



CPP

2A THE GROVE, LONDON NW11

Construction Phase Plan - April 2015 (Rev A)

Principal Contractor - PRACTICAL BUILDING SOLUTIONS (PBS)

PROJECT INFORMATION:

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Designer – Architect	SpaceAgents Architects Ltd Matthias Hamm 52 Eastern Road London EC2A 3EP 020 7099 6136 lon@spaceagent.com
Designer - Structural Engineer	Shaya Associates Mervyn Shaya 62 Princes Park Avenue London NW11 0JT 020 8455 2693 mms@shayaassociates.co.uk
Health & Safety Advisor	Turner Business Consultants Ltd Chris Turner Unit 2 West Point, 11 Durham Road Laindon SS15 6PH 01268 649006 cturner@tbconsult.co.uk
Site Manager	Practical Building Solutions (PBS) Ben Solomon 30 Brookside Road London NW11 9NE 07971115044 mr.bsolomon@gmail.com

Distribution:

Client | CDM Coordinator | Designers | Principal Contractor | Sub-contractors

INDEX

1. DESCRIPTION OF THE PROJECT 5

1.1. Health and Safety Goals for the Project 5

1.2. Scope of Work 5

1.3. Management Contacts 6

1.4. Construction Phase Plan 7

1.5. Existing Structure, Environment and Arrangements 7

1.5.1. Location 7

1.5.2. Existing Traffic Systems and Arrangements 7

1.5.3. Access and Egress 8

1.6. Site Access Management 8

2. COMMUNICATION & MANAGEMENT OF THE WORK 10

2.1. Organisation and Responsibilities 10

2.2. Project Health, Safety and Environmental Management Organisation 10

2.3. Site Manager Responsibilities 11

2.4. Project Manager Responsibilities 12

2.5. Site Supervision 12

2.6. Regular Liaison and Consultation between Parties on Site and Workforce 12

2.7. Exchange of Information between Duty Holders (including Contractors) 12

2.8. Selection and Control of Contractors 13

2.9. Communication between Duty Holders and Sub-Contractors 13

2.10. Site Security 14

2.11. Site Induction 14

2.12. Welfare and First Aid Facilities 15

2.12.1. Site Electrical Supplies 15

2.12.2. Mess Room and Rest Facilities 15

2.12.3. Changing Accommodation 15

2.12.4. Sanitary Conveniences 15

2.12.5. Drinking Water 15

2.12.6. Electricity 16

2.12.7. Water 16

2.12.8. First Aid 16

2.13. Reporting of Accidents and Incidents 17

2.14. Production and Approval of Risk Assessments and Method Statements 19

2.15. Site Rules 20

2.16.	Fire Safety	21
2.17.	Evacuation and Emergency Plan (in conjunction with existing emergency procedures).....	21
2.18.	Consents/Permits	21
2.19.	Mobile Phones.....	21
2.20.	Audit and Inspection	21
2.21.	Review	21
3.	ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS	23
3.1.	Delivery and Removal of Materials and Waste	23
3.2.	Existing Services.....	23
3.3.	Stability of Existing and Temporary Structures	23
3.4.	Working at Height.....	23
3.5.	Prevention of Falls	24
3.6.	Work with or Near Fragile Materials	24
3.7.	Control of Lifting and Lowering Operations	24
3.8.	Maintenance of Construction Plant and Equipment.....	24
3.9.	Hazardous Substances	24
3.10.	Hot Works (with Cutting, Grinding or Welding Equipment etc.).....	25
3.11.	Drugs and Alcohol.....	25
3.12.	Storage of Material and Equipment	25
3.13.	Traffic Routes and the Segregation of Vehicles and Pedestrians.....	25
3.14.	Excavation.....	25
3.15.	Manual Handling	26
3.16.	Hand Arm Vibration.....	26
3.17.	Noise.....	26
3.18.	Protecting Members of the Public.....	26
3.19.	Asbestos.....	27
3.20.	Site Specific Hazards	27
3.21.	Control of Hours Worked	27
3.22.	Portable Appliances.....	27
3.23.	Personal Protective Equipment	28
3.24.	Electricity	28
3.25.	Smoking (Including electronic cigarettes)	28
3.26.	Demolition Activities	28
4.	HEALTH and SAFETY FILE	29

1. DESCRIPTION OF THE PROJECT

1.1. Health and Safety Goals for the Project

It is the policy of Practical Building Solutions (PBS) to do all that is reasonably practicable to ensure a safe environment for all who work for us, or who may be affected by our work and in so doing comply with all relevant legislation and Approved Codes of Practice.

It is the aim of Practical Building Solutions (PBS) is to ensure that the highest standards of safety will be reflected in the procurement of articles, substances and services and the construction and management of the project.

Implementation of this plan will be achieved by compliance with legal requirements, provision of sound advice, proactive management and supervision and adequate consultation.

Practical Building Solutions (PBS) will also ensure that;

- A suitable inspection and audit plan is devised, implemented and monitored
- Toolbox talks and/or safety briefings are undertaken at a suitable frequency
- Relevant safety information will be communicated at suitable intervals
- All hazards, near misses, accidents and incidents are reported and investigated accordingly

1.2. Scope of Work

The works within the scope of this project is the demolition of an existing building and the construction of a block of 7 flats. Current programme:

- March 2015 - Commencement (Hoarding / Demolition)
- April 2015 - Excavation of basement
- May 2015 - Construction of superstructure
- April 2016 - Completion

Further information in relation to the detail of the construction, can be found within the drawings as noted within the Practical Building Solutions (PBS) drawing register and www.spaceagent.com/TGO.

1.3. Management Contacts

Principal Contractor	Practical Building Solutions (PBS) Ben Solomon 30 Brookside Road London NW11 9NE 07971115044 mr.bsolomon@gmail.com
Client	Practical Building Solutions (PBS) Eli Selinger 30 Brookside Road London NW11 9NE 07976 298019 eli@practicalbuildingsolutions.co.uk
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Site Manager	Practical Building Solutions (PBS) Ben Solomon 30 Brookside Road London NW11 9NE 07971115044 mr.bsolomon@gmail.com

1.4. Construction Phase Plan

The purpose of this Construction Phase Plan is to ensure the health and safety of those involved in the project and to minimise any environmental impact. This is done by building upon the information contained in the Pre-Construction Information and by setting out the arrangements for managing the project, as required by the Construction (Design and Management) Regulations (CDM).

