

Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

CONSTRUCTION PHASE

Health and Safety

Morgan Sindall business unit / region:	Thames Valley		
Project name:	Minet Infant School		
Project no.:	22CA02		
Customer:	DoE and Minet Infant and Junior School		
Location:	Avondale Drive, Hayes, UB3 3NR		
Revision no.:	08	Date:	11/7/22

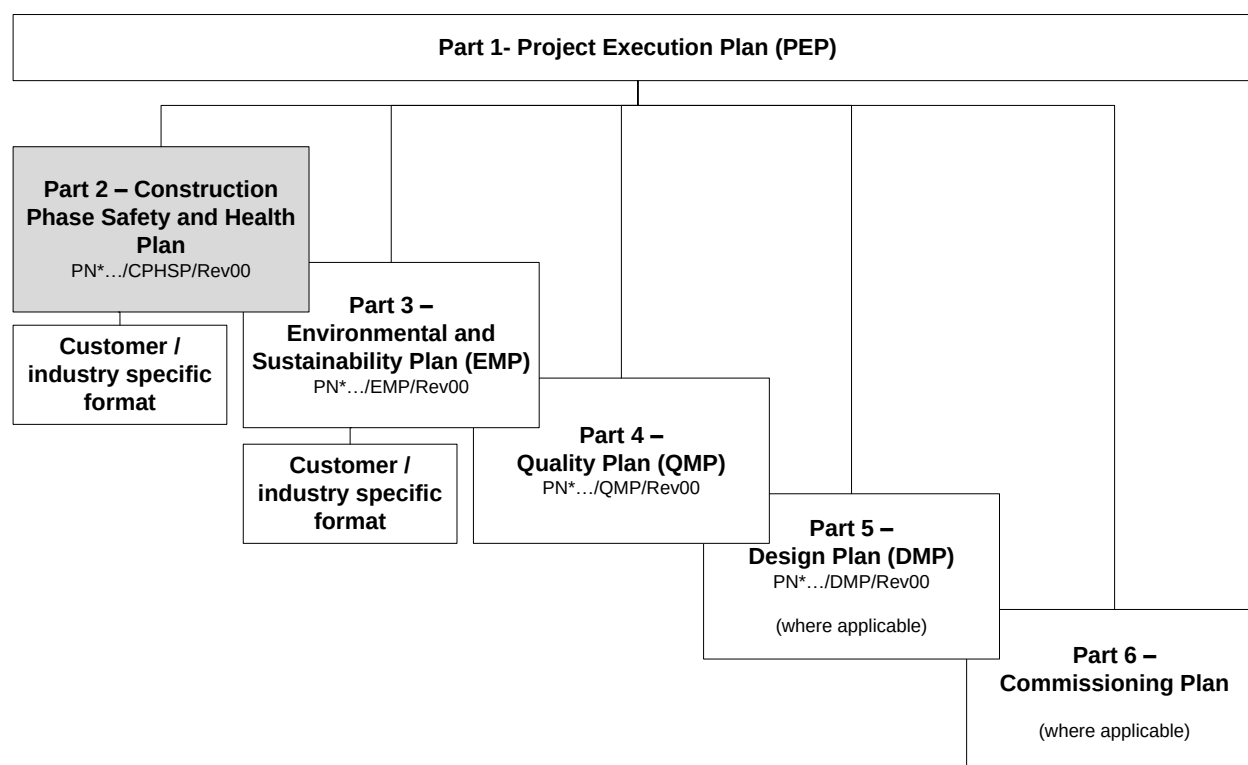
For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan (CPHSP) - overview

This document will define how specific health and safety management elements of the contract will be delivered.

Each box represents the parts of the whole PEP. Only in exceptional circumstances will a PEP consist of less than four documents.

* PN = Contract or project no.
(Update revision nos. as required)



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1. Introduction

1.1. Pre-amble – the following information is contained within PEP Part 1

- Pre-construction information
- Project directory
- Contract organisation and staff responsibilities
- Communications
- Risk management
- Knowledge transfer – good practice / lessons learnt.

1.2. Purpose of this plan

This CPHSP when read with the core module (PEP Part 1) meets the requirements of the Construction Design and Management (CDM) Regulations 2015 with regard to the construction phase health and safety plan. This plan describes how safety aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the contract manager to reflect progress of the works and changes in health and safety requirements.

The plan conforms to Morgan Sindall's health and safety policy objectives which will be clearly displayed in site offices.

The plan is concerned with the overall management control of all health and safety aspects in the execution of the contract. Subcontract works are also subject to this plan.

Morgan Sindall is certified to BS OHSAS 18001 and its company Integrated Management System (IMS) complies with that standard.

This plan is a 'live document' to be supplemented and/or revised as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which may include:

- Appropriate legislation
- Corporate governance
- Morgan Sindall and/or Morgan Sindall Professional Services policies
- Customer requirements (to include stakeholders)
- Company processes and procedures (amend as necessary)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements.

1.3. Authorisation

This plan is authorised when the preparation, approval, authorisation and distribution section on page 1 of the PEP (Part 1) is completed.

Legal and other requirements

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the project team by Morgan Sindall intranet.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this plan.

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1.4. Integrated Management System (IMS)

The company's IMS is designed to meet the contract objectives in the core module (PEP Part 1). An explanation of the Morgan Sindall IMS is on the Morgan Sindall intranet.

This plan sets out the SHE standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.5. Contract details

These are described in [PEP Part 5](#).

[JCT 2016 D&B](#)

2. Health and safety management

The key high level objective of the contract, as stated in core module (PEP Part 1), is to deliver the customer's contract on time, to budget and without incident or complaint.

The key health and safety objective is to complete the contract having achieved the objectives of the company's health and safety policy, the primary message of which is '100% Safe'.

2.1. Roles and responsibilities

All members of the contract team have responsibility for elements of health and safety appropriate to their function, experience and seniority. The contract manager has overall responsibility for delivering the contract objectives.

2.2. Risk assessments and method statement (RAMS)

No activity will be permitted without an approved RAMS.

The project management team shall produce risk assessments where significant risks are identified.

2.3. Site specific RAMS

Site specific RAMS will be carried out by appointed and competent personnel on site. A register of method statements and associated risk assessments will be kept on site and reviewed.

Method statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements in line with Morgan Sindall method statement tracking and content sheet. Method statements will be assessed, tracked and accepted by Morgan Sindall prior to commencement of work. The contents of the method statement will be communicated to all those undertaking and associated with the work activity.

Contractors shall hold a signed copy at the work face while the works are taking place ensuring all operatives have read, understood and signed stating they will comply with the method statement.

A schedule of work activities and their current status is maintained via the RAMS schedule which is updated and retained within the project / site management filing system. The schedule template is included at [Appendix C](#).

Change control for systems of work

A change control will have significant repercussions with respect to the prevention or control of accidents and may require changes in the measures taken to ensure that those risks remain as low as reasonably practicable.

Whether a change has significant repercussions will depend on the degree to which it:

- Introduces a new hazard
- Changes the risk from an existing hazard
- Affects control or mitigation measures (including off-site emergency plans).

Changes that have a positive impact on the risk profile are also important.

Morgan Sindall has in place systems for the communication of changes and any changes to approved systems of work shall be agreed in writing.

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3. Safety and occupational health controls

Morgan Sindall has in place within the IMS. The 'Creating a Safe and Sustainable Environment' document that set the minimum standards that must be applied.

3.1. Accident and incident reporting (including learning event and near miss reporting)

In the event of an accident or incident occurring and depending on its nature, the process detailed in [SH PRO2](#) should be followed.

All accidents and significant incidents, including those involving contractors, must be recorded in the site accident book and entered on SHEQ Tracker within 24 hours. All incidents **MUST** be reported to the SHEQ department.

Records of accidents or incidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR) are confidential and must be stored securely on site.

Should the public or a utility be involved in an accident or incident, ensure that public liability claim forms are completed if necessary. All near misses and learning events **MUST** be reported to the SHEQ department.

Reports

The SHE advisor shall maintain records of all accidents, incidents and investigations and compile a monthly report for the management team.

Asbestos

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the [SH PRO5](#).

Key details of asbestos survey reports or asbestos management plan will be communicated to all personnel to include where any asbestos is located, that it has been clearly labelled, or has been removed by a licensed contractor prior to the commencement of the construction / demolition works.

All persons on any project where ACM's have been identified, will attend recognised asbestos awareness training.

Morgan Sindall must only use licensed contractors when dealing with notifiable asbestos in line with company standards. Morgan Sindall will ensure that they obtain relevant information, including appropriate Asbestos survey reports, and carry out checks before beginning work where asbestos is or may be present.

3.2. Certification of plant operators

Before being allowed to work, operators of plant must present proof of competence, e.g. CPCS, IPAF cards for entry into site file records. Periodic checks of competencies will be carried out by contract supervisors.

3.3. Confined spaces

Work in a confined space can be a high risk activity. Therefore, entry to an identified confined space will be avoided whenever feasible. When this cannot be avoided, no work will be started until a RAMS is approved. In addition, no work will start until the relevant permit to work has been issued. Emergency and rescue personnel and equipment must be in place before work starts.

The calibration of equipment to test the atmosphere of confined spaces must be regularly checked in accordance with manufacturers' instructions.

3.4. Control of Substances Hazardous to Health (COSHH) and Asbestos

Morgan Sindall utilises industry leading company Sygol for the generation of specific COSHH assessments. Assessments will be administered by an appointed Sygol coordinator for the contract.

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Site supervisors will ensure that assessments for all substances are available to those who may come into contact with them and that they have been made aware of those assessments. If no assessment exists, then one must be obtained using the Sypol form in line with the company standards.

Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM regulations and in accordance with Morgan Sindall supply chain procedures.

Further information on management control of design can be found in the DMP Part 5 of this PEP.

3.5. Demolition

Generally considered a high risk activity, demolition will be conducted strictly in accordance with Codes of Practice for Demolition and Health and Safety Executive (HSE) guidance. RAMS will be produced prior to work being undertaken. Follow the published guidance by The Institute of Air Quality Management (IAQM) on how to assess impacts of emissions of dust from demolition and construction.

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards [SH PRO4](#).

An electrical duty holder will be appointed for the project and identified on notice boards, distribution boards and sub-stations.

In every case where work must be carried out on electrically isolated equipment it will be carried out under a permit to work procedure. This procedure is mandatory to all Morgan Sindall employees and designated subcontractors.

Contractors should only use 110v electrical tools or battery powered devices.

No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise un-jointed.

Contractors must demonstrate that they meet all of the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and have a means of indicating, (eg by labelling), that where appropriate equipment has been Portable Appliance Testing (PAT) tested / examined.

3.7. Excavations and services

No works will commence until details of overhead and buried services likely to affect those works are either obtained from service providers or by direct investigation. Details will be available as plans, drawings, cross sections and other information.

All excavations will be done following the relevant Morgan Sindall process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and Morgan Sindall standards [SH PRO7](#) and [SH6 STD1](#). The precautionary principle will apply where there is uncertainty about buried services.

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

If suspect material is discovered in an excavation, the supervisor will stop work, record and investigate the occurrence and agree actions before continuing.

3.8. Emergency arrangements

Morgan Sindall will appoint an emergency co-ordinator, this will normally be the project manager and will be identified within the site induction along with deputising arrangements.

The emergency co-ordinator will be responsible for:

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- Production of the fire and emergency plan ([Appendix E](#))
- Ensuring that suitable individuals are appointment to fill key positions under the emergency plan
- Arrange drills and exercises to ensure the effectiveness of the plan
- Review and update the plan as conditions change
- Ensure any equipment essential to the operation of the plan is tested and maintained.

3.9. Fire precautions

The contract project manager will appoint a fire co-ordinator who will ensure that a fire risk assessment is made, that emergency preparedness against fire is adequate and that a fire safety plan is in place ([Appendix E](#)).

The fire co-ordinator will complete the emergency arrangements and review this on a regular basis referring deficiencies to the site / project manager for action.

Site inspections of emergency arrangements against fire will be carried out not less than fortnightly.

Where fire escape routes are long, involve stairs, buildings have multiple occupancy, or may be used by the disabled or the general public, fire drills will be carried out not less than annually.

3.10. Hand Arm Vibration Syndrome (HAVS)

Morgan Sindall has adopted a HAVS strategy, guidance is given in the IMS. This strategy will be taken into consideration when using equipment that could potentially cause HAVS.

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a particular tool / activity, the items listed below should be considered and implemented:

- Tool selection
- Vibration control
- Maintain blood circulation
- Selection of operatives
- Training and awareness
- Health surveillance.

3.11. Health and safety rules

Site health and safety rules shall be included in the site start up pack and developed for the project by the contract manager in conjunction with the SHE advisers. Site rules will be posted on site notice boards and explained at induction will cover as a minimum:

- Policies including substance abuse
- Access and egress
- Personal Protective Equipment (PPE)
- Mandatory instructions
- Site boundaries
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Waste
- Visitors.
- Covid 19 management

Minimum rules are contained in the Morgan Sindall '[Creating a Safe and Sustainable Environment](#)' document.

3.12. Health surveillance

Risk assessment will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary, an occupational health surveillance programme will be undertaken. Occupational health surveillance for individuals undertaking high risk activities will include screening for any or all of the following:

- HAVS

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- Noise induced hearing loss
- Manual handling
- Dermatitis from onsite operations
- Repetitive strain injuries.

Additional health issues may arise as a result of COSHH assessments and or individual situations. Such surveillance will be conducted as identified by risk assessment.

3.13. Health and safety file

In compliance with CDM Regulations, the health and safety file will be developed throughout the contract in a format agreed by relevant parties early in the contract.

The contents of the health and safety file may include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles incorporated in the design of the structure
- Any hazards associated with the materials used
- Information regarding the removal or dismantling of installed plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire fighting services
- Information and as-built drawings of the structure, its plant and equipment.

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements.

3.15. Housekeeping

All site personnel will be responsible for maintaining a clean and tidy site that poses no unnecessary slip, trip and fall hazards and presents an acceptable visual impression to the workforce, visitors and the general public.

Material and equipment will only be delivered to site as required to reduce the required storage space.

Failure of contractors to maintain standards may result in work being undertaken on their behalf and those contractors being recharged accordingly.

Time will be allowed within the detailed programme of works to ensure that housekeeping is afforded high priority and each section of the works is left clean, neat and tidy at the end of each work shift. An end of shift inspection regime will be implemented.

3.16. Site induction

Morgan Sindall will prepare a site specific induction for this project. The purpose of this induction is to:

- Familiarise individuals with the health and safety requirements of the project
- Establish procedural controls specific to the project
- Specify any permits to work
- Identify emergency arrangements
- Instruct on accident reporting
- Identify site specific safety rules
- Identify significant hazards at the worksite.

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site. Records of this induction will be maintained within the site safety file.

