

ARMOURY DRIVE CONSTRUCTION PHASE PLAN

CONSTRUCTION PHASE PLAN

RELATING TO

**ARMOURY DRIVE
AT**

GRAVESEND, DA12 1NB



LONGLEY

ARMOURY DRIVE

CONSTRUCTION PHASE PLAN

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1.0 Description of the project

Under the Construction (Design and Management) Regulations 2015, Longley Group Ltd is required to develop a Construction Phase Plan for the development works at Armoury Drive, Gravesend. This plan collates information from various sources into a single document but should not be read in isolation and reference should also be made to the pre-construction information provided by the Client and Principal Designer. The main document has been kept to a manageable size and reference needs to be made to the risk assessments, method statements and further project information, which forms the development of the health and safety management system for this project. It is the intention of Longley Group Ltd that the project be designed and constructed in such a way that the risks to health and safety of all persons engaged in its construction and maintenance are eliminated or reduced. All those involved in the construction phase have a statutory duty to comply with the Construction Phase Plan and to provide Longley Group Ltd with any information they have, which is needed to keep this Plan up to date. Anyone wishing to seek advice on compliance should contact Longley Group Ltd or our Health and Safety Advisors, Priority Risk Limited.

Site Location



The Armoury Road site is situated within a residential estate with a nearby primary school and multi occupancy apartment complex. The adjacent properties will be occupied during the project, as well as people nearby coming in close proximity to the works scheduled. To this end, Longley Group Ltd will put adequate safeguards to ensure members of the public are prevented from coming near the works area. Attention will be paid to the means secure site compounds and ensuring the separation of the contractor's works/activities from the day-to-day operation and use of the surrounding buildings. This will be achieved by installing exclusion zones like Heras fencing and timber hoarding around the works with warning safety signs displayed to prevent unauthorised access.

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1.1 Project Description

The proposed scope of works is the design and build of a single apartment block comprising 4 No' 2 Bedroom units and 2 No' single storey, 1 Bedroom units, as part of Gravesham Borough Council's affordable housing delivery project.

The development includes but not limited to the following:

1. Demolition of existing structure's
2. New build accommodation
3. Foul & Storm Drainage
4. Soft & Hard Landscaping
5. Parking provision

1.2 Existing Drawings

A site plan has been provided by the client, which identifies the general areas where the works will be undertaken. Any additional plans or drawings received will be marked as received, discussed in project meetings.

1.3 Key Dates

PRE-CONSTRUCTION PACK ISSUED	CONFIRM DATES
CONSTRUCTION PHASE PLAN ISSUED	
PROJECT DURATION	64 WEEKS
PROJECT START DATE	22/03/2021
DESIGN PROGRAMME	16 WEEKS
PRACTICAL COMPLETION	18/03/2022
SITE WORKING HOURS: Mon – Fri Sat	08:00 - 17:00 08.00 - 13.00
HEALTH AND SAFETY FILE ISSUED	ON COMPLETION OF THE PROJECT
FINAL COMPLETION DATE	07/03/2023

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1.4 The Professional Team

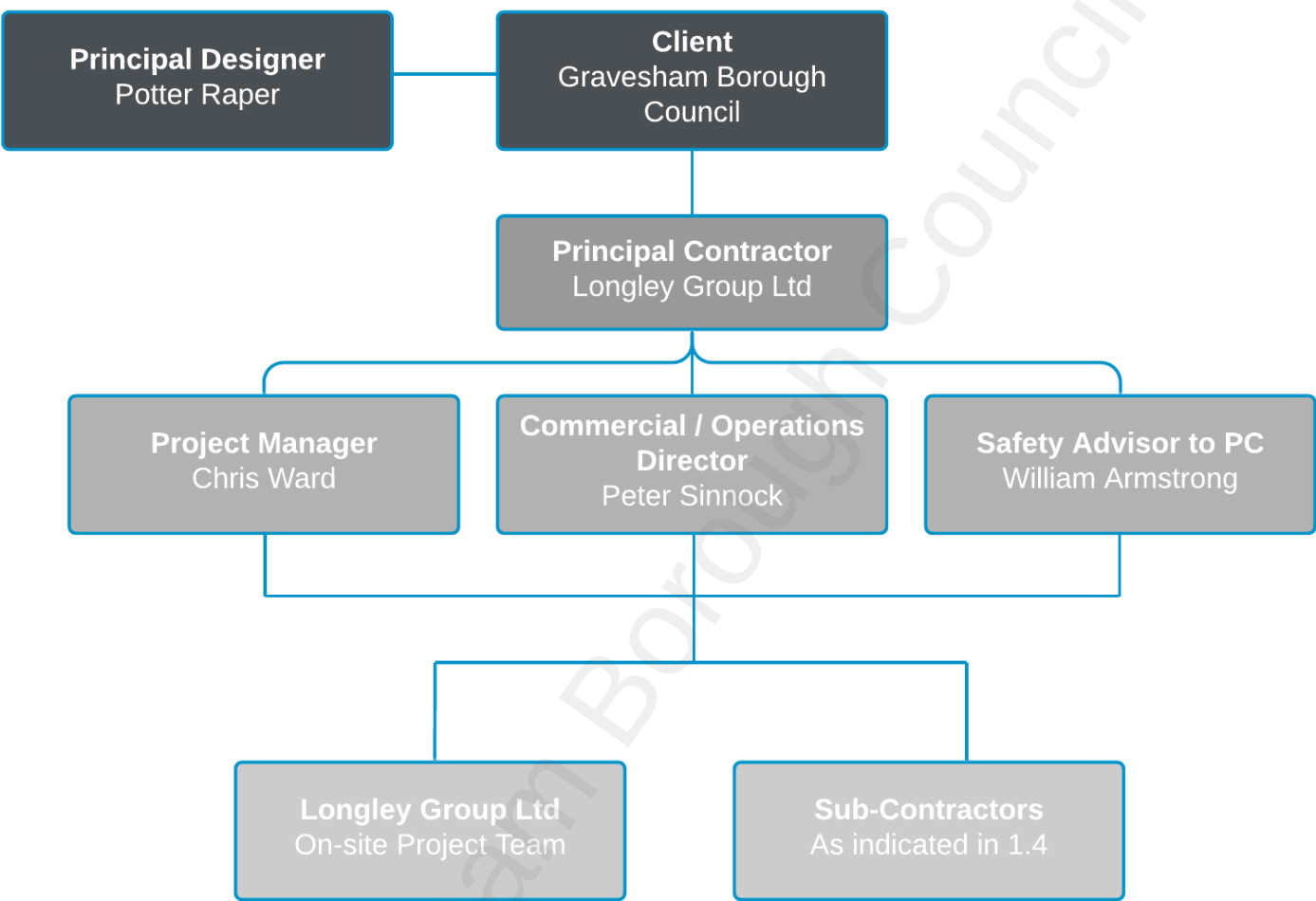
CONSULTANT	COMPANY NAME & ADDRESS	CONTACT	TELEPHONE NUMBER / EMAIL ADDRESS
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Employers Agent	Potter Raper Duncan House Burnhill Road Beckenham Kent BR3 3LA	Nicola Ray	T: 020 8658 3538 E: Nicola.Ray@potterraper.co.uk
Principal Contractor	Longley Group Ltd Unit 4 Brook Court Blakeney Road Beckenham Kent BR3 1HG	Peter Sinnock	T: 07507 722404 E: Peter.Sinnock@longleygroup.co.uk

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2.0 Management of the Work

2.1 Management Structures & Responsibilities



2.2 Health & Safety

2.2.1 Health & Safety Goals

All operations connected with the project will be to the standards referred to in the Company Health & Safety Policy, a copy of which will be retained on the site as a point of reference for the Site Manager, in taking all reasonably practicable steps to provide and maintain a healthy and safe environment in which all operations are carried out. The Company Health & Safety Policy is designed to ensure compliance with the Health & Safety at Work Act 1974; Management of Health & Safety at Work Regulations, 1999; The Construction (Design and Management) Regulations 2015 and associated legislation. Whilst the compliance with regulation is a legal necessity the primary goal which is set to all Longley Ltd sites is the target of zero injuries, accidents, and cases of ill health.

