



Revision No	1 <sup>st</sup> Issue
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# CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

Contract Details: Turkey Hall Lane Bacton	
Contract Number: 10/348	
Contract Commencement Date: TBC	
Contract Completion Date: TBC	

Plan Prepared By:	Signature:	Date:
Richard Clements	<i>R. Clements</i>	15 <sup>th</sup> October 2020
Plan Checked By:	Signature:	Date:
Steve Nugent		16 <sup>th</sup> October 2020

Distributed to:	
INTERNAL:	Name:
Contracts Manager:	TBC
Site Manager:	TBC
Operations Manager:	Graham Gee
Construction Director:	Justin Buckingham
HS&E Advisors:	Richard Clements
EXTERNAL:	Name:
Client:	Flagship Housing Developments
Principal Designer:	TBC



## CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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## SECTION 1 PROJECT DETAILS

### CPHSP 1.1 INTRODUCTION

This document has been prepared as a guide to the management, controls and procedures to be employed to ensure the successful and safe completion of the construction of 51 dwellings and associated works.

The site address is;

Turkey Hall Road  
Bacton,  
Suffolk

This document forms part of the Cocksedge Building Contractors Ltd Management system of health and safety documentation in accordance with the Construction Design and Management Regulations 2015.

Health and safety items covered are scheduled in the Content page of this document.

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## SECTION 1 PROJECT DETAILS

### CPHSP 1.2 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN REVIEW

The Construction Phase Health & Safety Plan will be reviewed at a maximum of a monthly period; the frequency may need to be increased according to any significant changes made to the construction process, i.e. design changes, complexity of contract or variations.

### REVIEW OF PLAN

Contract Name: Turkey Hall Lane Bacton	Contract No: 10/348
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Rev1	Any Change?		Description of Change
	Yes	No	
Front Page		No	<i>First Issue</i>
Section 1		No	<i>First Issue</i>
Section 2		No	<i>First Issue</i>
Section 3		No	<i>First Issue</i>
Section 4		No	<i>First Issue</i>
Section 5		No	<i>First Issue</i>
Section 6		No	<i>First Issue</i>

PLAN CHECKED BY:	Steve Nugent
POSITION:	Managing Director
DATE CHECKED:	
NEXT REVIEW DATE:	Before start on site

Distributed to:	
<b>INTERNAL:</b>	<b>Name:</b>
Contract Manager:	TBC
Site Manager:	TBC
Operations Manager	Graham Gee
Construction Director:	Justin Buckingham
H S & E Advisors:	Richard Clements
<b>EXTERNAL:</b>	<b>Name:</b>
Client:	Flagship Housing Developments
Principal Designer:	TBC

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## REVIEW OF PLAN

Contract Name:	Contract No:
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Rev2	Any Change?		Description of Change
	Yes	No	
Front Page			
Section 1			
Section 2			
Section 3			
Section 4			
Section 5			
Section 6			

PLAN CHECKED BY:	
POSITION:	
DATE CHECKED:	
NEXT REVIEW DATE:	

Distributed to:	
<b>INTERNAL:</b>	<b>Name:</b>
Contract Manager:	
Site Manager:	
Operations Manager	
Construction Director:	
H S & E Advisor:	
<b>EXTERNAL:</b>	<b>Name:</b>
Client:	
Principal Designer:	

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## REVIEW OF PLAN

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Rev3	Any Change?		Description of Change
	Yes	No	
Front Page			
Section 1			
Section 2			
Section 3			
Section 4			
Section 5			
Section 6			

PLAN CHECKED BY:	
POSITION:	
DATE CHECKED:	
NEXT REVIEW DATE:	

Distributed to:	
<b>INTERNAL:</b>	<b>Name:</b>
Contract Manager:	
Site Manager:	
Operations Manager	
Construction Director:	
H S & E Advisor:	
<b>EXTERNAL:</b>	<b>Name:</b>
Client:	
Principal Designer:	

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## REVIEW OF PLAN

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Rev4	Any Change?		Description of Change
	Yes	No	
Front Page			
Section 1			
Section 2			
Section 3			
Section 4			
Section 5			
Section 6			

PLAN CHECKED BY:	
POSITION:	
DATE CHECKED:	
NEXT REVIEW DATE:	

Distributed to:	
<b>INTERNAL:</b>	<b>Name:</b>
Contract Manager:	
Site Manager:	
Operations Manager	
Construction Director:	
H S & E Advisor:	
<b>EXTERNAL:</b>	<b>Name:</b>
Client:	
Principal Designer:	



## SECTION 1 PROJECT DETAILS

### CPHSP 1.3 SCOPE OF WORKS

The following outlines the scope of works for this project.

#### SCOPE OF WORKS

The project is for the phased construction of 51 dwellings and associated works.

The works are to also include:

- New road to development
- 278 works to Turkey Hall Road
- New mains utilities services and infrastructure
- Foundations
- New drainage system
- Block and Beam Floor
- Scaffolding
- Superstructures to dwellings
- External façade
- Windows and doors
- Roof coverings
- 1<sup>st</sup> and 2<sup>nd</sup> fix M&E services
- 1<sup>st</sup> and 2<sup>nd</sup> Fix Carpentry
- Floor finishes
- Decoration
- External landscaping including construction/ formation of ponds

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## SECTION 1 PROJECT DETAILS

### CPHSP 1.4 PROJECT DIRECTORY

The following schedules contain details of Key Companies and Personnel involved in the construction phase for this project.

ROLE/TITLE	ADDRESS	CONTACT	COMMUNICATION
<b>PROJECT TEAM</b>			
Client	Flagship Housing Developments 31 King Street Norwich NR1 1PD		Tel: Mob: Email:
Employers Agent:			Tel: Mob: Email:
Architect	Parc Design 68 Derngate Northampton NN1 1UH		Tel: t: 01604 434353 Mob: Email: info@parcdesign.co.uk
Principal Designer			Tel: Mob: Email:
Mechanical Designer			Tel: Mob: Email:
Electrical Designer			Tel: Mob: Email:
Structural Engineer			Tel: Mob: Email:
Civils Engineer			Tel: Mob: Email:

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Cocksedge			
Construction Director	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS	Justin Buckingham	Tel: 01638 713694 Mob: 07833 455534 Email: j Buckingham@cocksedge.com
Operations Manager	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS	Graham Gee	Tel: 01638 713694 Mob: 07818 083457 Email: ggee@cocksedge.com
Contracts Manager	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS		Tel: 01638 713694 Mob: 07736 874982 Email:
Site Manager	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS		Tel: 01638 713694 Mob: 07843 355461 Email:
Quantity Surveyor	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS		Tel: 01638 713694 Mob: Email:
Safety, health & Environmental Advisors	25 Hampstead Avenue Mildenhall Suffolk IP28 7AS	Richard Clements	Tel: 01638 713694 Mob: 07799 648203 Email: rclements@cocksedge.com

Other Contacts			
HSE	Rosebery Court, St. Andrew's Business Park Norwich NR7 0HS		

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## SECTION 1 PROJECT DETAILS

### CPHSP 1.5 PROJECT INFORMATION DIRECTORY

The following details the pre-construction information assessed prior to developing this Construction Phase Health and Safety Plan.

Information Type/ Company	Document Reference / Location/ Date	Date Received
Pre-Construction Information		With Tender Documents
Construction Leadership Council	Site Operating Procedures Version 5	July 2020
Cocksedge Building Contractors	Site Operating Procedures Revision D	July 2020
HM Government	Working Safely during Covid-10 Construction-Outdoors	12 <sup>th</sup> May 2020