All visitors to site whether invited or not, must identify themselves to the project manager attending site prior to entering the worksite. The project manager must ensure that all such visitors are in possession of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

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3.17. Interfaces with visitors, the public and others

Interfaces between site activities, visitors and the public will be considered when developing the site plan, planning points of site ingress / egress and works outside the site boundaries to ensure that site operations do not endanger visitors and the public. Such consideration will apply to others such as the customer's personnel who may need access to or through the site.

The following measures to protect the public from site activities will be taken:

- Full hoarding to site boundary which varies to suit each phase of the project
- Traffic management plan to highlight how all deliveries in and out of the project
- Continual liaison with school team over out of bounds areas and current project activities / risks

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance [SH PRO9](#). The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor.

All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

Checks and inspections of lifting plant and equipment will be recorded in the site register.

3.19. Lone working

Lone working must be avoided whenever feasible. If it cannot be avoided, a specific risk assessment and method statement for the activity is required, to include the arrangements for lone working.

3.20. Manual handling

Manual handling risk assessments must be carried out prior to manually lifting a load and must include load weights and dimensions. Methods of assessing the risks of manual handling and consideration to alternative methods will be considered where practical.

3.21. Material storage and distribution

The storage of materials will be planned before the site is established to meet logistical and safety requirements and to ensure that wastage of materials through poor storage, damage or theft is minimised.

Suitable and adequate means of distributing materials about the site when needed will be planned beforehand.

3.22. Mechanical plant

Site plant and equipment operated by Morgan Sindall will be subject to Planned Preventative Maintenance (PPM) scheme.

Records of plant inspections will be maintained on site and will be available for inspection.

Plant and equipment operated by contractors must be similarly maintained in line with legislation and Morgan Sindall minimum standards.

Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained shall be obtained.

3.23. Monitoring and inspection

Safety performance and compliance will be assessed regularly. Records of audits, inspections and visits undertaken will be available on site.

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Project Monitoring Schedule				
Type of monitoring	Frequency			
	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X (to be arranged by senior managers)	
SHE meetings			X	
Liaison / stakeholder meetings (i.e. with school)		X		
Contractors (safety / co-ordination) meetings	X			
Project progress meetings			X	
SHE Cross regional audit				X
SHE Inspections – (SHE team)			X	
SHE Inspections – contractors (self-audit)	X			
SHE Inspections – client			X	
SHE Inspections – (site team)	X			
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			Quarterly	
Safety awareness talks		X		
100% Safe toolbox talks / briefings		X		

3.24. Noise

- If work environments are likely to exceed occupational action levels specific noise assessments will be carried out prior to commencement of works. The equipment must comply with at least BS-7580-2 1997 Type 2 specification, as required by BS 5228-1:2009 "Code of practice for noise and vibration control on construction and open Sites 2 Part I: Noise. Annex G.

Where the operational risk levels illustrated within The Control of Noise at Work Regulations 2005 could be exceeded, the precautions set out to eliminate or reduce noise levels are to be implemented. Details of maximum exposure times are to be conveyed to the relevant Site Personnel and strictly adhered to.

Potential sources of noise on this project include:

- Groundworks
- Breaking out obstructions
- Steel frame elements
- Refurbishment works
- Lifting operations

3.25. Occupational health monitoring and surveillance

Requirements for occupational health monitoring will be assessed on a task specific basis and in line with the Morgan Sindall company policies process, standards and guidance. Risk assessments may identify circumstances when additional health surveillance is required (unless already identified by existing legislation).

3.26. Permits to work

The use and issue of permits shall be in accordance with Morgan Sindall permit to work systems and contract specific requirements.

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on 'permit to work' systems. These include for this project:

- Permit to break ground
- Permit to lift
- Hot works operations
- Entry into confined space

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- Work on non-isolated electrical equipment
- Work on isolated electrical equipment
- Out of hours supervision
- General permit (eg roof access / work in occupied premises)
- Use of ladders and step ladders.
- Working within school premises (Outside of site boundary)

3.27. Personal Protective Equipment (PPE)

Morgan Sindall will supply to and ensure the use of PPE by all employees and visitors. Contractors will be required to supply PPE to their own personnel to the minimum requirement noted:

- Safety helmet
- Light eye protection (LEP)
- Gloves
- Safety footwear
- Hi vis coat, jacket or vest (where there are plant movements or as directed by the project manager)

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS.

3.28. Piling operations

Piling operations by an approved contractor must be managed in line with Morgan Sindall company policies, process, standards and guidance.

3.29. Pressurised systems

Pressurised system can contain potential energy that may be released under certain conditions. When working on pressurised systems specific risk assessments and precautions will be taken.

3.30. Road works

All road works will be carried out in line with current legislation and where applicable "The Traffic Signs Manual Chapter 8".

3.31. Safety training

Specific health and safety training will be identified in the contract specific training and competence plan.

Where required, site supervision will arrange for safety training associated with specific tasks such as abrasive wheel training. Records of all task specific training whether delivered on or off site will be recorded.

The project manager will ensure that United Kingdom Contractors Group (UKCG) standards of competence for persons employed on Morgan Sindall projects are achieved, ie working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:10, company standards and temporary works requirement.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The [PM STD8](#) site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

3.34. Site security

Security arrangements which require consideration, include but not limited to:

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- Site boundary to be constructed with timber hoarding, where smaller more temporary requirements are needed, double clipped heras fencing will be installed
- Compound for site welfare and storage will be clearly designated and secure
- Plant / equipment will all be employed to latest standards, anti-theft devices etc
- CCTV will be installed to cover the site constraints which will be remotely monitored out of hours
- As per the traffic management plan we will have a dedicated gateman or control of deliveries in and out of the scheme to ensure the safety of passers by and students

3.35. Smoking

Morgan Sindall does not allow smoking in any building or vehicle. Dedicated smoking areas are to be agreed with the school.

3.36. Statutory notices

Morgan Sindall will obtain the F10 notification from the client.

The contract manager will arrange for a copy of the following to be posted on site notice boards.

- F10 notification to HSE
- Health and safety law - what you should know poster
- Employers liability insurance certificate
- Fire action notice
- First aid notice
- Site specific safety rules.

3.37. Steel erection

Steel erection will be carried out by a specialist contractor approved via our contractor approval process and will be subject to an acceptable RAMS and to proper supervision and control.

3.38. Temporary works

Temporary works will be co-ordinated by an appointed Temporary Works Co-ordinator (TWC) who will be responsible for ensuring that the planning, erection, use, maintenance and dismantling of temporary works is undertaken in line with Morgan Sindall temporary works process and as agreed with the relevant Temporary Works Manager (TWM). A temporary works schedule produced at tender stage will be reviewed and updated at regular intervals.

Details shall be listed in the appropriate method statements.

A detailed RAMS including calculations and designs, and pre and post loading checks will form the control measures for all defined temporary works which are required for the execution of permanent works or temporary structures ie not directly connected with the permanent works.

3.39. Traffic management

All areas of work that involve vehicle movements and the interface with personnel will have a Traffic Management Plan (TMP) ([Appendix F](#)). The TMP will be managed by an appointed person who will act as the Traffic Management Co-ordinator (TMC).

The site layout will be planned to provide safe segregation between plant, vehicles and pedestrians wherever practical. The reversing of site plant, vans and lorries will be avoided if possible but where this is necessary will be under the supervision of a vehicle banksman / controller.

Car parking arrangements and access routes will be clearly identified in the plan. Particular consideration will be given to the delivery, loading and offloading of materials.

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Visitors, public protection and interface with others

Measures will be developed as required to ensure the protection of the public / client staff which will be continually reviewed as work progresses. Security and public protection will be achieved as follows:

- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.

3.40. Welfare and first aid

Morgan Sindall will provide welfare and first aid that exceed the minimum standards of welfare set by legislation in line with IMS standards and guidance.

Welfare facility	Quantity	Type / comments					
Offices	1No	1 st floor including meeting rooms					
Drying room	1						
Lockers	50						
Toilets – male		Toilets	7	Sinks	7	Urinals	6
Toilets – female		Toilets	2	Sinks	2	Sanitary disposal	2
Showers	1	(please refer to SH GUID1 Occupational Health Hazards and Risk Guidance and SH REG FRM19)					
Canteen unit	4 units	Seating for 26					
Hot water for washing hands	9	(hot running water from day one)					
Drinking water supply	2	(including cups)					
Meads of boiling water	2						
Facilities for warming food	2						
LEP cleaning station	4	(Light Eye Protection - LEP)					
Hand care station	4	(including sun screen)					
Other							

Morgan Sindall will ensure that adequate numbers of first aid trained personnel and first aid kits are available at:

- All site locations
- In vehicles where this has been identified as necessary or good practice
- In strategic locations within office setups.

Facility	Size / quantity	Facility	Size / quality
First aid boxes	2 in offices at least 1 construction side	Eye washes	1 within welfare area and at least 1 on site, more to be installed as build progresses.
First aiders	Will vary to suit project progression / numbers on site. 4 MSC and contractors will also supply.	Dowsing shower	Required as COSHH dictates, shower will be required for Asbestos removal.
Appointed persons	KH & TM		
First aid room	Small meeting room 1 st floor		

Posters are displayed stating location of first aid boxes, first aiders, appointed persons and action to be taken in case of an incident.

First aiders	
Name	Certificate expiry date
Karl Hoffman	06/09/24
Tom Mousley	16/11/24

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3.41. Working at height

Morgan Sindall will ensure that all areas that can be deemed as working at height have a suitable risk assessment and method statement in place. Working at height may include working from platforms, structures and/or above excavations, shafts, manholes and voids.

Preventing falls of persons

When planning work at height activities Morgan Sindall will ensure that the hierarchy for work at height is followed. Work at height will be avoided where reasonably practicable, and where unavoidable, equipment and fall prevention systems that provide the highest level of collective protection will be considered in preference to those that provide individual protection or that minimise the consequences of a fall.

Preventing dropped objects

The Morgan Sindall Dropped Objects Manager's Guide must be consulted when selecting control measures for preventing dropped objects. This guide highlights the importance of implementing a hierarchy when selecting control measures and using full height containment in preference to management arrangements.

Please detail below the project's strategy for preventing falls of persons and objects. The below table has been populated with some of the key work at height hazards, please develop this further specific to your project's requirements.

Example

Hazard	Arrangements
Slab Edges	Full height containment will be used on the east and north elevations until the block and render façade has been completed. Local containment will remain in place where window openings are present. 1600mm high edge protection will be installed on west and south elevations to permit the installation of SFS framing system, however any work within two metres of the edge protection will require tool tethers and exclusion zones will be in place at ground level at all times. The west elevation is also in close proximity to the projects boundary so containment nets will be used to prevent objects falling into public areas.

Hazard	Arrangements
Roof work	1.6m scaffold handrail with toe boards complete with debris netting to ensure no materials or tools can fall to the ground
Work to parapets	Scissor lifts to be used, tools tethered, exclusion zones
Façade work	Scissor lifts to be used, tools tethered, exclusion zones
Slab edges	1.6m scaffold handrail with toe boards complete with debris netting to ensure no materials or tools can fall to the ground
Leading edge work	1.6m scaffold handrail with toe boards complete with debris netting to ensure no materials or tools can fall to the ground
Scaffolding installation	TG20-15
Other	

Selecting low-level access equipment

When selecting low-level access equipment, it is essential that safest possible equipment is selected taking into account:

- Height to be accessed

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- Type of work being undertaken (heavy/light duty)
- Location of the work (internal/external)
- Duration of the work
- Space restrictions

The below hierarchy is the order in which equipment must be considered, only using a lower level where use of a higher level is not possible or reasonably practicable.

1. 'Safe Stand' Type Platforms
2. Powered Low level Access (MEWPs), Pop-Ups and Push around Verticals (PAVs)
3. Podiums and platforms with handrails
4. Mobile Towers
5. Hop-Ups
6. Platform Step Ladders
7. Step Ladders
8. Stilts

3.42. Working near railways

When working near or in the vicinity of railways Morgan Sindall will adopt the processes and guidance within the [rail section of the IMS](#).

3.43. Working over or adjacent to water

Any work over or adjacent to a body of water (e.g. river, stream, reservoir, pond, estuary or sea) will be subject to specific risk assessment and in accordance with IMS standards and guidance.

3.44. Work station (computer) assessments

Individuals working regularly with computers will be required to carry out an on-line assessment to ensure that posture and vision are not impaired by long-term use. This assessment will not be available for site audit. Contact the SHEQ department for further information.

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Appendix A Project specific health and safety objectives and targets

Objectives / targets	Control	Action / responsibility
Zero Reportable Accidents & Incidents through the life cycle of the project	Project Team	Project Team
1 No TBT per subcontractor per week	Project Team	Supply chain partners
1 No Environmental TBT per month	Project Team	Supply chain partners
1 No Health monitoring TBT per month	Project Team	Supply chain partners
1 No Current Covid TBT per month	Project Team	Supply chain partners
1 no Subcontractor Safety Manager Inspection per month	Project Team	Supply chain partners
1 No subcontractor supervisor safety inspection per week	Project Team	Supply chain partners
5 No positive intervention observation per week	Project Team	Supply chain partners
All green safety score on all safety reports	Project Team	Project Team
25 No safety inspections recorded on SIMS system	Project Team	Project Team

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Appendix B Project risk assessment summary

Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The SSoW identified below may be prepared during the contract period.		Hazards			Risk assessment required			Method statement required		
		Safety	Health	Environment						
					Ref	Trade / activity	Y	N	N/A	Y
1	Site establishment	X	X	X	X			X		
2	Temporary hoarding / fencing	X	X	X	X			X		
3	Demolition (general)	X	X	X	X			X		
4	Demolition (asbestos removal)	X	X	X	X			X		
5	Existing buildings adjacent to works	X	X	X	X			X		
6	Overhead services / obstructions	X	X	X	X			X		
7	Underground services	X	X	X	X			X		
8	Piling						X			X
9	Excavations	X	X	X	X			X		
10	Haul road crossings on site	X	X	X	X			X		
11	Bulk earthwork	X	X	X	X			X		
12	Reduced level dig / imported fill	X	X	X	X			X		
13	Contaminated ground						X			X
14	Environmental issues	X	X	X	X			X		
15	Working on public roads						X			X
16	Working over / adjacent to water	X	X	X	X			X		
17	Working over / adjacent to railways						X			X
18	Concrete works and reinforcement	X	X	X	X			X		
19	Concrete repairs and finishings	X	X	X	X			X		
20	Pre-cast concrete construction	X	X	X	X			X		
21	Scaffolding	X	X	X	X			X		
22	Erection of structures	X	X	X	X			X		
23	Steel erection	X	X	X	X			X		
24	Welding and burning of steelwork	X	X	X	X			X		
25	Roofwork and working near openings in floors	X	X	X	X			X		
26	Infilling floor openings	X	X	X	X			X		
27	Roofwork (flat roofs)	X	X	X	X			X		
28	Roof structures (plates, trusses, timber)	X	X	X	X			X		
29	Roof coverings (felt / baten / tile)	X	X	X	X			X		
30	External cladding (including glazing)	X	X	X	X			X		
31	Rain water goods	X	X	X	X			X		
32	Lifting operations	X	X	X	X			X		
33	Manual handling	X	X	X	X			X		
34	Site plant movements	X	X	X	X			X		
35	Tools (electric / pneumatic / cartridge)	X	X	X	X			X		
36	Confined spaces	X	X	X	X			X		
37	Night working						X			X

