CONSTRUCTION PHASE HEALTH AND SAFETY PLAN (CPHSP)

CONSTRUCTION PHASE

HEALTH & SAFETY PLAN

Berkley Court

Reference	
Client	
Project	
Revision	

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

Project Description:

Construction of additional floor to the existing structure, recladding of existing facades and installation of new windows, external doors and rainwater goods. Fit out of new apartments in the proposed additional floor together with installation of services and telecommunications equipment.

For Client:

Urban & Rural Estates

At: Berkley Court, 150 Bury Old Road, Salford, Manchester, M7 4QZ

Contents

Rev	Date	Detail	Chk	Auth
0	19/01/2021		NS	NS

INTRODUCTION

This construction phase health and safety plan sets out the health and safety standards and procedures which have been prepared in accordance with current legislation and takes account of the provisions of the Approved Code of Practice.

The plan will provide a safe basis for work, the prevention of accidents and the avoidance of work-related ill health amongst contractors, sub-contractors, our client's staff, and members of the public who may be affected by the project.

This document must be read in conjunction with the project drawings, other design documents and specific information supplied by designers, contractors, service providers and previous owners. It will be updated during the project as a living document to include detailed method statements, risk assessments and other material required to define safe systems of work at all stages of the project.

PROJECT DIRECTORY - NAMES AND DETAILS OF THE PARTIES INVOLVED

	Name/Position	Company & Role	Contact Details
1.1	Guy Kahn	**Client** **Urban & Rural Estates**	0161-720-6188 guy@welcomeestates.co.uk
1.2	David Bitan	**Architect** **Debtal Architecture**	0161-204-3531 david@debtal.co.uk
1.3	TBC	**Principal Designer**	
1.4	Naphtaly Stamler	**Principal Contractor** **Cassel & Fletcher Construction Ltd**	0330-088-1446 n.stamler@casselfletcher.co.uk
1.5	TBC	**Site Manager**	
1.5	TBC	**M&E Consultant**	

Note:
The project directory is as known at the time this plan was prepared.

Cassel & Fletcher

PART 1

A – DESCRIPTION OF THE PROJECT

1. SCOPE OF WORKS

1.1 The project will be undertaken by Cassel & Fletcher Construction Ltd as Principal Contractor and TBC has been appointed as the Site Manager. The site is located at Berkley Court, 150 Bury Old Road, Salford, Manchester, M7 4QZ and the construction activities are to Construction of additional floor to the existing structure, recladding of existing facades and installation of new windows, external doors and rainwater goods. Fit out of new apartments in the proposed additional floor together with installation of services and telecommunications equipment.

1.2 The construction stages are as follows and will be carried out to Client and Principal Designer specifications, Building Regulation and Water Supply Regulation regulations, etc.

- Prelims
  - Provide suitable and sufficient welfare accommodation.
  - Provide suitable site hoarding to segregate the site and prevent members of the public gaining unwarranted access to the site
  - Provide segregated pedestrian and vehicular access and egress to the site
  - Provide temporary fire detection and alarms to the work areas
  - Provide temporary lighting to the work areas
  - Provide secure access to the rear of the site for deliveries of materials to the site
  - Provide suitable and safe access to the facades and roof of the building
  - Provide water mist cannons and other dust suppression plant
- Construction Works
  - Construction of full site hoarding and establishment of site welfare
  - Demolition of structures that are not to be retained
  - Construction of new fourth floor structure and roof
  - Installation of new services and drainage where applicable
  - Internal fitout to Apartments
  - M&E works internally
  - Renew cladding to existing facades
  - Replace / install windows and external doors
  - Landscaping
  - Fencing
- Site Clearance
  - Remove and clear all materials, waste and waste skips from site
  - Removal of hoardings and welfare facilities
- Handover
  - Completion of site clearance of Principal Contractor to satisfaction of Client.
  - Provision of Project and O&M Information to the Principal Designer and Client.

1.3 The estimated project duration is 29 weeks.

2. LOCATION, ACCESS AND RESTRICTIONS AFFECTING THE WORKS

2.1 Transport Management Planning - Vehicle/pedestrian traffic flow:

The site is located at Berkley Court, 150 Bury Old Road, Salford, Manchester, M7 4QZ. The route for vehicles to enter the site will be from Catherine Road which can be accessed from either the Bury Old Road (A665) and then Melton or Middleton Road (A576).

Waste and Grab Vehicles will enter the Waste Containment Area from Catherine Road.

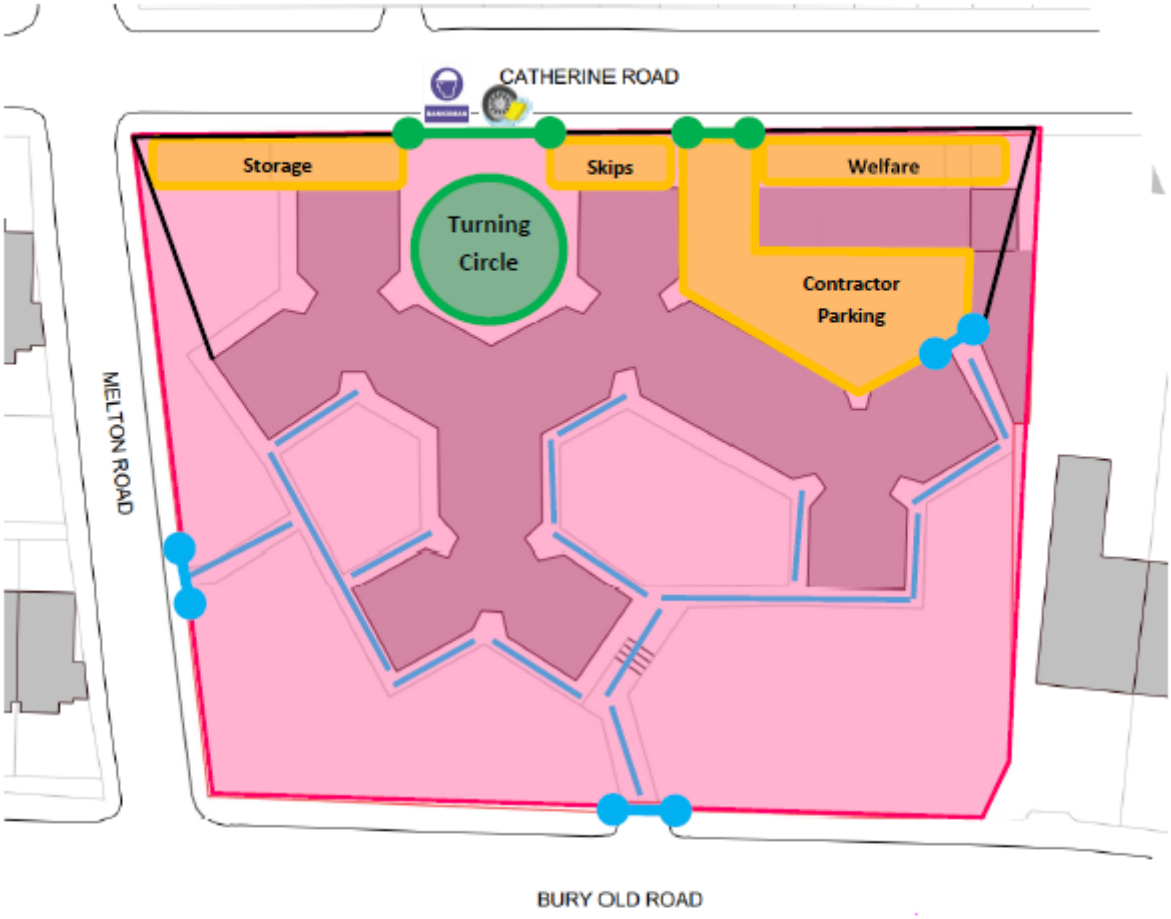
2.2 The A665 and A576 are moderately busy roads with 2-way flow traffic throughout the day. Melton Road is narrow in places with residents parking in operation and HGV drivers will need to take this into account. Drivers will need to lay up opposite the site before reporting to the Site Manager for unloading and loading instructions.