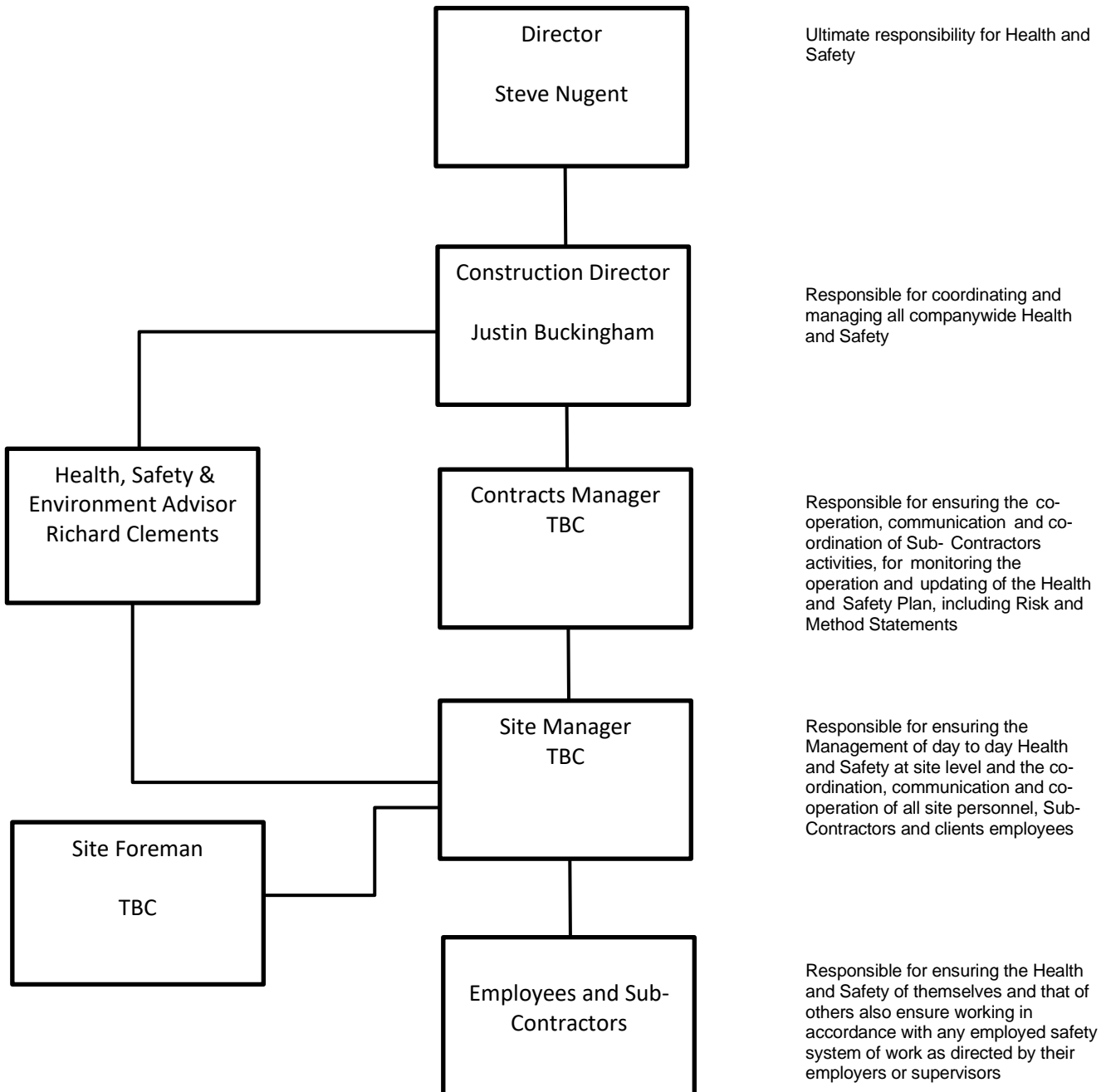
## SECTION 1 PROJECT DETAILS

### CPHSP 1.6 NOTIFICATION OF PROJECT – Form F10

TO BE INCLUDED UPON RECEIPT

**SECTION 2 GENERAL**  
**CPHSP 2.1 INTERNAL PROJECT MANAGEMENT STRUCTURE**

The following chart identifies key personnel employed on this project to ensure the successful management of Health and Safety:



## SECTION 2 GENERAL

### CPHSP 2.2 HEALTH AND SAFETY OBJECTIVES

The Health and Safety Objectives for this project are:

- To ensure, so far as is reasonably practicable, that at no time is any person put at undue risk of ill health or personal injury by the works or activity being undertaken by Cocksedge Building Contractors Ltd.
  - To achieve a zero accident/incident target.
  - To develop a high degree of safety awareness.
  - To manage the project in a safe manner, promoting a positive health and safety culture along with heightening the safety awareness of all personnel involved within the project.
  - To ensure that safe working practices are established for all project personnel.
  - To encourage all operatives to make suggestions for improving health and safety whilst on site and where applicable incorporate improvements into the construction phase plan
- This also includes client staff, members of the public and all personnel on site.

This goal is achieved through continued communication and consultation with the workforce, and where necessary all other affected parties, and through Risk Management by a trained and competent Management Team.

In relation to Covid-19 Cocksedge Site Operational Procedure during a Pandemic / Outbreak of Covid-19 will be mandatory implementation. This document refers to how our sites will be managed in line with current Public Health England guidance and the current version of the Construction Leadership Council Site Operating Procedures including all measures to maintain social distancing. Upon any change in the above guidance which is checked on a daily basis the Cocksedge Site Operational Procedure will be updated and reissued to site.

## CPHSP 2.3 MONITORING OF HEALTH AND SAFETY

Health and Safety is monitored through various processes by Cocksedge Building Contractors Ltd to ensure consistent high levels of Health and Safety are maintained, early intervention of any potential unforeseen risks and the identification of any areas of possible improvement. The four main processes are as follows, supported by various additional methods.

- i) Pre-contract engagement to ensure appropriate application of Health and Safety is considered, including buildability, construction process, materials, design and timescales.
- ii) The Contract / Site Manager continually reviews Health and Safety on their project, ensuring all personnel are competent, trained, inducted and aware of site wide issues as well as individual risks. They will review risk assessments and method statements, ensuring individuals are briefed into their specific assessments. They are also responsible for communicating Health and Safety issues with the Clients employees on this project including Principal Designers, Designers, Architects and any affected staff.
- iii) Cocksedge Health, Safety and Environmental Advisor will aim to visit each project within the first two weeks and a minimum of once every month thereafter, frequency will increase subject to levels of risk activities and complexity of contract.

Cocksedge Health, Safety and Environmental Advisor will complete a Health Safety and Environmental Inspection Report identifying where, or if any, Health and Safety areas of non-compliance are present and the actions required to rectify them. The report will also identify best practice and innovation being implemented across the site.

The Advisor also has the authority to stop any works which present an immediate risk to the health and safety of individuals, client staff or members of the public.

- iv) Monitoring of the Construction Phase Plan is carried out by the responsible Contract Manager for the project, in coordination with the Site Manager, ensuring any changes are included in the revised plan as and when appropriate. The CPHSP is revised at a maximum period of one month.

Other processes for monitoring health and safety include the completion of Near Misses, Senior Management Safety Inspections by visiting members of the Senior Management team, Tool Box Talks, Progress Meetings and Design Meetings.

## SECTION 2 GENERAL

### CPHSP 2.4 ON SITE CONSULTATION, COMMUNICATION AND LIAISON

Regular liaison meetings will be held, these range from Safety Coordination and Progress meetings to Design meetings where applicable, all will include relevant personnel involved with the project.

Consultation with the workforce will be either conducted with individuals or with groups of site personnel dependent on the level of consultation required.

Health and Safety is also communicated via other media including Site Inductions, Tool Box Talks, Risk Assessment and Method Statement briefings, Subcontractor Progress meetings, Signage, Posters and Flyers etc.

In relation to Covid-19 all personnel on site will receive a daily site briefing ensuring social distancing is being maintained before commencing works to include:

- Travel arrangements to work
- Any Government, Construction Leadership Council, Client, Cocksedge or Public Health England Updates
- Recognizing Covid-19 symptoms
- When not to travel to work
- Regular hand washing and sanitizing of hands
- Ensure you do not touch your face
- Maintaining hygiene across the site
- Social Distancing
- Split breaks and welfare arrangements
- Feedback opportunity to site management team

### CPHSP 2.5 DESIGN INFORMATION – COMMUNICATION, CONSULTATION AND CHANGES

Through pre-programmed design team meetings, progress meetings and client meetings information will be relayed to all relevant and interested parties in relation to design changes. Where any design changes are to take effect, specific information relating to these changes are conversed to all the Site Management team, Contractors and other interested parties following the consultation between the Client, Architect, Principal Designer / Principal Contractor.



## CPHSP 2.6 MANAGEMENT OF SUBCONTRACTORS

The selection and control of Subcontractors is initially managed by the Contracts Manager, who, assisted by the relevant contract team and H S & E Advisor, will assess and approve contractors' corporate competency. Only Subcontractors whom have been approved and are registered on Cocksedge Supply Chain Data Base will be employed on projects.

Where a client direct trade is to be used it is an expectation that they can demonstrate the same level of Corporate Competency as an approved Cocksedge Subcontractor.

Subcontractor progress is also monitored with Progress Reports. Once a Subcontractor has been approved their individual employees are managed at site level via the Induction and Risk Management processes contained within this document and section 2.4.

All subcontractors will be required to ensure their RAMS identify the relevant hazards and control measures to be implemented in relation to Covid-19 prior to commencing work.

No contractor will be allowed to commence works until these RAMS have been reviewed and accepted by the Site Manager as being suitable and sufficient.

## SECTION 2 GENERAL

### CPHSP 2.7 ACCIDENT / INCIDENT REPORTING AND INVESTIGATION INCLUDING NEAR MISSES

All accidents/ incidents including those to subcontractors, will be reported, and where necessary investigated in accordance with Company Policy and Statutory Requirement.

All accidents will be entered into the site Accident Book however trivial.

Where an investigation is carried out any identified corrective action will be carried out.

All Incidents, Near Misses and those categorized as Dangerous Occurrences or causing major damage but not involving personal injury, will be reported and investigated where necessary.

Near Miss reporting is to be seen a positive proactive health and safety management tool rather than a negative process.

Where applicable accidents and incidents will be reported as outlined in the RIDDOR regulations 2013.

The HSE now requires specific reporting of incidents of COVID-19 under RIDDOR. This now states:

You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

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## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.1 CONSTRUCTION PHASE PROGRAMME

The current construction phase programme will be updated and available on site at all times.

## CPHSP 3.2 GENERAL / SPECIFIC SITE INDUCTION / SITE RULES

**Requirement** - A specific site induction must be delivered to all contractors wishing to work on site prior to being allowed access to the site. The induction will take place within designated site offices or other identified induction point.

