# CONSTRUCTION PHASE PLAN

Project Name:
Project Number:

Location:

Insert Site Image Here

| Construction Phase Plan Sign Off | | | |
|---|---|---|---|
| **Title** | **Name** | **Signature** | **Date** |
| Contracts Manager | | | |
| Project Manager | | | |
| Site Manager | | | |
| Senior Site Engineer | | | |
| Apprentice | | | |
| Senior Quantity Surveyor | | | |
| Design & Build Coordinator | | | |
| SHE Advisor | | | |
| | | | |
| | | | |
| **Logistics Plan Sign Off – Revision** | | | |
| **Title** | **Name** | **Signature** | **Date** |
| Operations Director | | | |

| Revision Number | Description of Change | Updated by | Date of update |
|---|---|---|---|
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## Contact List

| Job Title | Name | Location | Contact Number |
|---|---|---|---|
| Emergency Services<br>Local Hospital<br>Local Fire Station<br>Local Police | | | |
| Emergency Spill Response | | | |
| Major Incident Response<br>Major Incident Controller | | | |
| Environment Agency | | | |
| Utility providers -<br>Gas<br>Water<br>Electricity<br>Landline telephone<br>Mobile telephone | | | |
| Fire Marshal<br>First Aider personnel<br>Security personnel | | | |
| Alarms-Premises<br>Security<br>Fire<br>Emergency Lighting | | | |
| CCTV in site | | | |
| Insurance<br>Group Communications | | | |
| Human Resources | | | |
| IT Helpdesk Support<br>24/7 Emergency | | | |
| Premises Key holders<br>Client Key contact<br>Landlord's agent | | | |
| Major Incident and<br>Business Continuity<br>Team | | | |

| | | | |
|---|---|---|---|
| Sales Office | | | |

**Contents**





## Part 1 – Introduction

## 1.1 Introduction

This Plan is a dynamic document demonstrating how Company Name will plan and construct the works, with due regard to safety, health and environmental matters.

Within this template text in red is guidance on completion or examples which require deleting or changing to black to leave only project specific content.

The identification of project specific SHE issues and the manner in which the construction phase will be managed must be set out within the Construction Phase Plan. This plan must set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. Group Safety, Health and Environmental Considerations must be used when determining project specific requirements; this document must be retained in the Construction Phase SHE Plan and be focused, clear and easy for contractors and others to understand, emphasising key points and avoiding irrelevant material.

This Plan must not be a repository for generic risk assessments, records of how decisions were reached or detailed method statements. Assistance in compiling the Plan can be sought through SHE Managers/Advisors.

The Plan must be reviewed regularly, normally at least monthly, at a frequency to be determined with reference to the risk profile of the project.

On completion of the project the Plan will be archived as appropriate with the contract documents.

# Part 2 – Description of Project

## 2.1 Project description

**Survey Works**

**Temporary Works**

**Any Excavations**

## 2.2 Programme Details

## 2.3 Existing Records & Plans –

### 2.3.1 Internal Records [insert those that are relevant to this project]

| Document Title | Document Originator | Location of Document |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

### 2.3.2 External Records

| Document Title | Document Originator | Location of Document |
|---|---|---|
| Clients Pre-Construction Information | | Site file & electronic |
| Planning conditions | | Site file & electronic |
| [Asbestos Refurbishment/ Demolition Survey] | | Site file & electronic |
| Environmental Impact Assessment | | Site file & electronic |
| BREEAM / CEEQUAL Assessment | | |
| Ground investigation data / report | | Site file & electronic |
| Ecology report | | Site file & electronic |
| | | |
| | | |
| | | |

# Part 3 – Project Directory

**3.1 Client**

**3.2 Principal Designer**

**3.3 Principal Contractor (company head office) as per F10**

**3.4 Health & Safety Manager/Advisor**

**3.5 Environmental Manager / Advisor**

**3.6 Designer - Architectural**

**3.7 Specialist Company – Structural engineer**

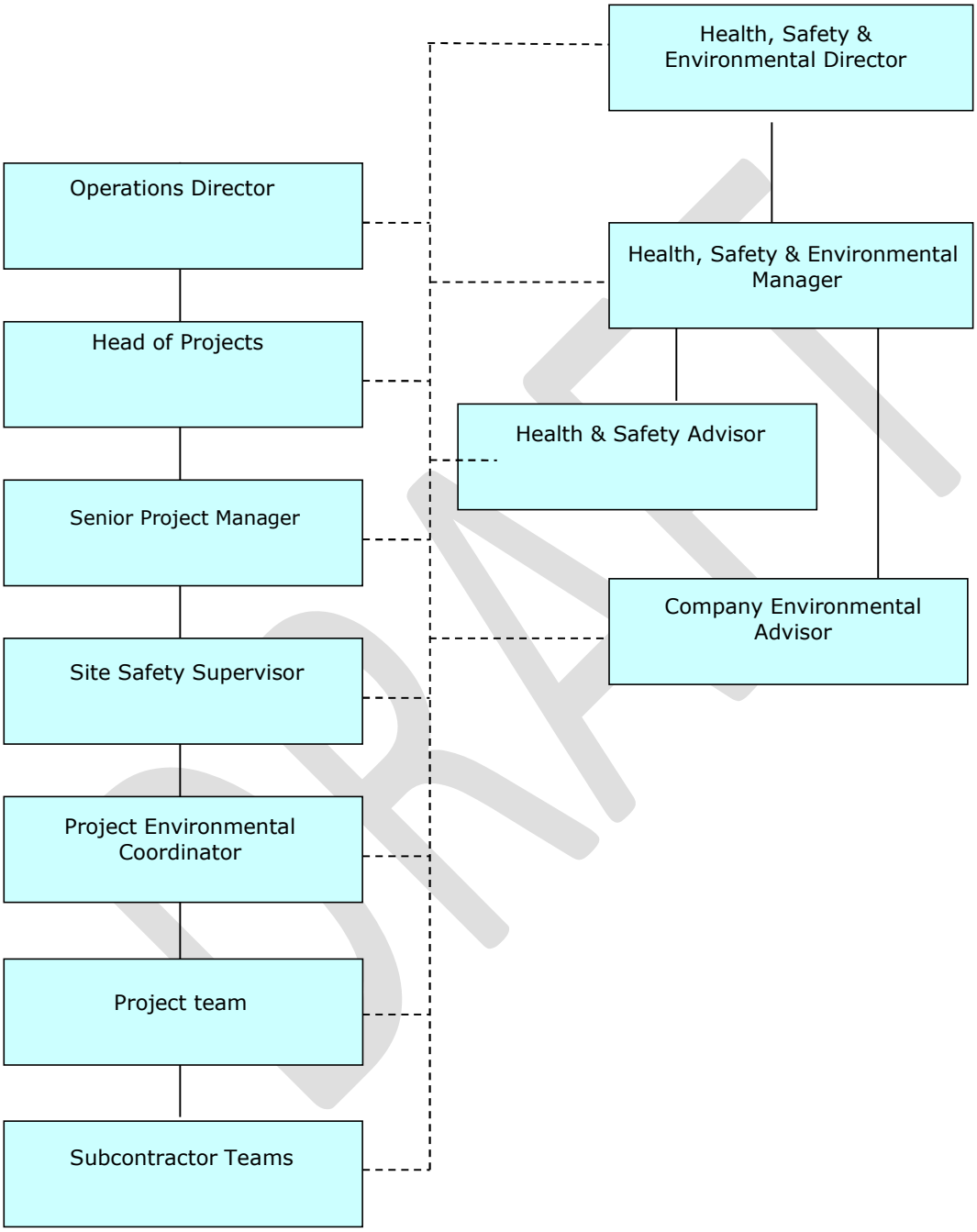
**Statutory Authorities**

**3.7.1 Health & Safety Executive (HSE)/Office of Rail Regulator (ORR)**

**3.7.2 Sewerage Authority**

# Part 4 – Management Structure and Responsibilities

## 4.1 Project Management



### 4.2 Key Project Appointments & Responsibilities

This section defines the SHE responsibilities of key project personnel where appropriate change titles to suit business requirements:

