

Catling Ltd

Construction Management Plan

25 Linksway Northwood HA6 2XA

Robert Birch
2-15-2023

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1. Description of the Project	Demolition of existing property with new replacement including Basement Ground 1st & 2nd Floors
1.1 Project Name	25 Linksway
1.2 Project Address	25 Linksway Northwood HA6 2XA
1.3 Project Description and Key Dates	<p>This project will involve the demolition of the existing house & construction of new home complete with basement & 3 Further Floors.</p> <p>The works will include, but not be limited to:</p> <ul style="list-style-type: none"> • Site set up • Isolation of services • Surveys • Demolition of existing property • Excavation and construction of new basement • New Internal and Partition walls • Construction of new floors & walls including lighting heating and decoration <p>Timescale: 21 Months Proposed Start Date; April 2023 Proposed Completion Date; January 2025</p>
1.4 Client Details	Mr A. Masood 25 Linksway
1.5 Principal designers Details	Twenty-20 Architecture Old Boundary House London Road Sunningdale Berkshire SL5 0DJ
1.6 Principal Contractor Details	Richard Barnes 216 Coulsdon Road Old Coulsdon Surrey CR5 2LF
1.7 Other Consultants	TBA
Structural Engineers	TBA
Building Control	TBA
1.8 Existing Environments	The works will be carried out within the site boundary. The neighbouring properties are predominant residential House within the vicinity.

<p>1.9 Project Health and Safety Goals</p>	<p>Principle Contractor H&S aims for the project:</p> <p>To demonstrate our commitment to continued improvement of health and safety standards, the following health and safety goals have been set by Collective Panda.</p> <ul style="list-style-type: none"> • Aim for zero accidents and incidents during the course of the Project. • Zero enforcement action taken over the duration of the Project. • Carry out continuous monitoring of health and safety application within the project teams and provide feedback for improvement. • Zero complaint from adjacent residents and members of the public. • Zero environmental incidents and no enforcement action by the Environment Agency. Principal Contractor aims for the project: • Work with all parties involved to ensure the client brief & client aims for the project are met. • Zero enforcement action from HSE for duration of the project. • Zero accidents. • Zero complaints / non-conformance reports (NCR's) from the client, residents and other third parties who may be affected by our scope of works. • Completion of the project on time. • Ensure effective communication between all parties involved. • Ensure compliance with the CDM 2015 regulations and other relevant legislation at all times. • Reduce waste & rework where possible. • All waste to be reprocessed / disposed of in the most environmentally friendly way possible. • Implement effective control for hazards such as dust, noise, vibration, vehicle movements & material storage. • Ensure all contractors appointed have the required skills, knowledge, experience and resources before being appointed. • Provide effective supervision at all times. • Have no environmental incidents or action taken against us or any other contractor on site by the Environment Agency. Undertake a post contract review meeting to recognise good working practice and where improvements can be made ensure lessons are learnt and implemented on future projects
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2. MANAGEMENT OF THE WORK

The Principal Contractor has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