The site induction will include, but not be limited to, the following:

### GENERAL TOPICS

- Competency
- Personal Safety Rules
- Working at Height
- PPE
- Site Signage
- Occupational Health
- Noise / Dust Awareness
- Hand Arm Vibration
- Housekeeping
- Fire Safety
- Electrical Equipment
- Plant and other Work Equipment
- Permits
- Accident / Incident and Near Miss reporting procedures
- Drug and Alcohol Policy
- Environmental Awareness

### SITE SPECIFIC TOPICS

- Project overview
- Site Management Team
- Site Layout and Traffic Management Plan
- Site Emergency Procedures including First Aid and Fire
- Asbestos Awareness
- Site Specific Rules
- No Noise Periods
- No Smoking / Smoking areas
- No Radios
- Wearing of shorts
- Covid-19 Site Rules
- Daily Covid-19 Briefing

The details of all persons inducted will be entered onto an Induction form.

All persons wishing to work on site must have the necessary skills, knowledge and experience in relation to the task they are under taking. Cocksedge Building Contractors recognize a variety of competency cards schemes including those affiliated to the CSCS card scheme as proof of competency.

No deliveries shall be taken at or dispatched from the site before the hours of 08.00 and after 18.00 Monday to Friday, before 09.00 and after 13.00 on Saturdays nor at any time on Sundays, Bank or Public holidays.

Contractor parking is limited on site in the designated car parking area.

# CONSTRUCTION PHASE HEALTH AND SAFETY PLAN



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Prior to work commencing the following will be implemented in relation to Covid-19:

## **Travel To Site**

Contractors / Operatives will be advised of the requirement to travel to work independently to site in the first instance. If this is not achievable ie they are from the same family co habiting unit then Construction Leadership Council and Cocksedge Building Contractors Site Operational Procedure during a Panademic/ outbreak of Covid-19 guidance must be followed.

## **Entry to site**

As part of the signing in process operatives relative questions will be asked and recoreded in relation to Covid-19 and temperatures will be taken. If an operative has a temperature of 37.8 degrees or more a further temperature check will be undertaken 10 minutes later. If the second temperature check is above 37.8 degrees they will not be allowed access to site and must follow the current self isolation guidelines. Temperature checks to be undertaken in line with the guidance provided in the Site Operaional Procedure during a Panedemic/ Outbreak of Covid-19.

Delivery drivers will be signed in/out via the gateman. They will be instructed to stay in their vehicle unless the load does not allow this.

## **Walkways**

Site will have a one-way system where possible

Passing points will be introduced to corridor areas

Adequate signage to be displayed for pedestrian routes and social distancing.

Notice boards will also have additional Covid-19 related information displayed.

## **Welfare**

Breaks will need to be staggered to allow social distancing. This will probably require assessing daily. Facilities will need to be limited to the number of people allowed at one time. Toilet area will also require a limited number of persons use at any one time. We will review regularly if extra facilities are required as/if workforce numbers increase.

## **Handwashing**

Hand sanitizer stations to be installed at both entrance and exit of construction area, and in construction area.

## **Cleaning**

Cleaner will be available on-site full time responsible to clean the handles, railings, tables, worktops etc. regularly and in between breaks. They will also be responsible to empty the bins and make sure the cleaning liquids etc. are topped up.

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## Working Areas

Work Areas will be allocated in zones to each trade/contractor. It will be the responsibility of each trade/contractor to ensure social distancing is maintained.

All existing contractors whom have previously been inducted will have to attend a verbal Covid-19 induction which will be recorded as a toolbox talk. Alternativley the induction can be emailed to the employer whom can brief his operatives and bring along with them a copy of the signed toolbox talk form. Social distancing must be maintained during inductions in line with Cocksedge SOP-Covid19. All new starters will be required to attend a verbal site induction along with the Covid19 site rules.

## Site Boundaries

Where any site boundray interfaces an adjacent boundary a demarcation will be installed at 2 metres away from any site boundary to ensure social distancing is maintained.

## Daily Site Briefings

In relation to Covid-19 all personnel on site will receive a daily site briefing ensuring social distancing is being maintained before commencing works to include:

- Travel arrangements to work
- Any Government, Construction Leadership Council, Client, Cocksedge or Public Health England Updates
- Recognizing Covid-19 symptoms
- When not to travel to work
- Regular hand washing and sanitizing of hands
- Ensure you do not touch your face
- Maintaining hygiene across the site
- Social Distancing
- Split breaks and welfare arrangements
- Feedback opportunity to site management team

This briefing is to be recorded as a toolbox talk and all operatives are required to sign their attendance. In the instance of maintaining hygiene a designated person can sign on their behalf

## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.2 GENERAL / SPECIFIC SITE INDUCTION / SITE RULES continued

Visitors to the site may, if the following conditions are met, be permitted access:

- i) Be in possession of the appropriate PPE
- ii) Are accompanied at all times by an inducted person
- iii) Receive a Visitors Induction
- iv) Covid-19 additional site rules

**Records** – a record of all those who have been inducted is kept on site and available for inspection upon written request.

#### Record of Receipt of Induction

Operatives must confirm that they have attended the site induction and have understood the following documents:

- General Site Rules
- Specific Site Rules
- Site Emergency Plan
- Specific Risk and Method Statement(s)

The following form must be used to record all inductions on site.



	PASMA	Ye s	No												
	Asbestos Awareness	Ye s	No												
	Facefit testing Date completed	Ye s	No												

### Personal Protective Equipment

Each site operatives **must** wear PPE relevant to their exposure on site or when instructed to do so by Company Management. The cost of any PPE provided by The Company management will be deducted from the relevant subcontract account

Mandatory PPE - Are you in possession of the following?	Yes	No
Safety Helmet		
Safety Boots or Shoes		
Hi Visibility Vest or Jacket		
Long trousers (legs covered or full risk assessment in place)		

Task Specific PPE available	Yes	No
Suitable Gloves		
Ear Protection		
Eye Protection		
RPE/mask facefit tested		

### Current state of health

Please answer the question below by ticking the relevant box yes/no	YES	NO
1. Do you suffer from any condition which may affect your duties		
2. Do you take any medication or drugs		

If **YES** please enter details in the box below

*I confirm that I have received the Cocksedge Health and Safety Induction and read and understood and will comply to the site rules including the additional site rules in relation to Covid-19 pandemics/ outbreaks*

Print Name	
Signature	

*I confirm that I have been briefed/read and understood the method statements, Risk Assessments and COSHH Assessments, associated with my works. I have also been briefed/read the Health, Safety, Environmental and Quality polices.*



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<b>Print Name</b>	
<b>Signature</b>	

<b>Comments</b>	
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## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.3a EMERGENCY PROCEDURES

Emergency Procedures will be clearly displayed across site and referred to in the Site Induction. This document will develop during each stage and updated to suit.

#### Emergency Plan Drawings

Please refer to section 3.5

We will ensure that the allocated Site compound area is kept secure at all times, and when deliveries are being undertaken, that these are fully supervised by our Site Manager/Banksman. All movements of plant, equipment and materials from the compound to the works areas(s) will be fully supervised and managed by our Site Manager/Banksman.

We will ensure that adequate advisory signs are placed in appropriate places near the entrances to the compound, advising of the works and contact details for our Site Manager.

## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.3B EMERGENCY CONTACTS

<b>EMERGENCY CONTACTS</b>		<b>Site Agent</b>	TBC
		<b>Tel No:</b>	TBC
Site Address	Turkey Hall Lane Bacton		
<b>Service -</b>	<b>Tel No.</b>	<b>Contact Person</b>	<b>Address</b>
Fire 6 minutes	999	Emergency Switchboard <u>0345 606 6067</u>	6 Lockington Rd, Stowmarket IP14 1BQ
Police	999 101 01473 613500	Emergency Switchboard	Violet Hill Rd, Stowmarket IP14 1NJ
Ambulance	999	Emergency Switchboard	West Suffolk Hospital Hardwick Lane, Bury St. Edmunds IP33 2QZ
Hospital A & E Department	01284 713000	Accident & Emergency Department	West Suffolk Hospital Hardwick Lane, Bury St. Edmunds IP33 2QZ
HS& E Advisor	07799 648203	Richard Clements	Cocksedge Building Contractors Ltd 25 Hampstead Avenue Mildenhall Suffolk IP28 7AS
<b>STATUTORY AUTHORITIES</b>			
Electricity	0800 028 0247	UKPN	
Telecom	0800 023 2023	BT	
Water	0345 7820111	Essex and Suffolk Water	
Gas	0345 070 0203	National Gas Emergency Line	
Other			
<b>ENFORCING AUTHORITIES</b>			
Health & Safety Executive (HSE)	0345 300 9923	Out of hours in event of multiple casualties or death: 0151 922 9235.	