| **Operations Director** |
|---|
| • Review and approve Construction Phase Plans;<br>• Monitor and control the management of the plans to ensure effective implementation;<br>• Set SHE objectives and review performance against them;<br>• Determine strategy for achieving SHE objectives and improvements;<br>• Ensure that works are carried in a safe manner and that adequate resources are provided to carry out all operations with due regard to SHE and welfare;<br>• Assist in any regulatory, external or internal audit as required;<br>• Report any SHE initiatives that they consider could lead to improvement. |
| **Senior Project Manager** |
| • Ensure that workplaces under their control are adequate with respect to health, safety, welfare and the environment;<br>• Ensure, so far as reasonably practicable that a suitable project specific Construction Phase Plan is prepared and implemented;<br>• Make appointments where necessary, e.g. Site Health & Safety Supervisor, Project Environmental Co-ordinator, Fire Wardens etc;<br>• Ensure, so far as reasonably practicable, employees and contractors are competent;<br>• Recommend training needs to suit individual and workplace requirements;<br>• Ensure that a mechanism is in place for effective consultation with employees and contractors;<br>• Hold regular meetings with the project team to review SHE issues;<br>• Review project management systems at regular intervals to ensure continued suitability and effectiveness;<br>• Report to the client on SHE matters as required;<br>• Provide regular reports on the effectiveness of the Construction Phase Plan to the Construction Director;<br>• Assist in any regulatory, external or internal audit as required;<br>• Report any SHE initiatives that they consider could lead to improvement. |
| **Site Manager** |
| • Organise and implement the provision and maintenance of a working environment and systems of work that are, as far as is reasonably practicable, safe and without risk to human health or the environment;<br>• Ensure that adequate monitoring and supervision arrangements are maintained and clearly defined areas of responsibility for contractors are established and implemented;<br>• Approval of method statements and risk assessments;<br>• Ensure SHE notice boards display up-to-date information;<br>• Assist in any regulatory, external or internal audit as required;<br>• Report any SHE initiatives that they consider could lead to improvement. |
| **SHE Manager/Environmental Advisor** |
| • Maintain effective communications with ’s Head of Safety, Health & Environment to ensure adequate flow of SHE information;<br>• Provide advice to the Directors to enable them to set appropriate performance objectives and improvements;<br>• Report on the levels of performance to enable Directors to review the effectiveness of current SHE arrangements;<br>• Advise managers on measures to ensure the effective operation of the Group Health, Safety and Environment Management System and the promotion of a SHE culture;<br>• Give advice and guidance, to any person who may require it, to promote the understanding and operation of SHE best practice;<br>• Carry out regular inspections and audits, provide reports, give guidance and advice to managers, contractors, Health and Safety Supervisors and Environmental Co-ordinators; |

- Liaise with Project Environmental Co-ordinators as required;
- To assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

**Project Team**

- Be familiar with the Construction Phase Plan and co-operate in its implementation;
- Identify significant safety, health and environmental risks connected with their work package / activity;
- Observe all environmental requirements and be respectful to the environment;
- Report any SHE initiatives that they consider could lead to improvement;
- Conduct regular SHE inspections;
- Report all potential / actual SHE risks to their supervisor as soon as possible;
- Assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

**Contractor Teams**

- Be familiar with this Construction Phase Plan and co-operate in its implementation;
- Report any SHE initiatives that they consider could lead to improvement;
- Manage all SHE risks associated with their work activity / package in accordance with procedures;
- Provide completed environmental reports to the Project Environmental Co-ordinator as required;
- Provide environmental toolbox talks to site staff (see section 4.14 for project specific requirement);
- Report all potential / actual SHE risks to their supervisor and Project Environmental Co ordinator as soon as possible;
- Assist in any regulatory, external or internal audit as required;
- Report any SHE initiatives that they consider could lead to improvement.

The following Appointment Sheets have been signed by nominated personnel and are located in Appendix N of this Construction Phase Plan:

| | | |
|---|---|---|
| **Project Environmental Co-ordinator** | | |
| **Temporary Works Co-ordinator** | | |
| **Temporary Works Supervisor(s) (TWS)** | | |
| **Site Safety Supervisor** | | |
| **Asbestos Co-ordinator** | | |
| **COSHH Co-ordinator** | | |
| **Electrical Duty Holder** | | |
| **Fire Safety Coordinator** | | |
| **Fire Marshall(s)** | | |
| | | |
| **First Aider** | | |

## 4.3 Project SHE Objectives

Head Office have the following SHE objectives for this project:

- Ensure adequate resources are available;
- To provide and maintain safe and healthy workplaces and safe working practices;
- Positively encouraging effective co-operation of contractors and others;
- Ensuring contractors and others have the necessary SHE information, instruction, supervision and competence;
- Ensure that all workers receive a project specific induction prior to starting work and visitors are escorted while on site.
- To meet project environmental requirements such as BREEAM/CEEQUAL ratings and Local Authority/Framework reporting arrangements

## 4.4 Project Specific SHE Objectives

## 4.5 Consultation

Company Name is a member of the Build UK Contractors Group and has committed to carrying out effective consultation with everyone on this project. The table below identifies the options chosen on this project.

| **PROJECT LEVEL** | |
|---|---|
| **Methods of Consultation** | **Methods Selected (Tick as appropriate)** |
| 1. SHE Committee<br>2. Trade Union Appointed Safety Rep<br>3. Site/Project Meetings<br>4. Induction | |
| **WORKGANG LEVEL** | |
| **Methods of Consultation** | **Methods Selected (Tick as appropriate)** |
| 1. Toolbox Talks<br>2. Safety Analysis<br>3. Through Elected Representatives<br>4. Method Statement Briefings | |
| **INDIVIDUAL LEVEL** | |
| **Methods of Consultation** | **Methods Selected (Tick as appropriate)** |
| 1. Feedback/Suggestion Boxes<br>2. Directly with each employee<br>3. Whistle blowing procedures<br>4. Open door policy | |
| **If the method of consultation is not appropriate or your views are not being taken into account, please contact**<br><br>The SHE Manager & Environmental contact | |

### 4.6 Construction Plan Distribution & Document Control

The current edition must be available on site to all staff and relevant information provided to supply chain members. Changes to this document or appendices will also be communicated to affected contractors and workers through consultation methods described in 4.5 of this document. All revisions will be recorded on the 'revisions' list (see front cover).

### 4.7 Construction Plan Review

This document and associated appendices will be reviewed monthly, as a minimum standard. The purpose of the review is to ensure the controls described in this plan are appropriate and followed in practice.

Where contractors do not work safely or comply with the plan, Company Name will take appropriate action to deal with the risk.

### 4.8 Construction Plan Archiving

On completion of each element of the works, all documentation will be archived in accordance with the *Documentation Standard*

### 4.9 Ongoing Design Work

All ongoing designs will be part of the minuted design reviews that are programmed every month. The Principal Designer and other designers will be an integral part of the design review meeting.

This plan will be reviewed in light of any on-going design work. Any revisions will be documented in 'revisions' lists. The hazards and risks associated with ongoing design work will be recorded and presented to affected contractors at the earliest opportunity. Designers risk assessments must be retained in Appendix B.

### 4.10 Selection of Contractors/Subcontractors

Selection of all contractors/subcontractors including designers and consultants will be in accordance with the *Procurement Procedure* and CDM Procedure which meets the requirements detailed within HSE's Approved Code of Practice L153 'Managing health and safety in construction' Construction (Design & Management) Regulations 2015.

### 4.11 Exchange of SHE Information Between Contractors

Company Name site team will manage and chair short minuted meetings on a weekly basis with contractors' Foremen/Supervisors to facilitate the flow of information between contractors and to review general SHE performance and safe systems of work. This meeting will also discuss training needs and findings from any inspection/audit/review by internal/external parties such as the SHE team, HSE, EA, etc.

### 4.12 Site Security

will be responsible for security of the site and shall ensure all work equipment is left safe and inaccessible to unauthorised users at the end of each day. In particular, site management shall ensure that storage and welfare areas are left secure and inaccessible to unauthorised users, at all times.