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38	Bitumen waterproofing	X	X	X	X			X		
39	Highly flammable materials	X	X	X	X			X		
40	Installation of fire protection coatings (board)	X	X	X	X			X		
41	Installation of fire protection coatings (spray)	X	X	X	X			X		
42	Lift installation	X	X	X	X			X		
43	Electrical / mechanical services	X	X	X	X			X		
44	Plumbing works	X	X	X	X			X		
45	Carpentry / joinery	X	X	X	X			X		
46	Plastering/ rendering	X	X	X	X			X		
47	Ceiling fixing	X	X	X	X			X		
48	Floor and wall tiling	X	X	X	X			X		
49	Painting and decorating	X	X	X	X			X		
50	Nuclear densometers, thermal welders and lancers, high pressure (HP) water jetting						X			X
51	Use of lasers	X	X	X	X			X		
52	Arc welding	X	X	X	X			X		
53	Radiography						X			X
54	Commissioning plant	X	X	X	X			X		
55	Paving slabs, block paving, kerbs, edgings	X	X	X	X			X		
56	Roads / paths surfacing	X	X	X	X			X		
57	Fencing (permanent)	X	X	X	X			X		
58	Landscaping	X	X	X	X			X		
59	Tree surgery / use of chainsaws	X	X	X	X			X		
60	Fire prevention on site	X	X	X	X			X		
61	Fire prevention in offices	X	X	X	X			X		
62	Work in offices	X	X	X	X			X		
63	Young persons	X	X	X	X			X		
64	Cable pulling	X	X	X	X			X		
65	Working in chemical / radioactive situations						X			X
66	Brickwork and blockwork	X	X	X	X			X		
67	Cleaning / builders clean	X	X	X	X			X		
68	Use of ladders	X	X	X	X			X		
69	Lead burning / plumbing						X			X
70	Use of mobile elevating working platforms	X	X	X	X			X		
71	Unloading of vehicles	X	X	X	X			X		
72	Use of stepladders	X	X	X	X			X		
73	Traffic management	X	X	X	X			X		

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Appendix C SHE RAMS schedule / evaluation template

NB This document to be retained and maintained up to date in site file 6. For the purposes of the initial acceptance of the SHE plan by the client, it is acceptable to include only the earliest packages and those relating to site set up, fencing etc. The live document will be updated and retained in SHE file 6 and not in the SHE plan.

	ACTIVITY	CONTRACTOR	SHE & ITP PRE START MEETING DATE	NTC ISSUE DATE	SSoW DATE REQUIRED	SSoW DATE ISSUED	SSoW DATE ACCEPTED	START ON SITE DATE
1	Ground works Excavation Drainage Steel fixing Shuttering Concrete, foundations/ slabs Concrete pump Tarmac landscaping	Duffy	20/1/22	24/1/22	21/1/22	18/1/22	18/1/22	24/1/22
2	Labour	Hays/Daniel Owen/Ransted	NA	NA	21/1/22	20/1/22	24/1/22	24/1/22
3	Eco unit Cabin delivery Lift plan	Wernick	N/A	NA	14/1/22	23/1/22	23/1/22	9/2/22
4	Temporary services	Trident	27/1/22	14/2/22	4/11/22	11/2/22	11/2/22	11/2/22
5	Landscape	JBW	6/4/22	AS	7/6/22	7/6/22	9/6/22	28/3/22
6	M&E systems	Hopkins	31/3/22	AS	28/3/22	17/5/22	20/5/22	4/4/22
7	Temporary class room school units	Portakabin	14/4/22	3/5/22	26/4/22	26/4/22	26/4/22	3/5/22
8	IT	MSCIT	13/04/22	23/5/22	6/4/22	23/5/22	23/5/22	23/5/22
9	FFE	Pinnacle	6/4/22	30/5/22	26/5/22	25/5/22	31/5/22	23/5/22
10	Kitchen	Shine	27/4/22	25/5/22	18/5/22	25/5/22	9/6/22	25/5/22
11	Reception Desk	FGM	KH	16/6/22	9/6/22	7/6/22	7/6/22	16/6/22

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12	Canopies	Able	7/4/22	20/6/22	13/6/22	1/6/22	6/6/22	20/6/22
13	Fencing	Littlewoods	7/6/22	20/6/22	13/6/22	13/6/22	14/6/22	20/6/22
14	Decant	Pickfords	4/7/22	8/7/22	4/7/22			11/7/22
15	Demolition Asbestos removal	Lancebox	8/7/22	8/7/22	1/8/22			8/8/22
16	Scaffolding Access systems Loading bays Handrails independents	Grenrose	15/6/22	8/7/22	5/8/22			12/8/22
17	Brick work Blockwork Lintels	Robert Brothers	18/7/22		11/8/22			18/8/22
18	Roofing Single ply Mewps Crane	Vertec	12/9/22		5/10/22			12/10/22
19	Curtain wall systems/ Windows Glazing EPDM Air line MEWPS	Elite	27/8/22		20/9/22			27/9/22
20	Steel frame Mewps Crane Metal deck placement	MJ Robinson Toolmax	5/8/22		5/8/22			5/9/22
21	Roof lights		10/9/22		3/10/22			10/10/22
22	Metal Stairs		23/12/22		16/1/23			23/1/23
23	Handrails	Delta	16/12/22		9/1/23			16/1/23
24	Diamond drilling	Frog	NA	NA	19/11/22	7/4/22	7/4/22	16/11/22

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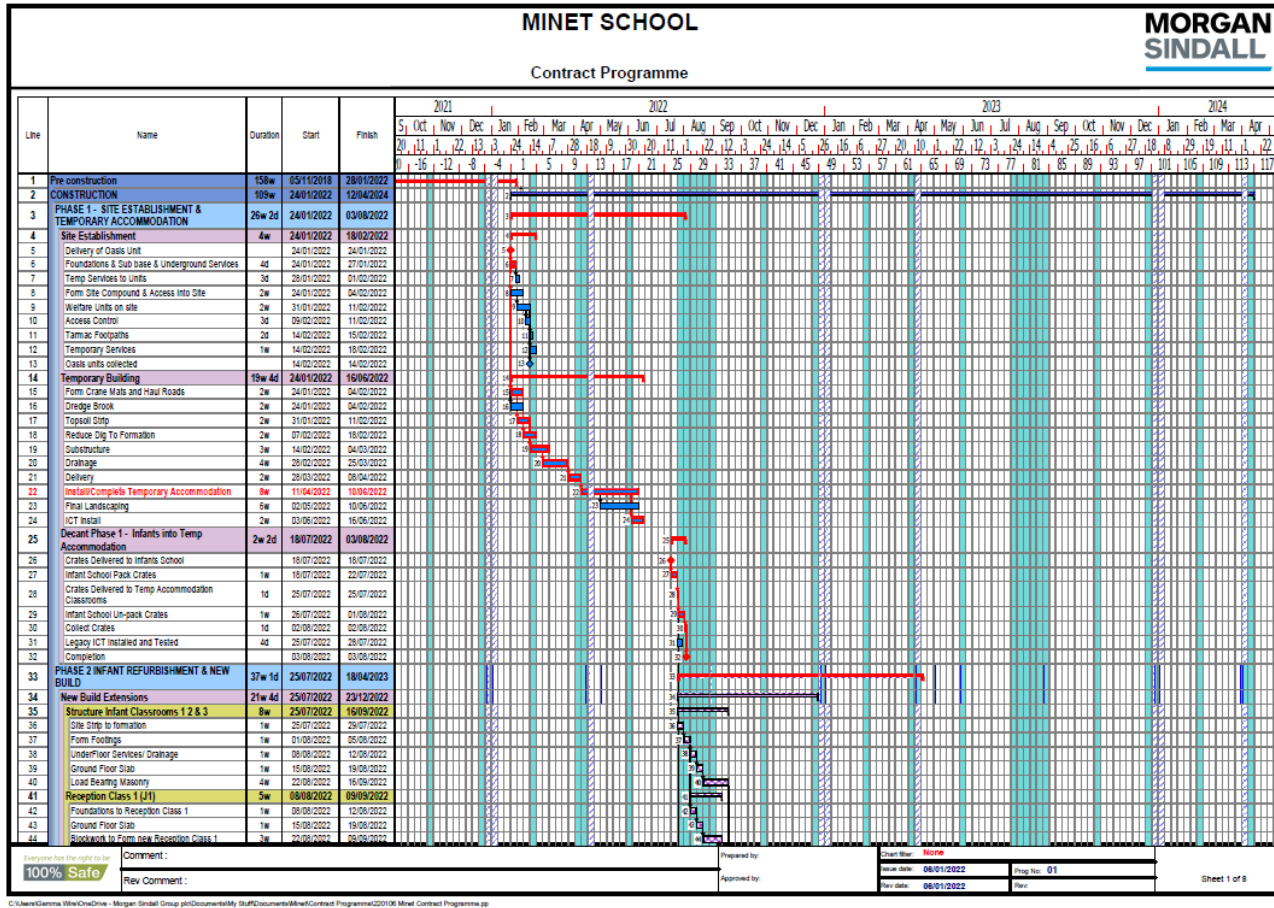
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25	Render	<u>Craft</u>	28/9/22		21/10/22			28/10/22
26	Dry lining Plaster board Plastering Ceilings Screed SFS	<u>PAPG</u>	24/9/22		17/10/22			24/10/22
27	Roof Cowells		12/11/22		5/12/22			12/12/22
28	Soffit, fascia and water pipes		19/11/22		12/12/22			19/12/22
29	IPS Cubicles		21/10/22		16/11/22			21/11/22
30	Signage	<u>Ascot</u>	30/12/22		23/1/23			30/01/23
31	Carpentry	<u>RSM</u>	21/10/22		16/11/22			21/11/22
32	Decorations	<u>Winchmore</u>	19/11/22		12/12/22			19/12/22
33	Intumescent paint firestop	<u>GSI</u>			27/12/22			4/1/23
34	Floor finishes		3/12/22		28/12/22			3/1/23
35	Wall tiling	<u>Global</u>	9/12/22		2/1/23			9/1/23
36	Mastic	<u>Lloyds</u>	30/12/22		23/1/23			30/1/23
37	Blinds				24/3/23			31/3/23
38	Air Test				24/3/23			31/3/23
39	Builders Clean		30/12/22		23/1/23			30/1/23
40	Concrete Stairs				29/5/23			5/6/23
41	Roller Shutter	<u>Bolton Gate</u>			24/8/23			31/8/23

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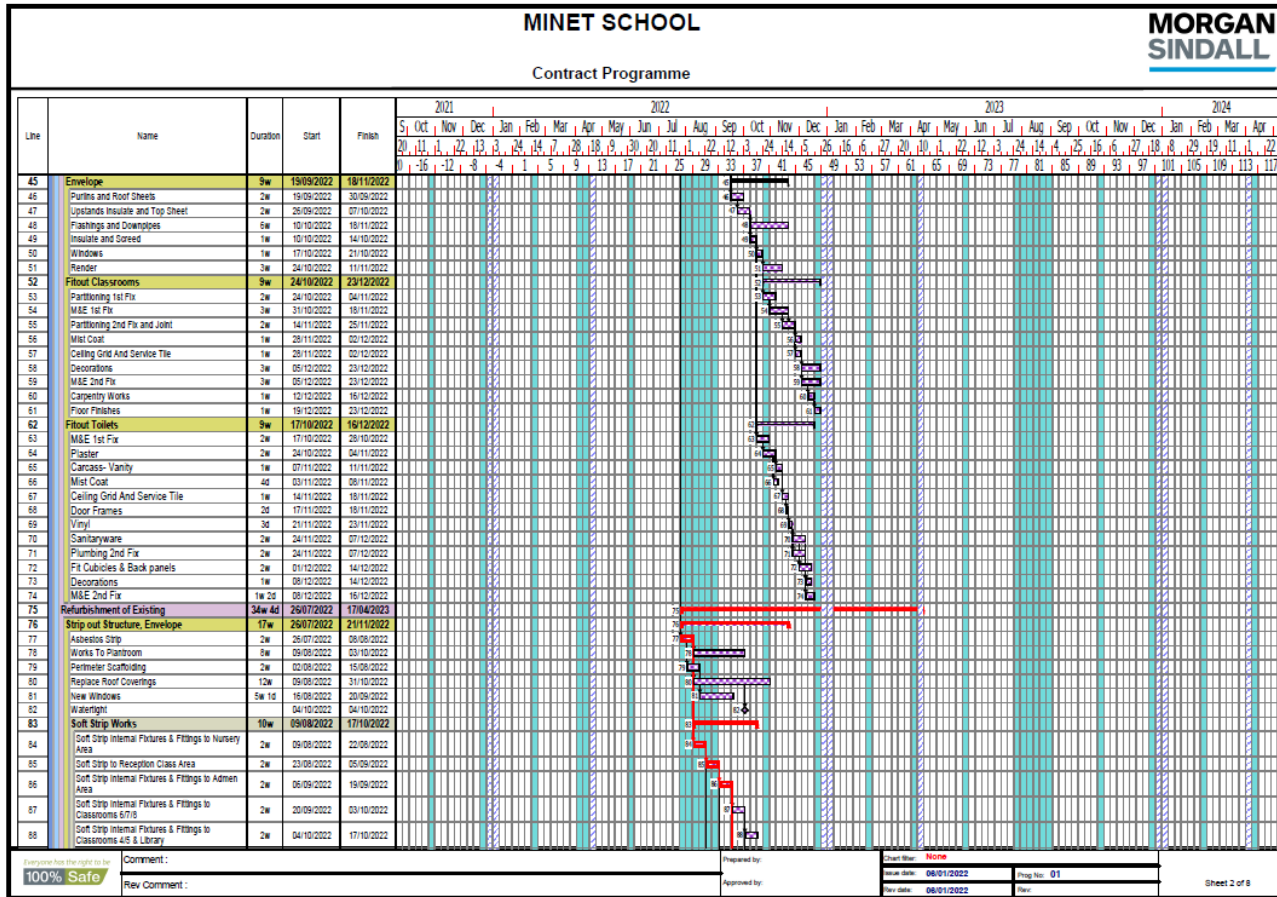
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Appendix D Construction programme