Environment Agency (EA)	03708506506	Emergency call line center	National Customer Contact Centre PO Box 544 Rotterdam S60 1BY
Environmental Health Officer	0300 1234000		Babergh and Mid Suffolk District Councils Endeavour House 8 Russell Road Ipswich IP1 2BX

**COCKSEGE REPRESENTATIVE OUT OF HOURS CONTACTS**

Name:	Tel No:	Job Title:
TBC		Contract Manager
TBC		Site Agent
TBC		Engineer
TBC		Electrical Foreman

**SECTION 3                    SPECIFIC SITE PROCEDURES AND CONTROLS**

**CPHSP 3.4                    WELFARE ARRANGEMENTS**

Welfare facilities will be provided and where possible exceed minimum standards required under the Construction Design and Management Regulations 2015.

Facilities will be suitable and sufficient according to the number of personnel, nature, size and duration of the project. All welfare facilities will be maintained in a clean and orderly condition.

Welfare facilities are to be an oasis unit located within the welfare compound area until the permeant site set up is installed

Facilities to be provided for	30	no. people (
As from the (date):	TBC	on site

Facilities will consist of:

	Number of personnel	Number of units
Office/ Meeting Room		1
Office for Site Manager		1
Mess Rooms / Canteen		2
Means of heating food e.g. microwave		1
Drying room(s)		1
Sanitary Accommodation and washing facilities (including female facilities)		1
Other		

Electricity / power supply will be supplied by:	Generator:
	Mains: Yes
Foul drainage will be supplied by:	Temporary:
	Mains: Yes
Water supply will be provided by means of:	Temporary:
	Mains: Yes Potable Supply

## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.5 SITE ACCOMMODATION AND COMPOUND LAYOUT

Site Compound- should include but not exhaustive to:

- Site Parking / Vehicles in compound
- Construction Materials and Storage
- Site Layout

Signs and Fencing – standard site signage should include but not exhaustive to:

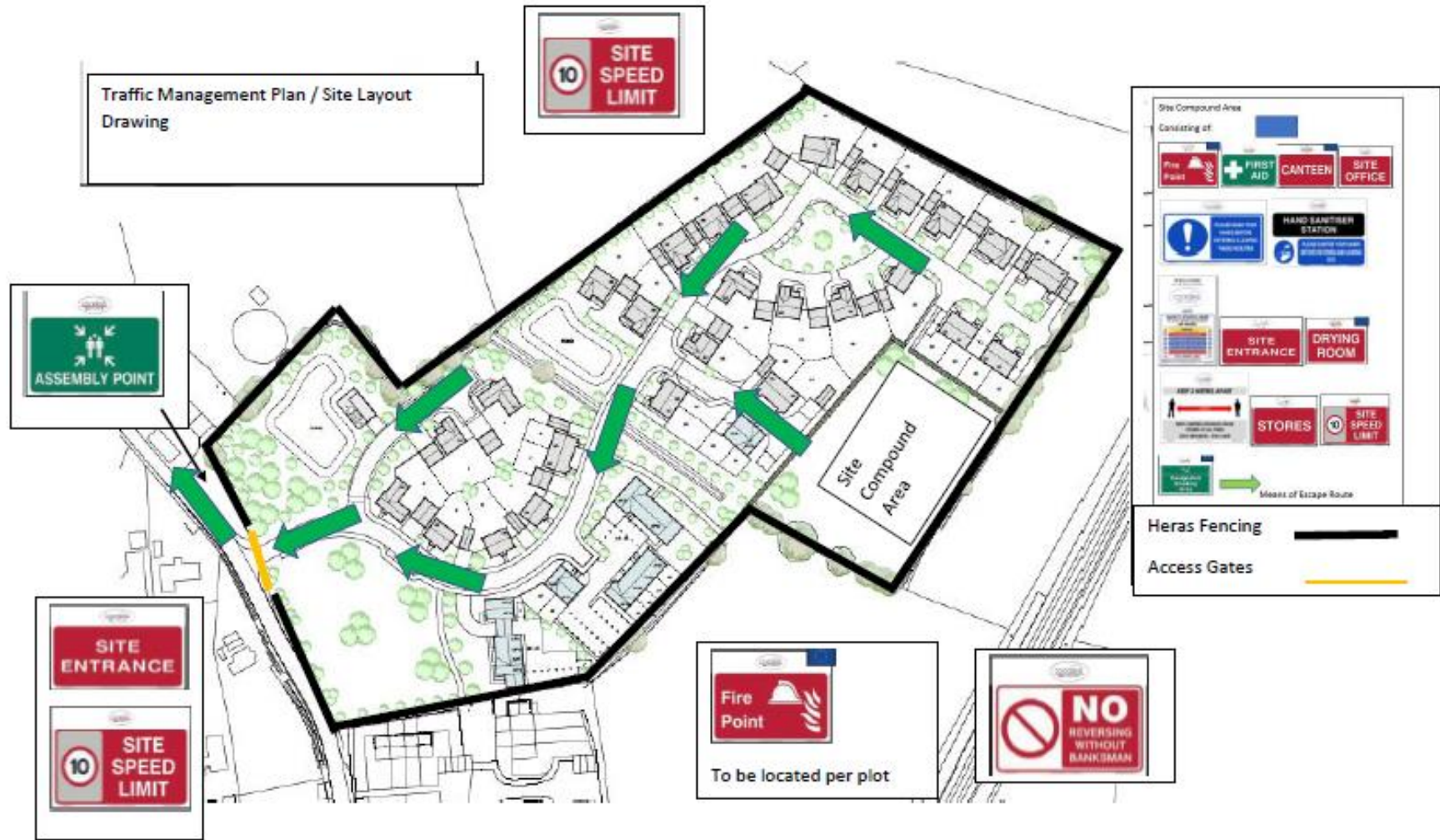
- Standard Site Notice Board
- Daily Site Hazard Board
- Standard Health and Safety Notice Board (in all canteen areas)
- Fire Exit / Assembly Point Signs

Deliveries – the following should be considered but not exhaustive to:

- Access - All vehicles banked off and on site
  - Egress – As above
  - Loading – None required
  - Unloading – Manual off-loading with nothing exceeding 20kg anticipated
  - Storage of materials – Within designated compound
  - Environment
- Time restrictions Deliveries timed to limit the impact of vehicle movements
- No deliveries shall be taken at or dispatched from the site outside the hours of 8:00 - 18:00, 09.00-13.00 on a Saturday nor at any time on Sundays, Bank or Public holidays.

Security – the following should be considered but is not exhaustive:

- Perimeter fencing
- Access by unauthorized personnel including children
- Lighting – day or night
- Vehicle checks
- Protection of the public
- Out of hours contacts
- CCTV
- Plant and equipment
- Security contractors



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We will ensure that the allocated Site compound area is kept secure at all times, and when deliveries are being undertaken, that these are fully supervised by our Site Manager/Banksman. All movements of plant, equipment and materials from the compound to the works areas(s) will be fully supervised and managed by our Site Manager/Banksman.

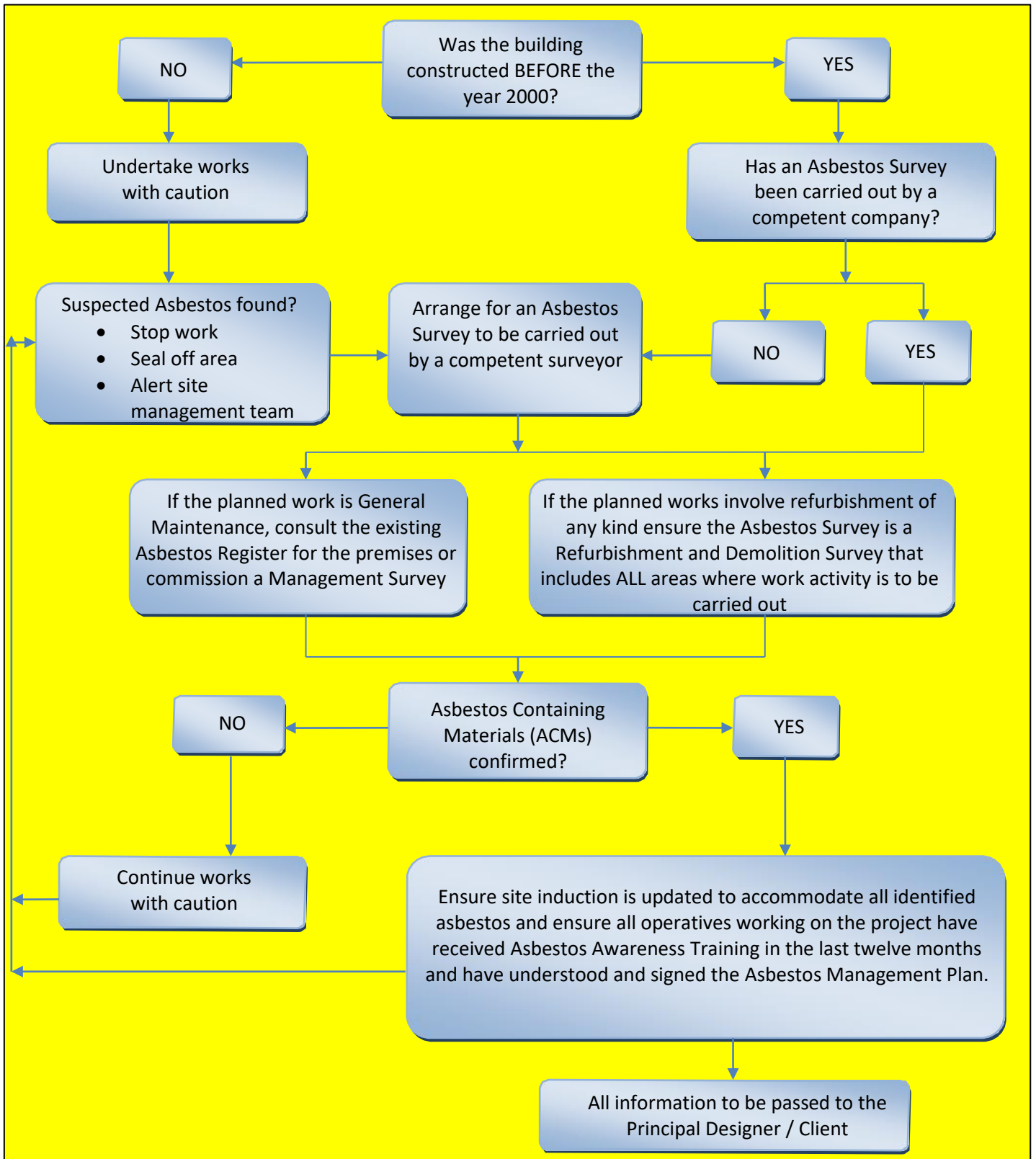
We will ensure that adequate advisory signs are placed in appropriate places near the entrances to the compound, advising of the works and contact details for our Site Manager.