The plan shall be subject to assessment and development throughout the course of the project as and when required. Relevant documents associated with the plan shall be held on site in a filing system maintained by the Practical Building Solutions (PBS) Site Manager. These documents, amongst others, shall be made available for possible inclusion in the Health and Safety File.

1.5. Existing Structure, Environment and Arrangements

1.5.1. Location

2a The Grove, London NW11 9SH

1.5.2. Existing Traffic Systems and Arrangements

The site is accessed via The Grove (see figure 1),



Figure 1 - Site access from The Grove

There is limited parking on site. This will need to be managed by the site manager, so that safe access and egress is maintained.

1.5.3. Access and Egress

Access to the work site from the public road The Grove is via the side walk - see figure 2



Figure 2 – view from The Grove

Practical Building Solutions (PBS) will ensure that any appropriate signage is erected at the site establishment, giving notice of the nature of the site, the title of the works and name and contact details of relevant personnel.

There is a property adjacent to the site, this needs to be maintained at all times. Consideration must be given to residents and visitors during loading and unloading of deliveries.

All persons accessing the site or to work on the project must be in possession of relevant Personal Protective Equipment (PPE, See 3.23). During work hours i.e. 8.00am and 6.00pm, all persons accessing the site must report to the Practical Building Solutions (PBS) Site Manager. This will allow the Practical Building Solutions (PBS) Site Manager to ensure that a site induction is undertaken and to communicate any relevant information relating to site activities.

1.6. Site Access Management

Access to site for delivery or materials removal purposes, will be by prior arrangement with the Practical Building Solutions (PBS) Site Manager or his designated deputy. The following protocol will be adopted in the management of vehicles requiring access and subsequently from the relevant site;

- Need to be bring vehicle to site recognised
- Activity to be noted within method statement and/or risk assessed (as required)
- Practical Building Solutions (PBS) Site Manager (or his designated deputy) to be contacted to agree/arrange delivery

- Practical Building Solutions (PBS) schedule delivery
- On arrival the vehicle operative will contact the Practical Building Solutions (PBS) Site Manager (or his designated deputy)
- Practical Building Solutions (PBS) Site Manager (or his designated deputy) will then arrange for the vehicle operative to be met upon arrival. This will ensure that the activity is safely managed at all times.
- Banksman will be positioned to ensure that no persons enter the vehicle movement area once in position, the vehicle unloading or loading operation will be supervised to ensure that a safe system of work has been implemented.
- On completion, the area will be checked with the banksman waiting in place until the vehicle has left.

2. COMMUNICATION & MANAGEMENT OF THE WORK

2.1. Organisation and Responsibilities

Practical Building Solutions (PBS) shall operate a Project Management Organisational structure for the works, as set out in Figure 3 and in following sections 2.3 to 2.6. All key information and changes will be notified via email to all relevant parties. Key shared construction documentation will be hosted on a dedicated website (www.spaceagent.com/TGO) for permanent access by all parties involved.