Catherine Road is of sufficient width to allow Large Goods Vehicles (LGV's) to unload and load and for construction plant movements under guidance.

Some parking is available on site where allocated spaces are feasible in liaison with residents and the Principal Contractor.

A Banksman will be required to control access to and from the public highway. The Principal Contractors Transport Management Plan must be prioritised to make suitable provision for ensuring safe deliveries to and transport movements on site.

This site will be occupied by residents for the duration of the works. Segregation of pedestrian routes and residents vehicles will be in place before the construction works commence and maintained throughout the project.



- Delivery vehicles to access the site via Catherine Road only
- Deliveries to call site before entering
- Banksman to guide vehicles on and off site
- Welfare compound to contain site office, canteen, drying room, COSHH store, sanitation facilities and spill kits
- Site working hours will be Monday to Friday 07:00—17:00
- Water mist cannons will be utilised where dust is exposed to the environment
- Closed boarded hoarding will be installed to the perimeter to reduce noise and dust pollution
- Site Contact Number 07749-130-212 / 0330-088-1446
- Pedestrian walkways to be used by existing residents
- Access arrangements to the façade will be from the site compound only preventing unauthorised access by pedestrians accessing the existing building

	Banksman
	Wheel wash station
	Site Boundary / Existing Fencing
	Pedestrian Route
	Vehicular Access / Egress
	Pedestrian Access / Egress
	Closed Board Hoarding

2.3 Where scopes of works require it, Sub-Contractors are to fully develop a Lifting Plan to account for movements to and from site and lifting materials/waste etc.

The safe use of vehicles on construction sites publication – HSE 144 Workplace transport safety (HSE 1995) should be used for further guidance.

Deliveries and waste consignment will only be received with Site Manager or representative in attendance.

2.4 Asbestos:

A full refurbishment and demolition asbestos survey will be carried out prior to commencement of any on site works. This will be subject to further confirmation by the Principal Designer.

In the event of discovering suspected ACMs, work in that area must cease until further investigations are made and confirmed as to the required action necessary.

2.5 General dust and fume hazards will be encountered in the work particularly during excavations and mixing of cement products and aggregates, bitumen, asphalt etc. hazardous substances risk assessments will be used to identify control measures required for their use.

2.6 Services.

The Site Manager will scrutinise all available plans along with the information provided by service providers. Any, and all, unidentified cables and pipes are to be treated as live until it is confirmed otherwise. CAT scan and reports are to be fully utilised prior to any intrusion into the ground surface. Hand digging is to be carried out where required before machinery excavation.

Services are to be located and identified using CAT scan equipment and ensure both operatives and deliveries are aware of existing underground situations, and/or overhead services prior to the start of works.

Isolations, capping and terminations are to be clearly marked on final ‘As Built’ drawings and relevant information passed to any others i.e. electrical sub-contractors where overlap of works exists and finally to the Principal Designer as relevant.

2.7 Commencement of Works.

The project construction programme is approx. 29 weeks duration and is notifiable under CDM. Works will not commence until the Client has submitted Form 10 to the HSE and suitable and sufficient welfare facilities are in place for the maximum number of persons expected on site.

SECTION B - GENERAL ARRANGEMENTS

3. MANAGEMENT ARRANGEMENTS

3.1 Responsibilities.

The management structure and the responsibilities of those involved in the project are as allocated by Cassel & Fletcher Construction Ltd and will be clearly displayed in the site office and communicated during site inductions.

Overall responsibility for works on the site lies with the Principal Contractor but day to day control lies with the Site Manager/foreman, who will oversee and ensure safe working, control access and where necessary give instructions to sub-contractors to avoid possible conflicts between work activities.

3.2 Principal Contractor's arrangements for directing and co-ordinating work.

All contractors and our own employees are to read the site copy of this safety plan and confirm that they have seen and will comply with it. They will be notified of any amendments to the plan.

Any sub-contractors working on the site must nominate a "person in charge" who will liaise with the Site Manager in all safety and other management matters. These individuals are responsible for ensuring that their workforces operate in accordance with the safety standards set in this plan and in keeping with their own safe methods of work and risk assessments (in addition to health and safety legislation and HSE guidance).

Where safety is threatened or compromised by the failure of any workers or others to adhere to this plan, the Site Manager is empowered to stop works and/or exclude workers or equipment from the site until a safe system of work can be agreed.

The Site Manager will conduct daily briefings/meetings. On first arrival at site allowance must be made for:

- Site induction for individuals, one time only briefing, which will include ''Client's site safety rules''.
- Mandatory Booking in and out of site (includes lunch and breaks).
- Registering workers with appropriate training and competency certificates where necessary (i.e. CSCS/CISRS/CPC etc.)
- Providing inspection and other certificates for equipment and machinery to be used safely on site.
- Daily site briefing.
- Maintain common access area for the public and residents, including for postal deliveries/refuse collection and safe access for vehicles in/out of the car park area.

3.3.1 It is not expected that elements of works will be further sub-contracted to others. However, should such instances occur, the Principal Contractor will take reasonable steps are to be taken to ensure the competence and resources of those appointed who will also be expected to comply fully with the safety policy of the host contractor and instructions given in this plan. The host contractor must ensure adequate site supervision for the work involved. The primary contractor remains responsible for method statements and risk assessments to be communicated and worked to.

3.4 Design information from specialist contractors

Any specialist contractors (including electrical) are required to pass details of their designs and design risk assessments through the Principal Contractor, or the Site Manager, well in advance of the start of relevant work on site. Where significant design changes are made, this must be provided to the Principal Designer for appraisal and residual risk recording.

All contractors are to supply, maintain and operate their own equipment and plant. No contractor is to make use of equipment or plant provided or belonging to any other, without the expressed approval of the Site Manager. Contractors are to ensure that equipment and plant is clearly marked and 'in date' inspection labels attached. The following rules apply to equipment owned by operatives/companies on the site and any hired equipment;

- All portable electrical tools and appliances used outside of site cabins/offices must be 110 volt or battery operated.
- All 110-volt equipment is to be inspected and PAT tested by a competent person at suitable intervals and copies of the test certificates must be available to the Site Manager.
- The equipment user will visually inspect all appliances prior to use.
- All lifting appliances and equipment are to be inspected in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and certificates passed to the Site Manager during site induction for inspection and confirmation of validity.
- All lifting appliances and equipment are to be visually inspected prior to use
- All plant equipment and in particularly Materials Handling Equipment (MHE), are to be parked up with forks/buckets lowered and have keys removed and secured when not in use and at end of working day/shift.
- Only one day's supply of fuels/oils and lubricants are to be brought onto site to support plant running. Flammable oils/lubricants are to be stored in appropriate containers, with protection against spillages and a suitable means of spill clean-up kit available. Any storage tanks are to be bunded or double skinned.
- Records of all inspection certificates are to be kept in the site safety management file.