**CPHSP 3.6 ASBESTOS MANAGEMENT FLOWCHART**

The following flowchart is to assist in the identification and management of Asbestos on a project, detailed control measures will need to be established if ACMs are identified.

Asbestos has not been identified as being present on this project. In the event of suspected acm in the ground area will be segregated and sampling arranged.



### CPHSP 3.7 TEMPORARY WORKS

The Designated Individual (DI) for the Operating Company is Justin Buckingham

The Temporary Works Coordinator for the project, appointed by the DI in writing is to be confirmed.

Cocksedge Building Contractors Ltd is responsible for all Temporary Works required for any part of the works on one of their projects. This responsibility is from the design stage to erection, use and dismantling and includes any Temporary Works carried out Subcontractors, which must also be checked and approved at each phase.

To ensure that all temporary works on Cocksedge Building Contractors Ltd sites are properly planned, designed, installed, used and dismantled in accordance with relevant legislation, standards, codes of practice and HSE guidance, it is company policy that the procedures outlined in this document:

- Capture the necessary arrangements required to control risk in carrying out any temporary works
- Are briefed to all staff, personnel and subcontractors assigned to carrying out temporary works
- Implemented when any temporary works are planned or carried out

Cocksedge Building Contractors Ltd have established procedures to be followed to carry out any Temporary Works, from first establishing the need for it at design or estimating stage (pre-start) through to its installation, use and eventual removal.

These procedures rely on the knowledge and the experience of Cocksedge Building Contractors Ltd management to decide when the procedures need to be implemented, and who is competent to be appointed to the roles required under these procedures. The intention is to ensure the safety and compliance of all Temporary Works at all stages.

All Temporary Works are to be recorded in the Temporary Works Register/ Folder.

Letters of appointment for Temporary Work Co-Ordinator's and Supervisors are to be recorded in the Temporary Works Folder

See Temporary Works Flowchart section 3.7.



## SECTION 3 SPECIFIC SITE PROCEDURES AND CONTROLS

### CPHSP 3.8 TRAFFIC MANAGEMENT PLAN

A site-specific Traffic Management Plan shall be compiled prior to commencement on site. The plan should include, but is not limited to, the following:

- Scope of works
- Start dates and duration of project
- Work activity
- Plans / drawings to include signage, pedestrian routes, access and egress points, unloading area and material storage areas
- Any 278 Works and names of 278 Works supervisors.
- Emergency arrangements
- Specific risk assessment and control measures
- Site parking facility to include visitors and disabled persons
- Speed limits
- Traffic marshals / security guards
- Banksmen
- Delivery hours / restrictions
- PPE to include delivery drivers
- Public interface to include cyclists and pedestrians
- Breakdown of the number, type, size and weight of vehicles accessing the site
- Licenses required from Local Authority

You should also ensure that:

- All traffic routes should be planned to as to avoid pedestrians, eliminate/ minimize reversing and avoid congestion.
- Gates and doors opening onto vehicle routes will be at a sufficient distance to permit adequate vision of an approaching vehicle, or pedestrian barriers will be provided.
- Wherever possible access from site onto the public road will be chosen so as to give a clear view of approaching traffic in both directions. If deemed necessary a banksman will direct vehicles leaving the site.
- When necessary, and to prevent mud being tracked on to the public road, wheel-washing facilities will be provided at the site exit. This provision will be essential if hazardous contamination is likely to be tracked off site. The washings will be contained and disposed of so as not to contaminate any water course.

No works shall commence, construction site machinery or plant shall be operated before 08.00 hours and after 18.00 hours.

#### **Deliveries**

No deliveries shall be taken at or despatched from the site outside the hours of 08.00 - 18:00 Monday to Friday, Saturdays 09.00- 13.00 nor at any time on Sundays, Bank or Public holidays.

#### **Parking vehicles**

Contractor parking, for both phases all such parking shall be within the curtilage of the site and not on the street.

## Roads and footpaths

Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

Damage caused by site traffic or otherwise consequent upon the Works, will have to be made good to the satisfaction of the Employer, Local Authority or other owner.

## SECTION 4 RISK CONTROL

### CPHSP 4.1 SPECIFIC WORK RISK ASSESSMENT

In making this assessment it is deemed that the general requirements for safety on site, as set out in the Cocksedge Building Contractors Safety Policies and manuals, are complied with, i.e. Safety helmets, eye protection, scaffolding regulations, lifting gear, COSHH, electrical supplies etc. Therefore, the matters for consideration are those items that require particular attention for this contract.

	QUESTION	ANSWER YES/NO	ACTION IF 'YES' (List specific Control Measures)
1.	<b>SITE HAZARDS</b>		
a)	Do any adjoining areas require special protective measures to be taken?	Yes	Construction site is to be fully segregated at all times. Newly formed pond will also be segregated off
b)	Are there any overhead cables?	No	
c)	Are there any underground cables or other service hazards?	Potential	Investigation is required to determine if any existing services remain in the site area
d)	Is there any hazardous material on, or under, the site?	No	None identified by client
e)	Can trespassers easily gain access on to the site?	No	Site to have 2.4m high solid hoarding installed to specified elevations and heras fencing to remaining
f)	Any environmental considerations?	Yes	Environmental considerations are covered in section 6.1
2.	<b>STRUCTURE</b>		
a)	Is any demolition to be carried out?	No	
b)	Is any structural alteration/ erection to be carried out?	No	
c)	Is there any asbestos present/ presumed?	No	None identified
d)	Are there any aspects of the project which create special hazards of access, construction or sequence of works?	Yes	278 works to be covered under full traffic management strategy
3.	<b>FIRE</b>		
a)	Will means of escape and/or raising alarm create special difficulty?	No	

b)	Will flammable liquids or gases be used or be present?	Yes	To be stored in line with current regulations and industry best practice
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*QUESTION*

*ANSWER  
YES/NO*

*ACTION IF 'YES'  
(List specific Control Measures)*

**4. TEMPORARY WORKS**

a)	Are there any excavations that require special consideration for support or fencing?	Yes	Temporary works designs will be required for drainage excavations
b)	Is there any shoring/ support that requires calculations or method statements?	No	
c)	Are there any scaffolding, temporary roofs etc. that require calculations or method statements?	Yes	TG 20:13 Compliance sheets to be issued for scaffolding
d)	Does any formwork require calculations or method statements?	No	

**5. PERSONNEL**

a)	Does the site present any health risk that requires monitoring?	Yes	Covid-19- Site Operational Procedures additional site rules and risk assessment to be implemented and followed at all times. If for any reason these cannot be adhered to or implemented, works must cease and be reassessed.
b)	Are there any manual handling operations requiring separate assessment?	Yes	Separate individual/ team manual handling assessments required for materials weighing over 20kg.
c)	Will substances hazardous to health be handled or used?	Yes	Coshh assessments to be compiled
d)	Is a COSHH assessment required?	Yes	Copies to be kept in site files and communicated to all users.

**6. REFURBISHMENTS**

a)	Are there any existing services, i.e. gas or electricity that need isolation, removal or clear identification?	No	
b)	Will existing building occupiers, staff or members of the public be present during the works?	No	

c)	Building owner / occupier – does the current means of building security require enhancement / development for the works?	No	
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7. ANY OTHER MATTERS NOT INCLUDED ABOVE

	Noisy works	Yes	Noisy works to be reviewed and mitigation measures implemented to reduce noise through design or change in work process
	Silica/ Wood dust	Yes	All power tools that create the release of silica and wood dust are to use minimum class M on tool extraction along with wearing face fit tested FFP3 RPE.  Water suppression to be used when cutting silica-based products.  Operatives mixing up cement, plaster and other dry powder applications will be required to wear and provide evidence of face fit testing for the RPE minimum FFP3.
	Solvents/ adhesives	Yes	Operatives also be required to wear and provide evidence of face fit testing for the RPE with the appropriate filters in relation to the substance.
	Lifting Operations	Yes	Competent Crane operator, Crane Supervisor, Appointed Person Slinger Signaler to be used if it is required a crane is needed at any point.  Forklift to have daily recorded inspections undertaken, through examination every 12 months.  All lifting accessories to be checked before use, weekly recorded inspection and through examination every six months. Lifting schedule to be compiled.  Lifting plans where required including when excavators are used to lift materials.  Competent trained plant operators to be used.  Any hiab off load subject to lifting plan and competent hiab operative and slinger signaler.