2.2.2 Health & Safety Monitoring Method

To ensure that the goals set above are implemented, Longley Group shall undertake a system of weekly monitoring. Monitoring is carried out in the first instance by our project site managers. Bi-weekly safety visits will be carried out by our Safety Advisors who will visit to inspect the site and to make any modifications to the working practice necessary to rectify any breaches in Health and Safety that are identified. A written report will be and a copy will be forwarded to the project CDM consultant for comments. The monitoring of the site considers all areas of the site from welfare

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compliance to technical hazards and the correct control of these hazards. The report which is sent to the site managers is also copied to the Safety Director and the Contracts Manager who is responsible for the site, in doing so senior management are well always informed as to the state of compliance on the site and the success that the site has had in achieving the goals set of it of zero accidents, injuries and cases of ill health.

2.2.3 Health & Safety Review

Project review is an on-going item which in real terms occurs throughout the project, the program is constantly reviewed to ensure that it is reflecting the real situation and therefore allows the management team to take stock of what has happened and why, and then to plan and program in the lessons which have been learnt in the early stages of the job. Formal project review also takes place at the end of the contract with the Client so that we can identify with the client what we have done well and the areas in which we need to improve. These Client review meetings are used extensively in the appraisal of management staff and as such are a vital part of the continually improving safety culture which is a high priority at Longley Group Ltd.

2.3 **Process Arrangements**

2.3.1 Liaison with Site Operatives

Communication between the project team, contractors, and workers on site will be by regular pre-arranged site meetings. Co-operation will be secured by means of a pre-condition clause in the sub-contract agreement and or contract of employment by acceptance of the company Health & Safety Policy and general consent. Where co-operation is not forthcoming, enforcement will be administered by warnings being given and dismissal from site of persistent offenders who place in jeopardy the safety of others or fail to preserve the Health & Safety objectives of the project. Weekly Reports on site safety will be prepared and forwarded to management at company offices for inclusion as an agenda item of pre-arranged management Health & Safety meetings.

2.3.2 Consultation with the Workforce

Formal consultation will be carried out at least once a week in the form of the site meeting which is an open forum in which anyone can air any issue with the site manager, this is also the forum in which the management team brief the operatives about new drives or strategies regarding Health & Safety or operational issues. If however an operative does not wish to air his views or problems openly then we operate an open-door policy so the operative can approach the site manager directly, if the problem is with the site manager then clearly the operative can go directly to the contracts manager or report to the safety advisor. These individuals will elevate the issue to the directors, if necessary, to resolve the problem.

2.3.3 The Exchange of Design Information between the Client, the Designers, CDM Consultant and Other Relevant Parties

Handling design changes during the project. Design work carried out during the construction phase by the principal contractor's design team will be submitted to the CDM Consultant and discussed at project meetings to ensure that the work which is being carried out regarding design is consummate with the requirements of the project and the overarching regulations which cover design work. Drawings will be submitted at this meeting and approval sort for the change mooted.

In the case of design changes coming down from the client design team we receive the drawing, data and spec, mark it received with the correct day's date on it, the information that the drawing supersedes are then removed from the site and returned to the office, the new drawing issue is then communicated with the operatives and supervisors to ensure that the correct detail is built out.

2.3.4 Design and build and/or Contractor Design Elements

This project requires that we design and install various elements of the project; this section will outline the approach that we will be taking to the issue of design and lays out our approach to dealing with design issues under CDM Regulations 2015.

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In order to produce a safe buildable practical design and therefore comply with the requirements both in spirit and letter of the Regulations we will ensure that the scope of the design work that is to be undertaken is fully understood and full extent of the design can therefore be catered for, next we assemble a design team of competent professionals with suitable qualifications, skills, knowledge, experience, resources and time. All the design team will therefore be selected from our approved subcontractor's list which does extend to designers as well as what would be considered a normal sub-contractor. We will then run design team meetings to design and develop the design from concept up to construction design stage.

The CDM consultant will be invited to all design team meetings and will receive all drawings and minutes from the design team meetings to ensure that the risk elements from our design are worked on where required.

2.3.5 Changes to Design during Project

All changes to the design will be notified to the principal contractor in writing from the client and CDM Consultant.

2.3.6 Temporary Works Procedure

Works would begin with Potter Raper Ltd, our health and safety advisors who have the requisite skills, knowledge, experience and training visiting site to identify the risks on site and develop a temporary works risk register. This register will identify all temporary works items associated with the project, which will be kept on site. The risks identified will be communicated to all operatives before and during works through toolbox talks and daily activity briefing by the site foreman. To ensure the works are free from unauthorised access, and to separate the site from occupants of nearby buildings, we will erect a temporary exclusion zone of chapter 8 barriers. Temporary access into the works area will be supervised by Longley Group Ltd in close collaboration with the centre's management. After erecting site exclusions, existing services on the Site will be identified, surveyed and tested. This will be carried out prior to any major works being undertaken. Some will need to be disconnected e.g. electricity and telecommunications cables that are directly connected to the existing services where required. All temporary fixtures like heras fence and chapter 8 barriers will be removed safely from site on completion of the project.

2.3.7 Snagging after works completion.

A week after completion of works, snagging will be carried out throughout the site to remove all fixtures brought on site such as chapter 8 barriers and work equipment. Waste materials adequately disposed of to leave the site in a clean and tidy manner. The newly installed turnstiles, grandstands, first aid room and flood lights will be inspected for any defects and imperfections before final handover. Any defects identified will be rectified as far as reasonably practicable.

2.3.8 Selection & Control of Contractors/Sub-Contractors

Longley Group Ltd will make arrangements for ensuring that all Contractors/Sub-Contractors, who are to be appointed by Longley Ltd, are competent and will make adequate provision for Health & Safety in complete compliance with Longley Ltd.'s Health & Safety Policy. These should include but not be limited to the following;

- Longley Ltd will generally select and appoint from the approved list contractors who have previously demonstrated their competence, willingness to co-operate, and adequate resources, in complying with the Health & Safety requirements.
- Unknown parties will be vetted prior to appointment to ensure, as far as is reasonably practicable, that they are able to satisfy these criteria in accordance with the Health & Safety Policy. In all cases they will be required to complete and provide the information requested in the contractor questionnaire provided by Longley Ltd. They will be required to provide a copy of their own Health & Safety Policy as well as the requisite Risk Assessments and Method Statements for the work they are undertaking, and any other relevant Health & Safety information requested by Longley Ltd.
- Suppliers of materials to the Principal Contractor will provide adequate Health & Safety information to support their products. The Company will select and support from its list of known suppliers who have previously demonstrated their ability and willingness to provide the necessary information to satisfy Health & Safety requirements.