Note:
High regard is to be given to the security of Plant and Equipment. The public interface issues surrounding this project are of high importance and where plant/equipment/materials cannot be removed from site daily, all equipment will made secure at the end of shift. No Access is to be available to cabs, which are to be locked, and keys taken off site by the Site Manager and are not to be left in the site office cabin. Secure fencing is to be fixed around Plant equipment and materials and all excavations to be covered with steel sheeting where not backfilled. Hoarding to be enclosed and secured around the excavation line and branch tee connection locations.

3.5 Complaints

All projects should identify an efficient and effective means of dealing and interacting with the public and with any complaints that may be received from them. This should include provision for a Public Relations Manager/Coordinator or similar person, nominated via

appointment to be able to organise, co-ordinate and liaise with the general public as necessary.

Sites should establish a complaints log and issues should also be logged in the site diary where necessary.

Feedback should be given and sought to ensure that two way communications are instigated. It should be remembered that some issues may be of a sensitive nature and advice should therefore be sought via company management, legal advisors or others as necessary before communications are established.

It is important that works are carried out in a manner that is respectful of those living and working near the site. Therefore, it is important that as many issues as possible are dealt with at the planning stage to reduce the likelihood of works causing nuisance of any kind.

A plan of action may be put in place to ensure that good relations can be maintained with residents, neighbours and the public. It could involve such activities as:

- Public consultation to warn of any traffic problems, noisy processes, or critical stages, which may have an effect on the lives of the locals, etc. The use of letter drops will assist in this process;
- Regular meetings with neighbourhood representatives;
- Exhibition of the works in the local area;
- Setting up a liaison with schools, local community centres, etc.

In the event of a complaint, the person making the complaint should be directed to the most senior member of the *ABC Ltd* site personnel. The following details should be taken from the complainant and added onto the project complaints log:

- Name;
- Address;
- Contact number;
- Date/Time;
- Nature of complaint;
- Location of complaint;
- Date/time complaint occurred.

If possible, the nature of the complaint should be dealt with immediately. Prompt action will create a good impression. If not, the person should be given some indication of when he or she will receive a response to his or her complaint either by letter or by phone call.

Investigation may be required to ascertain the circumstances of a complaint. For example, if noise is an issue, it may be necessary to carry out a noise survey.

Cassel & Fletcher

4. STANDARDS

4.1 General standards

All personnel are expected to comply fully with health and safety law and the associated approved codes of practice. Contractors are, in addition, to be aware of and pay due attention to guidance issued by the Health and Safety Executive as well as that issued by trade bodies and authorities, which constitute industry “best practice”. Method and policy statements submitted for these works will be reviewed by the Site Manager to ensure that these standards are met.

All contractors are expected to assess risks and adopt safe methods of work in keeping with construction regulations and good practice (as well as the standards and detail set out in this document).

In some cases however this health and safety plan specifically requires the preparation and submission of method statements in advance of particular work operations. All contractors are to ensure that their employees are aware of these safe working method statements and have been suitably trained and have adequate supervision to ensure that the procedures are fully followed. There are no exceptions to this requirement.

4.2 Training standards

Safety training certificates are required for operatives appointed to operate particular plant and equipment and to undertake certain specific forms of work on this project. Copies of the following certificates must be submitted to the Principal Contractor before work begins.

(The list below is far from exhaustive and other relevant training competencies should be included)

Operation/trade	**Level of certification**
Construction Works	All work is to be carried by a competent person with adequate supervision to industry standards approved by CITB and to meet requirements of NHBC.
Abrasive wheel operator Abrasive wheels - mounting	Certificate of competence issued by employer or equipment supplier. Certificate of training and appointment to mount abrasive wheels.
Scaffolds/Access & Working at Height (incl. MEWPs)	Certificate of training achievement approved by CISRS/NPORS/PASMA/IPAF or equivalent
Plant equipment operators (Cranes, excavators, telehandler, etc.)	Certificate of training achievement approved by CITB/CPCS/RTITB or similar.
Gas/Heating/Plumbing work	All work is to be conducted by a competent person to industry standards. Certificate of training achievement and registration to GAS SAFE Register.
Electrical work	Certificate of training and competence issued by employer. All electrical work is to be conducted under the supervision of a competent person to IEE standards and is to be tested and inspected to the standards set in the IEE Wiring Regulations 17th Edition on completion.

Cassel & Fletcher

5. INFORMATION & TRAINING FOR THOSE ON SITE

5.1 Site induction training.

On first arrival at the site all workers will be given a short briefing by the Site Manager which will include:

- Site details, personalities, address and telephone number, location of the site telephone (for emergencies)
- Safety responsibilities
- Site security and booking in/out arrangements
- Site layout and nature of the works in progress/intended
- Transport Management Plan – 48 Hrs. notice to residents for road closures, limited to approx. 3 hours duration).
- Awareness of other contractors involved onsite and 3rd Parties (Staff/Public/Residents)
- Asbestos Discovery (as applicable)
- Site rules
- Permit to Work system for HOT WORKS
- Working Hours 7am to 5pm
- Restricted delivery/waste collection times (access will be maintained for postman and waste collections – road plates over utility trenches).
- Welfare and first aid facilities - locations, name(s) of first aiders on site
- Certified Machinery Operator
- Fire and emergency procedures including;
  - Escape routes
  - Assembly point
  - Location and types of fire extinguishers.

The names of those receiving induction training are to be recorded in the site records. Nobody, including visitors, will be allowed access to the site until they have received this induction briefing.

5.2 The Site Manager will brief “persons in charge” of all work groups at the beginning of each day’s work on matters pertinent to health and safety. This briefing will include:

- A general outline of the work being undertaken that day, pointing out and discussing any area of potential overlap or risk.
- Drawing attention to any changes in the developed health and safety plan.
- Discussing and agreeing updated works programmes and expected completion dates for each element of work by contractors.
- Confirming total number of employees and likely visitors to the site for that day.

- Confirming the expected arrival/departure time of vehicles delivering/removing materials from the site for that day.
- Documents relevant to the site safety records (risk assessments, method statements and COSHH assessments).
- Hot Working arrangements and precautions for fire prevention
- Any other health and safety related matters.

SECTION C - SITE RULES & ARRANGEMENTS FOR MONITORING SAFETY

6. SITE RULES

6.1 The following rules are to be observed by all on site. Site induction will include these rules and those working on site are required to sign indicating their agreement to comply.