## 4.13 Site Induction

It is the responsibility of the Site Manager to ensure each and every operative arriving at site for the first time or after an absence of one week receives a site induction. The site induction must provide attendees with information on site specific SHE hazards and risks that will be encountered, along with the necessary risk control measures and site rules.

Site inductions will start at 08:00 every morning or when required and will last approximately 30 minutes. It is the responsibility of the contractor to ensure their workforce arrives at the allotted time. Normally those attending late will be turned away.

All site inductions will be recorded on Induction Forms which must be stored in the Project SHE Register. Where it can not be evidenced that a person has undergone a site induction they will be prevented from working until they have received the induction.

Frequent visitors, such as Safety Advisors, will need to be inducted to site. One-off or infrequent visitors can be escorted around site with the permission of the Site Manager who is responsible for ensuring the escort is competent to undertake the task.

For supervisors an additional induction will be provided, and on completion supervisors will be provided with a yellow hard hat for easy identification.

## 4.14 Training & Information

SHE training and information for this project will be provided through the following:

- Site Induction
- SHE Notice Boards
- Regular Site Meetings
- Regular SHE Meetings
- Toolbox Talks
- SHE Bulletins / Alerts

Contractors must ensure individual competency can be demonstrated in accordance with Company Name procedures.

Any training need identified is to be addressed by the relevant contractor and monitored to ensure compliance.

Contractors must ensure that relevant environmental and occupational health toolbox talks are provided in addition to safety related talks to project personnel at a minimum frequency of four per month. Delivery of additional toolbox talks may be required by .

All supervisors are required to provide evidence of relevant training and/or qualification to meet Build UK Standards e.g. 2 day SSSTS or the 5 day SMSTS course. A copy of which is to be retained in the Project SHE Register.

Trade operatives are required to provide evidence of competence. A copy of which is to be retained in the Project SHE Register.

Contractors will be required to provide details of training provision / arrangements for their workforce.

The following table provides details of standard site specific information:

| Type of Information | Location | Action |
|---|---|---|
| Location of First Aid Box(es) | | |
| Location of First Aider | | |
| Location of F10 | | |
| Insurance Certificates | | |
| Accident Book | | |

SHE signage to be positioned in appropriate locations around the site to disseminate SHE information. A SHE information noticeboard is to be displayed in the canteen and the Project/Site Manager shall ensure that information is kept up to date.

**4.15 Welfare Facilities**

This site will have the following welfare facilities installed:

| Type of facility | Used by | Location | Maintenance/Cleaning Frequency |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

While every effort is made to ensure that welfare facilities are clean, stocked and serviceable any shortfalls must be immediately reported to the Site Manager for action.

**4.16 Reporting and Investigation of Accidents & Incidents, Including Near Miss/Learning Events**

All accidents, incidents, dangerous occurrences, must be reported to the Principal Contractor's Site Manager. The process for reporting and investigating such incidents is contained within the *Incident and Near Miss Standard.*

**4.17 Risk Assessments & Method Statements**

All known SHE hazards and risks will be reviewed at the pre-order meeting. Risk assessments, method statements and safe working practices are to be prepared 48 hours in advance of commencement of the operation on site. All risk assessments must include reference to known environmental issues. Risk assessments and method statements will be recorded and retained on site. All method statements received from contractors are to be approved before commencement of any works. This process is to be recorded on the 'Date Checked' column in the table below. Where information is insufficient the contractor must be contacted urgently and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the designer and which generally affect the site or its proposed works are:

| Ref No | Operation | Risk Assessment | Method Statement | Date Required | Date Issued | Date Checked |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

**4.18 SHE Inspection, Monitoring, Audit & Review**

General SHE monitoring will be undertaken by the project team throughout the duration of the project. *Combined SHE Weekly Monitoring Sheet*. Where opportunities for improvement are identified, action will be prompt.

Specific SHE monitoring will be conducted by the project team in accordance with the contract and requirements of the client, local authority and other regulatory bodies. Significant SHE issues will be raised at project progress meetings. All matters requiring action will be closed-out promptly.

Projects will be audited on a periodic basis to assess compliance with legislative requirements, contractual obligations, the Company Policy Statements and procedures.

**4.19 Communication with Statutory Stakeholders**

All site visits/meetings and correspondence from enforcing authorities such as HSE,EA and Local Authorities will be recorded in the Site File. All requests for information from enforcing authorities are to be notified to the relevant SHE Manager/Advisor without delay who will advise on the appropriate course of action.

**4.20 Handling External Communications**

Site communications will be dealt with in accordance with Company procedures. All complaints, compliments & comments are to be logged.

**4.21 Clients Restrictions & Site Rules**

Foot Protection
Eye and Hand Protection
- Accident Reporting
- No Radios / Mobile phones
- No Smoking

Full CDM 2015 compliance

**Site Working Hours**

Site activities to be conducted outside agreed working hours must be approved in advance by the clients Environmental Health Department.

The Project Environmental Co-ordinator will be advised of all out-of-hours and weekend work, a minimum of two weeks before work is programmed to take place.

**Noise, Dust & Vibration Limits**

The permitted current sound levels in the work location is 80db [A]

The permitted dust levels on site are to be closely monitored and measures in place to keep to a minimum.

The permitted vibration levels to be closely monitored and measures put in place to keep to a minimum.

## 4.22 Measurement & Testing

Measurement and testing will be undertaken as required by the client or other relevant body. Records will be stored on site and made available on request.

Where measurement and testing indicates non-compliance with contractual obligations or this Construction Phase Plan, corrective actions will be raised in accordance with company SHE and quality management procedures.

Calibration will take place as recommended by the equipment manufacturer, and in accordance with company management procedures.

# Appendix A
# Clients Pre-construction Information and specific site rules

# Appendix B

## SHE Considerations, Designers Risk Assessments & Project Risk Register

| PROJECT SHE CONSIDERATIONS | | | | |
|---|---|---|---|---|
| Reference: Construction Design and Management Regulations – A.C.O.P.<br>For completion at Tender Stage with reference to the Tender Stage Health and Safety Plan provided by the Principal Designer.<br>NOTE:<br>All applicable items must be carried forward to the Project Safety Assessment and all interested parties informed. If there is insufficient information refer back to the Principal Designer.<br>CF = Carry Forward<br>PHSA = Project Health and Safety Assessment<br>APP = Applicable | | | | |
| | | **App** | **Comments** | **CF to PHSA** |
| **1.** | **EXISTING ENVIRONMENT** | | | |
| | | | | |
| **a)** | **Are there any planning restrictions which relate to the following?** | | | |
| i) | Working hours | | | |
| ii) | Noise | | | |
| iii) | Dust | | | |
| iv) | Vibration | | | |
| v) | Light | | | |
| vi) | Wheel wash | | | |
| vii) | Operating a crushing &/or screening plant | | | |
| viii) | Craneage – airspace | | | |
| ix) | Archaeology or standing heritage | | | |
| x) | Specific local authority KPI reporting requirements | | | |
| xi) | Restriction on vehicle emissions e.g. London Emission Zone (LEX), or use of plant / vehicles with Euro 4+ engines | | | |
| xii) | Drainage from temporary carpark(s) must incorporate an oil / fuel interceptor | | | |
| **b)** | **Are there any existing services?** | | | |
| i) | Underground cables | | | |
| ii) | Overhead cables | | | |
| iii) | Gas Main | | | |