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- New suppliers will be vetted prior to appointment to ensure, as far as is reasonably practicable, that they are to satisfy these criteria. In all cases they will be required to complete and provide the information requested in the company's contractor questionnaire.
- Machinery and other plant supplied for common use will be properly selected, used, and maintained; and operator training provided.

2.3.9 Health & Safety Liaison between Contractors/Sub-Contractors

Exchange of Health & Safety information between contractors will occur at the weekly site meeting. The function of exchange of Health & Safety information between contractors forms an agenda point and the issues and information which are raised at the weekly meeting are minuted and the actions required are followed through at the next meeting, working in this manner ensures that all of the contractors on the site are aware of all Health & Safety information and issues which may affect them or their works, the gang leader or supervisor then disseminates the information that he has been briefed on to his work force. This open flow of information ensures that incompatible trades are not programmed together thus avoiding a possible dangerous situation from occurring.

2.3.10 Site Security

All works that are to be carried out at Armoury Drive will be done within a fixed hoarding and heras fence. All access/egress points leading to the works will be always secured by keeping doors shut during the work to prevent unauthorised access. All tools, materials and equipment will be stored appropriately on site or removed to help negate the risk of trespassers attempting to steal. All waste will be placed in one of two wheelie bins that will be provided or removed from site.

Bins that are being provided on site will be secured by means of chapter eight barriers and have appropriate safety signage installed. All our operatives will wear Longley Ltd sign written high -Viz vests, and they will have an identity card, which is to be issued by the site manager after they have completed their induction. Any identified unauthorised persons will be challenged and removed from site. The site manager will be informed, and this plan will be integrated with the existing centre's security arrangements for the duration of the works.

2.3.11 Site Induction

All operatives reporting to the site for work will be met by the site manager before they are allowed on to the site. At this meeting the site manager will induct the operatives to the site.

The content of this induction is contained in the Operational Document section of this construction phase plan.

The items which are detailed within the induction are as follows: Longley Ltd.'s Health & Safety policy, a description of the works, significant risks which are to be found on the site, the location and provision of welfare, operative communication, site rules and permits to work. The site manager will go over all of these items and will expand upon them to ensure that the operative who is receiving the induction is fully aware of the issues specific to the site and therefore will react accordingly. Once the operative has finished listening to the site manager the site manager will give the operative a written test which covers the items noted in the induction. The operative must pass this test before he is allowed onsite. In the event of the operative failing the test he must be re-inducted. Having completed the induction test paper the operative is then sat down to read his own method statement and risk assessment, by doing this we ensure that the operative has read the method statement which he has been issued with and will therefore comply with all of the requirements of the safe system of work. Once all of these stages have been completed and the various actions recorded, and the questionnaire filed the operative is issued with an identification card and a Longley Ltd liveried high Vis. The operative is then cleared to start work onsite.

2.3.12 On-Site Training

Longley Ltd have a duty to ensure that all persons deployed on our site are competent and adequately trained to carry out the tasks which they have been deployed to tackle. To this end we will ensure that any task which has a special qualification certificate such as slinger/ banksman, excavator driver etc. present their ticket to the site manager before

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they can start work. A copy of this certificate will be taken, and it will be filed in the induction section of the construction phase plan.

While onsite we as principal contractor will carry out toolbox talks to all operatives on the site whether they are direct employees or not. Toolbox talks will be conducted regularly, and it is compulsory for all operatives to attend. The records are in the induction section in the operational documents part of this plan, these will be updated to reflect and collect the information with regard to ongoing training on the site. Areas covered by the toolbox talk will be relevant to the works going on at the time, for example working at height training will be given when this type of work is to be carried out.

2.3.13 Welfare

The welfare facilities will be placed within the site confines. The facilities to be provided will follow Schedule 2 of The Construction Design Management Regulations 2015 and the Company Health & Safety Policy. Please refer to appendix 1 or the site's welfare setup. Among the facilities provided will include:

- Toilets
- Messing Facilities with running cold/hot water
- Seating area
- Changing area

2.3.14 Access/Egress to site during deliveries

The site will be operational throughout the duration of the project, which may include members of the public accessing the facilities during the works. Please refer to the traffic management plan in appendix 1 that clearly identifies traffic routes during deliveries, to prevent these areas being blocked or an obstruction caused during deliveries. Operatives will always be wearing Longley Ltd printed High Viz to distinguish them from other site staff. Sub-contractors will be vetted prior to appointment to ensure, as far as is reasonably practicable, that they are able to satisfy security criteria in accordance with their Health & Safety Policy. In all cases, they will be required to complete and provide the information requested in the contractor questionnaire provided to Longley.

2.3.15 First Aid Training

There will always be at least one trained first aider on-site while work is carried out. Their certificates will be kept on-site, as well as their details displayed at the site office.

2.3.16 First Aid Facilities

The first aid equipment will be in the welfare area/site office. The first aiders will be identified on a poster which will be displayed next to the first aid box. The first aid box will be equipped with plasters, first aid dressing and associated bandages.

2.3.17 Accident Reporting & Recording

All accidents, ill health and dangerous occurrences are to be reported to the site manager who will complete an accident report form. This form is to be emailed to the office for the attention of the safety advisor who will then instigate an accident investigation into the occurrence. The accident report is to be duplicated with a copy given to the injured person (s), and a copy retained in the file with the construction phase plan in the Operational Documents section.

Some accidents will need to be notified to HSE under Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013. RIDDOR reports are to be made to the HSE by the Safety Advisor once it is clear that a RIDDOR situation has occurred. The safety advisor will notify the HSE using the quickest possible means which will be the RIDDOR reporting telephone line 0845 300 9923. A full written report on a form F5208 will be submitted to the HSE via their website within 10 days of the telephone report.

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2.3.18 Risk Assessment

To understand and make adequate provisions to protect our staff and anyone else who may be affected by our activities we conduct risk assessments for all tasks that have the potential to cause harm. In doing so we comply with the demands of the Management of Health & Safety at Work Regulations, Regulation 3 which requires the employer to make suitable and substantial assessment of the risks to Health & Safety and to keep records of these findings.

The first step in us conducting a risk assessment is to identify the job that is being assessed i.e. the scope of the activity and define if relevant any Legal Standards to which the hazards relating to the job pertain. In identifying these specific legal standards, the need for additional specific risk assessment like a COSHH assessment is highlighted for later completion.

A competent person is to carry out the risk assessment process; a competent person would be someone not only familiar and trained in the method of carrying out risk assessment but also an experienced person or supervisor because they are competent and familiar with the job being assessed. For large or complex assessments, the assessment process may be expanded to include anyone that the management deem to have an important input to the procedure. Normally the process will be carried out by the safety advisor and the site manager.

