from the overhead line to prevent them being stretched and the safety clearances being reduced by plant moving towards the line
- Ensure the surface of the passageway is levelled, formed-up and well maintained to prevent undue tilting or bouncing of the equipment
- Warning notices must be placed either side of the passageway, on or near the goalposts and on approaches to the crossing giving the crossbar clearance height and instructing drivers to lower jibs, booms, tipper bodies etc and to keep below this height while crossing

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- It may be necessary to illuminate the notices and crossbar at night, or in poor weather conditions, to make sure they remain visible
- Barriers and goalposts must be maintained

## Working underneath overhead lines

Where work has to be carried out close to or underneath overhead lines and there is no risk of accidental contact or safe clearance distances being breached, no further precautionary measures are required.

Risk assessments must take into account any situations that could lead to danger from the overhead cables.

If the overhead line is unable to be switched off refer to the Energy Networks Association (ENA) publication Look Out Look Up! A Guide to the Safe Use of Mechanical Plant in the Vicinity of Electricity Overhead Lines. This advises establishing exclusion zones around the line and any other equipment that may be fitted to the pole or pylon.

The minimum extent of these zones varies according to the voltage of the line, as follows...

| low-voltage lines | 11 kV and 33 kV lines | 132 kV lines | 275 kV and 400 kV lines |
|-------------------|-----------------------|--------------|-------------------------|
| 1 m               | 3 m                   | 6 m          | 7 m                     |

The following must be considered or adhered to if planning to work underneath power lines...

- Will Operatives be required to stand on top of a machine or scaffold platform and lift a long item above their head
- Will the combined height of a load on a low lorry breach the safe clearance distance
- Can the overhead line be switched off for any period of time
- Under no circumstances must any part of plant or equipment such as ladders, poles and hand tools be able to encroach within these zones.
- Allowances must be made for uncertainty in measuring the distances and for the possibility of unexpected movement of the equipment due, for example, to wind conditions
- Carry long objects horizontally and close to the ground and position vehicles so that no part can reach into the exclusion zone, even when fully extended. Machinery such as cranes and excavators should be modified by adding physical restraints to prevent them reaching into the exclusion zone. Note that insulating guards and/or proximity warning devices fitted to the plant without other safety precautions are not adequate protection on their own
- Make sure that workers, including any contractors, understand the risks and are provided with instructions about the risk prevention measures
- Arrange for the work to be directly supervised by someone who is familiar with the risks and can make sure that the required safety precautions are observed
- If you are in any doubt about the use of exclusion zones or how to interpret the ENA document, you should consult the owner of the overhead line.
- Where buildings or structures are to be erected close to or underneath an overhead line, the risk of contact is increased because of the higher likelihood of safety clearances being breached. This applies to the erection of permanent structures and temporary ones. In many respects these temporary structures pose a higher risk because the work frequently involves manipulating long conducting objects by hand.

## Emergency procedures

If someone or something comes into contact with an overhead line, it is important that everyone involved knows what action to take to reduce the risk of anyone sustaining an electric shock or burn injuries.

Key points are:

- Never touch the overhead line's cables
- Assume that the cables are live, even if they are not arcing or sparking, or if they otherwise appear to be dead
- Even if cables are dead, they may be switched back on either
  - Automatically after a few seconds or remotely after a few minutes or even hours
  - If the line's owner are not aware that their line has been damaged
- If you can, call the emergency services. Give them your location, tell them what has happened and that electricity wires are involved, and ask them to contact the line's owner
- If you are in contact with, or close to, a damaged cable, move away as quickly as possible and stay away until the line's owner advises that the situation has made safe
- If you are in a vehicle that has touched a wire, either stay in the vehicle or, if you need to get out, jump out of it as far as you can. Do not touch the vehicle while standing on the ground. Do not return to the vehicle until it has been confirmed that it is safe to do so

## Electrical Works

Electricity can kill or severely injure people and cause damage to property from the effects of fires and explosions. Most accidents occur because people are working on or near equipment that is...

- Thought to be dead but which is live
- Known to be live but those involved do not have adequate training or appropriate equipment to prevent injury, or they have not taken adequate precautions.