| | | | | |
|---|---|---|---|---|
| iv) | Telecommunications | | | |
| v) | Fibre optic | | | |
| vi) | Computer/Cable Vision | | | |
| | | | | |
| **c)** | **Are there any traffic restrictions?** | | | |
| i) | On / off site parking | | | |
| ii) | Delivery times | | | |
| iii) | Access for emergency vehicles | | | |
| iv) | Ground conditions | | | |
| | | **App** | **Comments** | **CF to PHSA** |
| **d)** | **Are there any existing structures on site with specific Health and Safety hazards?** | | | |
| i) | Asbestos | | | |
| ii) | Fragile roofing | | | |
| iii) | Unstable structure | | | |
| | | | | |
| **e)** | **Are there any problems with the ground?** | | | |
| i) | Contamination | | | |
| ii) | Subsidence | | | |
| iii) | Instability | | | |
| | | | | |
| **2.** | **EXISTING DRAWINGS (IF APPLICABLE)** | | | |
| | | | | |
| **a)** | Have all available drawings of the structure(s) to be demolished, or incorporated into the proposed structure, been made available? | | | |
| | | | | |
| **3.** | **THE DESIGN** | | | |
| | | | | |
| **a)** | Have any hazards or work sequences been identified which may be a risk to workers' safety? | | | |
| **b)** | Have any precautions or sequences of erection been stipulated to improve safety? | | | |
| **c)** | Is prefabrication possible? | | | |
| **d)** | Is a BREEAM, CEEQUAL or similar rating required? | | | |
| **e)** | Have any decisions been taken by the design team with regard to reducing waste | | | |
| | | | | |
| **4.** | **CONSTRUCTION MATERIALS** | | | |
| | | | | |

| | | | | |
|---|---|---|---|---|
| **a)** | Have any hazardous materials been specified which cannot be avoided? | | | |
| **b)** | Has any timber been specified that does not meet the requirements of ’s Timber Purchasing policy? | | | |
| **c)** | Is there a need to demonstrate that materials have been responsibly sourced to meet, for example, BREEAM requirements | | | |
| | | | | |
| | | **App** | **Comments** | **CF to PHSA** |
| **5.** | **SITE** | | | |
| | | | | |
| **a)** | Have any stipulations been made, or problems highlighted, regarding the location of site access, site accommodation, unloading/storage areas and traffic and pedestrian routes? | | | |
| | | | | |
| **6.** | **CLIENT’S UNDERTAKING (IF APPLICABLE)** | | | |
| | | | | |
| | Are there any identified SHE issues to take into consideration when working on Client’s occupied premises? | | | |
| | | | | |
| **7.** | **SITE RULES** | | | |
| | | | | |
| | Have any specific site rules been stipulated by the Employer or his representative? | | | |
| | | | | |
| **8.** | **LIAISON** | | | |
| | | | | |
| | Have procedures been established for the consideration of SHE implications arising from design elements of contractors work packages and substantial design changes? | | | |
| | | | | |
| **9.** | **PROTECTION OF THE PUBLIC** | | | |
| | | | | |
| **a)** | Select perimeter / entrance locations and type based on risk. | | | |
| **b)** | Consider security requirements e.g. security guard, CCTV, lighting etc. | | | |

| | | | | |
|---|---|---|---|---|
| **c)** | Consider existing emergency arrangements, are they affected? | | | |
| **d)** | Are public roads / paths affected, what type of physical barrier will be required? | | | |
| **e)** | Are the public exposed to risks from falling materials / objects? | | | |
| | | | | |

# Appendix C – Initial Project Health & Safety Risk Assessment

| PROJECT HEALTH AND SAFETY ASSESSMENT | | | | | |
|---|---|---|---|---|---|
| **Project Title:** | | | **Project No.:** | | |
| **Assessment by:** | | | **Date:** | | |
| **NOTE** TICK BOX IF:<br>APP = Applicable R/A = Risk Assessment **Refer to Appendix C Part 2 for more detailed Risk Assessments**<br>Refer also to Appendix N for schedule of Risk Assessments and Method statements.<br>***ADDITIONAL INFORMATION REQUIRED SHOULD BE NOTED ON SEPARATE SHEETS*** | | | | | |
| **Item** | **Activity** | **APP** | **Comments (what is known/ relevant matters)** | **ACTION** | |
| | | | | **Specific RA required** | **By Whom** |
| 1.0 | Site Establishment | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 2.0 | Welfare | | | | |
| | | | | | |
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|---|---|---|---|---|---|
| 3.0 | Fencing/Security | x | Traffic Management Plan | x | DB |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 4.0 | Access/Delivery | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 5.0 | Power/Electricity | | | | |
| | | | | | |
| | | | | | |
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| 6.0 | Existing Services | | | | |
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| | | | | | |
| | | | | | |
| 7.0 | Safety Information and Signs | | | | |

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| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 8.0 | Training | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 9.0 | Fire Precautions | | | | |
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| | | | | | |
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| 10.0 | Emergency Procedures | | | | |
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| | | | | | |
| | | | | | |
| 11.0 | Health Surveillance | | | | |
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| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 12.0 | Personal Protective Equipment | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 13.0 | Noise Control | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 14.0 | Materials Storage and Control | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 15.0 | Sub-Contractors Safety Management | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 16.0 | Protection of Public | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 17.0 | Contaminated Ground | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 18.0 | Roadworks/Traffic Management | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 19.0 | Asbestos/Lead | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 20.0 | Materials Handling | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 21.0 | Plant and Equipment | | | | |
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| | | | | | |
| | | | | | |
| 22.0 | Temporary Works | | | | |
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| | | | | | |
| | | | | | |
| 23.0 | Piling | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION |
|---|---|---|---|---|

| | | | | Specific RA required | By Whom |
|---|---|---|---|---|---|
| 24.0 | Demolition | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 25.0 | Excavations | | | | |
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| | | | | | |
| 26.0 | Confined Spaces | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 27.0 | Scaffolding | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |

| | | | | | |
|---|---|---|---|---|---|
| 28.0 | Working at Heights | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 29.0 | Steel Erection | | | | |
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| | | | | | |
| | | | | | |
| 30.0 | Cladding | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 31.0 | Roof Work | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 32.0 | Mechanical | | | | |

| | | | | | |
|---|---|---|---|---|---|
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| | | | | | |
| | | | | | |
| 33.0 | Electrical | | | | |
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| 34.0 | Work Over Water | | | | |
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| | | | | | |
| | | | | | |
| 35.0 | Specialist Process | | | | |
| | | | | | |
| | | | | | |

| Item | Activity | APP | Comments (what is known/ relevant matters) | ACTION | |
|---|---|---|---|---|---|
| | | | | Specific RA required | By Whom |
| 36.0 | Any Additional Environmental Issues | | | | |
| | | | | | |

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|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| 37.0 | Waste Management Strategy | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 38.0 | Other (Specify) | | | | |
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| | | | | | |

**Appendix C – Initial Project Health & Safety Risk Assessment ~ Part 2**

| ACTIVITY | POSSIBLE RISKS | RISK (LOW, MEDIUM, HIGH) | ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL | METHOD STATEMENT REQUIRED | FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR) |
|---|---|---|---|---|---|
| Protection of visitors and personnel (including staff) i.e. Site Manager, Assistant Site Manager, Site Engineers, Clerk of Works, General Operatives, Gate Attendant, Banksman, Hoist Operator and Quantity Surveyors | Impact<br>Crushing<br>Slips/trips<br>Collision<br>Personal Injury | M | All visitors to site to be inducted and escorted around the site by Site management. Visitors to preferably bring own PPE but Company Name will have stock on site. Visitors must not carry out any works on site. | N | N |
| Site establishment<br><br>Setting up temp accommodation | Impact<br>Crushing<br>Obstruction Access<br>Loss of Load | L | Plan works in advance with Client, agree areas with client prior, remove unnecessary materials & fixtures | N | N |
| Fencing / Security | Fence Panels Falling<br>Manual Handling<br>Striking Existing Services | L | Heras fencing to be used around skip areas with mandatory signage displayed, keep locked to prevent unauthorised access | N | N |
| Access to Site | Collision<br>Impact<br>Crushing<br>Obstruction Access Routes<br>Striking or Arcing OH Power | L | Heras fencing to be utilised to separate car park traffic from site traffic, agree routes with Client for contractors for separate site entrance. Public walkways to be installed. | N | N |
| Roadworks / Traffic Management | As Above | M | Site TMP to be completed by site manager including plant movement | Y | Y |
| Existing Services | Fire<br>Electric Shock<br>Explosion<br>Disruption to existing buildings | M | A detailed surveyor to be completed to identify underground services. All above ground existing services are to be managed by on site engineering team. | Y | Y |