The next step is to identify all of the hazards regardless of how minor or unlikely and note them on the risk assessment proforma (copy included). A scale of one to five is used to establish values for likelihood and severity to be used in the risk formula i.e. $\text{Severity} \times \text{Likelihood} = \text{Risk}$ tables 1 and 2. The resultant number is used on the risk matrix as detailed below to produce a risk rating (table 3).

Table 1 Consequences/Severity

VALUE	CONSEQUENCE LEVEL	CONSEQUENCE DESCRIPTION
5	Catastrophic	Death(s) permanent incapacity possibly widespread.
4	Major	Major injury (reportable), severe incapacity, serious loss
3	Moderate	Injury, illness requiring three days or more absence still reportable
2	Minor	Minor injury requiring first aid only, slight loss
1	Negligible	No illness or loss

Table 2 Likelihood

VALUE	CERTAINTY
5	Almost certain
4	Likely
3	Possible
2	Unlikely
1	Rare

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Table 3 Risk Rating Matrix

		Severity				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5

Low risk-rated items are disregarded. The remaining risks are examined one at a time to develop control strategies to reduce the latent risk to a tolerable level if it cannot be removed altogether. When developing controls, the hierarchy of control is used and more than one control for each item may exist and is considered, and the best control or controls selected.

An action checklist is then developed, costed and prioritised (highest risk rating items first) to allow resources to be most beneficially deployed. The prioritised checklist is used to ensure that the required corrective action is implemented and by who. The action taken will have training and expenditure requirements that must be fulfilled. It then becomes the task of line management to ensure that the changes made remain effective and operational by active supervision and monitoring.

Once the required action is taken the assessment is reviewed on completion of that action to ensure that changes made have been as effective as was expected using the same methodology as detailed above. Once the review has taken place and it is felt that the task assessed is now safely controlled the risk assessment is reviewed every year or whenever circumstances change, or a failure is reported such as an accident.

2.3.19 Safe System of Work (Method Statements)

More complex tasks require the contractor to consider the task flow and the manner in which each stage should be conducted. The following paper system is designed to help the thought process. In all cases a risk assessment of the task should have been carried out first to identify the hazards involved in the task and to produce control measures. Be aware that the removal of the hazard should take priority followed by collective control measures then relying on PPE and training as a last resort. The following proforma is a number of boxes drawn in a flow chart.

The work activities are filled into the sheet in the order in which they would be carried out. For example, changing a light bulb; the first step would be gain access to change the bulb. Next to the flow chart there is a box in which to write the control measures that are to be carried out at that stage of the task, in the example described the control measures would be; ensure that the person who is to carry out the task is trained in the use of step ladders and the changing of bulbs, use a step ladder of sufficient height, inspect the step ladder before use to ensure that it is not damaged, if it is discard or have it repaired before use, make sure that the step ladder is on level ground.

Safe Systems of Work (Method Statements) should be documented as an integral part of planning for the site manager. For complex or high-risk activities this should be done in conjunction with the safety advisor.

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The following template can be used for simple and/or low risk activities;

- Risk Assessment Completed – YES/NO
- Task/Activity Being Undertaken – infrastructure development

2.3.20 Management of cuts and abrasions

Reported electronically through accident book

Site Rules

2.3.21 General site rules

The Principal Contractor will liaise with the CDM Consultant, Client and the Principal Designer to establish the other rules of the site, e.g. specific permit to work rules, emergency procedures, etc. There may be separate rules for contractors, site workers, visitors, etc. of the site that Longley Ltd will strictly observe. The Principal Contractor's arrangements for establishing site rules and for bringing them to the attention of those affected are as follows:

Longley Ltd Construction Site General Rules (please also see COVID 19 - operating procedures for additional rules)

- All operatives / visitors shall attend Induction and sign the register.
- All operatives will wear safety boots, safety helmet and hi vis jacket. Required PPE will be worn.
- Familiarise yourself with site specific fire plan and drill.
- All visitors will report to Site Manager, sign the visitor register and wear required PPE.
- All operatives will conform to the requirements of relevant safety method statements, risk assessments & safety signage. If in doubt – Ask!
- All accidents, near misses or safety concerns will be reported to the Site Manager.
- Any defects with scaffold or plant will be reported to the Site Manager immediately.
- All tools used onsite must be 110 volts or less.
- No Hot Works without permission daily.
- Strictly no smoking at any time on site.
- Operatives must not report for work while under the influence of drugs, intoxicating substances or alcohol and the taking of such substances while at work is forbidden
- No shouting and or abusive language on site.
- No use of mobile phones or personal headphones on site.
- Operatives must clean as they go and not leave rubbish lying around. Unused materials must be stored safely.
- Waste products must be disposed of correctly. For example, Metals including sink tops and cable are to be recycled, general builders waste is to go in the general skip and hazardous materials into the hazardous skip.
- Operatives must only use the designated toilet and welfare facilities.
- Working Hours – 08.00am – 17.00pm (9 hours) including two 30-minute breaks for lunch and tea.

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2.3.22 Drugs, Alcohol & Prohibited Materials/Substances Policy

Alcohol and substance misuse can have a detrimental effect upon your health and can adversely influence your work performance and your relationships with colleagues and customers. It can result in reduced efficiency and increased absenteeism.

The company has a duty of care towards and is concerned about the health and welfare of all employees. It is therefore company policy to:

- Promote a responsible attitude to the consumption of alcohol amongst employees.
- Offer assistance to those employees who require it.
- Treat alcohol and substance abuse as a health problem and arrange for employees to seek professional assistance.
- The company will treat any absence due to alcohol and substance abuse in the same way as sickness absence on condition that you obtain professional treatment and maintain regular contact with the appropriate occupational health department.
- While the company endeavours to pursue an enlightened approach to alcohol and substance abuse it will not tolerate either situation on its sites. Anyone found to be under the influence of alcohol or substance misuse will be dismissed from site immediately and will not be allowed to return until such time as the company is comfortable that the employee has received professional help and is not a hazard onsite due to their addiction.

2.4 Fire & Emergency Procedures

Longley Ltd will comply with the existing fire emergency procedures of the site. The fire emergency point will be located on corner of Albert Murray Close as shown in the below diagram. If a fire is noted within the working area, we will stop work and an audible horn will be sounded to alert operatives, visitors and staff to leave the area. On leaving the working area by the quickest recognised route, we will activate the building fire alarm system by the nearest manual call point as a last resort which will trigger the evacuation of the whole building by our operatives and building occupants. If it's a small fire that can be safely tackled by our operatives during the works, there will be firefighting equipment such as fire extinguishers and fire blankets placed in emergency escape routes and site office. All this arrangement will be dictated by the existing fire evacuation procedure of the site. We will appoint a Site Fire Safety Co-ordinator whose duties will include: -

- Liaison with the client's fire officers
- Preparation of fire safety procedures
- Formulating and regularly updating the Site Fire Safety Plan.

The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation Seventh Edition: May 2009 will be adhered to throughout. The site manager will act as a fire marshal for the works area and will take a role call at the assembly point to be located outside the site welfare compound, as highlighted in the site layout plan in appendix 1. The fire safety plan will be aligned with 'HSE hsg168 Fire in Construction' for the building.