2.2. Project Health, Safety and Environmental Management Organisation

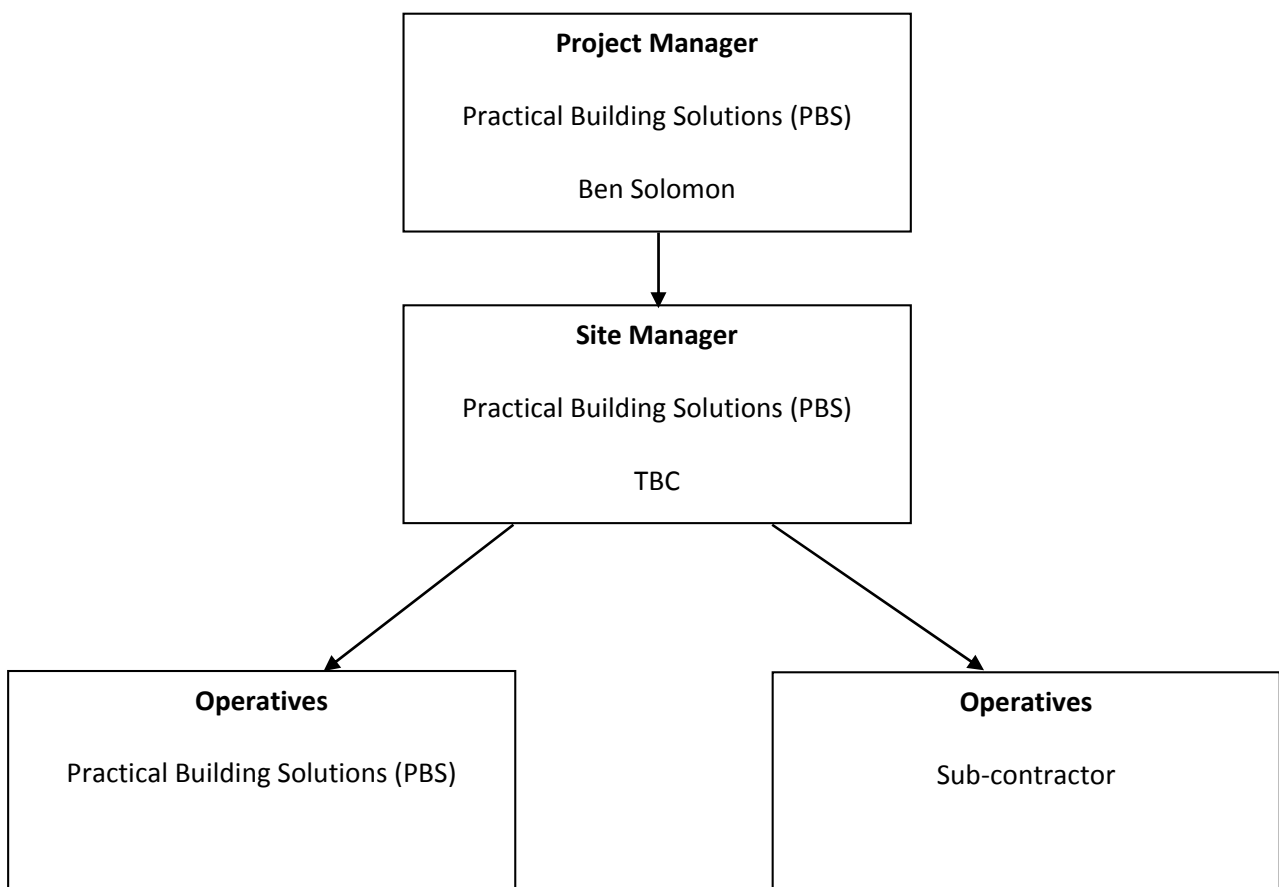


Figure 3 – Site Management Organisation

2.3. Site Manager Responsibilities

- Maintain, monitor and implement the Construction Phase Plan, including its development to include emerging issues, in liaison with the Practical Building Solutions (PBS) Project Manager.
- Implement, review and update the site evacuation and emergency plan as the need arises. Test the plan periodically and record the test results. Check and test the fire precautions and record the test results.
- Advise the Practical Building Solutions (PBS) Health and Safety Advisor of any accident/incident or near miss.
- Elevate any safety issues to the Project Manager and Health and Safety Advisor
- Provide information to enable the project drawings to be updated (as required)
- Ensure the F10 is prominently displayed at site establishment.
- Co-ordinate the Practical Building Solutions (PBS) sub contractor's activities on site.
- Comply with the Practical Building Solutions (PBS) Health, Safety and Environmental Policy.
- Liaise with all stakeholders as appropriate.
- Establish and maintain a register of risk assessments and method statements.
- Ensure that suitable and sufficient risk assessments and method statements (including Practical Building Solutions (PBS) sub-contractors) have been developed to ensure safe systems of work are both appropriate and effective and hence allow activities to be undertaken safely. Ensure compliance with method statements and foresee the need for revision or amendment as the need arises.
- Receive and record reports and inspections on lifting equipment and accessories, plant and equipment, scaffolding and contractors training qualifications and competency details.
- Carry out daily health and safety tours and a formal weekly safety walk.
- Ensure that suitable traffic management systems have been devised and implemented and carry out site inspections to verify their suitability and effectiveness, ensuring full compliance by all parties
- Carry out site inductions.
- Ensure only authorised persons are permitted on site.
- Review safety inspection records and take necessary actions.
- Carrying out and recording toolbox talks.

2.4. Project Manager Responsibilities

- Ensure that up to date information is made available to the Practical Building Solutions (PBS) Site Manager.
- Ensure that high levels of communication are maintained with the Practical Building Solutions (PBS) Site Manager.
- Ensure changes to control procedures are carried out and that changes are communicated to all interested parties. This should include details of any changes to the safe systems of work previously developed and/or agreed. Where changes to safe systems of work are required this must be done in consultation with the relevant parties.
- Where late instructions for additional works and/or design changes occur the above point must be acted upon.
- Ensure that appointed sub-contractors have been selected with due regard to health, safety and environmental considerations and that they are issued with this health and safety plan as well as other safety related documentation.
- Provide information to the CDM Co-ordinator for inclusion into the health and safety file.

2.5. Site Supervision

The Practical Building Solutions (PBS) sub-contractors involved in the project shall provide site operatives with adequate levels of qualified supervision. Levels of supervision shall be appropriate to the hazards identified and the number of active work fronts in operation at any given time. Where appropriate, attention shall be given to the English language and reading ability of non-UK nationals, regarding their ability to understand safety instructions, (particularly in the event of an emergency), safety rules and safety signs etc. The Practical Building Solutions (PBS) Site Manager shall be empowered to limit the number of active work fronts to ensure that an adequate level of supervision is provided.

2.6. Regular Liaison and Consultation between Parties on Site and Workforce

The Practical Building Solutions (PBS) Site Manager shall convene site meetings at desirable intervals with all Practical Building Solutions (PBS) sub-contractors to communicate, discuss and consult any change in conditions, working practices, health, safety and environmental arrangements, procedures and overall safety performance. Representatives from the Client and the CDM Co-ordinator shall be notified of these meetings and should attend as project requirements dictate. Each Practical Building Solutions (PBS) sub-contractor shall nominate a person to attend these meetings with the appropriate authority to act on those sub-contractor's behalf. These shall be augmented by additional meetings at intervals dictated by the requirements of the contract or at key stages of the works. These meetings will also include any discussion relating to any proposed design changes, with particular consideration being given to any health and safety impacts of the intended changes in design. Minutes of all such meetings shall be produced and held on file for record purposes, with copies supplied to each attendee and other parties as the content of minutes require.

2.7. Exchange of Information between Duty Holders (including Contractors)

This Construction Phase Plan shall to be issued to all stakeholders and Practical Building Solutions (PBS) sub-contractors involved in the works. All personnel working at the site, or entering for other purposes, shall

attend a Site Induction given by the Practical Building Solutions (PBS) Site Manager or his appointed nominee. Records of site inductions shall be held on site.

The following information shall be displayed on a suitable site notice board:

- Site fire and emergency alarm and evacuation arrangements
- Muster point
- How to report accident/incidents and near misses on site
- Site first aid arrangements
- Identity of first aiders
- Location of the nearest hospital
- Directions to the nearest hospital
- HSE H&S Law (what you should know) poster
- Practical Building Solutions (PBS) General Statement of Intent
- Public and Employers Liability Insurance Certificates
- Site Management with telephone contact numbers
- F10 Notification

2.8. Selection and Control of Contractors

All contractors used in undertaking the works shall be evaluated in accordance with Practical Building Solutions (PBS) Health, Safety and Environmental Policy, to ensure they and their employees have the appropriate levels of competence, training and experience for the works. Copies of employees training records shall be available on site. While the Practical Building Solutions (PBS) Site Manager holds overall control of the site, sub-contractors shall control their staff through their site supervisory regime for the duration of the works.

2.9. Communication between Duty Holders and Sub-Contractors

Progress and/or site meetings shall be held and attended by Principal Contractor, Sub-Contractors, Client and the Designers. The agenda will contain health and safety, progress, programme, design issues and any other issues relating to the project. Minutes are issued to all attendees and other relevant parties. These meetings will also include any discussion relating to any proposed design changes, with particular consideration being given to any health and safety impacts of the intended changes in design.