| ACTIVITY | POSSIBLE RISKS | RISK (LOW, MEDIUM, HIGH) | ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL | METHOD STATEMENT REQUIRED | FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR) |
|---|---|---|---|---|---|
| Power / Electricity | Electric Shock<br>Burns<br>Fire | M | A detailed surveyor to be completed to identify underground services. All electrical works carried out by trained/competent and qualified operatives, all testing complete prior to final connections and usage. No unauthorised personnel to install. Any defective cables or plant to be removed immediately and not used. PAT testing of equipment on site necessary. All testing equipment to be calibrated on an annual basis | Y | Y |
| Plant & Equipment | Impact<br>Crushing<br>Collision<br>Electric Shock | M | All plant to be operated by trained/qualified/competent personnel only | Y | Y |
| Use of step ladders | Fall of operative<br>Falling objects<br>Ladder instability / movement | L | Steps are last form of access, scaffold towers by PASMA qualified personnel, podiums are preferred methods of access. | N | N |
| Use of mobile towers | Fall of operative<br>Falling objects<br>Collapsing or soft Ground | M | Ground examination prior to any plant movement | Y | Y |
| Work at height | Fall of operatives<br>Falling objects<br>Loading out<br>Access<br>Collapsing or soft Ground | M | Working of ladders, pre use checks to be undertaken before use and a monthly check log must be documented for each individual set of steps | Y | Y |
| Materials Handling | Fall of Materials<br>Overturning of plant/cranes | L | Mechanical means such as pallet trucks to be utilised wherever possible, in the event this is unsuitable or impractical then manual handling trained personnel to move materials in accordance with manual handling regulations 1992 and training by employer | Y | Y |

| | | | | | |
|---|---|---|---|---|---|
| Materials storage & control | Falls of materials<br>Obstruction of access routes<br>Unauthorised access / use | M | Materials to be stored as per manufacturer recommendations for the type/size/weight. All materials to be secured in site compound | Y | Y |
| Manual Handling | Musculoskeletal injury | M | Manual handling trained personnel to move materials in accordance with manual handling regulations 1992 and training by employer | Y | Y |

| ACTIVITY | POSSIBLE RISKS | RISK (LOW, MEDIUM, HIGH) | ACTION REQUIRED TO REDUCE RISK TO AN ACCEPTABLE LEVEL | METHOD STATEMENT REQUIRED | FURTHER RA / MS REQUIRED (E.G. BY CONTRACTOR) |
|---|---|---|---|---|---|
| Ground Conditions | High water table, Laying water, Soft ground, sloping ground, overturning of equipment, ground washout, undermining. | M/H | Measures to be put in place to minimize the possibility of a potential hazardous situation. All activities to be planned and accessed prior to commencement. Works to be closely monitored. | Y | Y |
| Vibration | Hand Arm Vibration | M | Measures to be put in place to minimize time spent on potential hazardous activities. Works to be closely monitored. | Y | Y |
| Use of hazardous materials | Dermatitis,<br>Respiratory problems,<br>Eye Damage | M | All operations to be in line with the CCOSH regulations. | Y | Y |

**Appendix D – Traffic Management Plan**

| | |
|---|---|
| **Site Plan Drawing Numbers:** | |
| **Type of vehicles likely to be on site** | Coordinated deliveries only, delivery to site compound & designated storage container. Heavy goods vehicles & trailer. |
| **Amount of parking required on site** | Site Manager, contract staff and visiting staff. |

**Current Site Issues**

| | |
|---|---|
| **Restricted routes to site** | Site surrounded by small 'country' roads. Large vehicles to plan route carefully. |
| **Parking restrictions in area** | Parking in allocated spaces only, No parking in the public car park. Very limited parking on the main road. |
| **One way systems or other road control in place** | N/A |
| **Emergency routes to be maintained** | Access and egress is located at the front of the site. Two entrances to main car park. Access to the section is managed by supervisor to gated and warning signs in place. |
| **Type of roads (e.g. busy, one way, etc)** | Centre public car park can become very busy during peak times. |
| **General information about area (e.g. schools, residential, shops, etc)** | General area very quiet. Centre car park gets busy with public and centre volunteers [Thursdays]. Regular school visiting parties [coach parking]. |
| **Overhead/Underground Site Restrictions** | Refer to site survey and local knowledge. |

**Traffic Management Required**

| | |
|---|---|
| **Access route to site cabins** | Managed by supervisor. Separated by Heras fencing, designated routes and warning signage. |

| | |
|---|---|
| **Route for materials to be moved from site to working area** | Managed by supervisor. Separated by Heras fencing, designated routes. |
| **Parking areas** | Cordoned off car park area. |
| **Deliveries and unloading areas** | All deliveries must be timed and agreed with site supervisor before visit, proceed to storage container and fenced off site store. |
| **Parking for scaffold trucks** | To be agreed with site supervisor before site operation commence. to liaise with centre staff. |
| **Reversing required** | Banksman/site supervisor in attendance |
| **Pedestrian routes that require alteration** | This will be on-going throughout the works, all to be discussed and agreed in advance with centre staff. |
| **Additional lighting required** | Not anticipated. |
| **Blind spots created and controls** | Monitored and supervised by the site staff. |
| **Any affect on road / pavements e.g. by scaffolding** | Monitored and supervised by the site staff. |
| **Areas with public boundaries** | Monitored and supervised by the site staff. |

# Appendix E – Working at Height Strategy

Working at height
All working at height [any height if fell could cause injury] will take place in line with current WAH regulations. All RAMs to be approved prior to any contractor commencement on site. Site inductions to be completed prior to all operatives starting on site.

Items identified [contact specific]

External works

- Steel erection/fixing
- Scaffolding erection and dismantling
- Scaffolding access – Non scaffolders
- Access tower works – timber cladding, window fitting, timber hide works
- Ladder works – Short duration works
- Hop-up works – window fitting, low level decoration
- Metal cladding

Internal works

- First and second fix trades access – podium step, hop-ups

All contractors prior to WAH are to have their RAMs assessed and approved using the appropriate documentation.

# Appendix F – Lifting Strategy

## Lifting Operations and lifting equipment

**1. Purpose**
To ensure that any lifting operations are carried out safely and the provision, purchase, safe use, servicing and maintenance of any lifting equipment meets with legal requirements, the manufacturers' recommendations.

**1.1. Definitions**
Lifting operations refers to all the activities associated with the lifting and lowering of the load Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it LOLER means the Lifting Operations and Lifting Equipment regulations.

Purchaser means any employee authorised for purchasing or procuring items of work equipment for the use of employee 'First provided for use' – Refers to the date on which work equipment is received for use at the premises or undertaking. Competent means that the person has the relevant experience, knowledge and/or qualifications to allow them to undertake an activity safely and effectively.

**2. Procedures**
**2.1. Lifting operations and Lifting Equipment**
1.1.1. Management ensure that lifting operations are planned, supervised and carried out in a safe manner by people who are competent as detailed in HSE/LOLER
1.1.2. Management ensure that in using any lifting equipment the requirements of LOLER are met, as detailed in HSE/LOLER

1.1.3. Management ensure that all lifting equipment is: Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) is suitable;
Positioned or installed to prevent the risk of injury, e.g. from the equipment or the Load falling or striking people; visibly marked with any appropriate information that takes into account its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked; and Where equipment is used for lifting people it is marked accordingly, and it is safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk; and Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person ; and All examination work is only performed by a competent person and Following a thorough examination or inspection of any lifting equipment, a report is submitted by that competent person to the Management so that they may take the appropriate action.

**2.2. Information and Instructions**
2.2.1. Management ensure that all relevant all relevant health and safety information and written instructions on lifting operations and lifting equipment is easily accessible and available to all employees. Where appropriate, adequate information and written instructions is made available to persons who supervise or manage lifting operations and lifting equipment.

**2.3. Training**
2.3.1. Management ensure all those who use lifting equipment or carry out, supervise or manage lifting operations are suitably trained.
2.3.2. Management ensure that any shortfall between existing competence and that deemed necessary to use, supervise or manage lifting operations or the use of lifting equipment is verified and recorded.
2.3.3. Further information on training requirements and guidance is available through the Training Procedure.