ARMOURY DRIVE

CONSTRUCTION PHASE PLAN

Route off site to Fire Emergency Point



● Fire Emergency Point

ARMOURY DRIVE

CONSTRUCTION PHASE PLAN

2.4.1 Fire Action Notice



Fire Action

Any person discovering a fire

1. Sound the alarm
2. to call the fire brigade.
3. Attack the fire if possible using the appliances provided.

On hearing the alarm

4. Leave the building by route.
5. Close all doors behind you.
6. Report to assembly point.



Do not take risks.

Do not return to the building for any reason until authorised to do so

Do not use lifts.

ARMOURY DRIVE

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2.4.2 Site Fire Emergency Procedure



Fire Procedure

1. On discovering a fire, raise the alarm using the Fire Point, call points.
2. Leave the building by the shortest possible safe route.
3. Do not stop to gather belongings.
4. Go to the assembly point sign, where a role call will be taken.
5. The site supervisor will call the Fire Brigade.
6. Do not attempt to re-enter the building for any reason.
7. Do not leave the assembly point until you have been told by the site.

ARMOURY DRIVE

CONSTRUCTION PHASE PLAN

3.0 Controlling Significant Risks On-Site

3.1 Safety Risks

3.1.1 Deliveries

Deliveries to site will be made to site as per the traffic management plan in appendix 1. When a delivery is to be made, then the driver of the vehicle making the delivery will call ahead to notify the site management of the anticipated delivery time, so that personnel can be on hand to assist with vehicle movements in a banksman capacity. Deliveries to the site will comply with the Road Traffic Act and any instruction that they receive from the banksman during the delivery operation. To prevent obstruction and maintain the safety of members of the public using this access, a temporary cordoned will be established during the delivery of materials to prevent people coming in proximity with the works. Fire points and escape routes will always be maintained clear to ensure that the premises are safely and quickly evacuated in an emergency.

3.1.2 Vehicle Movements

The site can be accessed directly via the site main entrance situated on Albert Murray Close. All our vehicles will comply with the security arrangement of the site when passing through the security lodge. A banksman will be used during all deliveries from the site security gate to the site compound. The site manager will be notified at least 24 hours before deliveries are made on site, with details of delivery type, name of driver and car registration number sent to site. There will be continual access by the public close to some of the intended workplace for accessing the residential properties along the access road. As a result, Longley Ltd will clearly display "Danger Construction Works in Progress" signs around the works area to prevent unauthorised access. To further enhance the safety of pupils and staff, in instances where warning signs are not followed by pupils and staff, an operative will be posted to give physical warning signs and promptly stop any work activity that seems to pose a danger to others. See below access/egress points to site.

3.1.3 Control of Risks from Services & Utilities

The works which are to take place we may face water and gas mains as well as buried electrical cables. Wherever possible works are to take place on dead circuits or pipe runs unless there is a specific need for the circuit or pipe run to be connected to a live supply. This work is to be carried out by a competent person under a permit to work system. The permit to work is to be issued by the site manager and closed out by the site manager once the work is complete. All works breaking ground must be performed with reference to the guidance within HSE Publication HSG47 'Avoiding danger from buried services' in addition to the contractors own Permit to dig and safe digging techniques and risk assessments. The general area will be CAT scanned before any works.

General works can place the operative in danger from live supplies when drilling or carrying out hot works. To mitigate this danger, we will inspect the building and the existing services. We will isolate any services which are of concern in the area prior to work commencing. This phase of the job will be included in the safe system of work for the activity and the operative will be issued with the safe system of work prior to the works starting. The site manager will ensure that the operative reads the safe system of work and follows the stages and control measures as defined within the safe system of work.

3.1.4 Adjacent Land Use

The above picture shows Armoury Drive. The surrounding area is made up of residential premises.

ARMOURY DRIVE

CONSTRUCTION PHASE PLAN

3.1.5 Stability of Structures for Duration of Work (This Is to Include Any False Works & Existing Unstable Structures)

No problems have been identified with the stability of structures.

3.1.6 Lifting Operations

Longley appointed person is Peter Sinnock. However, such work is contracted to a specialist company who will, prior to the lift commencing, provide Longley Ltd with a lift plan, identify the appointed person for the lift, and provide with proof the competent operator of the equipment, which is to be used, any banks man required and a machine adequate for the task specified. Once contractor is nominated a lift plan will be provided. Before taking lifting appliances into use on the site the person charge of the site must be satisfied that the appropriate test, through examination or stability certificate have been issued. In practice these are issued to Longley Ltd at the same time as the lift plan and our information. Peter Sinnock will check these plans/certificates prior to approval.

Subsequent periodic examinations are carried out as required by legislation and the specified records kept. All examinations are carried out by a competent person, who has been supplied by the supplying company any defects are reported, recorded and corrected before use.

Safe working loads are prominently marked on the machines and are never exceeded during use. Only trained authorised competent persons over the age of 18 are appointed to operate equipment.

3.1.7 Maintenance & Inspection of Work Equipment

All work equipment used in connection with the operations of the Company whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the Regulations.

Persons charged with duties as site manager or contracts manger in respect of provision, use and maintenance of work equipment and provision of training, will follow the guidance to the Regulations published by the Health & Safety Executive.

All hired, leased, new and newly acquired second-hand equipment must comply with all these Regulations. The machinery will be inspected by a competent person at regular intervals to ensure that it is safe to use. The intervals will be defined by the nature of the tool and the work which is being carried out.

Operators of machinery will be appointed by the person in charge of the site who will ensure they are fully instructed in the safe operation of the equipment and competent in its use. Preference will be given to the persons who have attended an approved course or hold an appropriate CITB Operators Certificate.

Vehicles or machines, which are in anyway unsafe, must be marked unusable and withdrawn from service until the defect is rectified. Steps must be taken to ensure that defective tools can't be used; in the case of power tools the plug is to be removed to prevent use.

3.1.8 Traffic Plan

The lifting of PCC flooring slabs and roof trusses will take place from within the site boundary we have agreed with our supplier that the offloading will have to take out of hour's due to the nature of the surroundings and the size of the vehicle with the outriggers, the neighbouring community and local amenities will be contacted in advance by means of letter and on our notice board. The loading of materials for the sub structure will be loaded in through the main gates on Albert Murray Drive where traffic marshals will be in attendance. Please refer to the traffic management plan in appendix 1. Deliveries will be by various suppliers who will have been previously issued with the site traffic management plan detailing access and egress routes along with permitted delivery times (due to the local primary school). Please refer to the traffic management plan in appendix 1. All consideration will be considered regarding any site activities and how it may impact on the public.

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3.1.9 Storage of Materials & Equipment

All materials and equipment will be stored in the site compound. This will always be kept secure.

3.1.10 Site Waste Management Plan

All waste will be removed from site daily and stored in secure bins, which will be provided on site for operatives to use. When the bins are nearly full, the site manager will have the bins emptied by a registered waste management company to prevent over filling. No materials or waste will be stored anywhere else on site or at the side of the bins to help prevent slips, trips and falls.

Bins on site will either be enclosed in the site compound or if outside the compound, they must be enclosed in heras fencing and appropriately safety signed.