Practical Building Solutions (PBS) sub-contractors shall use any site meetings convened by the Practical Building Solutions (PBS) Site Manager as the focal point for formal communication between all parties working on the site, however daily communication may be required from time to time. Sub-contractors are required to carry out toolbox talks with their staff regarding relevant safety related topics that arise and details of these should be passed to the Practical Building Solutions (PBS) Site Manager for record and inspection purposes.

Each stakeholder on the distribution list of this document shall provide written confirmation of receipt of this plan to Practical Building Solutions (PBS) and that they agree to adopt and work to principles and guidance detailed within this document.

2.10. Site Security

Practical Building Solutions (PBS) will ensure that reasonable steps are taken to prevent unauthorized access to the site both during work and out of hours. Practical Building Solutions (PBS) will ensure that suitable signage is erected to provide warnings of the construction site and the hazardous activities being undertaken within it.

Practical Building Solutions (PBS) will ensure that where it is reasonably practicable to do so, that hoardings are erected around the site delineation, for segregation and protection purposes. These should be illuminated during the hours of darkness. Any such hoardings must not be removed or altered without obtaining authorization from the Site Manager. They must also be inspected and maintained on a regular basis.

2.11. Site Induction

Persons entering within the confines of the project/site shall undergo induction training given by the Practical Building Solutions (PBS) Site Manager or his nominated representative. Visitors, delivery or non-working persons may also be required to undertake induction training, or alternatively, a person approved by the Practical Building Solutions (PBS) Site Manager can "personally" escort these people around the site. During the induction process, the following topics shall be covered. The induction process shall develop continuously, with other topics or additional information being included as necessary:

- The projects commitment to health and safety
- An outline of the project
- Key personnel
- Site environment
- Site boundaries
- Site access and egress
- Demarcation and safe working areas
- Site hazards and risks
- Fire and emergency procedures
- No smoking policy
- Alcohol and drugs policy
- Accident and incident reporting
- First aid facilities
- Risk assessments and method statements
- Control of Substances Hazardous to Health (COSHH)
- Personal protective equipment
- Site safety rules
- Safety inspection arrangements
- Disciplinary procedures
- Traffic management
- Environmental issues

All inductees shall sign to acknowledge undertaking the induction process.

2.12. Welfare and First Aid Facilities

The Practical Building Solutions (PBS) Project Manager shall ensure that suitable and sufficient welfare facilities are provided for all staff, contractors and visitors, such facilities must be maintained in a clean and tidy condition. Temporary facilities in the form of cabins are to be provided, which will be sited adjacent to the work site

2.12.1. Site Electrical Supplies

All temporary electrical installations/supplies (where necessary) shall be tested and inspected by a competent person every 3 months in accordance with BS7671 IEE Wiring Regulations. Copies of the up to date test certificates are to be kept on site. On completion of electrical reinstatement and installation a competent person shall conduct a NICEIC rated inspection and test and issue certification confirming this on completion.

2.12.2. Mess Room and Rest Facilities

Suitable and sufficient arrangements for the warming and eating of meals, including the means of boiling water and the means to wash drinking and eating utensils shall be made available on site. Supplies of drinking water shall be clearly identified.

2.12.3. Changing Accommodation

Suitable and sufficient accommodation for clothing and for clothing that is worn during working hours shall be provided on site. These shall include facilities to dry clothing and provide changing facilities, where for reasons of health or propriety, persons cannot be expected to change elsewhere.

2.12.4. Sanitary Conveniences

Practical Building Solutions (PBS) shall provide sanitary conveniences and washing facilities for all site operatives and visitors attending the site. The conveniences and rooms containing them shall be regularly cleaned to a suitable standard. The responsibility for cleaning shall be clearly defined by the Practical Building Solutions (PBS) Site Manager, particularly where more than one sub-contractor shares facilities. The Practical Building Solutions (PBS) Site Manager shall establish a cleaning procedure, with responsibility for carrying out cleaning duties being clearly allocated. As also agreed and previously noted, the Clients existing toilet facilities are available for use by site personnel.

2.12.5. Drinking Water

Practical Building Solutions (PBS) shall ensure that an adequate supply of wholesome drinking water is available, marked with a distinctive sign indicating the water is for drinking purposes.

Note - All facilities noted above in 2.12.2 to 2.12.5 must be in compliance with schedule 2 of the Construction (Design and Management) Regulations.

2.12.6. Electricity

No 240V tools are to be used on site, 110V AC temporary supplies for the construction shall be made available from the existing supply, which is housed in fuse board within a room off the existing lounge. All works associated with these supplies shall be carried out in accordance with current legislation.

2.12.7. Water

A mains water shall be made available for use throughout the project duration.

2.12.8. First Aid

Practical Building Solutions (PBS) shall ensure that there is an adequate number of trained or appointed first aiders, holding current First Aid Certificates, available on site at all times when operatives are at work. First aid box(s) shall be provided. All operatives/ sub-contractors shall be made aware of the arrangements made in connection with the provision of first aid, including the location of the equipment. Practical Building Solutions (PBS) Site Manager shall post a notice local to the first aid equipment with the names of trained first aiders.

2.13. Reporting of Accidents and Incidents

All accidents and incidents on site will be reported as outlined in the flow chart (Figure 5). Incident Reports shall be held on site to record all accidents. All accidents, abnormal events or dangerous occurrences that affect shall be reported immediately. In the event of death or injury to any person or damage to the environment likely to be investigated by the Authorities, the Practical Building Solutions (PBS) Project Manager shall be advised without delay. Where emergency services are required, they can be summoned by calling 999.