**3. Related Documents and Information**
**3.1 Procedures**
Work Equipment

Hazard Identification and Risk Management Procedure
**3.2 Guidance Notes**
Work Equipment Guidance –

**3.3 Further information**
Group Health and Safety  HSE/LOLER,

# Appendix G – Demolition Plan

| **Contract name:** | **Contract no:** | **Ref:** |
|---|---|---|
| | | |

| **Work / package type:** | **Location:** |
|---|---|
| **Demolition / Dismantle** | **Drawing ref:** |
| Check trade aide memoir for details - | **Spec ref:** |

On all Construction projects the quality inspection requires the project manager or delegate to inspect the works to ensure that it's aligned with the appropriate specification. The project quality plan should be referred to in order to understand which corroborating evidence is required to demonstrate good quality. It may not always be necessary to perform the second inspection verification. Second verifications are required on work packages deemed high risk from the project quality plan. For each package the project manager is expected to endorse that the work package is ready for validation by the client.

| **Standard criteria**<br>It is your responsibility to ensure that all quality aspects are checked – use the appropriate trade memoir if in doubt. | **First verification** | | **Second verification** | | **Corroborating evidence**<br>Check project quality plan for base documents required to demonstrate good quality. |
|---|---|---|---|---|---|
| | Initial | Date | Initial | Date | |
| Attach copy of subcontractor quality inspection sheets | | | | | |
| Sequence of demolition agreed with structural engineer | | | | | |
| Building examined by competent and qualified person | | | | | |
| Any temporary works identified | | | | | |
| Health hazards identified and made safe: | | | | | |
| ➢ Contamination | | | | | |
| ➢ Lead | | | | | |
| ➢ Risk of pollution | | | | | |
| ➢ Gases | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| ➢ Foul waste | | | | | |
| ➢ Radiation | | | | | |
| ➢ Asbestos removed; clean air certificate issued | | | | | |
| Waste carrier registration number | | | | | |
| Waste disposal methods discussed with environmental manager | | | | | |
| Crushing licence required? | | | | | |
| Method statement approved?<br>Does it address: | | | | | |
| ➢ Job description | | | | | |
| ➢ Appointed supervisor | | | | | |

| **Work package completed by:** | **Signature:** | **Subcontractor:** | **Date:** |
|---|---|---|---|
| (print name) | | | DD.MM.YYYY |

| **Ready for client validation:**<br>(print name) | **Signature:** | **company:** | **Date:**<br>DD.MM.YYYY |
|---|---|---|---|

| **Standard criteria**<br>It is your responsibility to ensure that all quality aspects are checked – use the appropriate trade memoir if in doubt. | **First verification** | | **Second verification** | | **Corroborating evidence**<br>Check project quality plan for base documents required to demonstrate good quality. |
|---|---|---|---|---|---|
| | Initial | Date | Initial | Date | |
| *i. Drawing approval* | | | | | |
| ➢ Demolition method and sequence | | | | | |
| ➢ Hazardous substances | | | | | |
| ➢ Safety of public | | | | | |
| ➢ Debris removal | | | | | |
| ➢ Safe access / egress | | | | | |
| ➢ Protective equipment | | | | | |
| ➢ Emergency procedures | | | | | |
| Gas disconnected | | | | | |
| Electricity disconnected | | | | | |
| Water / fire main disconnected | | | | | |
| Comms / fibre-optic disconnected | | | | | |
| Details of all live services known of clearly marked / signposted | | | | | |
| Warning signs and barriers erected | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Noise control measures | | | | | |
| Dust control measures | | | | | |
| Vibration control | | | | | |
| Cut line to retained elements | | | | | |
| Requirement for making good | | | | | |
| **Okay to proceed with demolition?** | | | | | |

| | | | |
|---|---|---|---|
| **Work package completed by:**<br>(print name) | **Signature:** | **Subcontractor:** | **Date:**<br>DD.MM.YYYY |
| **Ready for client validation:**<br>(print name) | **Signature:** | **company:** | **Date:**<br>DD.MM.YYYY |

# Appendix H – Fire Safety & Other Emergencies Plan

**Project Title:**

**Start Date:** **Anticipated completion:**

**Plan Produced By:**

**Date Produced:** **[Amendments ]** **Signature:**

**Maximum anticipated number of persons on site:**

**Current Fire Hazard Risk Rating:** **NORMAL**

| Revision Number | Description of Change | Updated by | Date of update |
|---|---|---|---|
| | | | |
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## 1.0 INTRODUCTION

Referral to the Fire Management Standard and identified references is essential when developing or reviewing this site specific **Fire Safety and Other Emergency Plan**.

## 2.0 ORGANISATION

Insert the following details:

The Project/Site Manager (Responsible Person) Is:

The Site Fire Safety Coordinator for this project is

The Deputy Site Fire Safety Coordinator is:

The Fire Marshals are:

Out of hours contact arrangements are (specify): Contact numbers displayed on site.

**All other emergency contact details can be found in section 3 of the Construction Phase Plan.**

## 3.0 EMERGENCY & INCIDENT PREPAREDNESS

### 3 1 Environmental

has a call-out arrangement with a specialist contractor capable of providing advice and responding quickly to an oil / chemical spill, or other pollution event. For further information, please refer to Minimum Standard

In the event assistance is required to deal with an environmental incident, a member of the project team shall contact the appointed specialist contractor using the telephone number below:

| |
|---|
| Company:<br><br>Address:<br><br><br><br>Telephone: |

## 4.0 INCIDENT REPORTING

**Should an incident occur, follow the Major Incident Response Plan Standard and/or SHE Incident Management & Investigation Process flowchart within the Incident & Near Miss Management Standard .**

## 5.0 GENERAL ARRANGEMENTS

### 5.1 Current Fire Hazard Rating

Normal

### 5.2 Design Risk Assessment (FIRE)

*Design Stage Fire Risk Assessment*

Designers must comply with their duties under the CDM Regulations 2015, with particular reference to Regulations 11 and 18 regarding fire, including any temporary fire precautions required during construction.

Reference must be made to the current editions of the following documents whilst completing this form;

- HSG 168 Fire Safety in Construction Work.
- The Joint Code of Practice, Fire Prevention on Construction Sites.
- UKTFA 16 Steps to Fire Safety on Timber Frame Construction Sites (where relevant)

The Design Manager must ensure this form is completed and signed prior to issuing to the construction team.

***Business Unit***: ***Project***:

***Construction commencement date***:

***Design Manager Name***: ***Signature***: ***Date***:

**Type of Structure**

| | | | |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| Other (Specify) | | | |
| | | | |
| | | | |

**Risk Classification**

| | | |
|---|---|---|
| As defined in HSG 168 table 1<br>(extract included on page 4). Tick as appropriate | Normal | High |

**<u>Fire Strategy</u>**

Final Fire Detection Solution

| |
|---|
| Provide details:<br><br>Additional fire extinguishers at point of works, two-way radios issued due to remote working, 90 min hot works watch time. |

Final Fire Fighting Solution

| Provide details: |
|---|

**Fire Risk Management**

Can non-combustible and non-flammable materials be specified to reduce the fire load?

| Provide details: |
|---|

Can Hotworks be avoided?

| Provide details: |
|---|

**Fire Protection**

The designer responsible for the Fire Strategy of the structure is to provide details of key design aspects relating to fire management which the contractor should take into account during construction.

Prevention of smoke and flame progressing through the structure during construction.

| Provide details: |
|---|

Provision of fire protective materials to structural steelwork. Creating fire stops.

| Provide details: |
|---|
| |

Permanent fire escape route and stairs.

| Provide details: |
|---|
| |

Earliest installation of final firefighting, detection and alarm systems

| Provide details: |
|---|
| |

**Construction Phase**

As part of the construction phase planning a Fire Risk Assessment must be produced by the Principal Contractor. This should be undertaken in conjunction with the designer responsible for the fire strategy and cover the issues in the Joint Code of Practice, including;

- Prevention of smoke and flame progressing through the structure during construction.
- Provision of fire protective materials to structural steelwork.
- Creating fire stops
- Permanent fire escape routes and stairs.
- Earliest installation of final fire fighting alarm and detection systems.
- Co-operation with fire and emergency services.