3.1.11 Working at Height

All work at height will be risk assessed in detail before the work is carried out and any additional safety measures as defined within the resultant risk assessment will be included in the safe system of work for the work at height. The strategy for work at height will be to deploy collective control measures as defined in our health and safety policy to prevent falls. Each piece of work at height equipment will need to be risk assessed before use and appropriate risk mitigation of prevention strategies employed to ensure that all works are carried out in a manner which makes the works as safe as is reasonably practical.

3.1.12 Any Other Identified Significant Risks

Electricity

The works which are to take place are based within a domestic environment and as such we face 240v supplies and water, BT and gas mains. Wherever possible works are to take place on dead circuits or pipe runs unless there is a specific need for the circuit or pipe run to be connected to a live supply. This work is to be carried out by a competent person under a permit to work system. The permit to work is to be issued by the site manager and also closed out by the site manager once the work is complete.

General works do place the operative in danger from live supplies when he is drilling or carrying out soft strip of an area prior to work starting. To mitigate this danger, we will inspect the area which is to be drilled or demolished and we will isolate any services which are of concern in the area prior to work commencing. This phase of the job for all drilling or soft strip exercises will be included in the safe system of work for the activity and the operative will be issued with the safe system of work prior to the works starting. The site manager will ensure that the operative reads the safe system of work and follows the stages and control measures as defined within the safe system of work.

3.2 Health Hazards

3.2.1 Control of Asbestos

An R&D Asbestos survey will be commissioned if the fabric of any existing building is to be disturbed, e.g. for connecting to existing service. Regardless of the asbestos survey findings, all Longley Ltd operatives sent to this site will be asbestos awareness trained and should be aware of the precautions required. Where asbestos is discovered during the works, our contractors will immediately stop work, cordoned the area, display warning signs and notify site management, as well as the Principal Designer for a sample to be taken by a specialist for analysis before any works can be resume on that work area.

3.2.2 Covid 19 Procedures

Construction sites operating during the Coronavirus (Covid-19) pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection (Public Health England Guidance). This includes considering how personnel travel to and from site. This policy is intended to introduce consistent measures on Longley Ltd.'s

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construction sites in line with the Government's recommendations on social distancing and ensure we make every effort to comply. As we intend to undertake works at Armoury Drive site, Longley Ltd will take all the mitigating actions possible to reduce the risk of transmission. This will be achieved by putting in place effective arrangements for monitoring and reviewing compliance with Government and industry guidance. Regular toolbox talks will be undertaken, as well as daily activity briefing to remind operatives at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

Travel to work using public transport

- Contractors and operatives should be advised through toolbox talk and daily tax briefings to plan ahead and use a direct route to site, as well as avoiding off-peak travel if possible
- While travelling to site on public transport and you develop a new, continuous cough or a high temperature, notify management and return home.
- Take hand sanitiser and a face covering if you can. Management to provide hand sanitisers & latex barrier gloves when a request is made.
- Wash your hands before beginning your journey
- Maintain 2 metre distance where possible on trains and buses.
- Use contactless payment where possible
- Be patient and follow instructions from transport staff
- Wash or sanitise your hands as frequently as possible
- Walk from public transport to your site destination
- Follow guidance around your site destination
- Sanitise your hands as soon as possible before entering site.

Travel to work using company vehicle

- Maximum of 2-3 people per vehicle at all times.
- Take hand sanitiser and a face covering if you can. Management to provide hand sanitisers & latex barrier gloves when a request is made.
- Keep vehicle ventilated with adequate airflow
- Minimize facing each other when having a conversation within the vehicle
- Regularly sanitise the vehicle's internal compartments like door handles, steering wheel and dashboard.
- Maintain good hygiene at all times
- Park vehicle safely on arrival, following local parking restrictions

When you arrive on site

- Report to the site manager, staying at least 2m away from them. This will be outside the welfare area.
- You will be asked to complete a health surveillance questionnaire. You are expected to answer honestly and not to withhold any information which may be relevant to the control of Covid 19.
- Sanitise your hands, see section on Good Occupational Hygiene below.

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- Place your lunch in the fridge and store any items that you brought with you for the shift.

Site access & egress points

- To prevent operatives congregating on access/egress points, and to maintain a safe exit from site during an emergency, we will ensure the following is adhered to:
- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Allow plenty of space (two metres) between people waiting to enter site
- Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing or reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require workers to wash their hands for 20 seconds using soap and water when entering and leaving the site. Contractors to sanitise where practicable.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Consider arrangements for monitoring compliance.

Procedure if someone falls ill

- If a worker develops a high temperature or a persistent cough while at work, they should:
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Hand Washing

- Allow regular breaks to wash hands
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Provide additional hand washing facilities to the usual welfare facilities if a large spreadout site or significant numbers of personnel on site

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- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

Toilet facilities

- To minimize the risk of operatives coming in close proximity around toilet facilities provided, we will do the following:
- Restrict the number of people using toilet facilities at any one time, and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush

Canteen and Rest Areas

- We shall encourage our operatives to bring their own food, to ensure that they stay on site once they have entered it and avoid using local shops, which could potentially compromise the social distancing guidelines.
- Contractors driving company vans to work encourage to consume packed lunches in vehicles and sanitize afterwards
- Tables within the canteen shall be spaced out, and adequate supervision provided during break times to maintain social distancing measures.
- Break times shall be staggered to reduce congestion and contact at all times
- Surfaces shall be frequently cleaned, using standard cleaning products e.g. kettles, refrigerators, microwaves
- All rubbish should be put straight in the bin and not left for someone else to clear up
- A distance of 2 metres shall be maintained between users, wherever possible
- Tables shall be cleaned between each use

3.2.3 Manual Handling

Manual handling will be avoided wherever possible and mechanical means such as lifts and trolleys etc. will be used wherever possible to carry the windows into position, however in some instances manual handling will be unavoidable therefore all operatives are trained in the use of manual handling techniques. Significant manual handling tasks will be individually assessed.

3.2.4 COSHH

All products supplied to this site for use will be from our approved list of materials and as such we will use the safest materials possible, we will try and design out the use of high-risk products and use materials which are harmless wherever possible.

Where it is not possible to use harmless products, we will carry out a COSHH risk assessment and work the findings of the assessment into our safe systems of work. Products which will be used which have COSHH implications include but are not limited to paints, plaster and other cement-based products, adhesives, MDF, insulation products and fillers.
– See Site layout image for reference.

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3.2.5 Control of Noise & Vibration

Precautions will be taken to limit the noise produced by using quieter techniques wherever possible. If quieter techniques cannot be employed, then work will be programmed to limit working hours to when the works will have a reduced impact on the residents of the building. Job rotation and suitable PPE will also be utilised by the operatives to limit exposure to these harmful occurrences. Ear protection readily available on site and provided to anyone using noisy tools.

3.2.6 Control of Exposure to Inclement Weather, COLD & UV

Longley Ltd will ensure that appropriate clothing is issued for the weather conditions on the site. Longley Ltd will also make available sun cream when the external works are under way to ensure that it is available to protect the operatives from the harmful effects of UV while working in the sun. All operatives on the site will receive appropriate training for the season in the form of a toolbox talk, the risks of working in the sun will be given in the spring and the risks of the cold in autumn. Longley Ltd will also provide drying rooms and other welfare appropriate to the type of weather which is being experienced.