The nearest hospital with an accident and emergency department, which is approximately 4.3km away is;

Royal Free London - Pond Street, London, London NW3 2QG

020 7794 0500

<https://www.royalfree.nhs.uk/contact-us/getting-to-our-hospitals/how-to-get-to-royal-free-hospital/>

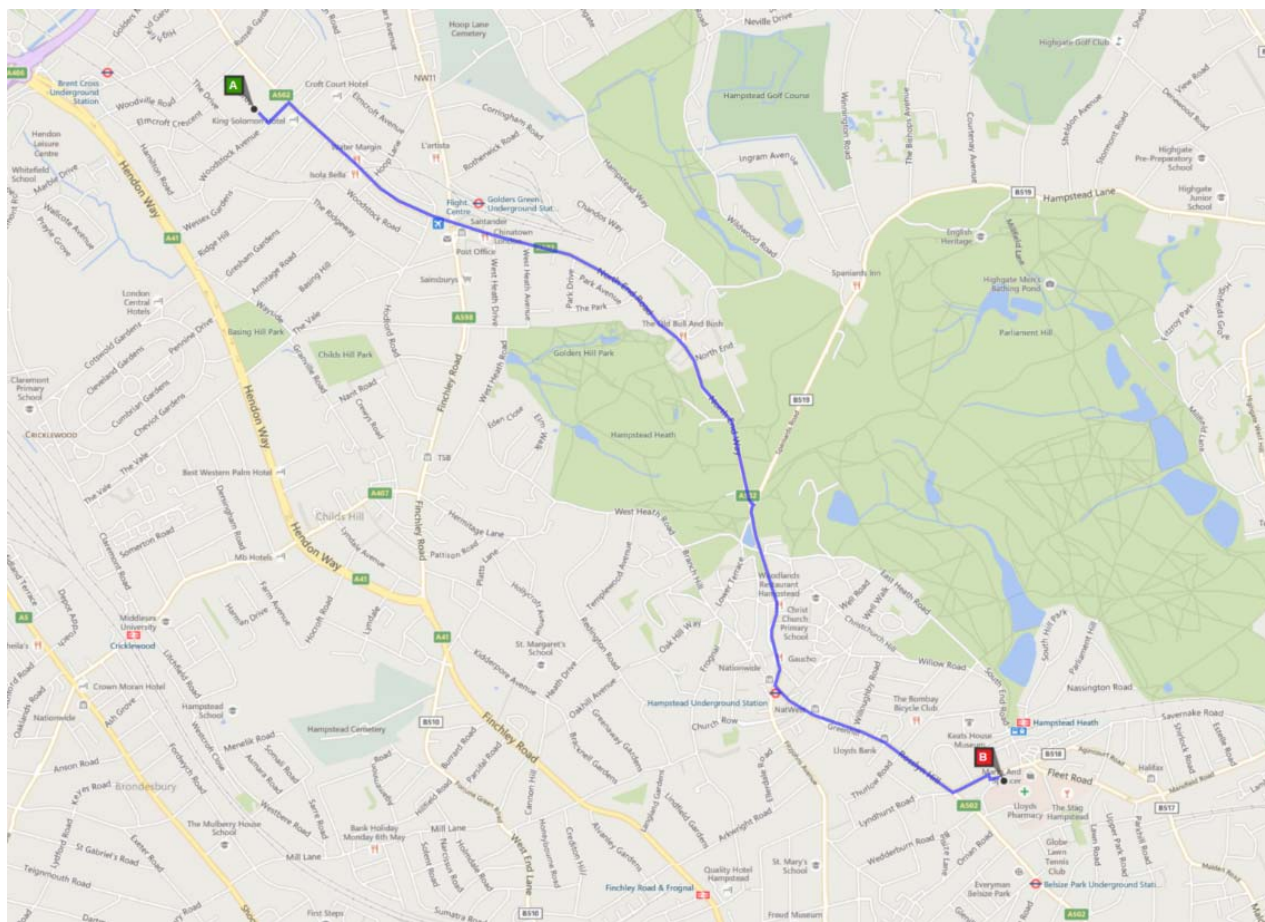


Figure 4 – Hospital access

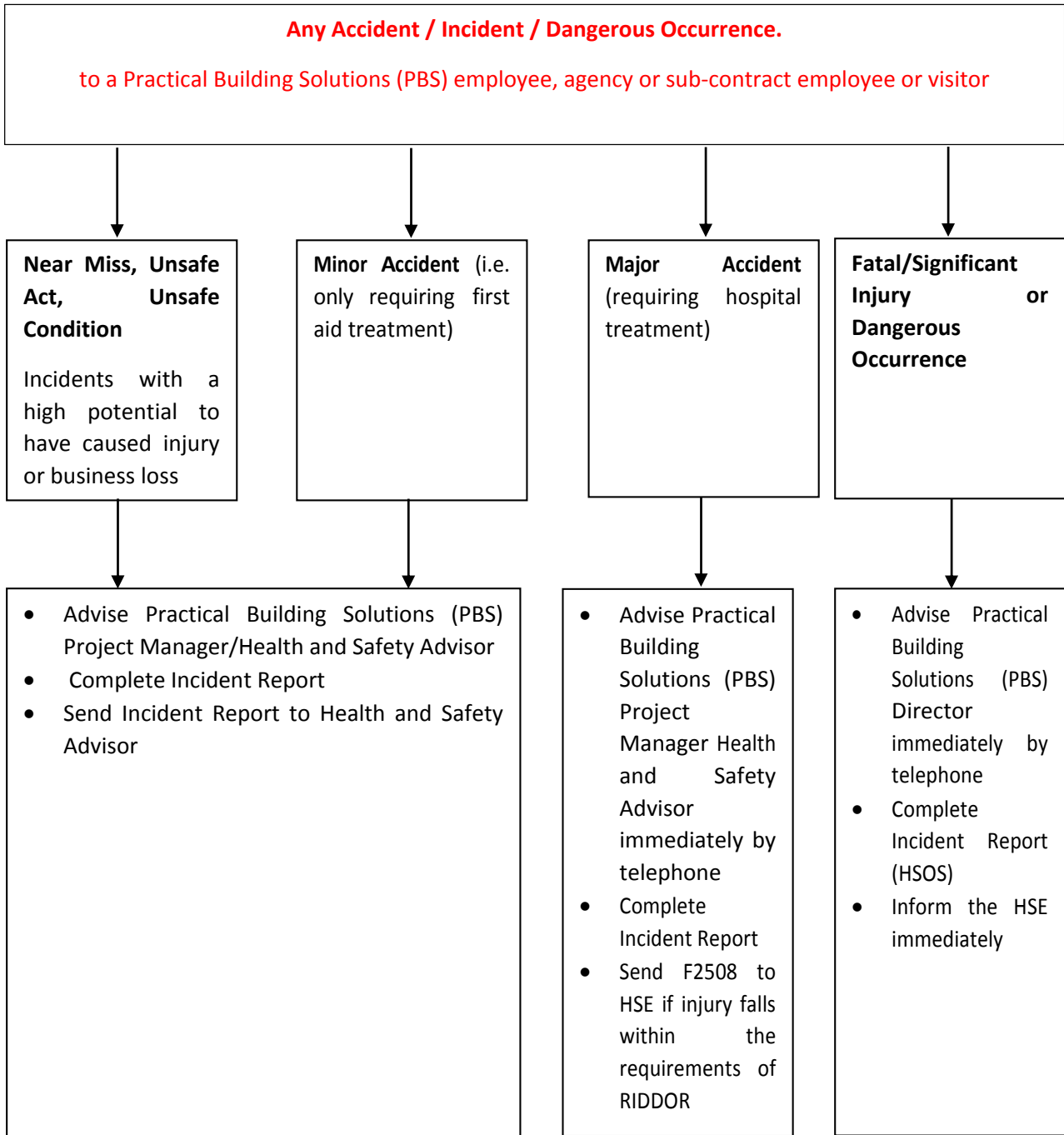


Figure 5 – Accident Reporting

2.14. Production and Approval of Risk Assessments and Method Statements

All site activities where there is a foreseeable risk of injury shall undergo risk assessment to identify hazards and thereafter reduce associated risks as far as reasonably practicable. Significant findings shall be recorded and held on file for record and inspection purposes. Method statements shall be developed to ensure safe systems of work are implemented. No work shall proceed until method statements and associated risk assessments have been submitted. These documents must be submitted a minimum of 7 days before the activity is planned to commence. Should there be circumstances that require urgent approval, the sub-contractor should contact the Practical Building Solutions (PBS) Project Manager. All safe systems of work shall be communicated to the relevant site operatives, who shall have the opportunity to comment and or seek points of clarification. Briefing registers shall be maintained which shall include a declaration that site operatives have understood and shall comply with these safe systems of work. Site supervisors shall monitor and verify that the control measures included in the safe systems of work are fully implemented and remain effective. Copies of risk assessments, method statements and briefing registers shall be held on site/file by the Practical Building Solutions (PBS) Site Manager for record and inspection purposes.

2.15. Site Rules

- All personnel must sign in and out and be suitable inducted or personally escorted whilst on site by an authorised person.
- All personnel shall read and sign as having understood the site rules via the induction process.
- All personnel must comply with the requirements of the construction phase plan, method statements and any relevant Practical Building Solutions (PBS) procedures that have been communicated and implemented.
- All personnel shall read or be briefed and sign as having understood risk assessments and method statements that have been prepared for specific tasks/activities.
- When reporting for work all personnel shall ensure they are not under the influence of alcohol or illegal drugs or substances.
- The consumption of alcohol or the use of any illegal drug or substance while on duty is strictly forbidden. Smoking is not permitted on site and is only allowed in areas designated by the Practical Building Solutions (PBS) Site Manager.
- All personnel shall carry out their site activities in a safe manner and do not take risks that could endanger themselves and/or others.
- Personnel must not use unauthorised or damaged work equipment or use work equipment for tasks it was not intended for.
- All personnel must not use work equipment they are not trained or experienced on.
- All personnel must not tamper with and/or remove any safety device or guard fitted to work equipment or plant.
- All personnel must not interfere with any equipment, which they are not authorised to use.
- The wearing of high visibility vest, hard hats, safety gloves and safety boots which provide ankle support (Rigger Boots are not acceptable) shall be mandatory while undertaking work on site, Eye protection is to be worn when drilling or generating dust. Additional PPE shall be worn as deemed appropriate by risk assessment.