The Principal Contractor will develop this into a Fire Plan for construction (including commissioning).

**Liaison**

Principal Designer

| |
|---|
| |

Client

*Ensure consultation with client – Interface with public / occupied building.*

***NB*** *Text given in red should be considered as guidance. It is NOT intended as an exhaustive list of points for consideration and must not be used as such.*

## DEFINITIONS

### *Type of Structure*

**High Rise Construction Site**: a site where the workforce is at risk by being outside the distance by which the fire and rescue service can affect a rescue by mechanical means (currently 30m reach from the position where a fire appliance may be parked).

### *Risk Classification*

**Maximum Travel Distances**
(Table 1, from HSG 168)

| | *Fire Hazard* | | |
|---|---|---|---|
| | Low | Normal | High |
| Enclosed Structures: | | | |
| Alternative Escapes | 60m | 45m | 25m |
| Dead End | 18m | 18m | 12m |
| Semi-Open Structures | | | |
| Alternative Escapes | 200m | 100m | 60m |
| Dead End | 25m | 18m | 12m |

**Semi-open structures** are completed or partially constructed structures in which there are substantial openings in the roof or external walls, which would allow smoke and heat from any fire to readily disperse, and which are not at risk of exposure from radiation or direct impingement from a fire on the site.

**Alternative escape routes** should, where possible, proceed in substantially opposite directions. The principle is that they are sufficiently apart that any fire should not immediately affect both routes. As such, they should not be less than 45° apart.

**Dead-end travel distances** are significantly restricted. This is so people have time to negotiate their way past any fire between them and the exit before it threatens their escape.

**Lower-hazard** areas are those where there is very little flammable or combustible material present and the likelihood of fire occurring is low. Examples could be steel or concrete clad framework or structures in pre-fitting-out stages

**Normal-hazard** areas will cover the majority of situations. Flammable and combustible materials are present, but of such a type and disposition that any fire will initially be localised.

**Higher-hazard** areas are locations where significant quantities of flammable or combustible materials are present of such a type that, in the event of a fire, rapid spread will occur, possibly accompanied by evolution of copious amounts of smoke or fume. Normal precautions to minimise the fire load should ensure that such areas are rare on construction sites. Examples of where they might occur are demolition or refurbishment work involving oil-contaminated wooden floors or linings, and fixing floor and wall coverings using flammable adhesives.

**Travel distances** are measured as the actual distance a person must walk and not as the crow flies. Care should be taken to minimise obstructions so that maximum travel distances are not exceeded. It is sensible to arrange the work to keep travel distances as short as possible.

### 5.3 Construction Phase Fire Risk Assessment

*Construction Phase Fire Risk Assessment*

**Business Unit**: **Site**: **Date of Assessment**:
**Contract**: **Assessed By**: **Review Date**:

| | | | | | |
|---|---|---|---|---|---|
| Timber Frame | | Up to four storeys | | Risk Rating | |
| Steel Frame | | Over four storeys | | | |
| Concrete Frame | | High Rise (as defined in the JCOP) | | | |
| Other (Specify) | | | | Max number on site | |

| Hazard | Who is at risk | controls required | Action By | | Completed |
|---|---|---|---|---|---|
| | | | Who | When | |
| **Ignition sources** | | | | | |
| Naked Flame | N/A | | | | |
| Temporary electrics | Site team | | | | |
| Temporary lighting | N/A | | | | |
| Arson | Site team | Lock away flammable materials | SM | On-going | |
| Smoking | Site team | Smoking area set up and policed | SM | On-going | |
| Power tools | Site team | PAT Testing required every three months | SM/PM | | |
| Hot Works | Site team | HW Permit system in place | SM | On-going | |
| Heaters | | | | | |
| Plant | Site team/Public | TMP, Documentation checking and monitoring | SM | On-going | |
| **Combustible material** | | | | | |
| Solids – including material storage & protective coverings | | | | | |
| Liquids | | | | | |
| Gas | | | | | |
| Waste | | | | | |
| **Office / Welfare accommodation** | | | | | |
| Fridges | Site team | PAT testing every three months | SM/PM | | |
| Kettles | Site team | PAT testing every three months | SM/PM | | |
| Microwave Oven | Site team | PAT testing every three months | SM/PM | | |
| Heaters | Site team | PAT testing every three months | SM/PM | | |

| | | | | | |
|---|---|---|---|---|---|
| Cookers | | | | | |
| **Site offices** | | | | | |
| DSE Equipment | | | | | |
| Photocopiers | | | | | |
| **Client interface** | | | | | |
| Occupied buildings | Site team/Public | | | | |
| **Public interface** | | | | | |
| Pedestrian Routes | Site team/Public | TMP Monitored and updated | SM/PM | On-going | |
| Vehicle Routes | Site team/Public | TMP Monitored and updated | SM/PM | On-going | |

1. The controls must be incorporated into the Major Incident & Business Continuity Plan and Safe System of Work

**5.4 Records of Appointment – Site File**

**5.5 Site Layout Plan – Site File**

**5.6 Emergency Services Liaison**

**5.7 Fire Safety Emergency Precautions – Site File**

**5.8 Fire Protection – N/A**

**5.9 Hot Work**
Hot works permits to be issued by the site team under the current guidelines.

**5.10 Temporary Covering Materials – N/A**

**5.11 Portable Fire Extinguishers**

**5.12 Security against Arson**
Site security to maintained 24 hours

**5.13 Temporary Buildings/Accommodation**

**5.14 Storage of Flammable Liquids and Gasses**
To be stored in the appropriate locked containers/cages.

**5.15 Waste Management**

Skips to be kept tidy and emptied regally as not build up waste.

**5.16 Plant and Vehicles**

**5.17 Stored Materials**

Material store area TBC

**5.18 Smoking**

Smoking will be prohibited other than the designated smoking area.

## 6.0 ADDITIONAL SITE SPECIFIC EMERGENCY ARRANGEMENTS

## 7.0 MONITORING & REVIEW

Separate Site File

## 8.0 SPECIFIC ARRANGEMENTS

Separate Site File

# Schedule I - Site Layout Plan Including Hazardous Storage

# Schedule II - Site Drainage Plan

A full and comprehensive drainage survey completed Dec 2016, the report including layouts and required details are kept on site and are readily available.

## Appendix I – Occupational Health Strategy

Site management must consider the wider hazards and risks associated with the project such as occupational health concerns – this form is designed to assist site management identify and control occupational health hazards in adequate time ahead of the relevant activities and aid regular review.

| Issue | Considerations | Hazards Identified | Controls planned |
|---|---|---|---|
| Working Hours/Resources | Stress<br>Nightwork*<br>*Risk Assessment Required. | Potential out of hours work due to the programme being accelerated | Carefully planned shift patterns if necessary to be considered. |
| Demolition | Asbestos, HAV, Noise, Dust | Refer to RAMs | RAMs to be approved prior to commencement on site and constantly assessed/amended during the contract. |
| Substructure | Pile cropping - HAV, Noise, Vibration, Dust | Hearing loss, disruption to others. | Noise levels to be monitored and kept to a safe level below 85db(A). All control measures will be documented in RA/MS |
| Ground works | Heavy Components, noise, dust, skin problems | Large plant working around site. | RAMs to be approved prior to commencement on site and constantly assessed/amended during the contract. |
| Masonry or Cladding | Heavy components, noise, dust, skin problems | | |
| Building Frame | Heavy components, skin problems, HAV | | |
| Temporary Works | Heavy components, | Collapse of excavations | Temporary shoring to be employed |

| | | | |
|---|---|---|---|
| | HAV, dust, skin problems | | and monitored where required in line with Confined spaces working regulations. |
| Roofing | Heavy components, HAV, skin & respiratory problems | | |
| Insulation/Air Tightness | Dust, skin problems | | |
| Internal Wall Finishes | Dust, skin problems, respiratory problems | | |
| Internal Floor Finishes | Dust, HAV, skin & respiratory problems | | |

Group Hand Arm Vibration procedure to be followed.