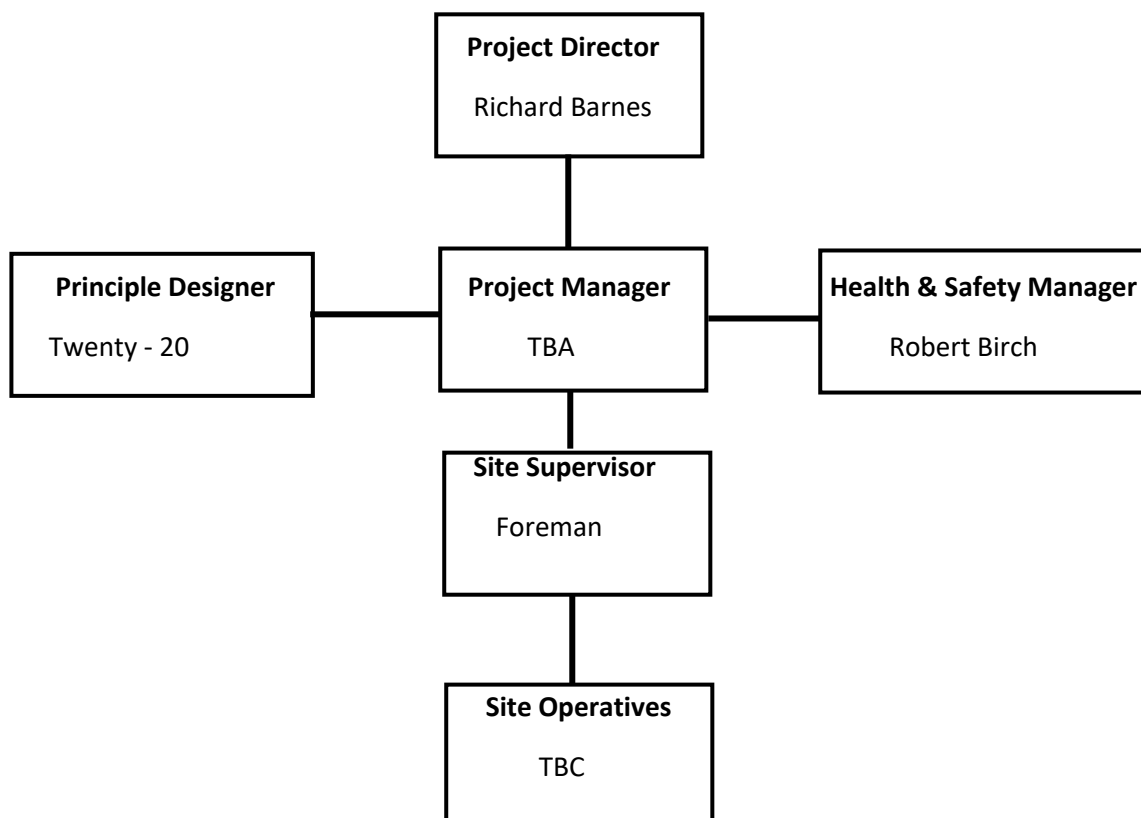
The team function will: -

- Integrate with the Consultants to achieve the best solutions for the Project.

- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspirations.

2.1 Project Organisation and Personnel

The Principal Contractor has adopted the following management structure for this project: -



2.2 Responsibilities

Project Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).

- b) Implement the Company health and safety policies and procedures.
- c) Administer the health and safety policies throughout the Company by appointing a director to be responsible for health and safety.
- d) Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.
- e) Make adequate financial provision for implementing the health and safety policies.

Project Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company.
- c) Ensure appropriate health and safety training is given to all employees as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure compliance with the Company policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- f) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Site Manager/Supervisor

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure everyone on site is aware of their responsibilities with regard to health and safety.
- c) Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- d) Co-operate with the Safety Director, Health and Safety Managers and Advisors.
- e) Ensure that inspections and audits are carried out as required.

f) Ensure that a risk assessment have been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc, have been provided and that there is supporting documentation.

- g) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- h) Clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.
- i) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- j) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

Health & Safety Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with the Company Health and Safety policies and procedures.
- d) Disseminate health and safety information, to include any changes to the procedures.
- e) Attend Health and Safety Meetings and take an active part in obtaining safety information and or assist in safety processes.
- f) Carry out site and office inspections/audits as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage the planning and implementation of effective measures to minimise risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites
- l) Attend any meetings held with Health and Safety Executive as required. Contractors All contractors will operate in accordance with the Company's procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation All contractors shall co-operate with each other to facilitate the safe operation of site activity All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

2.3 Liaison, Consultation and Monitoring.	The principal contractor will be responsible for ensuring affective liaison, consulting and monitoring of all parties involved during all stages of works. The appointed health and safety advisor will
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	<p>undertake site safety audits to ensure works are being undertaken in accordance with the CPP and associated risk and method statements. Where necessary recommendations / actions will be made and communicated to all parties involved.</p> <p>If there are any changes to the scope of work the contracts manager will liaise with operatives and subcontractors to communicate these changes.</p> <p>The Project manager is to ensure that all design information is available to all involved and briefed during the induction, or as and when new information is available.</p> <p>Any design changes will be communicated to all involved at the earliest opportunity.</p> <p>Only approved sub-contractors will be used onsite, this will ensure they have been adequately vetted before works commence.</p> <p>All Risk and Method statements along with COSHH Assessments are to be collated from all sub-contractors before works commence onsite.</p>
2.4 Site Security	<p>As principal contractor they will be responsible for ensuring the site is secure to prevent unauthorised access by persons during working hours and when no work is being undertaken on site. Access to the property will be monitored at all times and all site visitors and personnel on site will be required to sign in – signing in / visitors book to be stored in the site office, also within the compound located at the site entrance. It is anticipated that HERAS fencing will be used to secure the site.</p> <p>The site supervisor will be responsible for undertaking a daily check to ensure the site boundary is in good order and stable before leaving site each day.</p>
2.5 Site induction	<p>All contractors involved in the project will be inducted by the Site Manager / supervisor before works commence onsite, any contractors leaving the project for more than a week or where significant hazards are now present on site will be re-inducted by the Site Manager.</p> <p>The Project Manager is to ensure that the site notice board / daily hazard board is setup and the information is relevant.</p> <p>All site inductions will be documented on our site induction template and records maintained. The site induction will cover the following topics as a minimum: Our site induction will cover the following topics as a minimum:</p> <ul style="list-style-type: none"> • Site arrangements for fire & emergency situation. • First aid arrangements, first aiders name, location and contact number and the location of the first aid box / station. • Management's commitment to H&S • Arrangements for parking.