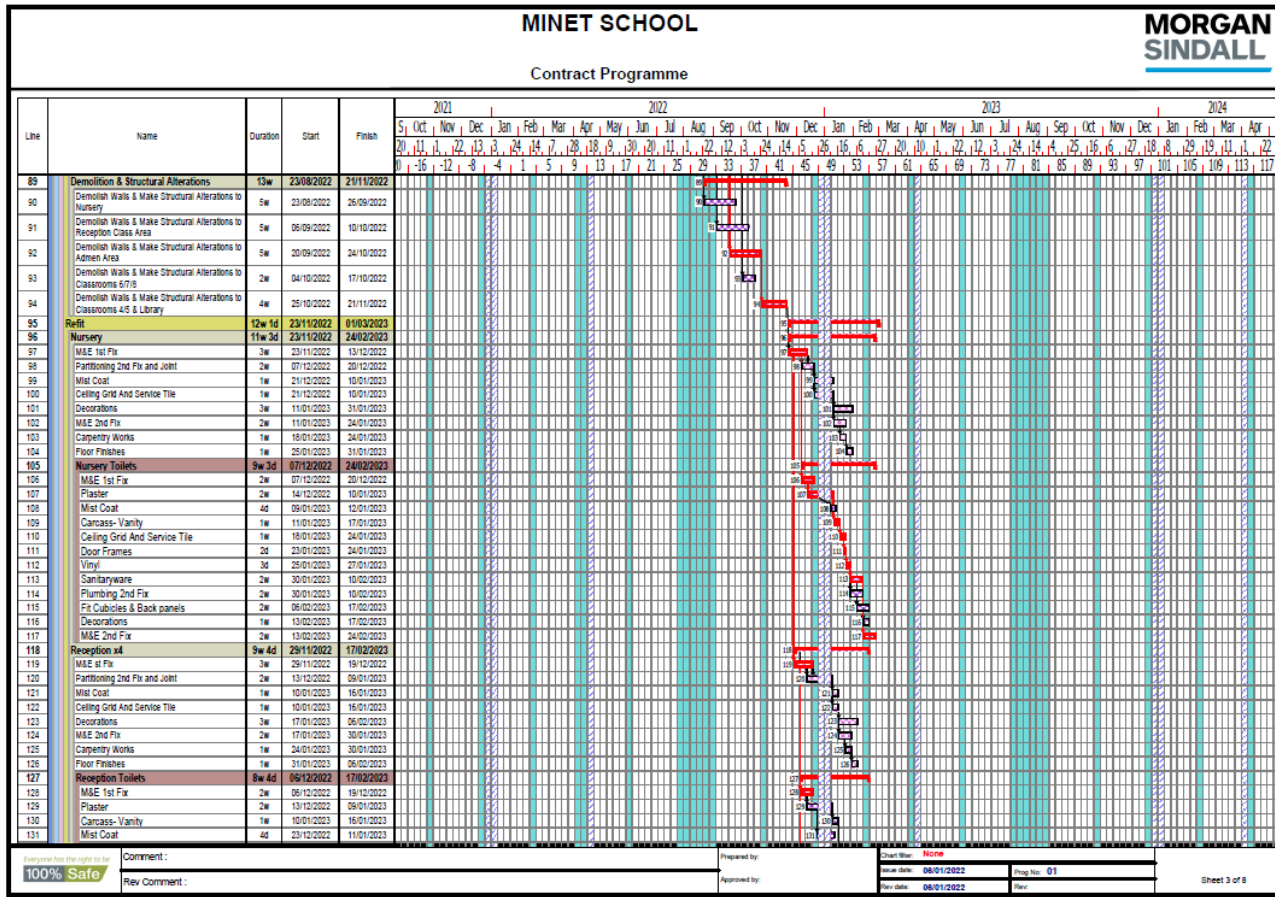
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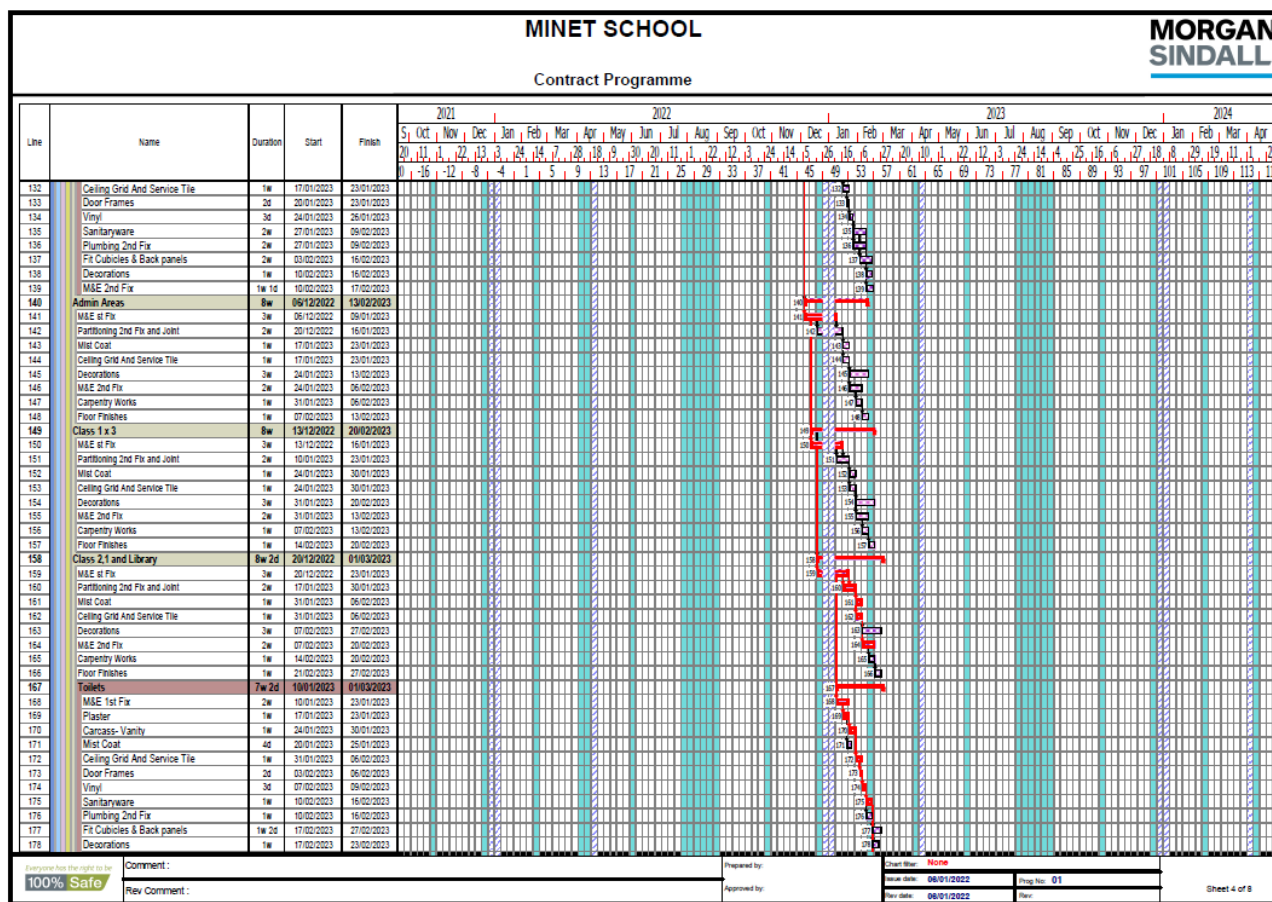
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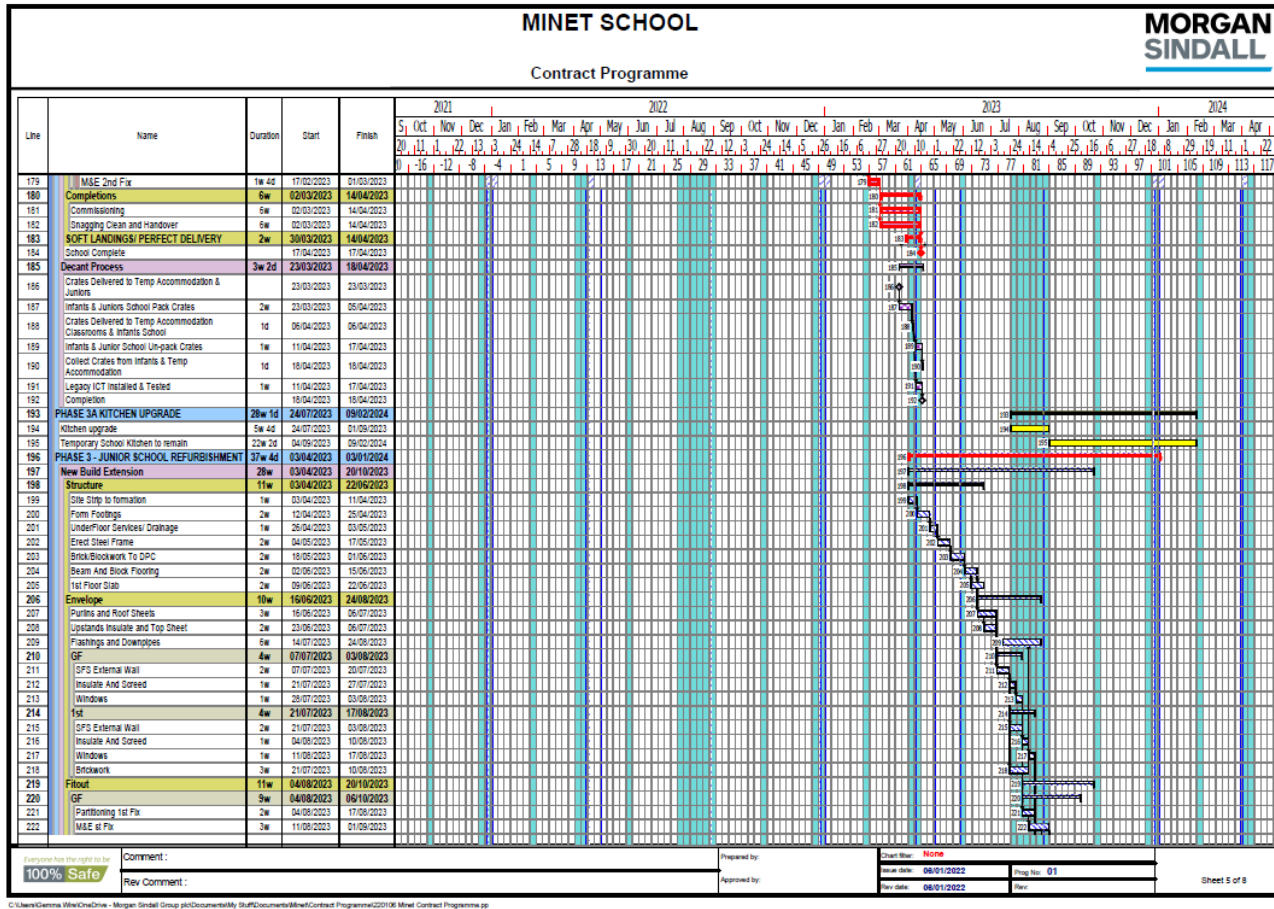
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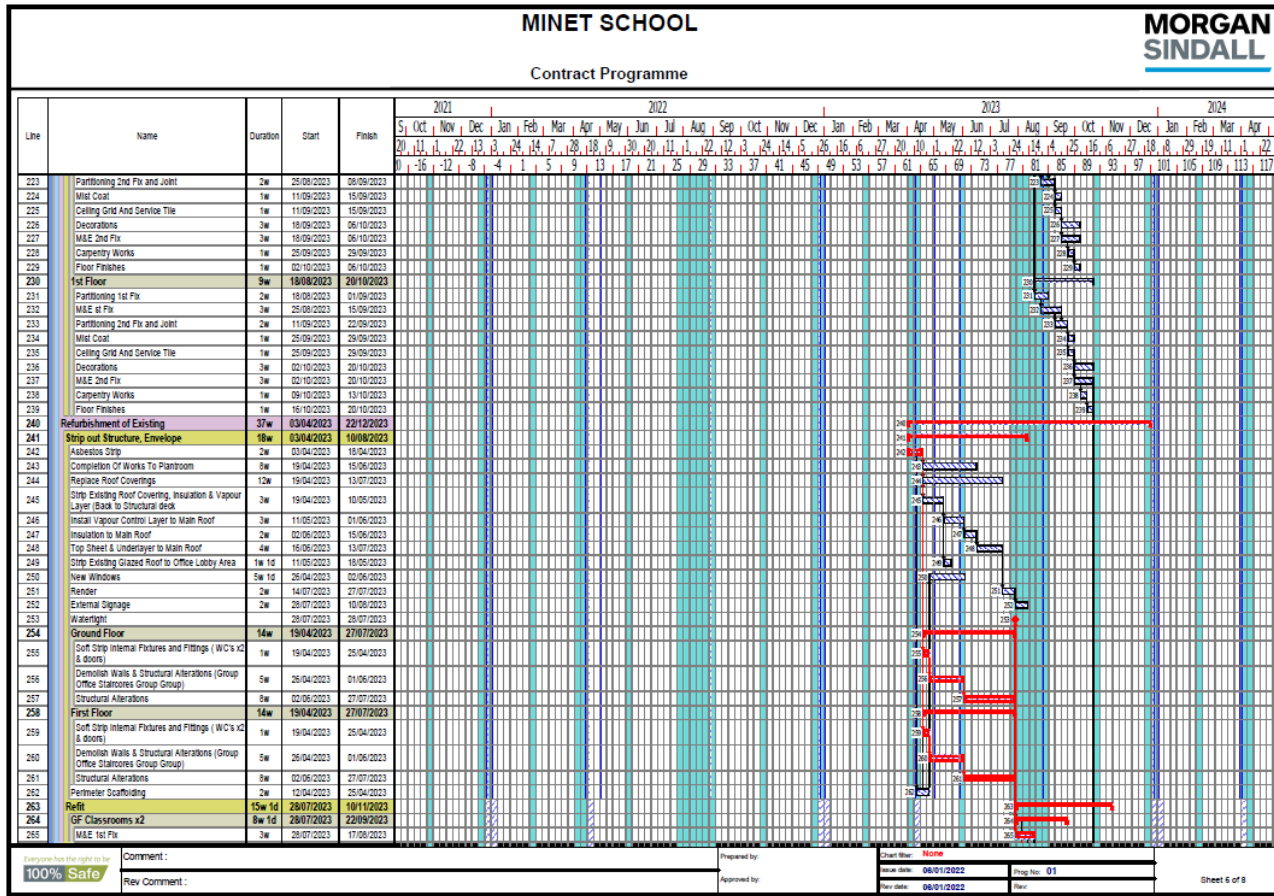
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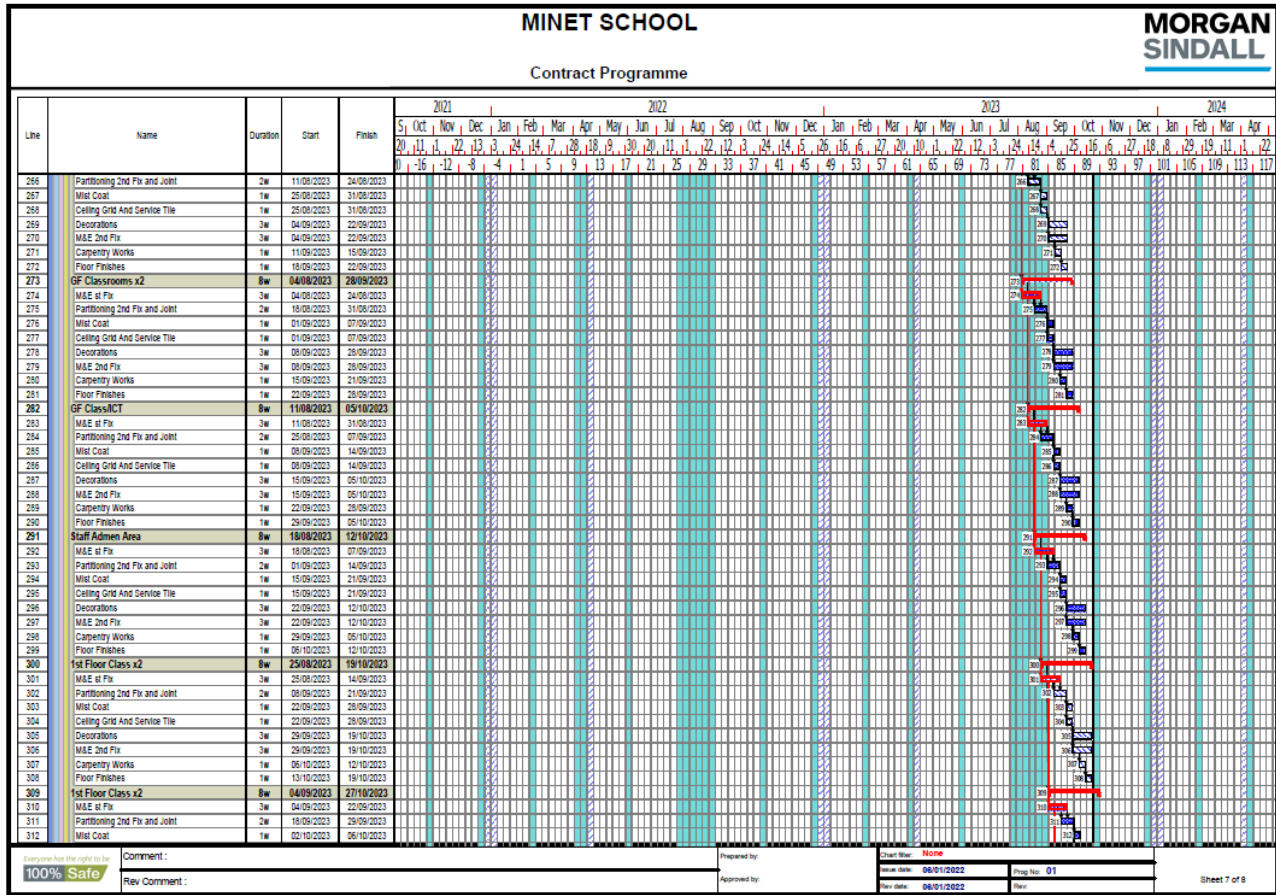
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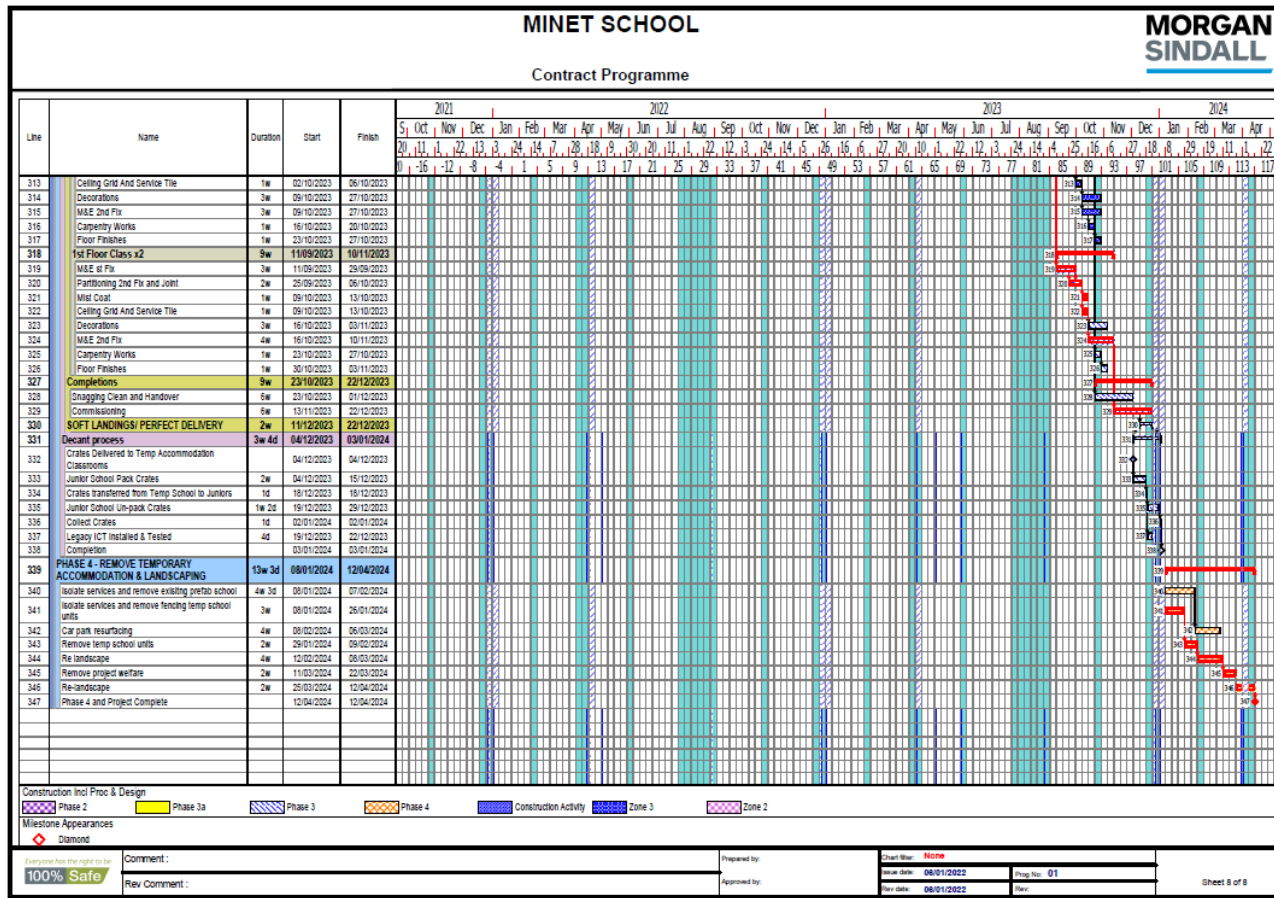
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Appendix E Fire and emergency plan