Vibration Magnitude levels for tools/equipment can be found by logging into the OPERC user account. Register on http://www.operc.com/pages/havteclogin.asp.

**Health Assessments**

| **Operations or Trades Identified as requiring health assessments and/or screening.** | **Contractor** | **How will this be addressed?** |
|---|---|---|
| Labour | | |
| Telehandler Operators | | |
| Tower Crane Operators | | |
| Asbestos Removal | | |
| Lead Workers | | |
| Others: | | |
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NB: It is an employer's duty to identify risks to health via risk assessment and address/control as necessary. During pre-order stage if a contractor has not adequately addressed health assessments then the Build UK health questionnaire should be provided for their use.

These are not to be returned to site management. The completed forms are to inform and assist the employer. will need written confirmation that questionnaires have been issued, completed and taken into consideration by the contractor.

The following initiatives will be employed on site to reduce occupational health risks: -

Current HSE SHE targets/initiatives can be viewed at:
-http://www.hse.gov.uk/construction/healthrisks

# Appendix J – Temporary Works Plan

**Site set-up Accommodation**

**Site Fencing**

# Appendix K – Services Plan

A full and comprehensive services survey completed …(Date)……., the report including layouts and required details are kept on site and are readily available.

# Appendix L – Environmental Management Plan (EMP)

## 1. GENERAL PROJECT ENVIRONMENTAL REQUIREMENTS

### *4.1 Waste Management*

All waste will be managed in accordance with the Company Waste Management Procedures and where relevant, the Company Earthwork and Contaminated Land Procedures.

Services will manage waste through the development and implementation of a bespoke version of the Building Research Establishment (BRE) SMARTWaste Plan. The project team will use this plan to identify waste streams, forecast waste volumes and identify suitable methods to eliminate, or where this is not practicable, reduce waste generated by the project.

When considering management options for identified waste streams, and supply chain members will adhere to the principles outlined in the waste hierarchy below.


and supply chain members will ensure waste is stored away from drains, boreholes, wells and controlled waters. Containers shall be in good condition and, where required, covered to prevent dust and litter being blown out. If there is any likelihood of stored waste contaminating the surrounding environs, all necessary steps will be taken to ensure no contamination occurs. This may include the use of containment bunds with rain shelters and the use of sealed containers, i.e. clip-top drums and fluorescent tube coffins.

Before waste is treated and / or removed from site, all subcontractors / waste contractors must provide the project team with legible copies of the following documentation:

- Environmental permits (mobile plant licences) and exemption certificates authorising on-site crushing and screening activities;
- Waste Carriers Registration Certificates;
- Environmental Permits, (Waste Management Licences and PPC Permits);
- Notification certificate of exemption from environmental permitting.

The project team and, where applicable, subcontractors will ensure that the removal of all inert / non-hazardous waste is recorded on Waste Transfer Notes. These documents must be kept for a minimum of two years. These documents will be stored on site and made available on request.

The project team and, where applicable, subcontractors will ensure the removal of all hazardous waste is recorded on Hazardous Waste Consignment Notes. These documents must be kept for a minimum of three years. These documents will be stored on site and made available on request.

Legible copies of all Waste Transfer and Consignments Notes, recording the removal of waste from Insert Site Name must be issued to . This includes waste generated on site by subcontractors).

### *4.2 Storage of Fuel, Oils & Building Chemicals*

Fuel, oil and chemicals will be managed in accordance with Company Pollution Prevention Procedures and COSHH Procedures.

Containers must be stored within a Spill Nappy (or similar), bund or any other suitable secondary containment system (SCS). All containers must be located in a safe place to minimise the risk of damage and locked-off when not in use.

For oil tanks, intermediate bulk containers and mobile bowsers the SCS must be able to hold:

- Where one container is being stored - a minimum of 110% of the total volume;
- Where more than one container is being stored - a minimum of 110% of the largest container's storage volume, or at least 25% of their total volume (whichever is greater);
- For drum storage, the interceptor tray must be able to hold at least 25% of the total storage capacity of the drums.

Bunded areas must be made impermeable to water and oil. The base and walls must not be penetrated by any valve, pipe or opening that is used for draining the system. For further guidance on bund construction and other requirements, please refer to CIRIA publication Construction of bunds for oil storage tanks (R163) and Environment Agency Pollution Prevention Guidelines 2 and 6. Guidance is available on request

Areas used to store fuel / oil and other potential contaminants are identified in Appendix H Fire Safety & Other Emergencies Plan.

### *4.3 Particulate Matter (Dust) & Noise*

Dust and noise will be managed in accordance with Company Procedures'

#### 4.3.1 Mobile Crushing & Screening Process

Crushing and screening will be managed in accordance with Company Procedures.

Crushing and screening of demolition material must be conducted in accordance with the plant operators' manual and, where applicable, environmental permit (mobile plant licence) / waste exemption certificate. The operator must use the Best Available Techniques (BAT) for preventing or, where this is not practicable, reducing emissions from the installation. The following items must be considered when attempting to reduce the environmental impact of this process:

- Location;
- Operation;
- Maintenance;
- On-site transfer of dusty materials;
- Condition of roadways / haulage routes;
- Stockpiling materials.

#### 4.3.2 General Site Activities

With regard to nuisance, the methodology in which work activities are undertaken must apply Best Practicable Means (BPM) in order to minimise negative impact on local, sensitive receptors, such as schools and domestic dwellings. However, if measures to reduce excessive dust and noise are unsuccessful, work must stop and an alternative method devised before work can resume.

The following measures must be considered when attempting to reduce noise and dust:

- Use sheeted lorries and sealed / covered skips;
- Use dust extraction equipment when drilling and cutting;
- Damp down haulage roads and stockpiled materials in dry or windy weather;
- Sweep access roads regularly;
- Grass over topsoil which is being stockpiled for landscaping or off-site re-use;
- Locate plant and equipment away from sensitive receptors;
- Use screens, including earth bunds to act as acoustic barriers;
- Isolate plant and equipment when not in use;
- Fit white noise systems on vehicles to reduce noise nuisance when reversing;
- Keep engine compartment doors closed;
- Limit vehicle movements on-site, i.e. use of one-way system.

### *4.4 Previously Unidentified Issues*

If one or more of the following is discovered, work in that location must stop immediately and the Project Environmental Co-ordinator (PEC) informed:

- Contaminated soils;
- Archaeological remains or features;
- Suspicious objects;
- Underground storage tanks;
- Invasive species, i.e. Japanese Knotweed;
- Protected species, i.e. badgers, bats, amphibians, reptiles and plant life.

### *4.5 Emergency & Incident Preparedness*

In order to minimise the risk of a pollution incident, subcontractors must ensure all operatives understand the environmental risks associated with their work activity and what control measures are in place to eliminate or reduce negative environmental impact.

Environmental emergency planning must be managed in accordance with existing company procedures, including the development of a project-specific Fire Safety & Other Emergencies Plan (Appendix H of the Construction Phase Plan).

A Major Emergency Response Plan must be implemented where relevant.

Reporting and investigation of environmental incidents must be in accordance with the Company Procedures.

### *Monitoring, Auditing & Reporting*

Please refer to 4.18 of the Construction Phase Plan.

### *4.6 Management Structure & Responsibilities*

Please refer to 4.1 and 4.2 of the Construction Phase Plan

### *4.7 Training Awareness & Competence*

Please refer to 4.14 of the Construction Phase Plan

# Appendix M –Risk Assessment & Method Statement Register

| REF: | ACTIVITY | CONTRACTOR (STATE IF ) | DATE EVALUATED | DATE ACCEPTED | DATE BRIEFED TO OPERATIVES |
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# Appendix N – Site Personnel Appointment Sheets

Site File

# Appendix O – Training Matrix

# Appendix P – Company Policy Statements

# Appendix Q – Company Objectives & Targets

# Appendix R – (Other) Specify