3.2.7 Dust Suppression Management

Precautions will be taken to limit the dust produced by tools on site. Dust bags on cutting machinery and wet grinding to be enforced. When inside the building hovers will be used instead of brooms to minimise dust.

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4.0 The Health & Safety File

Developing the health and safety file will be a continuous process throughout the project. Upon completion of a project, where more than one Contractor is involved, it is required under CDM 2015 that a health and safety file is prepared by the Principal Designer.

The Principal Designer will be updated by the Site Manager of any information that may be necessary for the compilation of the health and safety file, including as built drawings, operating and maintenance manuals and plans compiled during the construction process. Regular liaison with the Principal Designer will ensure that any relevant information is passed on.

The format for the health and safety file will be agreed with the Client and Principal Designer prior to the construction phase of the project.

Information will include:

- A brief description of the work carried out.
- Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos, contaminated land, water bearing strata, buried services)
- Key structural principles incorporated in the design of the structure (e.g., Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off)
- Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements)
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location, and markings of significant services, including firefighting services.
- Information and as-built drawings of the structure, its plant and equipment (e.g., the means of safe access to and from service voids, fire doors and compartmentation)
- EWS1 form requirements (External stages program and designated person to sign off).

4.1 Collection of Information

Information will be collated by the site manager throughout the project to ensure the O & Ms will be available by completion of the project.

4.2 Recording of Information

The site manager will record the information as the project progresses.

4.3 Submission to CDM Consultant

A draft Health and Safety File will be submitted to the CDM Consultant at the end of the project for comment.

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5.0 Site Specific Risk Register

See Longley Group Risk Register

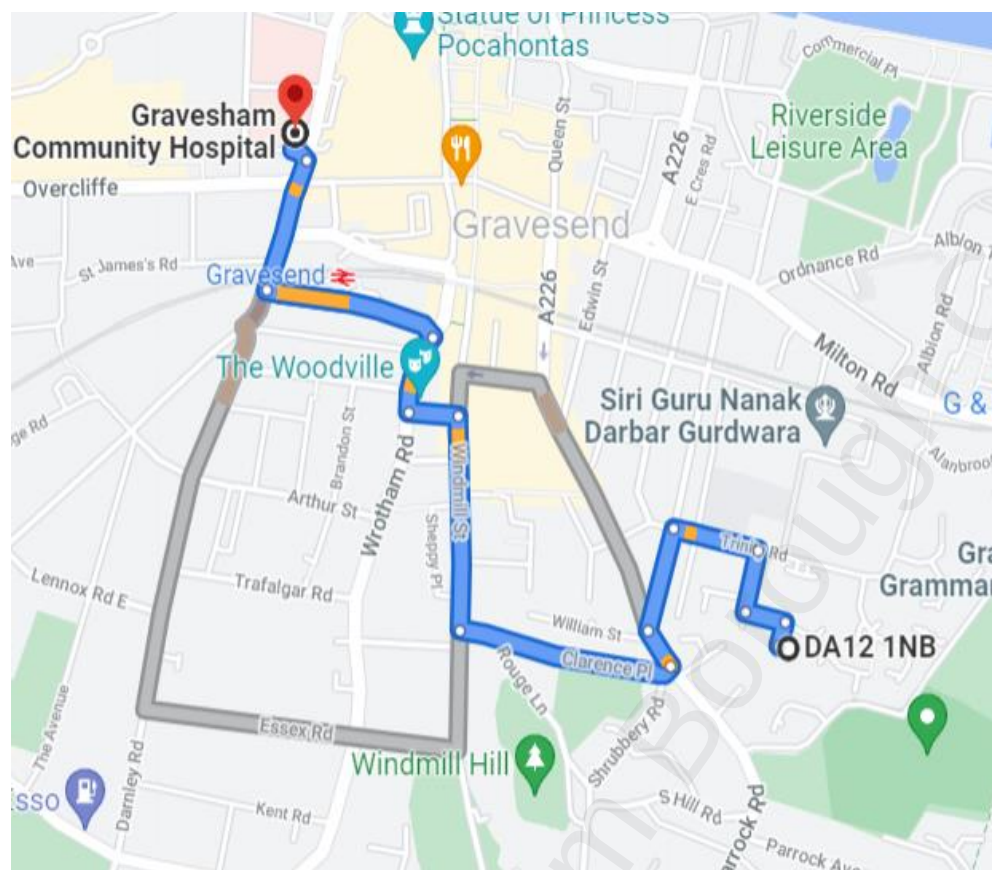
Gravesham Borough Council

ARMOURY DRIVE CONSTRUCTION PHASE PLAN

6.0 First Aid and A & E Information

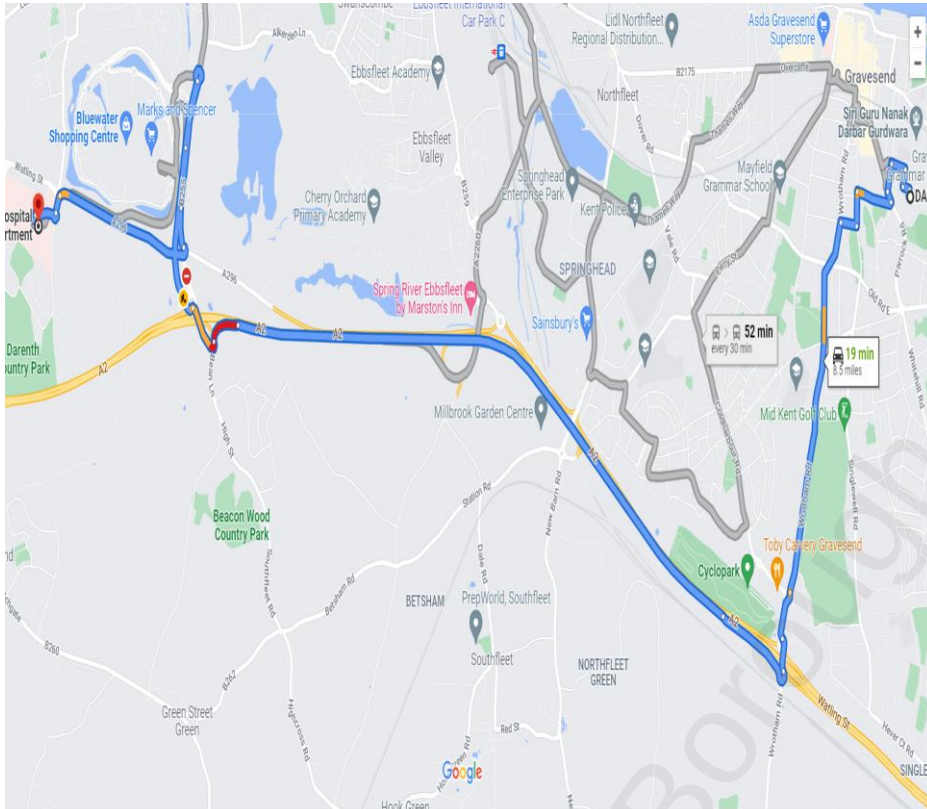
IN AN EMERGENCY DIAL 999

6.1 HOSPITALS



Minor Injury Unit
Gravesham Community Hospital
Bath Street
Gravesend
DA11 0DG
Opening Hours: 08.00 – 20.00
Telephone: 01474 360500

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Darenth Valley Hospital

Accident & Emergency

Darenth Wood Road

Dartford, DA2 8DA

Opening Hours: 24hrs 7 days a week

Telephone: 01322 428100

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7.0 General Site Safety Signage



SITE SAFETY

- The Health and Safety at Work Act 1974 requires all persons who enter this site to comply with the regulations of this act.
- All visitors **MUST** report to the site office and obtain permission before proceeding or working on this site, or at any work area.
- Safety signs and procedures **MUST** be complied with at all times. Personal protection and safety equipment **MUST** be used at all times on this site



Construction work is in progress and can be dangerous. Parents are advised to warn their children of the dangers of entering this site.