	Permit Systems	Yes	<p>Permit to lift for all crane activity</p> <p>Permit to Break Ground for all breaking ground activity</p> <p>Confined space permit for all confined spaces</p> <p>Hot works permit for all hot works</p> <p>Permit to Work-</p> <p>Temporary works permit for all Temporary Works.</p> <p>Permit to work within close proximity</p>
	Fall Prevention	Yes	<p>Collective fall prevention will be implemented where possible over personal.</p> <p>All working at height activity to be risk assessed. Adequate control measures to be implemented and working at height hierarchy to be followed. Scaffold will be erected by a competent contractor externally. This will be subject to handover and weekly recorded inspections by the contractor's scaffold inspector.</p> <p>In relation to working at height all rescue plans will form part of the site-specific method statements and risk assessments and these documents are available on site for reference.</p>
	Maintenance of Plant and Equipment	Yes	<p>All plant and equipment to be maintained in line with manufactures guidelines and current regulations. Daily pre-user checks to be undertaken as part of preventative maintenance.</p>
	Vibration	Yes	<p>Eliminate/ reduce where possible. Assessments to be undertaken in regard to vibration levels of plant. Lowest vibration equipment to be used where possible. Ensure actual trigger times are recorded and logged. No operative to exceed 350 points per day. Whole body assessments to be undertaken for all mobile plant operators.</p>



	Unexploded Ordinances	Potential	To be risk assessed as part of Geotechnical Investigation.
	Tree Protection	Yes	All tree protection to comply with BS 58377
	Working Near Water	Yes	Site has an existing ditch present and will need new formed pond will need to be segregated to prevent access. All mobile plant on site will require oils and fluids to reduce potential contamination to the ground and water course.  Any works in adjacent areas to existing ditch and new ponds will need specific RAMS and rescue plan to be produced and implemented.
	Railway Lines	Yes	Railway lines are present to the rear of the adjacent filed to which we have no requirement to access.
	Wind conditions	Yes	All materials are to be tied down in high winds and brought to a lower level. Site team to monitor future weather conditions.
	Lighting	Yes	Site temporary lighting will be installed to ensure there is no light pollution to adjoining areas and properties. All lighting to be LED. All

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	Litter Picking	Yes	Site team are to implement a regular litter pick to the site area and perimeter of the site boundaries internally and externally.
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**REVIEW INTERVAL: monthly**

**NEXT REVIEW DATE:**

The review interval should be a monthly or after design changes. Note: Method Statements, Risk Assessments and COSHH Assessments may need revising after the review.

**PREPARED BY:**

**NAME: Richard Clements**

**SIGNATURE: R.Clements**

**DATE: 15<sup>th</sup> October 2020**

**SECTION 4 RISK CONTROL**

**HSP 4.2 RISK ASSESSMENTS / METHOD STATEMENTS MANAGEMENT**

Risk assessments and method statements will be required for the tasks to be undertaken by the Subcontractor and Cocksedge direct employees. These will be required at least two weeks in advance of start date to allow adequate review process of the submitted documentation.

The following document is used to check suitability:

contractor RAMS review sheet



<b>Project name:</b>		<b>Project no:</b>	
<b>Contractor:</b>			

Areas to be reviewed:	Covered?		
	Y	N	NA
<b>1. Basic elements</b> <i>Project name/address? Author name/signature? Names (client, principal contractor)? Dates and times?</i>			
<b>2. Method statements &amp; Risk Assessments</b> <i>Provided?</i>			
<b>3. COSHH assessments</b> <i>Provided? Data Sheets provided?</i>			
<b>4. Environmental hazards and controls</b> <i>Provided?</i>			
<b>5. Operative details</b> <i>Job roles? Quantities? Qualifications?</i>			
<b>6. Supervisor details</b> <i>Names? Contact details? Qualifications?</i>			
<b>7. Inspection &amp; monitoring arrangements</b> <i>Monitoring of works? Inspections? Audits?</i>			
<b>8. List of equipment &amp; inspection arrangements</b> <i>Type of Equipment? Inspection intervals?</i>			
<b>9. PPE</b> <i>Mandatory PPE? Task specific PPE? Client specific PPE?</i>			
<b>10. Segregation arrangements</b> <i>Protection of public/client staff/other trades? Type of segregation? Non-trip?</i>			
<b>11. First aid &amp; accident reporting</b> <i>First aid cover specified? Emergency arrangements? (fire etc) Incident reporting arrangements?</i>			
<b>12. Rescue arrangements</b> <i>MEWP rescue plans? Confined space rescue plans? Harness rescue plans?</i>			

RAMS reviewed by: (name)	Date:	Area(s) requiring attention:	Status: (tick)	
			No further comments	Attention required



<b>SECTION 4</b>	<b>RISK CONTROL</b>
<b>CPHSP 4.4</b>	<b>SUBCONTRACTORS INDEX</b>

REF.	Name of Subcontractor	Trade
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

**SECTION 4 RISK CONTROL**  
**CPHSP 4.5 SUBCONTRACTORS INFORMATION RECORD**

**SUBCONTRACTOR INFORMATION**

Subcontractor Reference Number:	1
Subcontractor Trade:	
Subcontractor Name:	Telephone Number:
Address:	Contact:
	Email:
	Fax:

Subcontractor Reference Number:	2
Subcontractor Trade:	
Subcontractor Name:	Telephone Number:
Address:	Contact:
	Email:
	Fax:

Subcontractor Reference Number:	3
Subcontractor Trade:	
Subcontractor Name:	Telephone Number:
Address:	Contact:
	Email:
	Fax:

Subcontractor Reference Number:	4
Subcontractor Trade:	
Subcontractor Name:	Telephone Number:
Address:	Contact:
	Email:
	Fax:

## SECTION 4 RISK CONTROL

### CPHSP 4.6 FIRE RISK ASSESSMENT / PLAN

In accordance with the Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation and the requirement under the Regulatory Fire Reform Order, a Fire Risk Assessment of premises under construction and or renovation must be carried out and suitable and sufficient control measures implemented to minimize the risk of fire. The fire risk assessment will be reviewed at a period no greater than once per month or following significant change.

The following assessments / plans establish these control measures.

#### FIRE EMERGENCY PLAN

Name of organization	Cocksedge Building Contractors Ltd
Address of premises	Turkey Hall Lane Bacton
Date plan produced and/or amended	15 <sup>th</sup> October 2020
Name of person producing plan (print name)	Richard Clements
Job title	Safety, Health and Environmental Advisor
Signature	R. Clements
Fire Marshals	TBC
Action to be taken by a person discovering a fire	
Report to site office or inform the Site Manager. Use the extinguishers provided if trained and safe to do so. All other individual sites to be notified	
How the fire brigade (and any other emergency services) are to be called and who is responsible	
The Site Manager or nominated Fire Marshall shall summon the fire brigade by dialing 999.	
Fire warning system (description of bells/sirens/voice, etc. and types of signals and location of system panels)	
Site personnel will be alerted to a fire by means of air horns/rotary bells or a temporary sounder system.	
Evacuation procedures (description of procedures to be followed)	
All personnel to leave site in a calm manner when warning system operates and proceed to the designated assembly point which is identified on the site layout plan. Site manager will contact designated person to alert them of site evacuation. General Public are identified as present outside of the construction areas. In the event of an evacuation fire marshals will assist in the evacuation of areas if required.	
Key escape routes (how access can be gained, where they lead, how they are protected from fire)	
Leave buildings/site accommodation by nearest route and proceed to assembly point.	



Assembly points

Outside site entrance on Turkey Hall Lane

Duties and identities of employees with specific responsibilities

The Site Manager will co-ordinate action – including any evacuation procedures, maintenance of on-site register logs and check of any firefighting equipment provided.

Arrangements for safe evacuation of persons identified as being especially at risk from fire

Currently there will be none present within the construction areas. This is to be updated upon review of fire risk assessment.

Firefighting equipment provided (locations and details)

Extinguishers at site office and within project at dedicated fire points as per the fire plan drawing(s).

Specific arrangements for high fire risk areas

Specific procedure to be followed with any hot works. Permit to be issued and fire extinguishers to be placed adjacent to activity. Burning is not permitted on site.

Procedures for liaison with fire brigade on arrival who, where, what, etc.)

On arrival of the Fire Brigade, report to the officer in charge; confirm to them that all persons are accounted for or the possible location of anyone missing.

Also supply them with the Fire Management Drawing which includes:

- The Site Map which will show storage locations and drainage points etc.
- Material Safety Data Sheets for stored hazardous materials.