- Any health, safety and environmental concerns or improvements should be brought to the attention of site management in a timely manner.
- Suspend, and report to the Practical Building Solutions (PBS) Site Manager, any operation that has the potential to cause serious harm to personnel.
- All personnel must comply with HS&E legislation and Codes of Practice.
- Practical jokes or horseplay are strictly forbidden. All personnel must act in a responsible manner at all times.
- Any accidents, incidents, injuries, near misses must be reported to the Practical Building Solutions (PBS) Site Manager.
- Ensure all HGV manoeuvring is only undertaken under the supervision of a competent person and that site driving rules and speed limits are adhered to. Observe all road markings and do not obstruct pedestrian crossings.
- All plant and machinery must be parked in designated areas with keys removed when not in use.
- All work at height must be avoided where it is possible to do so.
- Stepladders must only be used where no other safer means of access could be used.
- When stepladders have been deemed as the only safe means of access and/or work equipment, their use must be authorised by the Practical Building Solutions (PBS) Site Manager (or a designated deputy).
- All work at height equipment must be suitable for the task, be fit for use and have a record of condition inspection.
- No person under the age of 18 years may be engaged for work activities on site without the prior approval of the Practical Building Solutions (PBS) Site Manager.
- Welfare facilities must be maintained in a clean and hygienic condition.
- No personal music players or radios are permitted on site.
- Walkways must be kept clear and emergency routes/exits must not be obstructed

2.16. Fire Safety

Prior to the start of the project, the Practical Building Solutions (PBS) Site Manager shall ensure a fire risk assessment is undertaken to determine the quantity, type and location of any additional fire protection equipment that may be necessary to ensure fire safety.

To manage the event of a fire, the **evacuation and emergency plan** developed specifically for this project shall be followed. A copy of this emergency plan shall be communicated to all as part of the induction process. Specific fire precautions shall be established for work identified as a fire risk, e.g. welding, other hot work, or the use of flammable substances.

2.17. Evacuation and Emergency Plan (in conjunction with existing emergency procedures)

In the event of a site evacuation through fire, security, other hazard, or environmental emergency, the site emergency plan, developed specifically for this project, shall be followed. This site evacuation and emergency plan shall also include specific fire arrangements for the site office(s) and working areas and include details such as:-

- Fire marshals and contact details
- Alarm method
- Action in the event of an emergency
- Muster point location
- Fire telephone number on site
- Fire extinguisher location(s) and type(s)

2.18. Consents/Permits

At this stage, no further **consents/permissions** are required, besides parking permit and landscaping scheme

2.19. Mobile Phones

Mobile phone use must be strictly managed and must not be used whilst operating any plant or machinery. Mobile phones shall not be used at the workplace unless use is required within a method statement. The use of mobile phones should otherwise be discouraged.