- Individuals (or in the case of groups - the person in charge) must register on arrival on site and when leaving at the beginning and end of each working day.
- Safety helmets (hard hats) are to be worn at all times. Safety footwear and Hi-Visibility vests are to be worn by all persons on site at all times.
- The use of other Personal Protective Equipment (PPE) may be required by the Principal Contractor and/or by specific work method statements and supporting Risk Controls.
- Individuals may only operate and use plant or equipment for which they are trained and authorised.
- Only 110V or battery powered electrical tools/equipment is to be used outside cabins/offices.
- Defective or suspect equipment or tools must be removed to the site office, tagged and not used.
- Waste and debris must be cleared as work progresses and tools and materials stored only as agreed by the Principal Contractor. Burning of waste on site is prohibited. All waste materials must be removed from the site and disposed with due regard for environmental impact and only to be stored in the allocated waste area.
- Areas below or close to those working at height must, as far as reasonably practical be kept clear of all tools, equipment, materials and debris.
- Personnel are to ensure that excavations, drains, sewers, culverts and ducts etc. are kept free from obstruction by rubbish and debris at all times and not used for discharging contaminants.
- Smoking is prohibited inside any building and in the vicinity of any flammable materials and only in the designated area as defined by the Principal Contractor and communicated during induction.
- It is forbidden to bring or consume alcohol or drugs on site or to be under their influence.
- Horseplay and violent behaviour are not tolerated and will result in exclusion from site.
- The Principal Contractor reserves the right to evict or refuse entry to any person for any reason, which he or she considers prejudicial to safety or good conduct.
- Mobile phones are only to be used in designated areas. Radios/cassette/CD players etc., are prohibited on site.
- All of those on site are required to wash before eating. Meals and drinks are only to be consumed in the specified welfare area.
- All personnel are to ensure that at the end of each working day that no means of access e.g. steps, ladders, equipment etc., are left in a position that would allow unauthorised persons access to the site or to danger areas within the site,

including open excavations.

7. ARRANGEMENTS FOR MONITORING SAFETY

7.1 Safety standards will be monitored by the Principal Contractor by:
A continuous inspection process by the Site Manager. A checklist for these inspections is included with the site safety records. These inspections will include all contractors working on site and a report of all actions required will be given to the contractor's foremen with instructions to rectify non-conformance in a timely manner.

Once per week the Site Manager or appointed representative will inspect (and replenish if necessary) fire equipment, first aid equipment, registers and site documentation. This inspection will be recorded in the site diary.

7.2 Inspections required under construction legislation will be carried out by the Safety Consultant as required and a formal report will be provided and be prioritised for remedial action/recommendations and filed with the site management system. This will be checked for closed out actions/progress at the next site inspection visit. In addition contractors are required to audit and inspect their own works and equipment. Records are to be kept.

SECTION D – WELFARE

8. WELFARE FACILITIES

8.1 Adequate toilets and washing facilities, drying room will be available for use on-site by all authorised persons. A self-contained unit will be provided on site and will be marked accordingly.

8.2 These facilities are to be kept clean and tidy by those using them. The facilities provided include toilet, washing facilities (cold water as a minimum), as well as a wholesome supply of fresh drinking water and an area to rest and eat.

8.3 All personnel must be aware of the need to allow workers to keep the skin covered, drink plenty of fluids and be alert to risks of sun burn and sun stroke during any periods of hot weather. Similarly, to take appropriate measures to protect from the cold, i.e. cold/wet weather clothing and ensure regular rests during periods of prolonged exposure to inclement elements.

SECTION E – FIRE, EMERGENCIES & ACCIDENT REPORTING

9. EMERGENCIES

9.1 Fire - Immediate action:

- Raise the alarm - shout “Fire/Fire/Fire!” loudly
- Switch off electrical and other appliances
- Evacuate the area
- Alert the Site Manager
- Only go back to fight the fire if it is safe to do so and you have been trained in the use of the correct type of extinguisher.
- If required phone 999 or 112 from the site office (or from any nearby premises or mobile phone).
- Fire points with the appropriate extinguishers to the fire risk will be located at various site areas.
- The Site Manager will:
    - Ensure evacuation of the site of all personnel who should then muster at the fire assembly point (or at the Site Office Cabin).
    - Check that all workers are clear. Contractors “persons in charge” should conduct checks for their own personnel and report to the Site Manager.
    - Despatch individuals to warn those in any neighbouring premises, which might be subsequently threatened by the incident.

9.2 Control measures

- The Site Manager is to ensure that a fire safety plan is produced before any work starts and that this is communicated during site inductions and clearly displayed on the site office notice board.
- All contractors and individuals will be briefed on the fire procedures in an initial site briefing. Where work is being conducted at height or where access routes may be changed by their scope of works, those in charge of works parties are to:
- Ensure that emergency escape routes are available and sufficient for the numbers of workers involved
- Ensure that those in their works parties are aware of the escape routes.
- Bring to the immediate notice of the Principal Contractor any potential difficulties in maintaining suitable routes.

9.3 First Aid

- The Principal Contractor will ensure that a trained and in date 'Appointed Person' or First Aider is available on site at all times during construction activities.
- A first aid box (>20 persons) will be available on site.
- All instances requiring First Aid treatment are to be initiated via the Site First Aider. Where sub-contractors have a dedicated and authorised First Aider, then treatment may be provided and the Principal Contractor informed accordingly.
- First aid arrangements will be included in the initial site briefing given to all workers on first arrival at the site.

10. ACCIDENT REPORTING

10.1 All accidents will be recorded in the site accident book kept by the Site Manager. The Site Manager must be immediately informed of any accident or dangerous occurrence on the site or of ill health, which could be linked to site work.

All reportable accidents are subject to the procedures detailed in accident reporting legislation with:

- Death, Specified injuries to workers and over 7-day injuries or disease - reported by the person's employer.
- Death or an injury requiring hospital treatment of a person at the site not directly involved in the works - reported by the Principal Contractor.
- Dangerous occurrences at the site - reported by the Principal Contractor.
- Accidents or dangerous occurrences during transport to or from the site or in preparatory works at contractors' premises must be reported by that contractor - the Site Manager should however be informed of such incidents.

11. GENERAL

11.1 The Site Manager is to collate copies of documents, drawings and other material required for inclusion in the Health and Safety File. This will include:

- Contractors Brief
- 'As built' drawings and or schematics for all works and installations.
- Manufacturer's brochures, literature, specifications and cleaning / operating / maintenance (O&M) Manuals and instructions for all equipment fitted.
- Test and commissioning certificates where appropriate.
- Residual risk details
- Emergency procedures
- Suppliers list and recommended spare parts
- Hazardous substances information (manufacturer's safety data sheets/COSHH assessments.
- Master Construction Management System file supplied in Microsoft 'Word'

11.2 Before leaving site at the completion of their works, any sub-contractors are to certify to the Site Manager that all relevant documents have been handed over in an acceptable manner and format as specified. Payment will not be made for

11.3 The Site Manager will list such documents and pass them to the Client/Principal Designer. He will also ensure that he passes any information or documentation relating to the site (i.e. surveys etc.).

11.4 All documentation for the Health and Safety File is to be recorded and passed to the Principal Designer who will provide handover receipts of all such documentation.

Cassel & Fletcher

PART 2

SAFE WORKING PROCEDURES, RISK ASSESSMENTS AND METHOD STATEMENTS

12. GENERAL

12.1 Routine construction activities.

The Method Statement or System of Work is a requirement of construction legislation. It is intended to provide both the Client and the individuals that are carrying out the work, with the necessary information and controls to undertake the job safely. It is essential that a copy of the Method Statement is kept on site, and is available for inspection/perusal by all personnel. In addition, it is the responsibility of company management to ensure that all operatives are aware of their role in the job, which is outlined within the documentation.