To avoid the potential for such harm or damage to occur it is essential that competent contractors are appointed for any electrical works. The Competent contractor employed to carry out works on or near electrical systems or equipment must additionally ensure the following precautions are in place...

- Live working must be avoided where practicable, with a competent person having assessed and planned for the works to be carried out and all associated precautionary measures required.
- A justification for live working must be documented in order for Live works to be authorised.

Note: During commissioning and fault-finding this should be achieved by using suitably designed equipment with in-built test facilities and diagnostic aids.

If it is unreasonable for the work to be carried out "dead" a risk assessment is required and should be carried out by the competent persons of the specialist contractor employed for the works. Risk assessment must cover the work on or near the specific equipment and it must be carried out by someone with comprehensive knowledge and experience of the type of work and the means of controlling the hazards and associated risk.

## Inspection and Test Frequencies for Electrical Equipment

In order to ensure electrical plant and equipment remains fit for purpose the below inspection and testing scheduled should be followed.

| Equipment / Application      | User Check               | Formal (Recorded) | Inspection & Test                           |
|------------------------------|--------------------------|-------------------|---------------------------------------------|
| Battery Operated power tools | Visually before each use | Monthly           | N/A                                         |
| 110v Operated power tools    | Visually before each use | Monthly           | Before first use on site and then 3 monthly |

|                                                    |             |                   |    |           |
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|                               |                          |         |                                             |
|-------------------------------|--------------------------|---------|---------------------------------------------|
| 240v Operated power tools     | Visually before each use | Monthly | Before first use on site and then 3 monthly |
| 240v Site plant and equipment | Visually before each use | Monthly | Before first use on site and then 3 monthly |
| RCD's (Fixed)                 | Visually before each use | Weekly  | Before first use on site and then monthly   |
| RCD's (Portable)              | Visually before each use | Weekly  | Before first use on site and then monthly   |
| Equipment in site offices     | Visually before each use | Monthly | Before first use on site and then yearly    |

#### Lighting

The site will be provided with adequate lighting to allow safe access and egress. Lighting in common areas will be provided by K5 Construction Ltd. Task lighting must be provided as required by individual contractors.

- Only LED task lighting will be permitted on site
- All lighting must be installed and/or located to avoid trip and straggle hazards
- Halogen Lamps are not to be used on site under any circumstances

#### Temporary Works

All temporary works must be planned, managed and monitored by a competent person(s).

Temporary works plans/designs must be provided to the site management team at least 10 working days prior their Scheduled start. The site management team will review plans/designs and provide approval to proceed or refer them back to the contractor for amendment.

Once installed the site management team will check the plans/designs against the installed works and if compliant will issue a Permit to Load to the Sub-Contractor. The Temp Works will not be used until the Permit to Load is issued.

Temporary works are defined as but not limited to...

- Scaffolding, Cofferdams, Caissons
- Site Protection - site hoarding, site fencing
- Access - temporary bridges, gantrys, tunnels
- Earthworks - trenches, excavations, temporary slopes and stockpiles
- Structures - Formwork, falsework, propping, façade retention, needling, shoring, edge protection
- Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g., mobile cranes and piling rigs

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## Plant & Equipment

Plant and Equipment must be strategically selected in relation to the intended task/activities.

Plant and equipment must be selected ensuring it is...

- Fit for intended purpose
- Inspected & maintained in accordance with the manufacturer's instructions
- Inspected & maintained in accordance with statutory requirements
- BS EN and/or CE compliant
- Registered, licenced, and certificated as required
- Designed to minimise the impact to the user from Hand, Arm Vibration Syndrome HAV's
- If mobile, fitted with suitable reversing alarms, reversing camera, rotating flashing yellow beacon

Plant and equipment must only be used/operated...

- By competent and trained personnel
- By those authorised to do so
- If free from defects, Damaged or faults

Contractors must ensure plant operators are in possession of valid CPCS certification/cards if operating Plant. Evidence of being medically fit, where their incapacitation would cause the plant to become a hazard for others.

Competent banksman must be appointed whenever plant or vehicles are moved in the vicinity of other personnel or where there is the possibility of personnel moving and the driver does not have full vision.

Hand Tools - All hand tools should be fit for purpose and maintained so that they do not pose a risk of injury to the user.