Training needed by employees and arrangements for giving such training

Use of fire extinguishers.  
Fire Marshall Training



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### FIRE RISK ASSESSMENT

Address:	Turkey Hall Lane Bacton	Review Date: 15 <sup>th</sup> October 2020	
Site Manager:	Contracts Manager:	Assessment completed by:	Richard Clements
		Signature: <i>R. Clements</i>	Date: 15 <sup>th</sup> October 2020
Assessment checked by:	Site Manager:	Signature:	Date:
Copies to:	<b>Construction Phase Plan - Site Manager – Contracts Manager - Client</b>		

#### 1. Activity and/or environment(s) assessed

WHOLE SITE AREA								
A. Identification of Fire Hazards								
1.	<b>Tick opposite potential sources of ignition you have identified:</b>	Smoking	✓	Naked Flames	✓	Faulty Electrical Equipment	Temporary Lighting	✓
		Arson	✓	Hot Surfaces	✓	Electric / Gas / Oil Heaters / Cookers	✓	
		Hot Work e.g. Welding etc.	✓	Boilers / Engines	✓	Welding / Grinding Work	✓	
		Other (Specify):		<i>Demolition Activities – Company Site Specific Risk Assessments</i>				

2.	Suggested Improvements relating to ignition sources identified:	Maintain site security; switch off all electrical equipment when not needed. No hot works to be undertaken, all hot works to be designed out, if hot works are required as a last resort then Hot works permit to be implemented. PAT test electrical equipment. No Smoking anywhere on site. Smoking to be carried out in designated smoking areas identified by the site manager. All mobile plant to be serviced in line with manufacturers guidelines. Joint Code of Practice 9 <sup>th</sup> edition procedures and practices are to be implemented where applicable. Skips to be covered to reduce potential of arson. All mobile plant to be serviced in line with manufacturers guidelines. Electric heaters in welfare are to have no materials or products stored next to them.							
3.	Tick opposite potential sources of fuel you have identified:	Flammable Chemicals	✓	Paper / Card	✓	Plastics / Rubber / Foam	✓	Paints / Varnish / Adhesives / White spirit / Petrol / Paraffin	✓
		Wood	✓	Furniture	✓	Carpets / Curtains		Flammable gases e.g. Acetylene / LPG	✓
		Other (Specify):							
4.	Suggested Improvements relating to sources of fuel:	Limited combustible material to be stored in building, timely delivery of materials on a as needed basis, removal of waste materials, safe storage of highly flammable materials, liquids in flame retardant store. Gas canisters to be stored in lockable cage 6 metre's away from any building of boundary and separated. Skips to be covered and combustible materials to be stored away from boundaries. All temporary coverings to comply with LSP 1207 standard.							

		Y	N	Significant Risks / Comments
5.	Is smoking banned in the buildings except in a designated area?	✓		No Smoking anywhere on site. Smoking only allowed in designated smoking areas Flame retardant Coshh store to be implemented.
6.	Chemicals / flammable liquids / gases must be stored in appropriate areas / containers.	✓		
7.	These areas / containers must clearly identify the contents stored.	✓		
<b>B. Means of Fire Detection and Warning of Fire</b>		<b>Y</b>	<b>N</b>	<b>Significant Risks / Comments</b>
8.	Is the fire alarm tested weekly?	✓		Fire alarm to have
9.	How are the emergency services contacted at this site?	✓		



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10.	Do electrically powered fire detection and warning systems have a back-up power supply?	✓		recorded weekly test Via mobile phone.
<b>C. Means of Escape from a Fire</b>		<b>Y</b>	<b>N</b>	Significant Risks / Comments
11.	Except in small, single-story premises, Is an alternative means of escape available, if another becomes cut off by smoke / fire?	✓		Once site commences Fire drills to be undertaken every 6 months.
12.	Has there been a fire drill in the last twelve months?	✓		
13.	Does the building have an emergency lighting system, which is tested at least annually?		✓	To be developed, reviewed as project progresses.
14.	Are evacuation routes/exits free from obstruction?	✓		
15.	Are there adequate fire safety provisions for people who may have disabilities or special needs?	✓		
16.	Are fire exits / fire doors / evacuation routes /direction signs suitable and maintained in good condition?	✓		
<b>D. Identify the types of people at significant risk in case of fire:</b>		<b>Y</b>	<b>N</b>	Significant Risks / Comments
	Cocksedge Employees	✓		Ensure that construction works do not impede/ restrict fire escape routes once build commences.
	Visitors	✓		
	Sub-Contractors	✓		
	Delivery Personnel	✓		
	Agency Staff	✓		
	General Public	✓		
	Disabled or People With Learning Difficulties	✓		
	Elderly (over 65 years)	✓		
	New Starters	✓		
	Lone Workers	✓		
	Young (under 18 years)	✓		
	People working above ground level	✓		
<b>E. Means of Fire Fighting</b>		<b>Y</b>	<b>N</b>	Significant Risks / Comments
17.	Are there sufficient extinguishers sited throughout the premises?	✓		To be increased as



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18.	Are the extinguishers suitable for the fire hazards present and of sufficient capacity?	✓		project develops Fire points to be located on fire plan drawing Cocksedge supply fire provision for work areas.
19.	Is the location of the extinguishers obvious and appropriately marked?	✓		
20.	Are fire extinguishers and hose reels checked annually?	✓		

<b>F. Employee Fire Safety Training</b>		<b>Y</b>	<b>N</b>	<b>Significant Risks / Comments</b>
21.	Are all employees aware of their nearest evacuation route and their assembly point?	✓		To be covered in induction and identified on fire plan drawing. Site Manager  To be covered in induction and by Fire Plan
22.	Is there a nominated 'Fire Warden' responsible for ensuring everyone leaves the premises quickly once the alarm is raised?	✓		
23.	Do employees know how to operate the fire alarm?	✓		
24.	Do employees know what action to take on hearing the alarm?	✓		
25.	Have any employees been trained in the use of fire extinguishers?	✓		
26.	Are all employees aware of the location of firefighting equipment?	✓		
27.	Are suitable fire action notices displayed?	✓		

**SECTION 4 RISK CONTROL**  
**CPHSP 4.7 FIRST AID RISK ASSESSMENT**

The purpose of the First Aid Risk Assessment is to assess the nature of the work, the hazards and the risks and identify what possible injuries could occur in order to ensure sufficient first aid provision is available.

Each project will have a completed First Aid Risk Assessment; this must be checked and updated monthly, following significant change or a reoccurrence of a certain injury.

**FIRST AID RISK ASSESSMENT**



Reference number	Turkey Hall Lane 10/348
Location	Construction Areas
Date	15 <sup>th</sup> October 2020
Review date	TBC
First Aider(s)	TBC
Mental Health First Aiders	Richard Clements, Graham Gee, Clare Spurling, Mark Ashworth
Workplace activities	<ul style="list-style-type: none"> <li>- New road to development</li> <li>- New mains utilities services and infrastructure</li> <li>- Foundations</li> <li>- New drainage system</li> <li>- Block and Beam Floor</li> <li>- Scaffolding</li> <li>- Superstructures to dwellings and retail unit</li> <li>- External façade</li> <li>- Roof coverings</li> <li>- 1<sup>st</sup> and 2<sup>nd</sup> fix M&amp;E services</li> <li>- 1<sup>st</sup> and 2<sup>nd</sup> Fix Carpentry</li> <li>- Floor finishes</li> <li>- Decoration</li> <li>- External landscaping</li> </ul>

FACTORS TO CONSIDER	CONSIDERATIONS AND ADDITIONAL NOTES
The risks of injury and ill-health arising from workplace activities	Specific physical risks
Yes	All those associated with construction activities.
Risks from working with substances, gases, atmospheres or asbestos removal	Specific equipment and training required
Yes- Excavations/manholes	Confined Space training and First aid
The anticipated number of persons in the workplace	
30	
Workers who have increased risk, such as disabled employees, inexperienced workers and trainees	Special equipment may be required at specific locations
No	None
Employees within other employers' premises	Check to see the location arrangements that are in place for first aid
Yes	Yes
Members of the public in the workplace	Will first aid be provided? Check public liability insurance
No – segregated areas	Yes
Employees with reading/language problems	Will special arrangements be required?
No	No
Location of workplace from emergency services	Will special arrangements be required?
22-minute drive 15.4miles	Yes- Emergency access via the haul road is required to be kept clear at all times in case of emergency.
Number of buildings in the workplace	Nearest Defibrillator location
4	TBC
Shift work/hours of work	Covid-19
8.00-17.00	First aid to be undertaken with CBC SOP and Recus Council Guidance

SUMMARY OF FIRST AID REQUIREMENTS	
Item	Number
First aiders	Minimum of 1 full 3 day qualified at all times

Cover	1 emergency first aid
First aid boxes	Full kit for 50 people
First aid room	First Aid kit to be located in site managers office
First aid signs	Normal site signage to be displayed.
Signature of assessor	R, Clements
Date	15/10/20



## SECTION 5 HEALTH AND SAFETY FILE COLLATION

### CPHSP 5.1 HEATH AND SAFETY FILE

The Principal Designer is responsible for collating information required to complete the Health and Safety File, its content and layout will already have been agreed with the Client. Cocksedge Building Contractors will cooperate with the Principal Designer in the collation and completion of the Health and Safety File.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the Health and Safety File, information on the following should be considered for inclusion:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed. For example, surveys or other information concerning asbestos, contaminated land or buried services.
- Key structural principles, for example bracing or sources of substantial stored energy including pre- or post-tensioned members, and safe working loads for floors and roofs.
- Hazardous materials used, for example lead paints and special coatings.
- Details of any asbestos removed or known ACM'
- Information regarding the removal or dismantling of installed plant and equipment, for example any special arrangements of lifting such equipment.
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services including underground cables, gas supply equipment and fire-fighting services.
- Information and as-built drawings of the building, its plant and equipment. For example, the means of safe access to and from service voids and the position of fire doors.