Contents

1. Organisation
2. Fire arrangements
3. General fire precautions
4. Emergency arrangements

Appendices

- App1. Emergency contacts and telephone numbers
 App2. Fire plan drawing(s)
 App3. Project team emergency procedure
 App4. Phasing Schedule

1. Organisation

- 1.1. Prior to work commencing, the project manager should nominate a fire safety co-ordinator who will liaise with the emergency services, providing contact names and a location plan of access points to the site.
- 1.2. The project manager should develop fire and emergency procedures and ensure that all personnel are aware of them.
- 1.3. The project manager should complete the emergency telephone numbers in appendix 1 and in case of fire posters, and display both in prominent positions in offices and canteens.
- 1.4. The project manager should arrange for regular inspections and maintenance of all emergency equipment, and to record the findings on the appropriate form.
- 1.5. Key appointments
 Fire Safety Co-ordinator: Karl Hoffman

 Deputy: Tom Mousley

 Fire Marshall's (if required): Karl Hoffman, Tom Mousley

Project manager to ensure those appointed have received appropriate training and that fire safety co-ordinator has access to copies of Fire Safety in Construction Work (HSG168) and Joint Code of Practice for Fire Prevention and Construction Sites.

2. Fire arrangements

- 2.1. Information extracted from pre-construction information pack; particularly relating to client requirements:-

What arrangements are there for the project management to liaise with the Principal Designer (if applicable) with regards to the following issues:- (All Q&A's to be deleted following the answers being completed)

Q Early construction of fire fighting shafts and fire escape stairs including compartment walls?
 A N/A

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- Q Early application of fire protection materials to structural steelwork?
A Off site intumescent paint covering to be adopted.
- Q Early installation of fire fighting, detection, alarm and fire quench systems?
A Yes, WEZ class 1 system to be interfaced with school alarm systems
- Q Provision of adequate water supplies for fire fighting during the construction phase?
A YES – fire hydrant positions to be identified and kept clear throughout construction for both the site and the schools operation
- Q Working within live school
A Fire plan needs to always take schools operation into consideration, assembly points to be agreed with school for both construction operatives and school users, fire alarm systems to be interfaced.

2.2. Combustible waste

- Q How will combustible rubbish be cleared, who will do it and at what frequency?
A By sub-contractors to centrally supplied skips by MS. If skips are in close proximity to school they are to be covered skipS
- Q In what and where will rubbish be stored and who will provide?
A As above and positions to be regularly monitored by site team

2.3. Flammable substances / liquids and Liquid Petroleum Gas (LPG)

- Q What flammable substances will be brought onto site in significant quantity?
A Roofing materials, timber door sets, soft floor finishes. Gas bottles for roof.
- Q Which trades will bring them onto project and when?
A Roofing contractor, cladding contractor, carpenter and dryliner.
- Q How and where will they be stored?
A Gas bottles to be stored within segregated and locked compound

2.4. Temporary protective coverings

- Q Can we delay elements that require protecting until later on in the programme?
A Yes wherever possible using fire retardant materials.
- Q What elements require protecting?
A Finished items such as FFE items, doors and floor finishes
- Q Who provides and maintains the protective materials?
A By the sub-contractor who installs
- Q When does it need installing / removal?
A As installed and removing during building clean

2.5. Ignition sources

- Q In which areas of the project is smoking permitted?
A To be agreed with the school prior to starting at the project.
- Q How will the use of halogen lights be managed?
A N/A these are not used as MSC standard.

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- Q What limitations are placed on the use of naked flame equipment and tools e.g. spaceheaters and blow torches?
 A In line with hot works permits and method statements issued. No hot works of this nature is to be undertaken in the last 2 hours of the working day
- Q What limitations are placed on the use of spark producing equipment and tools or other hot work e.g. grinders, cartridge hammers etc.?
 A Cold cutting blades, off project fabrication.
- Q What security arrangements are to be put into place to prevent arson?
 A Monitored CCTV for out of hours cover.

2.6. Hot works procedures

- Q Will the project require the use of hot work permits?
 A Yes
- Q Who will produce, implement and monitor?
 A Fire wardens and appointed as managers become available

3. General fire precautions

3.1. Information extracted from the pre-construction information pack

The main risk is that of working within a live school environment and proximity of other buildings especially when constructing an extension or refurbishment works.

3.2. Fire points

- Q Where are the fire points?
 A 1 to be within welfare area. Then situated within each construction stage to suit progression, plans in this report show indicative positions to be reviewed regularly by project team.
- Q What do fire points consist of?
 A fire extinguishers, WES call point and fire plan
- Q When are they to be installed / removed?
 A To suit project progression
- Include positions of fire points on drawing in appendix 2.*

3.3. Inspection and maintenance of fire fighting equipment

- Q Who will inspect and at what frequency?
 A Fire marshal to be confirmed, weekly checks of WES alarms and condition of extinguishers
- Q Who will service and at what frequency?
 A extinguishers require checks by fire warden.

3.4. Means of raising alarm

Q What type of alarms will be installed?

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- A WES wireless linked call alarms
- Q When will they be installed / removed?
- A At the outset and added to as the project progresses
- Q How will checks on effectiveness be made and by whom?
- A Weekly checks / tests by fire marshal and recorded on MS form

3.5. Emergency power and lighting

- Q How will emergency power and lighting be provided?
- A By temporary electrical sub-contractor. Power drop lighting and power system to be installed to minimise trailing leads.
- Q When will it be available from and to?
- A Once structure can receive
- Q Who will provide, install, adapt and remove?
- A All part of temporary electrical sub-contractors scope of works. Rooms to be set out early to ensure layout works.
- Q How will checks on effectiveness be made and by whom?
- A 3 monthly checks by temporary electrical sub-contractor included within their scope of works.

3.6. Escape routes

- Q Where are they?
- A This changes to suit each phase, fire plan diagrams follow to show
- Q Are protected routes necessary?
- A Only for where adjacent to occupied premises
- Q How is the integrity of any protected routes to be maintained?
- A Final construction
- Q How will escape routes be kept clear?
- A Daily checks by site management always ensuring means of escape are clear
- Q How will escape routes be revised to suit construction operations?
- A Reviewed during internal meetings and sub-contractor progress / safety meetings. Fire plan reviewed weekly
- Q How will correct signage of escape routes be provided?
- A Daily checks by site management informal and formal weekly checklist
- Q Is it appropriate to designate any scaffolds as escape routes?
- Only haki staircase, no ladders

3.7. Temporary accommodation

Restrictions extracted from the pre-construction information pack:-

There are no restrictions on our temporary welfare. We are installing temporary classrooms as per the scope of works and these will require fire protection measures to suit building control requirements and the agreed design brief.

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3.8. Facilities

- Q What site accommodation facilities are planned?
 A To be determine to suit each phase, these are yet to be ordered but will be a modular cabin system.
- Q Where are they to be sited?
 A To suit site layouts shown within this document, again this varies to suit each phase of the project,
- Q Who is responsible for providing and maintaining?
 A Morgan Sindall through Wernick Hire
- Q What fire precautions are required?
 A Welfare areas will also receive extinguishers as per main build and smoke alarms will be included
- Q What restrictions are applicable eg no smoking?
 A No smoking allowed on the school site area.
- Q How will the accumulation of combustible or flammable materials in or under the facilities be prevented?
 Q Skirts will be provided to cabins

4. Emergency arrangements

4.1. Action in event of a fire

In the event of fire the person discovering the fire is to:

1. Shout for assistance and alert others nearby. Operate the nearest fire alarm to initiate the fire alarm sounders.
2. Call the fire service (from a telephone in a safe location) to give them details of the exact location and if known, the type and cause of the fire.
3. If the fire is still small (waste paper bin size), attempt to extinguish it using the appropriate type of fire fighting equipment and ONLY IF SAFE TO DO SO. If you find you cannot contain the fire, abandon fire fighting and:
 - a) If the fire is too big to tackle, leave the building by the safest route and await the arrival of the fire service
 - b) When the fire service arrive, direct them to the site of the fire and give any other assistance that they ask. You may have COSHH data sheets for any chemicals etc. that may be present in the building
 - c) Report information about the fire to the building management / security staff.