2.20. Audit and Inspection

Practical Building Solutions (PBS) will implement its own programme of audit and inspection, which will include, formal inspections undertaken by the Practical Building Solutions (PBS) Site Manager.

2.21. Review

This Plan shall be reviewed as required to reflect health and safety directives and recommendations arising from incident investigations and/or health and safety reviews; changes to health and safety legislation, Practical Building Solutions (PBS) procedures and/or Client requirements; changes to the scope or nature of work; or other significant developments having impact on the works.

The review will be carried out by the Practical Building Solutions (PBS) Health and Safety Advisors and other interested parties as required.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS

3.1. Delivery and Removal of Materials and Waste

Deliveries of materials and/or equipment must be by prior appointment with the Practical Building Solutions (PBS) Site Manager. All deliveries of plant and materials will be by appointment with the Practical Building Solutions (PBS) Site Manager. This will avoid a number of deliveries being made at the same time. Waste materials will be contained and deposited into a designated and segregated area. A licensed waste carrier will then dispose of these waste materials in a controlled manner. Any control measures noted on such licenses must be strictly adhered to with procedures in place to ensure compliance. All activities must take into consideration any interface with the public.

3.2. Existing Services

There are currently no services within the property – all main services have been disconnected, and temporary services provided.

3.3. Stability of Existing and Temporary Structures

There appear to be no stability issues with the main property structure.

3.4. Working at Height

It shall be emphasised to all contractors that "there is no safe height" and that anyone who is off the ground is at risk of falling, there is also a risk of falling into excavations etc. at ground level. Working at height shall be undertaken through the use of safe systems of work, developed specifically to prevent falls. Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimize any risk. All site operatives shall be expected to comply with the new Working at Height Regulations. In particular, the Practical Building Solutions (PBS) Site Manager shall ensure that;

- All work at height is properly planned and organised
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly controlled;
- Equipment for work at height is properly inspected and maintained; and
- An emergency rescue plan is generated and maintained.

Should the need arise to erect scaffolding, including working platforms, they shall be properly constructed to provide adequate working space. No scaffold may be erected, modified or dismantled, except under the supervision of an experienced and competent person. An experienced and competent person shall inspect all scaffolding before being put into use for the first time, after any substantial addition, dismantling or other alteration, after any event likely to have affected its strength or stability and at regular intervals not exceeding seven days since the last inspection. Inspection reports shall be kept and maintained on site for audit and inspection purposes. Where inspection reports determine that construction work cannot be carried out safely, all work from such scaffolding shall cease until any matters deemed unsatisfactory have been remedied.

Practical Building Solutions (PBS) will ensure that the following control measures are implemented to manage all working at height on site;

- Work at height is planned, to ensure that suitable means of access is afforded and maintained
- Maintain records of all fixed and mobile tower scaffold inspections
- Restrict the use of ladders and steps
- Where ladders and steps are used, use of ladder checklist

3.5. Prevention of Falls

Work undertaken off the ground shall have suitable access and landing places, properly constructed scaffolds and working platforms, with the use of safety nets, belts, harness, lanyards and arrester devices being used as appropriate. The use of ladders shall be limited in accordance with the Working at Height Regulations.

3.6. Work with or Near Fragile Materials

Where work is to be undertaken with or near fragile materials suitable and sufficient consideration must be given in a task specific risk assessment.

3.7. Control of Lifting and Lowering Operations

All lifting operations shall be controlled using the general principles and guidance on the safe use of cranes, as set out in BS 7121. The safe use of lifting equipment, appliances, gear and winches shall comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting plans must also be submitted in compliance with LOLER.

As required by current legislation all lifting equipment and installations must be subject to a thorough inspection and test undertaken by a competent person before they are put into service. This is normally carried out by the company undertaking the installation, who then provides the relevant reports and certification.

Lifting equipment that has been hired, i.e. of the shelf equipment such as "A" frames, hoists, etc. must be accompanied by current and valid inspection and test documentation and relevant erection and/or operating instructions. After the equipment has been erected, the Practical Building Solutions (PBS) Site Manager must ensure that it is inspected by a suitable person, with results of such an inspection being recorded. The Practical Building Solutions (PBS) Site Manager must also ensure that such equipment is inspected, at a frequency relevant to use and environment, again with the results of such inspections recorded.

3.8. Maintenance of Construction Plant and Equipment

Construction plant and equipment used on the project shall be inspected for condition and suitability and be subject to verification of maintenance certificates or records, statutory or otherwise, prior to being put to use. Similarly, operators of such plant and equipment shall produce evidence of the appropriate training and instruction records, prior to operating it.

3.9. Hazardous Substances

Hazardous substances shall be subject to strict controls regarding handling, storage, transport and use. Practical Building Solutions (PBS) will ensure that suppliers provide material hazard data sheets and any other relevant health and safety information for products deemed as hazardous. The Practical Building Solutions (PBS) Site Manager shall maintain an up-to-date COSHH register, to record a site inventory of hazardous substances held on site. Appropriate COSHH cabinets or storerooms shall be used to ensure safe storage of hazardous substances. Handling and use of hazardous substances shall be in compliance with sub-contractors COSHH assessments. A complete portfolio of safety data sheets shall be held by individual Practical Building Solutions (PBS) sub-contractors, in respect of each hazardous substance held on site.

3.10. Hot Works (with Cutting, Grinding or Welding Equipment etc.)

Practical Building Solutions (PBS) operatives and/or contractors, who need to carry out hot works, must request a hot work permit from the Practical Building Solutions (PBS) Site Manager before any hot work begins. A hot work permit shall only be issued once the contractor has demonstrated that adequate and effective fire prevention measures can be enforced during the hot work activity.

3.11. Drugs and Alcohol

No alcohol is to be brought onto site for any reason whatsoever. Any person on site who appears to be showing signs of alcohol or drug abuse will be removed from site immediately and will not be allowed to return to site.

3.12. Storage of Material and Equipment

The Practical Building Solutions (PBS) Site Manager shall allocate an adequate area for storage of material and equipment. These storage areas shall be kept safe, clean and tidy with all material, plant, equipment and tools etc. being securely stored. Gas bottles not in use must be stored in a lockable cage and be located in a safe area. Flammable materials shall be stored with due regard to fire risks. Highly flammable liquids and liquefied petroleum gases shall not be allowed onto site without permission from the Practical Building Solutions (PBS) Site Manager, who, where such permission is given, will specify the storage requirements and fire precautions to be enforced.