## Lifting Operations

All site lifting operations must be detailed within a comprehensive lifting plan approved by the site management team prior to their commencement. Only lifting operations with valid permits issued by the site management team are authorised to be conducted.

All lifting operations must be conducted in accordance with the Lifting Operations and Lifting Equipment Regulations and the associated L113 Safe use of Lifting equipment Approved Code of Practice.

Lifting Operations must be...

- Properly planned
- Undertaken by competent people
- Properly supervised throughout
- Conducted in a safe manner

Lift plans must include information on the...

- Appointed lift supervisor
- Lifting equipment to be used
- Lifting accessories to be use
- Load to be moved
- Location of the lifting equipment, load
- Emergency procedures including rescue plans

- Personal protective equipment
- Segregation zones/drop zones
- Competency of lift Operators including medical certificates where appropriate

Lifting using equipment such as Excavators and other types of vehicles involving lifting are categorized as a crane lift and therefore must have an appointed person to write a lifting plan. This does not apply to palletised loads using lifting forks.

## Stability of Structures whilst carrying out works

The planning and sequencing of all works shall take due regard for the stability of existing structures during the works. This will include the potential for the undermining or causing instability in existing foundations, the imposing of addition loads to existing structures.

The loads imposed by temporary works, i.e., sheeted scaffolds, load supports etc shall be designed such that its imposed loadings shall not destabilise any structure.

When the permanent works have attained adequate strength to allow dismantling of the temporary works, the Temporary works Co-ordinator will issue a Permit to Dismantle / Strike to the Sub-Contractor.

Progress of Temporary works applications will be recorded in a Register by the Temporary works Co-ordinator held in section 9 of the H&S file

## Contaminated Land

All contaminated land shall be removed from site prior to works being undertaken. Should contaminated land be discovered or suspected during the construction works, operations are to cease until an environmental specialist can be consulted and samples analysed to assess risk or mitigation measures.

## Protection of Public and Clients Personnel

Protection of the public and Client's personnel is of paramount concern. The public, especially children, must always be protected and not be exposed to any construction related risks.

Wherever possible physical barriers will be erected to segregate construction workers from non – construction workers.

The site perimeter will be established using a mixture of existing hoarding and Heras fencing from a previous contractor and newly installed hoarding and Heras fencing where required. Prior to the commencement of work the existing site perimeter will be thoroughly examined to ensure it is structurally sound any identified improvement will be made as required.

The following standards will apply...

- All external hoardings adjacent to pedestrian walkways or roads must form safe pedestrian routes, they must be without obstructions, sharp projections or trip hazards
- They should include design checks for stability (Temporary Works) and incorporate any enhanced security or fire protection requirements for the specific site and works
- Each entry door within the hoarding / fencing must display door signage indicating no access to non-construction personnel, and be secured or guarded to prevent unauthorised use
- All barriers are to be kept in a clean and tidy state and be regularly inspected
- External to the Hoardings and where Heras fencing is used, it must be double clipped, all bolts / fixings to site side of panels, and erected to be fully stabilised, with the feet blocks positioned to eliminate trip hazards.
- The Traffic Management plan should record the site arrangements and this must be regularly reviewed by site management team and be displayed for the attention of all site workers.

All foreseeable and significant Risks shall be identified within the specific Site Risk Assessments and Method Statements held within section 9 of the H&S file.

## Substance Misuse Policy

To ensure all employees and contractors comply with K5 Construction Ltd Substance Misuse Policy no employee or contractor should...

- Report for work whilst impaired due to alcohol, drugs (whether illegal or not)
- Be in possession of alcohol or illegal drugs on site or Client premises
- Consume alcohol, illegal drugs or take any substance in an unsanctioned way whilst at work
- Attempt to sell, distribute or supply illegal drugs whilst on Site

K5 Construction Ltd adopts a zero-tolerance approach to alcohol and drugs use. Operatives and contractors must have a 0% blood alcohol and drug level to be authorised to work on K5 Construction Ltd sites.

K5 Construction Ltd reserve the right to test for any drug controlled through the Misuse of Drugs Act 1974, the type and nature of drugs that are being tested for will be advised to the individual at the time of the test.

Selection for testing is on a random basis, any individual refusing to be tested or found to tamper with their sample or others will not be allowed to work on any future projects. No one is exempt from testing. Random testing will include the site management team, employees, agency, contractors.