4.2. Action in the event of a fall from height

- **Rescue from any working area in height in relation to the building works.** The main access routes up and down the building will comprise staircases, either the permanent stairs or in the case of scaffold structures, proprietary staircases such as Layher and Haki. Stairs formed from scaffold components are also acceptable. Secondary means of access may comprise ladders at the correct angle and properly installed. However, a means of rescuing a stretcher bound casualty from any area or level using stairs will be the minimum standard.
- **Rescue from suspension in a safety harness.** There may be instances where the use of fall arrest safety harness systems will be employed. Whilst it is acknowledged that these are a last resort, second even to restraint systems, there is a likelihood of their use e.g. by scaffolders during scaffold

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erection / dismantling. Other suspension rescue means will be provided by Morgan Sindall in the form of Mobile Elevating Work Platforms (MEWP) and scaffold towers. The means of proposed rescue will change throughout the project according to activities ongoing at the time but a means of rescue will always be available, with the aim of providing the quickest means possible to eliminate the risk of suspension trauma.

- **Rescue from personnel at height from safety netting.** The rescue provision for safety net containment will be agreed in advance of relevant work at height activities. It will comprise either scaffold tower or MEWP depending on other work requirements and ground / floor surface conditions. In the event that a person in the safety net could not climb out, the net would be cut from beneath whilst avoiding injury to the person in the net, and the person lowered onto the platform beneath.

Confined space rescue

- Entry into confined spaces would require rescue procedures and equipment and this is a requirement of the Morgan Sindall confined space entry permit. No such permit is to be issued without prior knowledge and involvement of the Morgan Sindall SHE adviser
- All rescue provisions are to be practiced on a basis to be determined subject to SHE adviser guidance.

4.3. Action in the event of a service utility failure

If a service utility (gas, electricity and water) to the building and surrounding area fails, contact the local facilities management and/or service provider as listed at the back of this fire and emergency plan.

4.4. Action in event of a water leak

On discovering a water leak:

1. Discover where the water is coming from
2. If the leak is not serious, place a suitable container to temporarily contain the leak and move or cover any materials, equipment or furniture to minimise water damage. Switch off or otherwise protect any electrical equipment or lighting that may be in danger of getting wet and thus becoming potentially dangerous to life
3. If the leak is serious and there are not visible means of stopping it or turning off the source, take necessary steps to minimise further damage as in step 2
4. Locate and isolate the source of the leak and take such measures as are necessary to contain the leak, or divert it from areas where it might cause damage
5. For mains water leaks on deeds to wash basin taps and Water Closet's (WC's) etc., isolate the supply at the nearest upstream stopcock
6. For hot water leaks, switch off the water heater and isolate the water intake at the upstream isolating stop valve to the water heater
7. For Low Pressure Hot Water (LPHW) or chilled water leaks switch off the pumps and shut isolated valves to the circuit. This has the effect of slowing the rate of water loss.
8. For sprinkler system leaks isolate the nearest stop valve or the main sprinkler control panel
9. CAUTION: LPHW and Chilled Water (ChW) contain chemical inhibitors which may cause skin irritation. If splashed in the eyes – it must be washed out immediately. It may cause inflammation of the eye membranes.

4.5. Action in event of an explosion

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In the event of an explosion due to gas leak, volatile fuel leak, (or by a bomb), on site staff should proceed as follows:

1. The responsible person should contact the emergency services – dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building
2. Sound the alarm and evacuate the building / area as quickly as possible
3. Be aware of additional explosions
4. Ensure all access is freely available to emergency rescue services eg digital door lock codes
5. Assess the need for any further action to make the area safe from damaged services
6. Management staff is to inform the local HSE office of major incidents [SH PRO 2](#).

4.6. Action in event of a structural failure

The requirement for action in event of structural failure is dependent on the cause and degree of failure and its effects.

1. In a catastrophic situation, with major structural collapse and severe damage, injury to public, etc., the worst case needs will be similar to that for an explosion
2. For a minor structural collapse however, the action may be restricted to cordoning off the area from the public until the structure is made safe
3. Project management staff and security staff must assess the needs according to the arrangements and act accordingly
4. Project management staff: inform the local HSE office of all incidents involving structural failure and accidents occurring within a public area, or when persons are injured.

4.7. Action in the event of a spill

Emergency spill response procedure is as follows:

- Stop work immediately and prevent any further spillage
- Eliminate any sources of ignition
- Assess the situation. Ensure that appropriate PPE is worn. Do not put yourself at risk
- Contain the spill has not entered any drains, ditches or watercourses
- Notify your line manager giving the following information:
 - Danger of entering drainage / water
 - Danger of environmental harm
 - Materials involved
 - Location of incident
 - Reason for pollution
 - Quantity involved

A SPILL RESPONSE KIT will be provided and located on your site and in the site compound, as appropriate.

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Emergency contacts and telephone numbers

Project:	Minet School				
Address:	Minet School, Avondale Dr, Hayes,			Post code:	UB3 3NR
Telephone no.:	02085735177	Fax no.:	N/A	GPS co-ordinates:	TBC
Name		Role		Contact number	
Morgan Sindall					
James York		Regional Managing Director		07725 201114	
Ben Cushway		Operations Director		07813 056806	
Karl Hoffman		Senior Project Manager		07580 793434	
Chris Westlake		SHE Adviser		07970 499012	
Tom Mousley		Site Manager		07816 082119	
Client					
Lisa Cummings		Clients Representative		07392136356	
Kashmir Rai		Client PM		07901273902	
Schools					
Kellie Ryan		Junior Head		01895 462362	
Wayne Wathen-Howell		Infant Head		0208 573 5177	
Enforcing authorities					
HSE		Priestley House, Priestley Rd, Basingstoke, RG24 9NW		T: 0300 003 1747	
Environment Agency (EA)		Kings Meadow House, Kings Meadow Road, Reading, RG1 8DQ		T: 0870 850 6506	
Local authority Hillingdon Council		Civic Centre, High Street, Uxbridge, UB8 1UW		T: 01895 250111	
Emergency Services					
Fire and rescue service Hayes Fire Station		65 Shepiston Ln, Hayes, UB3 1LL		T: 020 85555 1200	
Ambulance service Hayes Ambulance Station		1 Church Green, Hayes, UB3 2LY		T: 07506 375663	
Hospital (A&E) Hillingdon Hospital		Pield Heath Road, Uxbridge, UB8 3NN		T: 01895 238282	
Police Hayes Police Station		755 Uxbridge Road, Hayes End, UB4 8HU		999	
Gas					
Electricity		SSE		0800 7 838 838	
Water / sewerage		South East Water / Thames Water		0845 7 145 145	
Telecom		BT		0800 9 173 993	
Cable		Virgin / Vodafone		0800 052 0800	
Gas		SGN		0800 912 1700	

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Fire plan drawings



Assembly Point



Fire Point

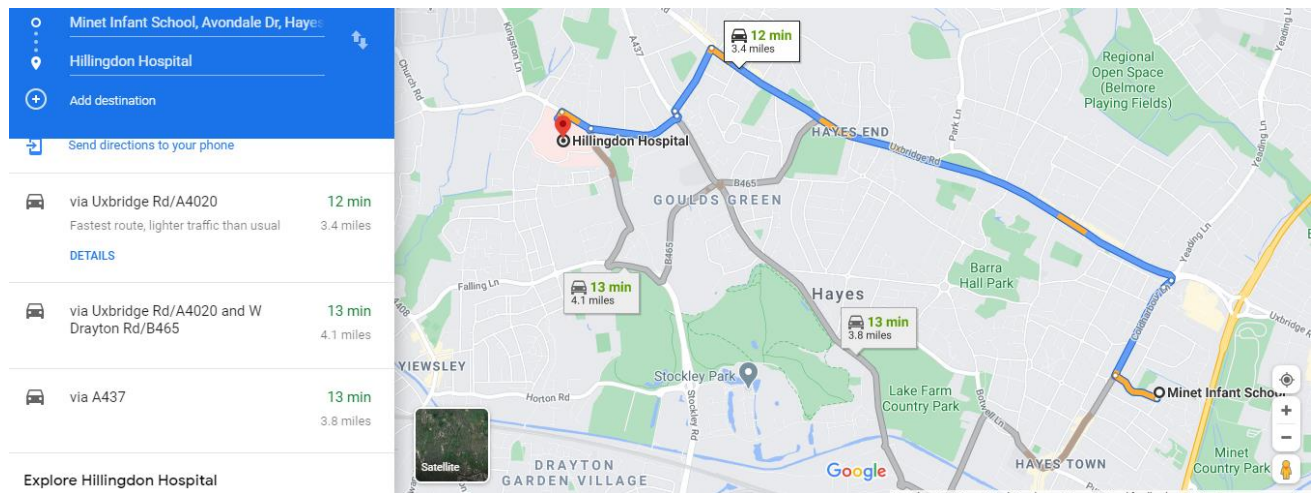


Welfare (includes designated fire points)

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Hospitals



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Project team emergency procedure

Link to [SH PRO2 Accident and incident investigation and reporting](#)

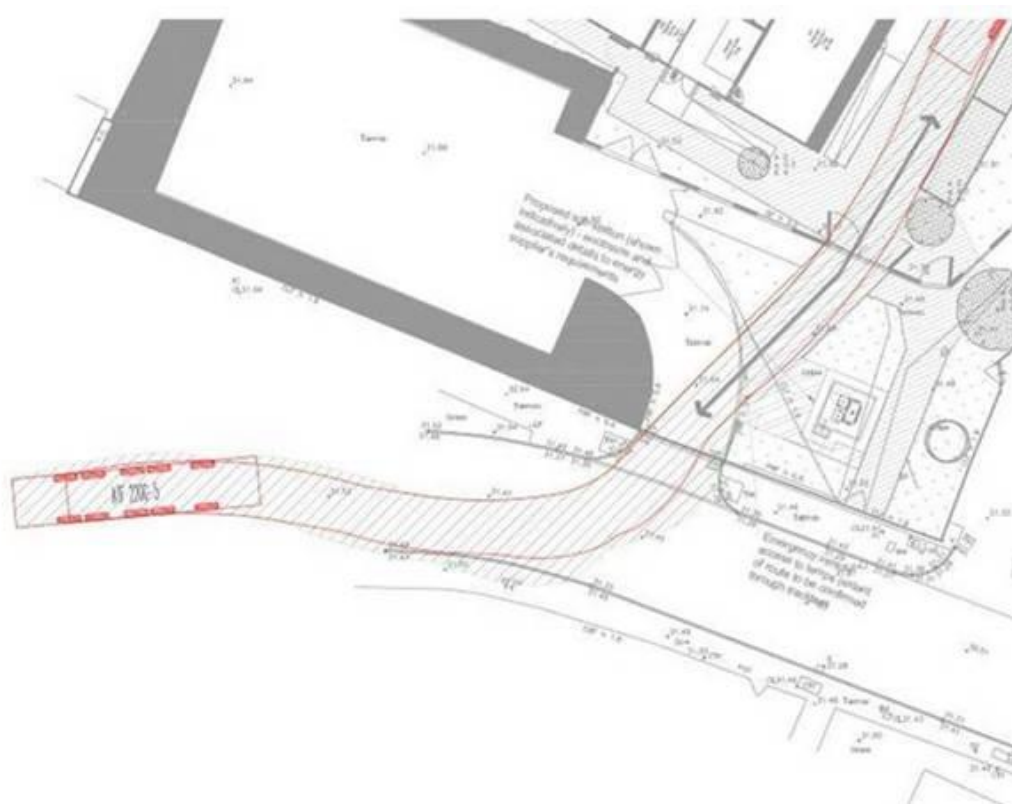
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1. Introduction

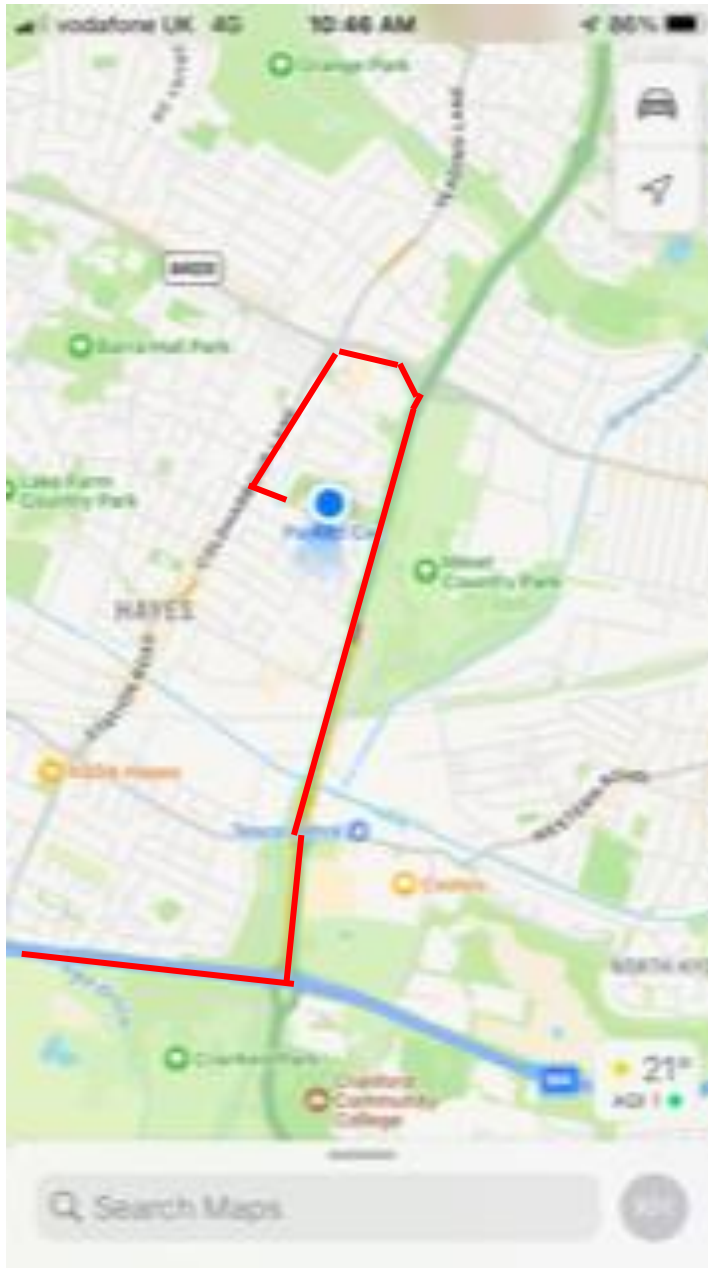
The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

No deliveries between the following times:

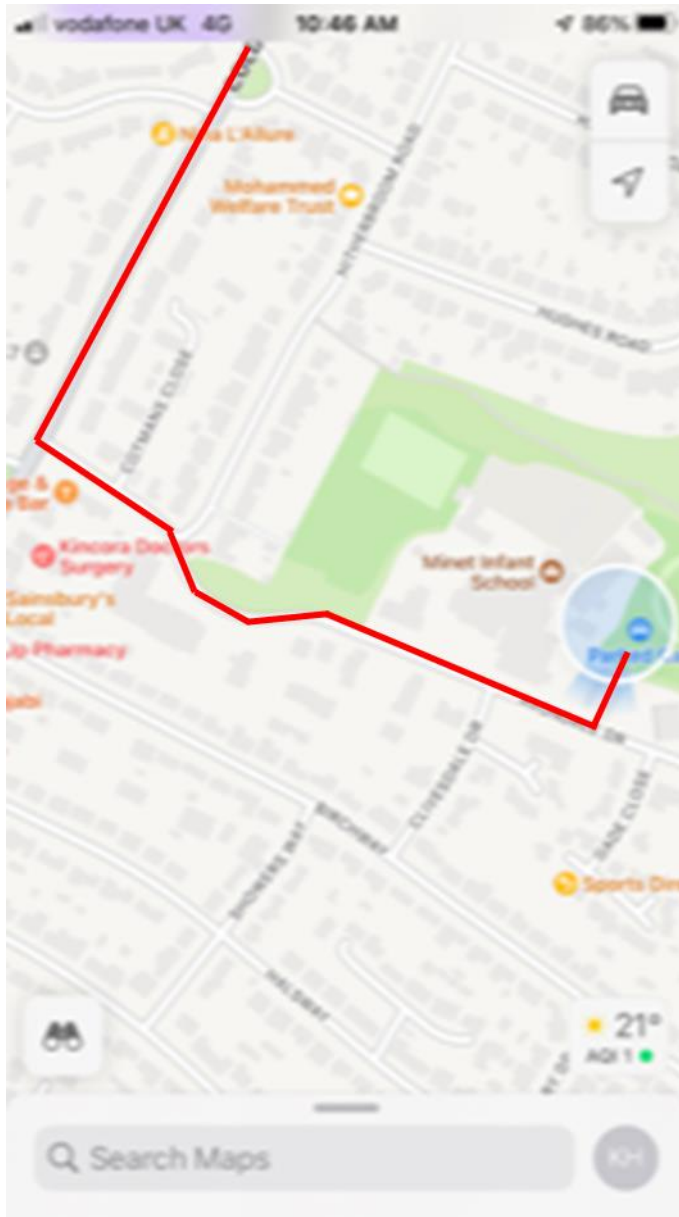
08:30 to 09:30 and 14:30 to 15:30 Monday to Friday in term time. There will be no daytime or overnight parking of lorries within the vicinity of the project. All deliveries shall enter site directly on arrival and not wait on any road in the vicinity of the site. This is to reduce local congestion



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2. Site description

The proposed temporary accommodation, extensions and remodelling are all within the constraints of the live school, the project is phased in a way so as to keep the school functioning at all times.

3. Safe workplaces

a. Pedestrians and vehicle separation

Q Are there 'pedestrian only' areas from which vehicles are completely excluded?

A Within the school site yes and also within the construction areas for which will be managed on a daily basis to suit progress.

Q Where are safe designated pedestrian routes to work locations?

A School designated walkways will be maintained throughout all phases of the project, pedestrian routes will also be provided for the workforce from the entrance to the school to the site welfare and also to the place of work.

Q Will vehicles only areas, especially where space is limited or traffic is heavy be provided?

A On-street parking to be avoided at all times, contractor parking on the project to be used, project cycle parking available for all contractors and for staff.

Q Where are safe vehicle routes around site?

A This is shown on the traffic management plans which follows.

b. Loading / off loading and storage areas

Q How will vehicle movements, unnecessary deliveries and double-handling of materials be avoided on site?

A Just in time deliveries, booking in of all deliveries at least 24 hours prior to delivery through an online system. This will also be shared with the gateman to ensure the deliveries are booked and come in the correct order. For large deliveries an off-site holding area may well be required to then call the deliveries in to suit.

Q How will loading and unloading vehicles be controlled?

A Depending on the type of delivery, all incoming deliveries will be managed by the gateman and then passed on to the relevant sub-contractor to unload either via mobile crane, telehandler, moffet or via hand depending on the delivery / risk assessment.

c. Public protection

Q What precautions will be taken to prevent vehicle operations endangering the public?

A Dedicated gateman at entrance to site to ensure all vehicles are adequately and safely banked.

Q What areas have been identified as vulnerable to vehicle operations, eg schools, hospitals, occupied housing sites?

A The whole site due to being within the school boundary.

d. Information

Q What information will be provided to drivers and pedestrians prior to entering site?

A Instructions will be provided as part of the delivery booking system, the gateman will also provide a quick familiarisation on arrival, this is to be developed further prior to construction commencing.

Q How will changes to project traffic routes be communicated to site workers and visiting drivers?

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- A Via the induction process, via signage on site and via daily briefings.
- A visitors to use public transport to visit project wherever possible.
- A The project staff is committed to use of public transport, cycling and reward car sharing. Encourage use of public transport for all operatives and display timetables and routes for public transport and cycle routes available on project notice boards.

4. Safe vehicles

a. Vehicle selection

- Q Are there any limitations on the site which might impact on vehicle and selection?
- A All Heavy Goods Vehicles shall comply with the Direct Vision Standard. A rating of 3 stars (or more) will be required. The Direct Vision Standard came into force on 1st March 2021 and forms part of the Safety Permit for all HGVs entering London (an area bounded by the M25 Motorway). Enforcement operates 7 days a week, 24 hours a day

b. Vehicle inspection and maintenance

- Q What planned vehicle inspection and maintenance programme has been established?
- A This will be via sub-contractors as will be their plant, weekly maintenance checks are mandatory and will be provided to Morgan Sindall. All deliveries, particularly Heavy Goods Vehicles, to this project require to use vehicles which have a Class VI mirror fitted in accordance with EU directive 2007/38/EC. This is to ensure improved fields of vision across the front of the vehicles
- Q How are vehicle faults / defects reported and closed out?
- A Via weekly maintenance checks will be recorded back to Morgan Sindall through the weekly paperwork checks.

5. Safe driving and working practices

a. Reversing

- Q What control measures are in place for reversing operations eg one way traffic routes, designated turning areas, reduce vehicle movements, visibility?
- A Designated turning areas to be provided

b. Loads

- Q How will loading / unloading of vehicles on level ground be achieved?
- A Hard surfacing being provided as part of piling mat, new layby or existing access road.

c. Drivers / operator

- Q What competence levels and accreditation are required as a minimum standard for all drivers / operators and how will this be controlled?
- All vehicles shall have their engines switched off while not in use to avoid idling and any vehicles carrying waste and dusty materials will be adequately sheeted or covered.

d. Signallers

- Q What safe systems of work has been implemented to prevent signallers from being struck by vehicles?
- A Only trained signallers / gateman to be utilised for managing traffic. Orange marked up hi-vis uniform to be provided.

e. Safe working practices for specific vehicle

- Q What safe working practices are required for specific vehicles?

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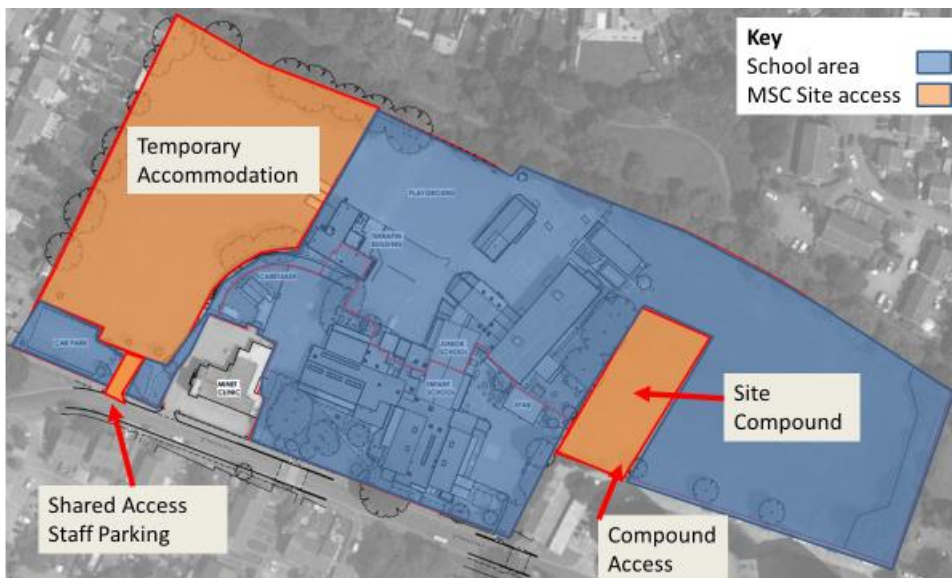
- A All delivery drivers to work to WAH regs regards working on the back of vehicles, this will include running lines to the sides.

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Site layout plan

A site layout plan marked up with traffic routes and key installations is produced and displayed. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by all persons. If necessary the information below may be depicted on more than one layout.

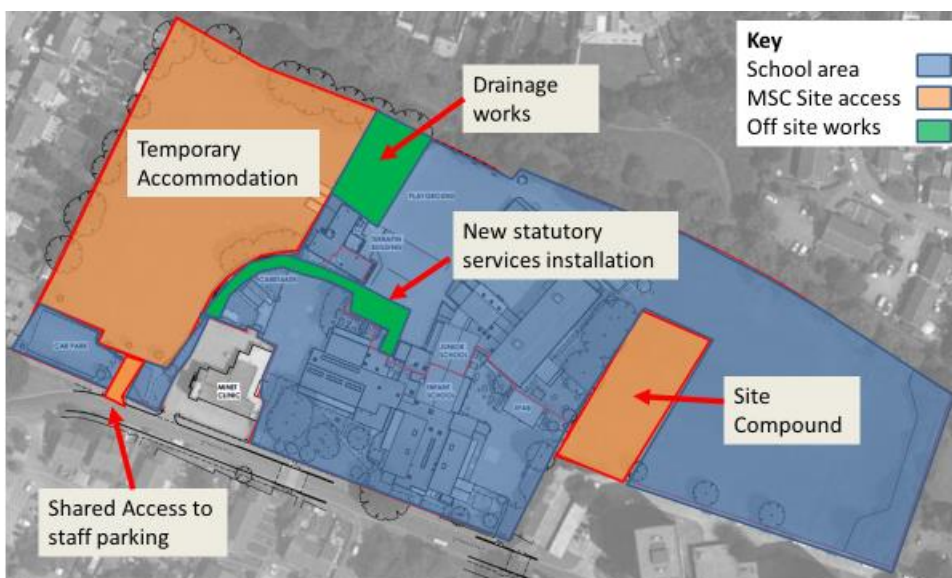


Section 1 Early works

Install temporary Accommodation and Decant Infants to Temps

Start – 24/1/22

Complete – 3/8/22



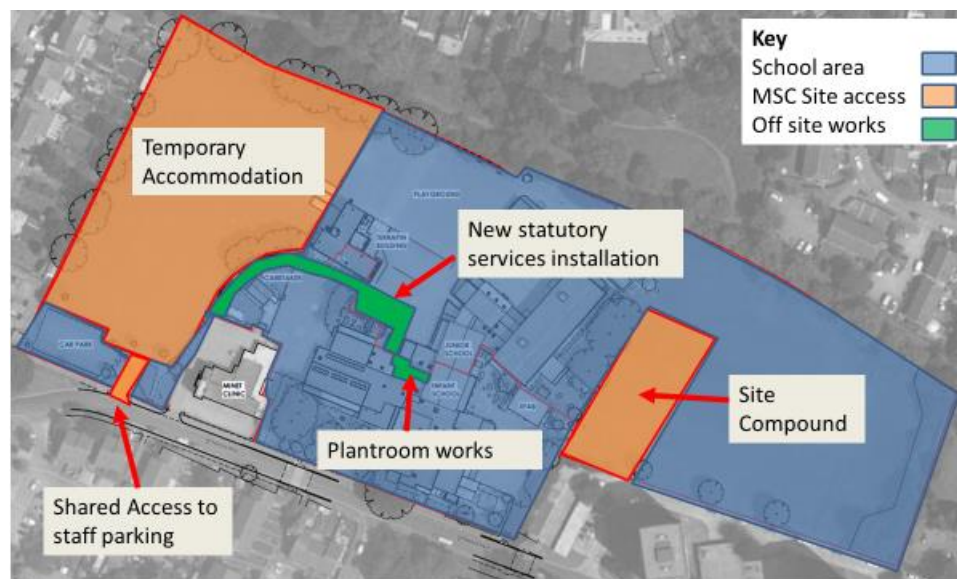
Section 1 Early works – February Half Term

Start – 14 February 2022

Complete – 18 February 2022

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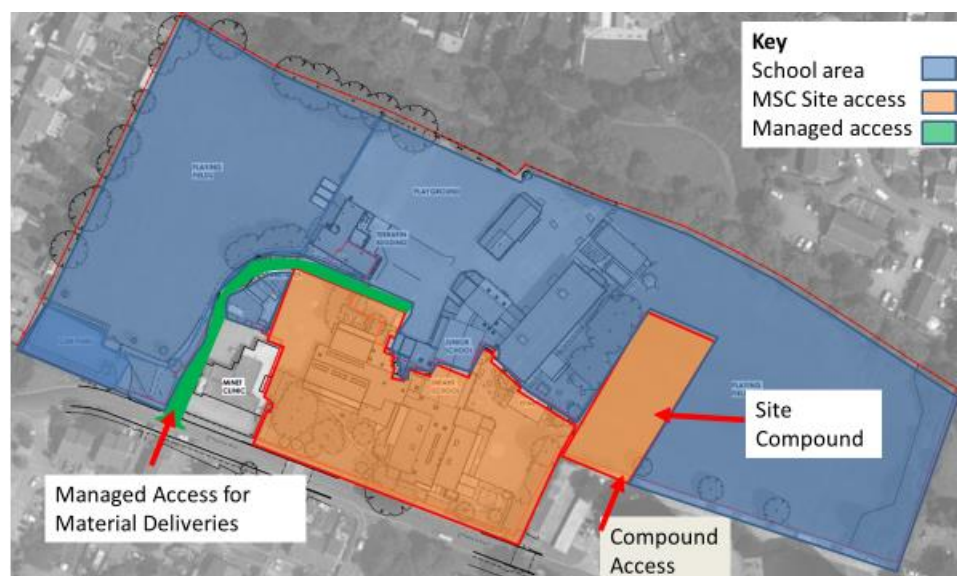
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Section 1 Early works – Easter Half Term

Start – 04 April 2022

Complete – 18 April 2022



Section 2 Infants School Refurbishment and Extensions

Decant Infants back to refurb, Decant Juniors to Temps

Start – 25/7/22

Complete – 18/4/23

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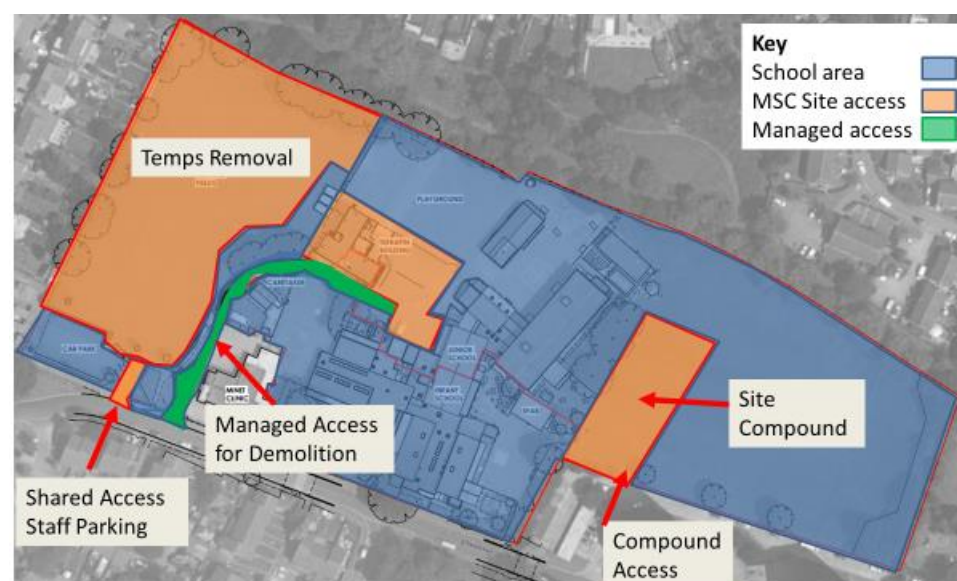


Section 3 Junior School Refurbishment & Extensions

Decant Juniors back to school and Decant Year 6

Start – 3/4/23

Complete – 3/1/24



Section 4 Demolish Terrapin Building and Landscape

Remove Temporary Accommodation & Site Compound and make good

Start – 8/1/24

Complete – 12/4/24

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Off Site Works

Remediations works to the existing Brook

Start – Tbc

Complete - Tbc

6. Managing construction transport – duty holders

Q What duty holders have been appointed to assist in traffic management on and off site?