3.13. Traffic Routes and the Segregation of Vehicles and Pedestrians

The Practical Building Solutions (PBS) Site Manager or his designated deputy will manage traffic movements caused by deliveries of plant and materials by ensuring that all such deliveries are made by appointment with the Practical Building Solutions (PBS) Site Manager. This will avoid a number of deliveries being made at the same time.

Traffic movements in relation to the site shall be undertaken with attendant banksman to monitor vehicle movements and the public interface.

3.14. Excavation

Excavation includes any penetration of the ground. Prior to the commencement of excavation works, the positions of underground services shall be identified by suitable means and confirmed by the excavation of trial holes. Work in the vicinity of underground services shall be closely supervised by competent persons and carried out by suitably trained personnel, complying with the requirements of HSE Guidance HSG47.

Detailed risk assessments and method statements shall be required, taking cognisance of HSE Guidance Notes, CIS08, CIS47 and HSG151.

Excavation work shall consider the possibility of additional shoring/support to prevent any collapse of excavation walls. Risk assessments and method statements shall identify safe means of access and egress to and from excavations. Practical Building Solutions (PBS) shall be required to erect and maintain physical barriers around all excavations at all times. Excavation warning notices shall also be posted.

Practical Building Solutions (PBS) shall consider the hazards associated with working close to live cables, or to civil or mechanical structures. Practical Building Solutions (PBS) shall ensure that operatives are supervised at all times by competent personnel. No mechanical plant is to be used within 1 m of a known service.

Spoil associated with excavation works shall be managed effectively to prevent the manifestation of hazardous situations, such as obstructions to the movement of people, plant or equipment, the risk of slippage, or the generation of windblown dust etc. Any removal of spoil as Controlled or Hazardous Waste shall conform to Section 34 (The Duty of Care) of the Environmental Protection Act 1990 and or the new Hazardous Waste Regulations.

3.15. Manual Handling

All risk assessments must consider the elimination or reduction in risk to all manual handling operations.

3.16. Hand Arm Vibration

Practical Building Solutions (PBS) Site Manager shall ensure that all operatives and sub-contractors comply with the Control of Vibration at Work Regulations, aimed to reduce the potential ill-health effects from vibration.

3.17. Noise

Practical Building Solutions (PBS) Site Manager shall ensure that all sub-contractors comply with the Control of Noise at Work Regulations, aimed to reduce the potential ill-health effects from noise.

3.18. Protecting Members of the Public

The Practical Building Solutions (PBS) Site Manager shall take all measures to protect the general public and occupiers of adjoining properties by erecting temporary fences, hoardings, screens, footpaths, warning lights etc., before commencing any work. The HSE publication HS(G)151 "Protecting the Public" shall be used for guidance. Practical Building Solutions (PBS) shall ensure that no public walkway, access or means of exit from adjoining properties is obstructed during the course of the works. The Practical Building Solutions (PBS) Site Manager shall ensure that a means of escape by the public from the surrounding areas of the site in the event of an emergency is maintained, and that access for emergency services is not restricted. The Practical Building Solutions (PBS) Site Manager shall ensure that the site boundary is secure and the site entrance remains closed and monitored during the day whilst construction work is in progress, to prevent unauthorised access to the site by members of the public. Should it be necessary to retain the site access open during equipment deliveries, the Practical Building Solutions (PBS) Site Manager shall nominate a

person to maintain security at these points. The Practical Building Solutions (PBS) Site Manager shall inspect the site before departure each evening and confirm the integrity of the site and any perimeter hoarding.

3.19. Asbestos

An asbestos survey has been carried out and the report is available to the Practical Building Solutions (PBS) Site Manager.

Should a suspect ACM be discovered, all works within the area must cease immediately. The area is to be made safe and the client made aware of the discovery. Works must not commence until suitable clearance has been provided in writing to the Practical Building Solutions (PBS) Site Manager.

3.20. Site Specific Hazards

In establishing safe systems of work, Practical Building Solutions (PBS) and its sub-contractors will need to consider the significant residual hazards and safety related hazards on site which are listed below:

- Injury to personnel when loading and unloading vehicles
- Working at height, including use of mobile access towers or step ladders.
- Falling materials and equipment during construction activities
- Use of portable tools
- Manual handling
- Moving vehicles and plant
- Electricity
- Use and storage of hazardous substances
- Crushing and trapping
- Noise
- Dust
- Contact with existing services
- Poor weather conditions
- Maintaining safe access and egress
- Interface with public and existing developers
- Trespassers

Please note, the above list is not exhaustive.

3.21. Control of Hours Worked

The Practical Building Solutions (PBS) Site Manager must ensure that measures are in place for the recording and monitoring of the hours being worked on site by both Practical Building Solutions (PBS) and sub-contractor personnel.

3.22. Portable Appliances

Practical Building Solutions (PBS) will ensure that appliances being used on site have a current inspection/test label or certificate.

3.23. Personal Protective Equipment

All persons entering site must wear the following personal protective equipment, to the relevant EN Standards;

- Hard hats
- Hi visibility vest (double banded)
- Safety boots/shoes
- Safety glasses (where dust creating activities or drilling is being undertaken)
- Latex coated gloves

Any other personal protective equipment for task specific activities must be identified within the relevant risk assessment.

3.24. Electricity

All works on electrical systems will only be allowed once authorised by the Practical Building Solutions (PBS) Site Manager, who once satisfied that a safe system of work is in place will issue an electrical work permit.

3.25. Smoking (Including electronic cigarettes)

Smoking is restricted to specific areas outside of the property. Use bins provided and ensure that all cigarettes are fully extinguished before leaving the area.

3.26. Demolition Activities

Demolition activities are only to be carried out by those who have been deemed competent to do so and only once a suitable demolition plan or detailed method statement has been compiled, together with suitable and sufficient risk assessment.

4. HEALTH and SAFETY FILE

Practical Building Solutions (PBS) will ensure that all relevant information is made available to the CDM Co-ordinator for inclusion in the health and safety file.