This plan makes no attempt to detail risks in construction activities which are routinely met and which any reasonably competent organisation should avoid or overcome safely. The hazards in individual tasks must be considered by contractors in preparing safe systems of work separately from any specific matters highlighted here and contractors are still expected to have assessed risks and safe methods of work thoroughly for such routine activities. Copies of such documents may be required from sub-contractors to cover their routine work.

The method statement will depend on the complexity and size of the job/task and is intended to show how the activity will be executed safely. The method statement should give details of the following:

- Details of supervisory personnel on site who will be responsible for the activity.
- Details of Safety Consultant (their name and telephone number).
- Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
- Work activity sequences.
- Stabilisation of the activity during its progress e.g. any temporary props, struts & supports that are required.
- The method of executing the activity, which will include methods of lifting, fixing, holding or bolting. This will include slinging and un-slinging practice where necessary.
- Methods to prevent any fall from heights. Full details should be given i.e. working platforms, handrails, safety harnesses or other means of preventing falls.
- Access and egress to the job, i.e. by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access.
- Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc.
- The description of equipment to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable.
- Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.

- Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
- Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the activity.
- Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets, safety boots, hi-viz etc.
- Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.
- Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.
- Details of certification of personnel on site i.e., CITB/CISRS/PASMA Certification Scheme for scaffolding, steel erectors, plant operators, etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
- The training of operatives on site i.e., induction training and any details regarding their part to be played within the work method statement.

The Client, Principal Designer and Principal Contractor will have the right to request additional Method Statements prior to the commencement of any site activities. Such method statements shall be submitted not less than 5 working days before the commencement of the activity.

12.2 Site specific safety controls or standards are required for the sub-contractor activities. In these cases work is not to begin until the Site Manager has approved final, specific, detailed plans for the work concerned prepared in keeping with the schedule of works.

12.3 Where appropriate detailed site specific risk assessments and method statements will be inserted in the project file immediately following the relevant section of the health and safety plan.

12.4 Routine (generic) arrangements contained in the following safe working instructions apply to the protection of workers accordingly, but do not negate the requirement for a site specific assessment where more significant hazards exist and affect the planned works:

- Working with electrical equipment
- Use of hand tools
- Manual handling
- Portable electrical equipment
- Working at height (includes working in excavations for access/egress)

Safe Methods for: **Working with Electrical Equipment**

Planning:

The Company will select and use only electrically powered equipment which is of a type approved for the type of use engaged and which meets the requirements of the appropriate legislation and British Standards.

Electrical equipment, including leads, sockets, boards, etc., will be inspected, tested, and maintained in accordance with the manufacturers' instructions and with the schedule detailed in the Company's Health and Safety Policy. Records of such inspection etc. will be maintained.

Risk assessments will be undertaken before any work on or near any live equipment. All power supplies will be fully isolated and locked in the off position whilst work is in progress on the circuit or system and controlled under a **Permit to Work**.

Portable generators are to be fit for purpose and maintained under a written scheme of maintenance. Suitable siting of generators should be made, with due regard for generated noise, refuelling and environmental/spillage containment.

Training:

All persons required to install, maintain or test electrical equipment, whether employees or contractor's staff will be trained and competent to carry out the work in accordance with current legislative requirements.

Any person required to operate equipment powered from electrical sources will be given instruction in its use.

Management:

No person will be allowed to install, maintain or test electrical equipment unless they are competent and authorised to do so.

The Site Manager/electrical contractor will ensure that electrical equipment used is safe, tested and maintained in accordance with the maintenance schedule.

The use of long extension leads will be avoided wherever possible. Connectors must be manufactured to BS 4343/BS EN 60309-2

Imminent danger:

Persons working on electrical installations or with electrical equipment must report any defects immediately. Defective equipment will be withdrawn from use immediately so that the equipment cannot be inadvertently used until it has been repaired and tested or replaced.

References: Management of Health and Safety at Work Regulations 1999.

Electricity at Work Regulations 1989.

The IEE Wiring Regulations 17th Edition.

HSE Guidance Electricity at Work: Safe Working Practices - HS (G) 85.

HSE Guidance Safe Use of Portable Electrical Apparatus - PM32.

These measures are assessed as reducing the risks in this work to "low risk rating.

Safe Methods for: **Use of Routine Hand Tools**

Planning:
Only tools, which are fit for purpose, will be procured and issued by the Company. Hand tools in poor condition will be withdrawn from use and either repaired or replaced.

Eye protection will be made available to all installers using hand-tools where the risk assessment controls require it.

Training:
The correct use and maintenance of hand tools will be covered during induction training on first arrival in the Company for employees who have not fully covered these subjects in trade training.

Management:
The Site Manager will monitor the use and condition of hand tools to ensure use of the correct tools and the condition of tools. Tools will be sharpened, or replaced where necessary. Particular checks will be made of:

- Shovels/Picks with loose shafts/heads etc.
- Splayed jaws on open ended spanners
- Damage and wear (including splits cracks and missing wedges) on trowels, floats, hammers, files and other handles.
- Mushroom heads on chisels.

Eye protection will be used on all work involving drills, chop-saws, grinders, cold chisels and other tools where there is a risk of flying material.

Only insulated tools will be used where there is risk from electrical short circuit from arcing the tool across live contacts.

Sharp tools will not be carried in such a way as to allow any possible injury to the person carrying the tool or to others.

It will be the responsibility of tool owners to provide and maintain tools which meet this standard.

References: Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Personal Protective Equipment at Work Regulations 1992

These measures are assessed as reducing the risks in this work to "low risk rating.

Safe Methods for: **Manual Handling**

Planning:

Materials will be ordered and stored taking account of any manual handling required. This includes the size shape and weight of materials ordered.

Manual handling assessments will be undertaken with the overall aim to avoid need of handling materials manually. Where this is not reasonably practicable we aim to reduce the risks to workers health by controlling the hazards identified by the assessment.

The use of mechanical aids will be maximised in order to reduce handling of materials unnecessarily.

Training:

All employees will be given basic training in manual handling and the risks involved as part of induction training on first joining the Company.

Management:

A continuing assessment of manual handling operations will be undertaken using a checklist approach.

Large, heavy loads will where possible, be broken down into smaller, lighter and more manageable sizes. It is easier to lift 10kg five times, than to lift 50kg once.

The size and shape of loads as well as their weight will be assessed in determining whether assistance is required. (Large, awkward loads that require the arms to be extended in front of the body place more strain on the back or abdomen, than do compact objects carried close to the body. The absence of natural or designed handling points can also make it difficult to raise and carry objects without strain).

Assistance will be made available if required. Employees will not be required to lift loads beyond their own capability.

Cuts and abrasions can be caused by rough surfaces, sharp or jagged edges, splinters, projections, etc. Protective clothing should be worn; especially leather or PVC gloves to protect the hands.

Timber wedges will be used when raising or lowering heavy loads to prevent fingers and hands becoming crushed. Safety boots must be work by all workers.

References: Management of Health and Safety at Work Regulations 1999

The Manual Handling Operations Regulations 1992

These measures are assessed as reducing the risks in this work to 'low' risk rating.

Safe Methods for: **The Use of Portable Electrical Equipment**

Planning:
All portable electrical equipment procured by the Company will be uniquely marked and subject to a planned program of maintenance and inspection. Similar management of portable electrical equipment is expected from all contractors and sub-contractors.