Individuals using prescription or over the counter drugs should declare them before testing.

## Asbestos

Any Structure created, modified or altered before the Year 2000 may potentially contain Asbestos.

All construction operatives who are at risk of coming into contact with Asbestos must hold valid "Asbestos awareness training" as a minimum before being allowed to carry out any works on this site. This training must be delivered by an approved training provider.

If asbestos is suspected or encountered during construction works, the work will be stopped immediately, and the site supervisor/manager informed by a safe means. The area must be segregated prevent further contamination.

If a material is suspected to be Asbestos the Site Management will arrange for a sample to be taken by a specialist Sub-Contractor and analysed to determine the composition of the unknown material.

If asbestos has to be removed, the work must ONLY be carried out by a company licensed by the Health and Safety Executive in asbestos removal working under the relevant Codes of Practice / Regulations.

After asbestos removal, air monitoring will have to be carried out. A Certificate of Reoccupation will be issued in accordance with HSE's guidance. Only when this process is complete will the area be considered 'safe' for normal activities, work to re-commence.

YOU SHOULD NEVER ASSUME THE MATERIAL IS NOT ASBESTOS.

## Control of Substances hazardous to Health (COSHH)

Every effort will be made to ensure the exposure to harmful substances will be removed or reduced where reasonably practicable.

There are a various substance hazardous to health used within construction they are categorised as follows...

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases
- Biological agents

They have four means of COSHH entering the body Inhalation, Ingestion, Injection and Absorption.

Contractors must abide by the following conditions in relation to the management of COSHH...

- Contractors are only permitted to bring COSHH qualifying substances onto site once agreed by the site management team
- Only substances for which contractors have the Manufacturers Safety data sheet and a COSHH risk assessment are permitted onsite
- The volume/quantity of substances allowed onsite must firstly be agreed by the site management team
- Contractors must maintain a COSHH register detailing all COSHH substances used on site
- COSHH substances must be stored in accordance with the Manufacturers Safety data sheet and a COSHH risk assessment
- Any specialist storage requirements must be notified to the site management team

Where plant / equipment uses Petrol/Diesel the following requirements are to be met...

- Only specifically designed fuel storage containers are to be used
- Containers must be clearly marked showing their contents
- Plastic containers must hold no more than 10 litres
- Metal containers must hold no more than 20 litres
- Risk assessments/COSHH assessments must provide details of the safe storage of fuel
- Risk assessments/COSHH assessments must provide details for the safe practice for refuelling including spillage procedures

Contractors must ensure they put in place effective controls to manage the production and exposure to site dust.

Where possible the creation of dust must be eliminated. Where this is not possible dust must be controlled at source. Dust suppression techniques must be implemented for any task/activity/equipment that produces dust should be fitted with a system to extract or suppress the dust.

If individuals are required to wear face masks, evidence of "Face fit testing" must be provided to the site management team, along with any health surveillance necessary. Those operatives required to wear face masks who do not have valid face fit testing will not be allowed to work.

## Excavations

Prior to the start of any excavation the relevant utility provider drawings must be reviewed. As a minimum this must include...

- Electricity
- Gas
- Water
- Sewage
- Communication services

Details and locations of site services must be recorded on a site service plan. The plan must be updated upon the discovery of any previously unknown services.

Once all relevant drawings have been reviewed and it deemed safe to proceed with excavating Sub-surface detection equipment such as Radio detection and ground penetrating radar (GPR) must be used throughout the excavating process to identify any unknown underground utility services. This equipment must only be used by competent personnel.

All excavations must be adequately shored or battered back to a safe angle. Spoil material must be stored an appropriate distance away from the excavation. A secure means of access/egress must be provided. Bump stops must be used around excavations to physically prevent plant from driving into the excavation. All penetrations to the ground must be reviewed using Permit to Dig.

Structural supports used in excavations are classified as Temporary works and must therefore be fit for purpose and recorded in the Temp Works Register.

Where the excavation is being left unattended, or at the end of the working shift, the excavation must be securely protected (i.e. fenced), or if there is a risk of the excavation becoming flooded the fencing must be rigid and of sufficient height to prevent access.