A Karl Hoffman & Tom Mousley

7. Risk assessment

Summary of control measures to ensure safe site traffic routes should include:

	Vehicle routes	Pedestrian routes
Site entrance	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery and worker parking areas. Provide temporary lorry parking / holding area by the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site.	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.
Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes.	Establish primary pedestrian routes which provide safe access to work areas, away from main

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	Establish one way systems where possible.	vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.
Vehicle facilities	Locate vehicle washing areas, sheeting gantries and weigh bridges off primary vehicle routes.	Provide safe pedestrian access across vehicle routes to all places of work.

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Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Used designated turning areas
2. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
3. Use visibility devices when manoeuvring e.g. CCTV, mirrors
4. Ensure safe systems of work are followed
 - Use designated reversing areas
 - Fit and use radar proximity devices
 - Maintain communication and visibility with signallers during reversing operations
5. Use warning lights and alarms when reversing
6. Ensure site speed limit is maintained
7. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards
8. Only operate vehicles if you are competent and authorised to drive them
9. Carry out all daily checks on your vehicle and report defects immediately to your supervisor
10. Follow site procedures and comply with site rules
11. Do not allow passengers to ride on vehicles unless safe seating is provided
12. Ensure loads are safe and secure to transport.

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Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to appendix A.
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix A Establish warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Steep gradients	Overturning vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in confined areas	Striking site personnel and other vehicles.	Where possible provide one way route through the site to eliminate reversing. Vehicles must have visual warning light on at all times. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.
Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Pedestrian routes must be identified by blue netting and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Security to control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksmen. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.
Vehicles picking up mud on wheels	Leaving mud on the highways causing road traffic accidents and accidents to pedestrians.	Outgoing site vehicles must enter the wheel wash before leaving site. Excessive mud on wheels to be removed by jet wash. Drivers to check wheels for excessive mud before leaving site. Road Sweepers where applicable

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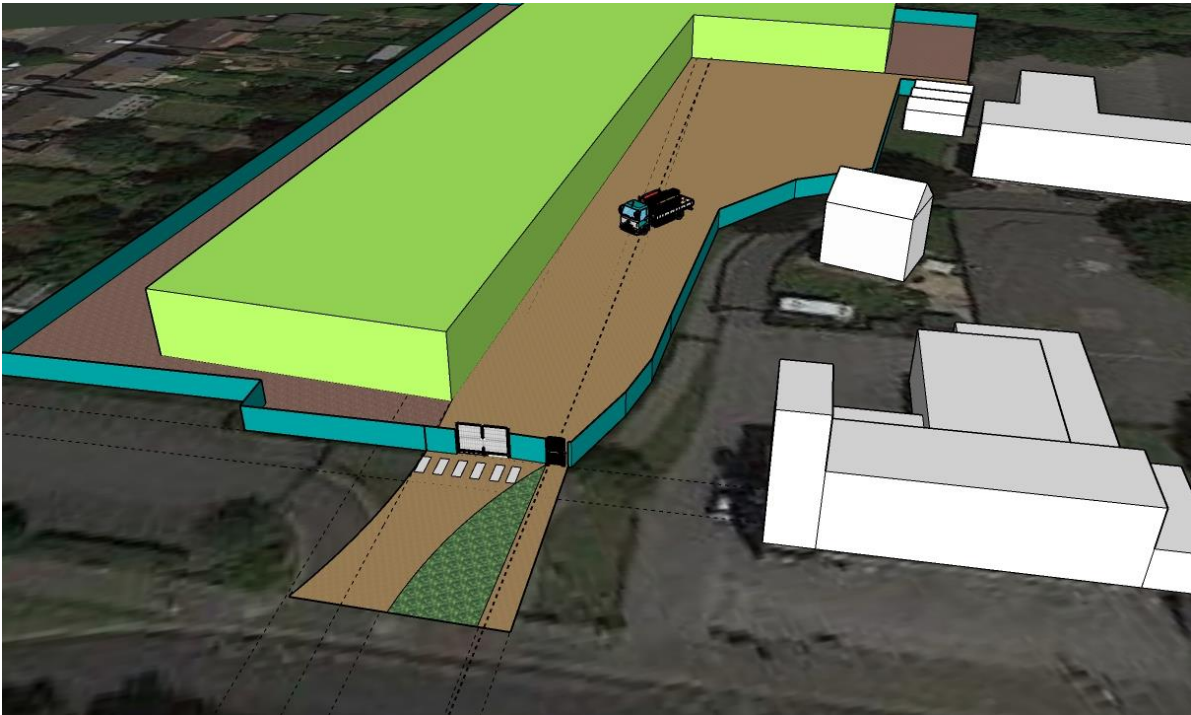
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Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly.
Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and pedestrians.	Vehicles to be regularly inspected and maintained.
Drivers lacking competence	Out of control vehicles. Striking site personnel and damage to structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with drivers rules. Refer appendix B.
Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site speed limits. All drivers to be issued with drivers rules. Refer appendix B. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads.
Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Security to monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.

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Specific detailed drawings / sketch (marked up Site Traffic Management layouts)

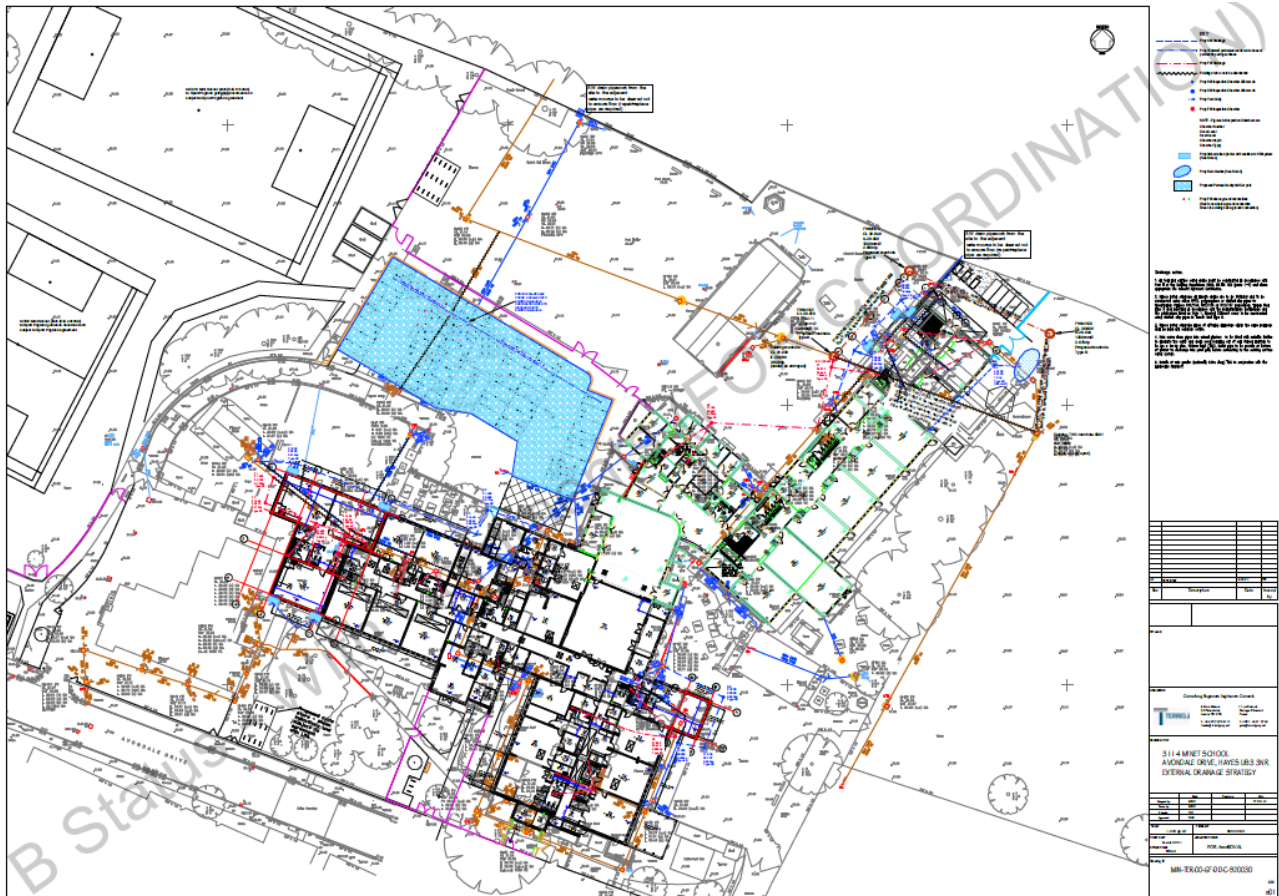


- Considerations to be included:**
- Key**
- Pedestrian walkways with
 - Barriers
 - Crossings
 - Signage
 - Traffic routes with
 - One-way systems
 - Speed limits
 - Signage
 - Storage areas / layout areas
 - Specific detailed drawings
 - Site entrance
 - Restricted traffic route points
 - Restricted entrances
 - Other prompts / consideration
 - General access / security
 - Vehicle / pedestrian segregation routes
 - Safety signage and speed limits
 - Overhead obstructions
 - Delivery vehicle loading / unloading and holding areas
 - Delivery schedules
 - Crossing points
 - Parking
 - Site plan / where plan will be displayed
 - Information instruction and training
 - Co-ordination and co-operation of adjacent projects

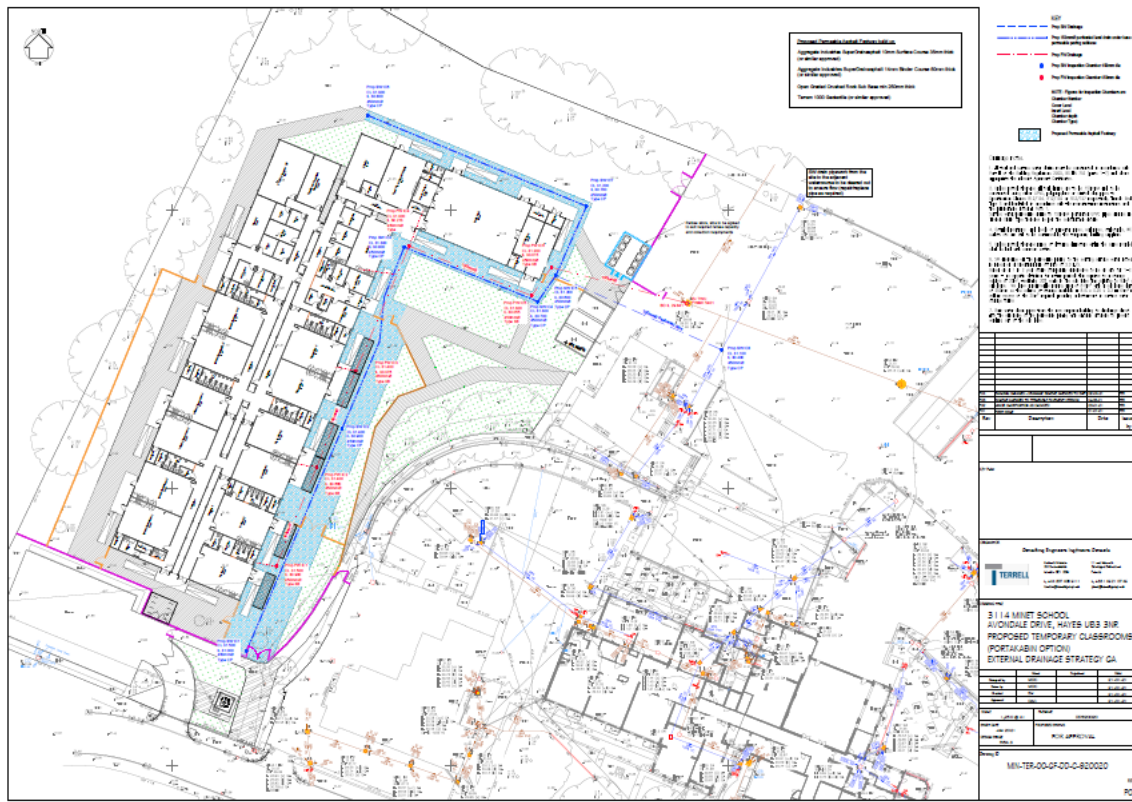
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Appendix G Site service plan



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Appendix H Project safety and security site rules

Essential rules to maintain safe working

1. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work
2. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work
3. Remove waste and any materials not required as work proceeds and at the of every shift
4. 'Permit to work' areas and associated control measures must be strictly adhered to at all times
5. Work at height access equipment to be erected by trained personnel only
6. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas
7. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy
8. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are mandatory on this site at all times. Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing
9. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others
10. Do not smoke other than in designated areas
11. The use or possession of drugs / alcohol on site is strictly prohibited
12. Only operate plant / tools if you are training, competent and authorised to do so
13. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems
14. Eating and drinking is not permitted on site areas and must be restricted to the facility provided
15. The use of foul language and threatening behaviour will not be tolerated
16. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety
17. The use of radios and personal music devices is not permitted.

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