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. Information must be in a convenient form that is clear, concise and easily understandable.

The Health and Safety file will be produced in line with the layout and format identified in the pre-construction information.

## SECTION 6 ENVIRONMENTAL

### CPHSP 6.1 ENVIRONMENTAL MANAGEMENT

A separate site-specific emergency arrangement file will be produced to comply with ISO 14001.2015 environmental management systems requirements.

The following items must be considered for environmental management, subject to the site specifics.

These conditions are not exhaustive and may need to be assessed against site conditions:

- Land Contamination, vegetation (flora / fauna / TPO), wildlife, archaeological interest, highways (access and egress), planning conditions.
- Air Dust, light, fumes / odors, planning conditions.
- Noise Traffic movement, plant movement, demolition, piling, local restrictions, site activities.
- Water Water course pollution, drainage, extraction, discharge, water table, storage of substances, planning conditions.

#### Pollution Prevention

The prevention of pollution of waterways is critical and management controls such as bunded fuel tanks, appropriate storage of other environmentally hazardous substances and emergency procedures in the event of a spillage must be in place.

Site specific activities with potential aspects and impacts to the environment and control measures are listed below:

<i>Activity that can give rise to pollution</i>	<i>Potential aspects and impacts</i>	<i>Controls</i>
Site run-off	Uncontrolled run-off with high suspended solid load	<ul style="list-style-type: none"> <li>Establish a porous clean stone surface on site compound working areas to minimize build-up of mud and surface water. Keep surface clean to avoid mud and water build up</li> </ul>
Site drainage	Pollution of surface water watercourses and uncontrolled discharge to foul sewers	<ul style="list-style-type: none"> <li>Pump excess groundwater during foundation or drainage construction to local storm drains via settlement tanks to reduce solids</li> </ul>
Hazardous substances	Pollution of watercourses and groundwater during periods of flooding	<ul style="list-style-type: none"> <li>Do not leave containers or hazardous liquids around site – return to the main storage compound. Ensure drip trays are located under or incorporated into all static plant and equipment.</li> <li>Ensure chemicals are clearly and correctly identified and labelled.</li> </ul>
Oil and chemical storage	Direct pollution of watercourses / groundwater	<ul style="list-style-type: none"> <li>No bulk storage of oils and fuels on site.</li> <li>Small quantities to be stored in locked, ventilated and bunded area.</li> </ul>
Vehicle washing and maintenance	Direct pollution of watercourses / groundwater. Discharges with high suspended solid load	<ul style="list-style-type: none"> <li>Ensure that contaminated wash-down water is captured in containers and disposed of appropriately</li> <li>Discharge wash-down water containing only inert solids to storm-water drains only via settlement tanks.</li> </ul>

Refueling	Direct pollution of watercourses / groundwater by spillage	<ul style="list-style-type: none"> <li>Supervise fuel deliveries</li> <li>When refueling using a mobile bowser, use drip trays</li> <li>Ensure that a spillage kit is kept close by. Locate in a prominent position.</li> <li>Ensure that fuel delivery systems have automatic shut-off 'pistol grip' type nozzles</li> <li>Equipment, e.g. mobile generators, to have integral drip trays</li> </ul>
Wastewater disposal	Direct pollution of watercourses / groundwater	<ul style="list-style-type: none"> <li>Site waste water from toilets and canteen will be directed into the foul sewer</li> </ul>
Disposal of waste	Uncontrolled disposal causing pollution	<ul style="list-style-type: none"> <li>Sort hazardous waste materials from general waste for special collection, processing and disposal off site</li> <li>General waste to be collected by skip and sorted off site for reuse, recycling, processing and disposal</li> <li>Plasterboard waste to be separated and collected for offsite reprocessing and reuse</li> <li>If contamination is leachable and effluent to a drain or sewer, ensure that it is compliant with any conditions for discharge or it is collected and appropriately disposed of</li> </ul>
Concreting	Direct pollution of watercourses / groundwater	<ul style="list-style-type: none"> <li>Place concrete carefully to avoid waste and contamination</li> <li>Wash out concrete lorries and equipment only into designated skips for collection and reprocessing</li> </ul>
Disposal of road sweepings	Discharge with high suspended solid load to storm water gullies	<ul style="list-style-type: none"> <li>Sweep access roads to prevent the discharge of mud into the local drains</li> </ul>
Dust	Emission of dust affecting neighbours, visitors and those employed on site	<ul style="list-style-type: none"> <li>Screening to contain dust</li> <li>Use dust collection equipment</li> <li>Damp down cutting operations using correct equipment</li> <li>Water bowser with spray bar to be used</li> <li>Use LEV systems and on-tool extraction</li> <li>Plan work to minimize cutting</li> <li>Carry out cutting off site</li> <li>RPE if worn as a last resort the operative must be face fit tested, use of air cubes where appropriate</li> <li>Wheel wash to be used on site prior to leaving site</li> </ul>
Noise	Noise pollution affecting neighbours, visitors and those employed on site	<ul style="list-style-type: none"> <li>Monitor noise output, action reductions where necessary</li> <li>Plan works using quietest methods</li> <li>Attenuate equipment</li> <li>Screen work area to reduce noise levels</li> <li>Liaise with neighbours to identify least sensitive times for noisy works.</li> <li>No construction site machinery or plant shall be operated and before 07.30 hours and after 17.00 hours on weekdays, before 0800 hours and after 1300 hours on Saturdays, nor at any time on Sundays and Bank Holidays No deliveries shall be taken at or dispatched from the site before the hours of 07.30 and after 18.00 Monday to Friday , before 08.00 and after 13.00 on Saturdays nor at any time on Sundays, Bank or Public holidays</li> </ul>

## **SECTION 6 ENVIRONMENTAL**

### **CPHSP 6.2 WASTE MANAGEMENT**

SWMP to be implemented if requested by client

Waste to be minimized and segregated into suitable skips for recycling.

Waste reports are required from licensed waste disposal contractor outlining diversion to landfill rate.

Current aim for diversion to landfill for waste for the project is 90 %

## **SECTION 6 ENVIRONMENTAL**

### **CPHSP 6.3 ENVIRONMENTAL AWARENESS / TRAINING**

All site personnel and visitors will be made aware of the management of environmental controls through the Site Induction process or, if necessary, through Tool Box Talks or other related training.

## **SECTION 6 ENVIRONMENTAL**

### **CPHSP 6.4 SPILLAGE CONTROL**

- A suitable and sufficient Spill Kit will be available in the event of a chemical or hazardous substance being spilled.
- All such spillages will be notified to the Site Management and the contaminated / used Spill Kit disposed of in accordance with the COSHH Assessment.
- The Spill Kit will then be replenished / replaced.
- For major spillages which are unable to be controlled locally or reach a controlled watercourse, then the appropriate Local Authority will be contacted. See Emergency File

## **SECTION 6 ENVIRONMENTAL**

### **CPHSP 6.5 ENVIRONMENTAL EMERGENCY PLAN**

The Management Procedure for Environmental Aspects provides information on aspects and impacts that are significant under accident and emergency conditions. This information is used to focus on priority activities requiring emergency plans.

Emergency planning defines the response to accidents and emergencies and also the measures to prevent or mitigate environmental impact. The plan applies to all operations and all employees who are trained in emergency response procedures including regular drills.

Emergency plans are tested by simulated events when possible and reviewed following each scheduled audit of these plans and procedures and any accident or emergency situation involving actual or potential environmental impact.

## SECTION 7 ECOLOGY

### CPHSP 7.1 ECOLOGY PLAN

The Wildlife and Countryside Act 1981 (as amended) provides the main legal framework for nature conservation and species protection in the UK. The Site of Special Scientific Interest (SSSI) is the main statutory nature conservation designation in the UK. Such sites are notable for their plants, or animals, or habitats, their geology or landforms, or a combination of these. Natural England is the key statutory agency in England for advising Government, and for acting as the Government's agent in the delivery of statutory nature conservation designations.

The Countryside and Rights of Way Act 2000, and The Natural Environment and Rural Communities (NERC) Act 2006, provide supplementary protected species legislation. Specific protection for badgers is provided by the Protection of Badgers Act 1992.

The below information found within the pre-construction survey information and also listed are our control measures taken to protect the identified ecological items.

Item/ Works to be undertaken	Identified area of ecology	Control Measures
Removal of hedges and trees	Bird Nesting	Prior to works commencing during bird nesting season ensure an ecologist attends site a minimum of 48 hours in advance of scheduled works to identify if nesting birds are present and to provide recommendations.

End of plan.