All excavations should be checked at the start of each shift and a further written report be issued if the excavation is found to be unsafe.

## Exposure to Noise and Vibration

Principal Contractors and Sub-Contractors Risk Assessments and Method Statements shall pay due regard to the protection of the operative or operatives within the vicinity of the operation and to the detrimental Health affects of exposure to Noise and vibration. Individual tools shall be subject to noise and vibration assessments to ensure that vibration exposure time is not exceeded. Plant is to be well maintained such that noise generation is within manufacturers identified levels. Hearing Protection is to be available and utilised for noisy operations. Noise exclusion zones or Hearing Protection Zones are to be designated where noise generated is at a harmful level.

The works will be carried out with the minimum of noise and inconvenience to the occupants of the nearby buildings. The works shall comply with the Control of Pollution Act 1974 and Local Authority regulations as far as practically possible, Sub-Contractors will keep in constant dialogue with the Client and those affected regarding noise levels and any other restrictions.

All Contractors will comply where possible with the requirements of BSI 5228 Code of Practice for noise and vibration control on Construction Sites. Noise assessments should be carried out by each Sub-Contractor to ensure that Noise levels are not exceeded. Particular attention should be applied to the transmission of noise throughout the structure and how adjacent trades are affected. Sub-Contractors through their Method Statement are to identify how noisy works can be avoided or controlled. Last resort is to specify PPE. Site Management will conduct regular noise checks and will instruct the stoppage of any operation they deem to be unreasonably noisy, at the Sub-Contractors cost.

## Exposure to UV Radiation

Sub-Contractors are to review arrangements to protect their workforce from the effects of the sun – burning and dehydration. Rotation of personnel, suntan cream, covering up and shelter should be considered, along with plentiful supply of water. Posters have been provided in the toilets, reminding to check for dehydration.

## Manual Handling

Sub-Contractors through their Method Statements are to use alternative mechanical assistance to manual handling methods. Where there is no viable mechanical assistance available then additional resource should be utilised. Where it is necessary to carry out manual handling then details of training should be identified in the Sub-Contractors Method Statement.

## Working at Height

The hierarchy of control measures as defined in the Working at Heights Regulations are to be adopted by all Sub-Contractors...

1. Avoid working at heights, where practically possible
2. If you cannot, then use work platforms that have edge protection or guard rails
3. If you cannot work behind collective fall protection then use a harness with a restraint lanyard that prevents the individual from going into an area where they could be exposed to a fall from heights
4. If the above cannot be utilised then provide a device that allows the individual to fall but provides collective fall arrest e.g. safety nets, air bags / cushions etc.
5. If as a last resort you have justified the use of individual fall arrest by use of a harness and a fall arrest device, then you will need to identify in your Method Statement how a rescue is to be carried out if an operative were to fall (do not rely upon emergency services - 999) and also provide details of harness training and testing.

All Scaffold structures, including towers, podium steps are to display an inspection tag e.g. scafftag.

All operatives who work at height must have received work at height training and evidence of this must be provided to Site Management prior to starting work on site.

## Scaffolding

When erecting, altering or dismantling scaffolding structures, collective fall protection is to be utilised by the Scaffolding Sub-Contractor.

Systems scaffolding should be designed, erected and stabilised in accordance with the manufacturers or suppliers Handbook. Where tube and fitting scaffolds are justified, they should be designed to have adequate strength and stability. Design calculations should be provided by a competent person. Where it is 'Basic Scaffold' it will be designed in accordance with NASC Technical Guidance TG20/TG21 however for all other scaffold structures it should be designed in accordance with BSEN 12811 providing design information describing the sequence and methods to be adopted when erecting, altering or dismantling the scaffold. A copy of the scaffold handover certificate must be provided to the Site Manager.

Only recognised Systems Scaffolding to be utilised e.g. Peri, Haki, Layher, SGB, Turner Access, Youngman etc. Do not mix manufacturers of Systems Scaffolding as each system must be erected and dismantled in accordance with their User's Guide / Manual. Mixing manufacturers components may affect the fit of the components and structural stability. Tube and Fit Scaffolding can be mixed with recognised System Scaffolding provided it designed to do so.

Scaffolding systems must only be erected by competent person(s), When erecting, altering or dismantling scaffolding structures, collective fall protection is to be utilised by the Scaffolding operatives/Contractor.