Training:
The precautions needed for safe use of portable electrical tools will be covered in induction training for employees on first joining the Company. Particular attention is to be given to the hazards and safe operation of chop-saws and the requirement to have a designated area to operate this type of equipment within on-site.

Management:
The Site Manager will ensure that all portable electrical equipment is visually inspected before use and that any defective equipment is marked and withdrawn from use immediately.

Portable generators are to be fit for purpose and maintained under a written scheme of maintenance. Suitable siting of generators should be made, with due regard for generated noise, refuelling and environmental/spillage containment.

Leads and extension cables will be routed to minimise trip hazards.

References: Management of Health and Safety at Work Regulations 1999

Electricity at Work Regulations 1989

HSE Guidance Electricity at Work - Safe Working Practices

These measures are assessed as reducing the risks in this work to "low' risk rating.

Arrangements for: Working at Height

Under work at height legislation, when assessing any activity that requires work at height the company will: -

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- Use working platforms, wherever possible, for non-short duration work at height activities
- Plan for emergencies and rescue.
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

Planning:

All working at height is taken to mean any manual task requiring employees to operate from any steps, ladders, trestles, scaffold, mobile lifting platform or other access equipment, in pursuance of their duties above and below ground level (i.e. within excavations) and should be planned accordingly. The introduction of the work at height legislation places great emphasis on risk assessment and if work at height cannot be avoided, the selection of the most suitable means of working platform, which must have adequate side rail and toe-board as protection from falling, as well as brick/debris nets or guards to prevent falling objects and/or material. Additionally, collective protection should be provided or fall arrest/restraint for steel frameworks during erection and subsequent activities where risk controls require (i.e., nets/airbags etc.)

Training:

The precautions needed for safe working at height will be covered in induction training for employees on first joining the Company and during continuation/specific training. Particular attention is to be given to the hazards that exist and used of preventative strategies. Accidents using access equipment occur because one or more of the following common problems have not been controlled in advance:

- Faulty design of the access structure itself
- Inappropriate selection/use of equipment where safer alternatives could be used
- Failure of base support
- Structural failure of components
- Structural failure through overloading/overbalancing
- Structural failure through poor erection/maintenance/inspection
- Lack of training for the individuals involved
- Instability through misuse or mis-understanding
- Overreaching and overbalancing
- Climbing whilst carrying loads
- Slippery footing - wrong footwear
- Fall from working platforms and falls due to not being secure during transit

These measures are assessed as reducing the risks in this work to "low" risk rating.

MEASURES NECESSARY TO ELIMINATE HAZARDS
Ladders, Stepladders and Trestles

Ladders/steps should merely provide a means of access to a working platform. Ladders are not banned and situations may exist for work of a very 'short duration', pending further assessment, but should not be selected above more appropriate access equipment.

Ladders:

- Always consider whether an alternative means of access is more suitable.
- Take into account the nature of the work and duration, the height to be worked at; what reaching movements may be required. What equipment and materials may be required at height?
- The angle of placement and the foot room behind the rungs, and the construction and type of ladder.
- Check visually whether the ladder is in good condition and free from slippery substances.
- Check facilities available for securing from slipping - tie at top, secure at bottom or 'footed' by a second person.
- The correct angle of rest is approximately 75º (corresponds to a ratio of 1 unit horizontally at the foot, for every four units vertically).
- Stiles (upright sections) should be evenly and adequately supported.
- Ladders should be inspected regularly and not painted except for identification.
- Metal ladders are conductors of electricity and should not be placed near electrical cables, switchgear or fittings.

Stepladders

- Stepladders are not designed to accept side loading and must not be used as a working platform.
- Chains and ropes to prevent overspreading are required, or other fittings designed to achieve the same result. Parts should be fully extended.
- Stepladders should be levelled for stability on a firm base.
- Work **should never** be carried out from the top step as a working platform.
- Over reaching should be avoided by moving the stepladder - if this is not possible, another method of access should be considered.
- Equipment should be maintained free from defects.
- Regular inspection is required.
- No more than one person should use a stepladder at one time.

Trestles

- Trestles are only suitable for short duration with board supports and edge protection.
- Trestles should be free from defects and inspected regularly.
- Trestles should be levelled for stability on a firm base.
- Platforms based on trestles should be fully boarded, adequately supported and provided with side rail and toe/edge protection where appropriate.
- Safe means of access should be provided to trestle platforms, usually by stepladders.

Arrangements for: Working with Excavations

To comply with health and safety legislation, when assessing any activity that requires excavation, the company will: -

- Ensure that all places of work are safe, with safe means of access and egress.
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- Ensure that steps are taken to prevent collapse and to prevent plant, materials, spoil, equipment and people falling into the excavation.
- Take account of the risk assessment required to be carried out.

Planning:

All work in or around an excavation must be properly planned and controlled. Prior to any digging activity, attention must be drawn to drawings of the locations of any existing services and the area CAT scanned in order to identify the precise location of such. Where such drawings do not exist, the area must be scanned and suitable plan drawings created in relation to the findings. These drawings must be added to the Health and Safety file.

During excavation work all practicable steps must be taken to ensure that persons are not exposed to danger due to accidental collapse of any part of the excavation. Such steps must include precautions to prevent any person being buried or trapped by a fall of material. Where it is necessary to provide support or other measures to comply with these requirements, it must be provided as soon as practicable.

All materials and equipment provided for the support of excavation must be suitable and sufficient. Installation of support must be carried out under the supervision of a competent person.

Where necessary to prevent danger suitable and sufficient steps must be taken to prevent any person, plant, vehicle, equipment, accumulation of earth or other material falling into any excavation.

No vehicle or plant may be allowed to be so close to an excavation as to be likely to cause a collapse if that collapse would cause danger to any person.

No excavation work may be carried out unless suitable steps have been taken to, so far as is reasonably practicable, prevent risk of injury from any underground cable or service.

A Permit-to-Dig must be obtained from the Principal Contractor before **any** excavation is undertaken.

Suitable barriers, warning notices, warning lights, etc., shall be erected and maintained around excavations as a method of guarding and protecting workers and third parties.

No excavation will be undertaken close to any scaffold, building or structure so as to undermine its stability.

Where vehicles are used to tip materials into an excavation, suitable stop blocks shall be provided and used to ensure that the vehicles do not fall into the excavation.

Persons must not be permitted to work in any place where they could be struck by any part of a mechanical excavator.

No person shall be permitted to work in any excavation if dangerous levels of fumes are present; or if there is danger from flooding or the collapse of the side; or while the excavation is being

filled by mechanical means or tipping trucks. (Excavations may in certain circumstances be, or become, a confined space)

Access routes to excavations must be kept free of obstructions to allow access for the emergency services and site traffic.

Excavations must be inspected before start of works in order to ascertain the stability of the excavation and any support methodology. Work activities outside the support system are prohibited.

Training:

The precautions needed for safe working with excavations will be covered in induction training for employees on first joining the Company and during continuation/specific training. Particular attention is to be given to the hazards that exist. Accidents occur because one or more of the following common problems have not been controlled in advance:

- Inappropriate access/egress methods.
- Surcharges, including spoil, located too close to excavation.
- Structural failure of components.
- Structural failure, incorrect assembly of supports and poor inspection.
- Climbing access ladders whilst carrying loads.
- Slippery footing - wrong footwear.
- Fall from ladders.
- No restriction to prevent vehicles being driven or falling into the excavation

These measures are assessed as reducing the risks in this work to "low" risk rating.