All visitors and deliveries must report to Site Office



Safety helmets must be worn



Safety footwear must be worn on this site



High visibility garments must be worn on this site



Unauthorised entry to this site is strictly forbidden.



No smoking on this site

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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Appendix 1 Traffic Management Plan

Gravesham Borough Council

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Appendix 2 Induction Forms

Gravesham Borough Council

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Appendix 3 Site Operating Procedures

Gravesham Borough Council

ARMOURY DRIVE CONSTRUCTION PHASE PLAN



Armoury Drive,Gravesend – Traffic Management Plan



PLAN KEY

- Site Boundary -
- Entrance / Exit -
- Access Route -
- Egress Route -
- Primary School -
- Extent of Marshalling -

NOTES

No deliveries between the hours of 08.00 - 09.00 and 14.30 - 15.30 (Local primary school).

HGV to be marshalled as per highlighted area.

All deliveries to be pre booked with minimum 24 hours notice.

All deliveries to advise site at least 1 hour before arrival.

NO parking within residential area's.

NO parking available on site.

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Armoury Drive,Gravesend – Site Logistic Layout



PLAN KEY

- Site Boundary -
- Entrance / Exit -
- Welfare -
- Site Office -
- Smoking Area -
- Muster Point -
- Refuse Storage -
- Material Storage -
- Pedestrian Routes -
- Tree Protection -

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LONGLEY

SITE INDUCTION

PROJECT:	PROJECT NO:		LG - 730
NAME:		DATE:	
COMPANY:			
INDUCTED BY:			
CSCS CARD:	YES / NO	CARD NO:	
Please read through and check that you have been informed of all items listed below:			
Have you been made aware of the Site and personnel involved?			YES / NO
COVID 19 / CORONAVIRUS – SITE OPERATION PROCEDURES			
Have you been made aware of site operating procedures and information poster in regard to the ongoing COVID 19 / Coronavirus Outbreak?			YES / NO
EMERGENCY PROCEDURES			
Have you been made aware of site emergency procedures in the case of a fire, accident, theft etc.?			YES / NO
PERSONNEL PROTECTIVE EQUIPMENT			
Have you been made aware of site rules regarding PPE required by all personnel?			YES / NO
COMPANY HEALTH AND SAFETY POLICY			
Have you been informed of and given the opportunity to read the company's Health and Safety Policy and aware of the accident reporting procedure?			YES / NO
SUBCONTRACTORS METHOD AND RISK ASSESSMENTS			
Have you read and understand the contents of your risk assessments & method statement associated with your work activity?			YES / NO
NOMINATED FIRST AIDER AND FIRST AID FACILITIES			
Have you been notified of the first aider and the location of the first aid facilities?			YES / NO
FIRE EQUIPMENT, PROCEDURES AND ASSEMBLY POINTS			
Have you been notified of all types of firefighting equipment, alarms, escape routes and assemble points?			YES / NO
DANGEROUS OCCURRENCES/NEAR MISSES			

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Have you been notified that all Dangerous Occurrences/Near Misses must be report to the site agent / manager?	YES / NO
REPORTING DEFECTS	
All personnel have the responsibility to report any defects to any plant or equipment.	YES / NO
LADDERS / STEP LADDERS	
Have you been notified of the company policy on the use of ladders / step ladders? – Not to be used unless an adequate site-specific risk / method statement & agreed with site manager	YES / NO
SCAFFOLD	
Have you been notified that no personnel are authorised to alter any scaffolding, edge protection and associated items?	YES / NO
CSCS CARDS	
Have you produced your CSCS card to the site agent/manager and a copy taken?	YES / NO
HOUSEKEEPING	
Have you been notified of all site rules regarding housekeeping i.e. work area must be kept clean at all times, at the end of the day all waste material must be removed?	YES / NO
The company will charge any company in the event of them cleaning your work area	
DISCLOSURE	
I agree that all of the above is true to the best of my knowledge and that I have a personal responsibility to ensure safe working at all times.	
Signed:	Dated:

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SITE OPERATING PROCEDURES

(Please note these are specific to the ongoing outbreak COVID-19 / Coronavirus and safeguarding of site operatives. These should be implemented until instructed otherwise, this should also be read in conjunction with our standard site operating procedures / site rules found within the construction phase plan of each project.)

Anyone found with the following symptoms or develop the following symptoms whilst on site should be sent home immediately. They must follow the Public Health for England Guidelines and self-isolate. Re-admittance to site will not be permitted until day 15 of a self-isolating period.

- Fever / high temperature
- New continuous cough, (This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)
- Appearance of having laboured breathing.

Project managers must check with all operatives at the Daily Briefing the health of the members of their household. If any members displaying the above symptoms, must result in that operative being sent home immediately. They must follow the Public Health for England guidelines and self-isolate. Re-admittance to site will not be permitted until day 15 of a self-isolation period.

All Project Managers MUST hold a daily briefing, all operatives to stand 2m apart. Within this meeting please co-ordinate and implement the following:

- Set out allocated working zones, to help maintain 2m social distance measures.
- Set out allocated working times in these zones so all operatives know where they can and can't work.
- Allocate separate start and finish times to ensure welfare / cleaning areas can maintain safe social distancing measures.
- Allocate separate break times to ensure welfare / cleaning areas can maintain safe social distancing measures.

Site Hygiene – now more than ever it is imperative to keep site clean and high standard of hygiene levels. Ensure all welfare surfaces / desks are cleaned regularly, make sure each operative is aware they have an obligation to clean after use, impose fines if hygiene regime not adhered to.

Food on Site – Encourage operatives to bring food from home opposed to going to local shops, limit the amount of time spent moving around site.

Travelling to and from site – Encourage operatives to use own vehicles over using public transport. If absolutely necessary to use public transport, operatives must thoroughly wash hands as soon as on site.

Personal Hygiene – Encourage personal hygiene, ensure all operatives wash hands prior to starting works, prior to break times and prior leaving for the day.

Hi Vis Vests – to be taken home and washed by operatives regularly.

Please ensure Longley “**Protect yourself and Others**” Poster is shown in all welfare areas, on the entrance and exits to site. Please ensure this is regularly referenced in Daily briefings.

Please note additional cleaning products, clean Hi Vis vests will be made available to your site, please request in a timely manner to ensure there is no shortage on site to inhibit your ability to implement above.

Further information:

- Longley – Information “Protect yourself and Others” Poster
- Construction Leadership Council – Site Operating Procedures. 23/03/2020