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Systems scaffolding should be designed, erected and stabilised in accordance with the manufacturers or suppliers instructions. Design calculations should be provided by a competent person. Where it is 'Basic Scaffold' it must be assembled in accordance with NASC Technical Guidance TG20/TG21 however for all other scaffold structures it should be designed in accordance with BSEN 12811 providing design information describing the sequence and methods to be adopted when erecting, altering or dismantling the scaffold.

A copy of the scaffold handover certificate must be provided to the Site Manager.

The scaffold must be inspected by a competent person not exceeding every 7 days, upon completing the scaffold tag must be completed detailing the scaffold systems status for use.

## Mobile Elevating Work Platforms (MEWP's)

Any person operating MEWP's must be in possession of an IPAF/CPCS certificate and have had familiarisation training. When highlighted in the Risk Assessment, to protect the operative from being thrown out of the safety cage of the MEWP a harness with an adjusted restraint lanyard that does not allow the wearer to move outside of the safety cage is to be worn. This should be secured to the manufacturers anchor point inside the MEWP, not on the structure outside of the safety cage.

Lanyards that are designed for fall arrest or allow the wearer to move outside of the safety cage are not to be used. Where Sub-Contractors can justify the relaxing of wearing harnesses and adjustable restraint harnesses in a vertically operated, stationary, stable scissor lift then they should record this justification in their Method Statement.

Sub-Contractors are to identify emergency plans in their Method Statements, in case of failure or trapped / crush injuries against controls of MEWP. See CPA Guidance 1002 "Avoiding Trapping / Crushing Injuries to People in the Platform"

## Scaffold Towers

Only scaffold towers that can be safely erected, altered or dismantled using an advanced guard rail or by use of an integral guardrail are to be utilised. Scaffold towers should only be erected, altered or dismantled by a PASMA trained person, who is familiar with that product.

## 6. HEALTH & SAFETY FILE

### Layout and Format

Material for the Health and Safety File shall be delivered to the Principal Designer on demand.

The material provided will include any details which will be of relevance to the health and safety of anyone working on, amending, maintaining, cleaning (if that cleaning comes under the application of the CDM Regulations) or demolishing the structure in the future.

This information shall include but is not limited to...

Section 1 – Health & Safety Policy

Section 2 – Environmental Policy

Section 3 – Insurance Certificate(s)

Section 4 – Accident & Incident Investigation

Section 5 – Construction Phase H&S Plan

Section 6 – Site Waste Management Plan

Section 7 – Construction Programme

Section 8 – Site Induction

Section 9 – Risk Assessments & Method Statements

Section 10 – COSHH Assessments

Section 11 – Permits to Work

Section 12 – H&S Monitoring

Section 13 – Toolbox Talks

Section 14 – Plant & Equipment Management

Section 15 – Excavation Register

Section 16 – Temporary Works Register

- Record or 'as built' drawings and plans used
- Details of asbestos materials that have been removed from site
- Details and location of asbestos materials discovered that have been left in place on site
- Post asbestos clearance air test certification
- General details of the construction methods and materials used including Material Safety Data sheets for all articles and substances incorporated into the project
- Proof of structural integrity of materials left on site
- Details of equipment and maintenance facilities remaining on site
- Maintenance procedures and requirements for the structure
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for equipment installed as part of the structure
- Details on the location and nature of utilities and services, including emergency and fire fighting systems remaining on site
- Test certification of systems installed
- Any other information that may have a bearing upon the health and safety of anyone maintaining, cleaning, amending or demolishing the structures in the future.

Sub-Contractors are to provide the necessary documentation 14 days before physical completion with only test certification to be handed over when physical works is complete.

## Arrangements for Collecting and Gathering Information

The Site Manager and Client shall collate all the required information for the Health and Safety File. The information shall be maintained for the duration of the contract and issued to the Principal Designer upon request.

## Storage of Information

All information for the Health and Safety File shall be adequately stored throughout the construction phase to preserve the document condition and legibility. Where information is stored electronically the complete file shall be issued on USB drive or cloud storage facility to the Principal Designer.

**End of CPP, for further information please contact [info@theklairgroup.com](mailto:info@theklairgroup.com)**