Risk Table

Note: All contractors are required to meet all statutory provisions for health and safety. The safety measures described below are specific to work on this project and are required in addition to safe methods of work, training requirements and PPE requirements etc., which contractors should set on the basis of routine risk assessments. Where appropriate detailed, site specific, method statements should be prepared under the Principal Contractor's arrangements using the information contained in this table as applicable, but not taken as exhaustive.

	Activity	Hazard/Risk	Required Method of Work	Document Standards
GENERAL WORKS				
1	**General management of work on site.**	Proximity of other staff and associated construction operations, conflicting with neighbouring work in the site area Movement of materials **RISK: LOW**	Co-ordination of work All staff are properly inducted and authorised for site access and works Areas which will be temporarily excluded to other site workers and duration. Routes for movement of materials in/out and waste Maintain Site Waste Management Plan. Parking and materials storage not to obstruct or impair sight lines	General Site Management Site Safety Rules

2	**Site layout, access and traffic management.**	Mobile plant Vehicles Unauthorised access **RISK: MEDIUM**	**Access control** The Principal Contractor will control all arrivals at site, book in and out with the Site Manager. Suitable and sufficient signage is to be displayed warning of the dangers of unauthorised entry to the site. Segregation of vehicles and pedestrians is a primary objective of the Transport Management Plan, with walkways and crossing points established. **Vehicles & mobile plant.** The Principal Contractor will specify site vehicle parking, offloading and material storage areas. There is no parking onsite unless authorised to do so and only in marked areas. Liaison may require to be made with the client regarding arrangements for temporary parking for Contractors and materials lay-down areas. Safe and unobstructed access to the site is to be maintained throughout the project. The number of vehicles used should be restricted to the minimum requirement and site rules developed for vehicle parking, manoeuvring and unloading. Site vehicles/plant may move in and around the site under operator control, where pedestrian segregation is in place. Control by a banksman on foot (provided by the Principal Contractor) should be introduced for all higher risk vehicle/plant operations and unloading. Protection of operatives and 3rd parties from highway traffic is to be controlled by an effective traffic management plan. Chapter 8 regulations to be utilised in the control of highway traffic including	HSE Guidance - Health & Safety in Construction - HSG150 HSE Guidance - Protecting the Public - Your next move - HSG 151 HSE Guidance - The Safe Use of Vehicles on Construction Sites - HSG 144. Design of Traffic Signs Manual (2003) Chapter 8

			sufficient and timely signage warning of works in the highway and suitable speed restriction. 2-way light system to be utilized installed and/or convoy system to be used as situation dictates. **Security of materials stockpiles** Materials stockpiles must be specifically positioned as directed by the Site Manager, ideally in the site compound area. Stockpiles must at all times be stable (taking into account foresee ability of unauthorised access despite efforts to secure the site with perimeter fencing). Storage area and overnight security is limited; therefore, only sufficient materials required for daily use to be brought to site. All other materials to be stored inside locked security hoarding at the cessation of each day's work activity.	
3	**Surrounding environment**	Noise/dust from other work. **RISK: LOW**	**General Noise precautions** Where the work is likely to create a noise nuisance or hazard to residents, particular care should be taken to reduce the likelihood of exposure of other persons (incl. other workers) to noise and catered for in Risk Assessments as applicable. Noise suppression methods to be utilised on plant, equipment and construction processes. **Dust** Efforts must be taken to minimise dust by damping down dusty work and control where appropriate using equipment fitted with dust extraction equipment. **Leptospirosis (Weil's Disease)** Proximity to watercourses may support a reasonable rat population and thus effective precautions to be taken regarding	Control of Noise at Work Regulations 2005. COSHH Regulations 2002 (as amended) HSE Guidance Note EH44 - Dust - general principles of protection.

			high standards of hygiene and control of waste with no food waste left onsite at the cessation of the day's activities.	CDM Regulations 2015.
4	**Ground works, Excavations & levelling.** **Concrete works** **Tarmac and Road Works**	Plant Equipment & Workplace Transport Falls from Height Falling Materials/Tools Manual Handling Mechanical Handling Noise/Dust hazards Cuts & abrasions Slips/Trips Bitumen/Asphalt/Cement Products **RISK: MEDIUM**	**Risk/Methods** The Principal Contractor will control and monitor the construction methods employed. No works will commence without suitable and sufficient risk assessments and method statements being in place and pre-qualified by the Principal Contractor. Works involving road saws/chop saws, hydraulic breakers, compactors etc. will be monitored for the effects to health from vibration and a sufficient risk assessment made of these activities. Consideration regarding the output of noise and dust emissions must be paid and effectively controlled with effective measures taken to minimise these. Good site housekeeping maintained to reduce slip/trip hazards. Identification and subsequent removal by specialist disposal contractor of any contaminated land. Maintain effective control of waste transfer documentation. **Permits** Permit to work system should control all demolitions and working in excavations. **Coordination** Where construction methods affect the structure, effective coordination between contractors and suppliers is vital to the safety and well-being of all persons on site during these works.	CDM Regulations 2015 The Management of Health and Safety at Work Regulations 1999. GE700 Construction Site Safety See: Risk Assessment & Method Statements

		RISK: MEDIUM	**Best Practice** Only recognised techniques and practices will be employed during all construction phases. All specifications to be confirmed. Site Manager will ensure that the working area required for safe equipment handling operations are maintained throughout and that no other hazardous operations are carried out concurrently, which may infringe on this activity.	
5	**General hot work and work involving flammable materials.** **General fire risks**	Fire and explosion **RISK: MEDIUM**	**Fire Safety & Precautions** The Principal Contractor will act as site fire safety co-coordinator. Emergency fire procedures are to be developed and included in site induction briefings and fire drills rehearsed under the direction of the Site Manager. Fire alarm/alerts need to be agreed by the most effective means. Whilst the site is small and easily controlled, the nature of construction work creates very real fire and explosion risks, which must be taken seriously, particularly where residential properties and their occupants would be affected. In particular, the available escape routes may change throughout the work. The available escape routes will be kept under review and all workers, staff must be carefully briefed on means of escape and be regularly reviewed by the Principal Contractor. In addition to firefighting equipment supplied by the Principal Contractor others are to provide additional fire extinguishers wherever hot work is required and agreed in accordance with a Permit To Work system. Contractors are to hold only the minimum quantities of any flammable materials on the site and as far as possible they should not be stored on site overnight and secured where this is	HSE Guidance - Fire Safety in Construction work - HSG 168 Joint Code of Practice – Fire Prevention on Construction Sites HSE Guidance Flammable Materials on Construction Sites HS(G)3 HSE Guidance Storage and Use of LPG on Construction Sites

			unavoidable. At night any flammable or explosive materials held on site must be kept in appropriate steel containers (provided by the contractor in question) when not in use or be removed from site. There is to be no smoking within any excavation and/or buildings.	Permit To Work system
GENERAL CONSTRUCTION ACTIVITIES				
6	**Work at Height** • Other works requiring access at height.	Falls from height Manual handling Falling materials/tools Mechanical handling **RISK**: **MEDIUM**	Planning: All work at height must be properly planned to reduce the likelihood of falls from height, falling materials and equipment and to ensure that the area below such work is effectively marked to exclude entry. All work will be carried out from a 'safe place of work' (working platform, scaffold etc.) with leading edge and perimeter edge protection. Planning activities should include the provision of safe access to and from the task by means of a guarded, railed platform and the use of suitably secured ladders/stairs in/out of excavations. All personnel will wear safety boots, hard-hats, hi-visibility vests and other safety equipment as directed. **Lifting Operations** Lifting operations should only be limited to the delivery and removal of site equipment. A Lifting Plan is to be developed by a 'competent person' and submitted to the Principal Contractor for assessing as suitable and sufficient. All Operators and Banksmen are to be competent. Controls on work must take due account of weather conditions. Where required, a suitable warning sign will provide advanced warning for other site operational vehicles with regard the lifting operations work area. Due regard being given to traffic and pedestrian routes accordingly. Vehicles and hi-ab/crane/grab	HSE Guidance - Health & Safety in Construction - HSG150 Work at Height Regulations 2005 HSE Guidance - Health & Safety in Construction - HSG150 Safety in Roof Work. HS(G)33 Health and Safety in Construction. HSG 150. General Access Scaffolds and ladders (Construction Sheet No 49)

			loader plant must display 4-way hazard warning and headlights throughout their operations. Note: Ladders are not banned, but will NOT be used other than for access to a safe working platform, or where there is no suitable alternative to carry out “short-duration” tasks only.	See Risk Assessment & Method Statements for all work activities.
7	**Manual handling**	Manual handling risks in general works RISK – **MEDIUM**	Full consideration has been given to the risks associated with manual handling activities. All materials should be positioned as close as possible to the working area(s) using mechanical handling devices where possible. However, risk assessment of the use of such equipment may be necessary. Large and/or heavy items such as load bearing steels, road sheets, gully and manhole covers and road kerbs, constitute significant manual handling risks and should be avoided where mechanical aids can be used. Principal Contractor will ensure that separate, ongoing risk assessment programmes cater for these situations. The following factors will be taken into consideration when carrying out a manual handling assessment. • Task • Individual capability • Load • Environment • Equipment • Need for instruction and training • Requirement for personnel selection	HSE Guidance ‘Backs for the future HS(G)149 INDG143 - Getting to grips with manual handling: A short guide HSE – Better Backs Campaign

8	**Hazardous construction materials**	Bitumen Asphalts Asbestos Wet Cement products **RISK: MEDIUM**	Concrete and Wet Cement mortar: Contact with bitumens, asphalts, concretes and wet cement can cause both dermatitis and burns. Control measures necessary to minimise the hazards. Suitable and sufficient welfare facilities, including washing facilities, with hot and cold running water, and facilities for changing and drying clothing, will be made available. For other materials used in construction: Principal Contractor will ensure copies are held of safety data sheets for all hazardous materials/substances, which contractors bring onto the site. Furthermore, ensuring that the Company assessments for all substances are held on site. Any material not contained within the COSHH documentation must be identified and details submitted by the contractor concerned. Only a minimum quantity of any hazardous or highly flammable material must be held on site. Contractors are to avoid overnight storage of such material on site wherever possible. **Asbestos.** The Principal Contractor will give clear instructions that if any asbestos containing materials are encountered or suspected by operatives or sub-contractors, these are not to be disturbed, and work must cease immediately until he is able to certify that the materials have been removed or made safe, or have been assessed as not containing, or being highly unlikely to contain asbestos.	The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) The Personal Protective Equipment at Work Regulations (PPE) 1992 The Manual Handling Operations Regulations 1992 The Control of Asbestos at Work Regulations 2012

9	**Tools & Equipment**	Hand Held Vibrating Tools & Equipment **RISK: MEDIUM**	Hand Held Vibrating Tools and Equipment The most appropriate equipment must be selected for the job. Employees should not be expected to operate any tools and equipment for which they are not trained and competent in its use. All work involving hand held vibrating tools and equipment will be planned to ensure that the tools and equipment used are suitable, in good working order and maintained in accordance with the manufacturers' specifications and guidelines. All employees required to operate hand held vibrating tools will be given awareness training on the precautions needed for the safe operation of the equipment by their employer. They will also be made aware, and instructed in, the hazards associated with long term use and exposure to vibrating tools and equipment, in particular vibration white finger (VWF) and hand-arm vibration (HAV). No operator exposure to Hand Arm Vibration is to exceed the Daily Exposure Action Value of 2.5m/s^2 without Risk Reduction measures being applied. Daily Exposure Limit Value is not to exceed 5m/s^2. Work will be planned to minimise the time individuals use the equipment including sufficient rest periods and rotation of tasks and Personal Protective Equipment (PPE) will be issued to all operators as a last resort, and not instead of, suitable tools and equipment. All employees will have received training in the correct selection and use of any PPE issued. Consideration should be given to the effects of Whole Body Vibration (WBV) from construction plant machinery operations.	Construction (Design and Management) Regulations 2015 Personal Protective Equipment Regulations 1992 Management of Health and Safety at Work Regulations 1999 Control of Vibration at Work Regulations 2005.

			Health checks (health surveillance) will be arranged for those employees regularly exposed to vibrating tools and equipment or, displaying symptoms of VWF (HAVS).	
BUILDING ELEMENTS AND BUILDING SERVICES				
10	**Electrical Work**	Electricity **RISK: MEDIUM**	Electrical tools and equipment Principal Contractors should ensure that contractors only use battery or centre tapped 110V electrical tools and equipment (in preference to 240V equipment) Where 240V tools and equipment are authorised for use, they are only to be used from RCD protected outlets, distribution boards installed as part of these works and as authorised by the Principal Contractor. Contractors are to test RCD protection daily and keep records of such tests. Generators providing electrical power are to be fit for purpose and be subject to a written scheme of maintenance.	Site electrical supplies are to conform to: BS 7375 BS 4363 BS EN 60439 Safe systems of work should conform to: HSE HS(G) 85 See Risk Assessment & Method Statements for all work activities
11	**Waste Disposal**	Slips, Trips and Falls **RISK: LOW**	Waste is to be cleared as the work progresses and not allowed to become a hazard and/or obstruction A dedicated waste containment area will be allocated and/or suitable and sufficient skips are to be made available. The Site Manager is to monitor the waste and ensure that the skip(s) is emptied/exchanged regularly, using an appointed waste contractor, properly licensed as is required. Skips to be kept secure to avoid overfilling and potential for Arson. Upon final site clearance, all waste materials will be cleared and disposed of with due environmental consideration.	Environmental Protection Act 1990

Cassel & Fletcher

Risk Table

Note: All contractors are required to meet all statutory provisions for health and safety. The safety measures described below are specific to work on this project and are required in addition to safe methods of work, training requirements and PPE requirements etc., which contractors should set on the basis of routine risk assessments. Where appropriate detailed, site specific, method statements should be prepared under the Principal Contractor's arrangements using the information contained in this table as applicable, but not taken as exhaustive.

Ser No	Activity	Hazard/Risk	Required Method of Work	Work Standards
GENERAL WORKS				
1				
2				
3				
4				
5				
6				
7				
8				

Ser No	Activity	Hazard/Risk	Required Method of Work	Work Standards
9				