	<ul style="list-style-type: none"> • Welfare facilities. • Location of site notice board and daily hazard board • Arrangements for raising any H&S concerns or ideas they may have " open door policy" • Working hours. • Arrangements for smokers. • Arrangements for the disposal of waste. • Tasks requiring permit to work procedures. • PPE requirements • Housekeeping & material storage requirements • Accident and near miss reporting procedure • Information about the individual's responsibilities for health and safety. • Site security arrangements Other topics deemed relevant to this project.
2.6 Welfare Provisions	<p>Welfare facilities will be available on site before any works commence. The welfare facilities to be used for this project will be in the form of temporary welfare units, which will be located within the site compound and connected to the existing services. The area will provide hot and cold running water. We will ensure that the facilities provided have sufficient capacity for the maximum number of persons who will be on site at any one time.</p> <p>The welfare provision available on site will enable site operatives to keep food cool (fridge) and be able to heat food (microwave) and make hot drinks. This will be set up in the site compound and will be compliant with all aspects of the CDM 2015 Regulations.</p>
2.7 Onsite Training	<p>Toolbox talks will be undertaken on a fortnightly basis for all contractors involved, sign off records are to be kept. Other onsite training will be documented and recorded in our skills matrix.</p>
2.8 First Aid	<p>Large first aid boxes are to be provided and kept within the site office. The nominated appointed person's details will be given during the induction and displayed onsite. The first aider for this project will be: TBC</p>
2.9 Risk Assessments and Method Statements	<p>All Risk and Method Statements will be collated and checked for suitability by the Site Manager, these will then be sent to the Principal Designer if they require them.</p> <p>COSHH assessments shall be created by the Principal Contractor relevant to the substances being used on site. They shall be stored within the H&S folder that will be under the control of the Site Manager.</p> <p>This folder along with its contents shall be communicated to all operatives on site at the induction stage and shall be available throughout.</p>

2.10 Accident Reporting Procedure

(a) All accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure, accordingly, advising the Company Health & Safety Advisor where appropriate so that we are compliant with RIDDOR 2013. The Site Manager will oversee all entries made in the Site Accident Log which will be kept onsite.

(b) The person discovering the accident will raise the alarm verbally by use of mobile telephones.

(c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.

(d) The Principal Contractor will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999 112) i.e. fire/ambulance to attend site.

(e) The Principal Contractor shall arrange a safe access and egress for emergency vehicles to the scene of the accident. They will then inform pertinent the Principal Contractor Personnel as detailed in the Accident Reporting Procedure together with the Principal Designer and the Client.

(f) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with the Principal Contractor which would be conducted in accordance with the procedures highlighted in RIDDOR 2013. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website

2.11 Fire Action Plan

What to do in case of a fire

If you discover a fire or smoke

- Raise the fire alarm immediately by calling fire, fire, fire or
- Leave the building/site by the nearest available exit and proceed to the assembly area at the front of the house (public foot path).
- Firefighting equipment may be used only if you have been trained and it is safe to do
- Do not stop to collect personal belongings and do not re-enter the building until advised to do so.

Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a Permit to Work has been authorised by The Principal Contractor.

Copies of Fire Plans to be prepared and displayed onsite, conveyed to contractors during induction.

2.12 Site Rules

The Principal Contractor operates a zero-tolerance stance on many safety related issues.

If you have not signed in, you are not here for

- Fire,
- First aid
- Financial payment.

Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. All inductees will sign the induction register and acknowledgement form. Failure to comply will result in removal from site.

The first induction is provided free of charge by the Principal Contractor. Any persons who are found to be in breach of these site rules may be required to be re-inducted. The Principal Contractor reserves the right to charge an administration fee for this additional induction.

Persons suspected of being under the influence of Drugs/Alcohol will be asked to leave site. Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and not return.

You must not trespass upon adjoining areas except where permission has been granted, to facilitate the execution of your work. Compliance with safety signs at all times.

You must comply with method statements/risk assessments written for your activity and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

Suitable and sufficient PPE must be worn as appropriate, provided by your Employer. All areas on site are deemed to be hard hat, hi viz and protective footwear areas unless designated otherwise by the Site Manager.

Eating and drinking is only permitted in the designated areas. Currently the only designated area is the rest area identified during the induction.

This site operates on 110V supply only and no radios are allowed.

You may only operate plant and equipment that you are trained/authorised to use and carry out tasks for which you are authorised and competent.

If you suspect that plant/equipment/scaffold is unsafe, please notify the Contracts Manager immediately.

If you see any hazards on site, either real or potential, inform the Contracts Manager immediately.

Do not block routes for access/egress/escape or fire exits on the site.

Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.

No person may work from height other than from a secure platform with guardrails and toe boards. All mobile work platforms must be locked down when in use. You should not erect a mobile tower unless you are either competent to do so /are supervised by a competent person.

You are requested to declare to the Site Manager, details of any physical condition and or the taking of medication, if you feel that this would have an effect on your work.

3.0 Arrangements for controlling significant Risks

3.1 Deliveries/Removal of materials and waste	<p>All deliveries shall be pre-arranged where possible. The site manager will request a phone call prior to any delivery to site. Deliveries shall not take place during rush hour traffic and shall be delivered to the designated and agreed area, which will be the existing car park for the premises. All vehicles will reverse onto the premises. Reversing vehicles will be under the control of a banks man / competent person.</p> <p>Before leaving site, all delivery / waste removal vehicles will have their wheels / tyres 'jet washed' to remove as much mud as possible and thus to avoid the transfer of mud and other debris to the main carriageway.</p> <p>Waste will be stored in a skip on the site – this is anticipated to be within the existing car park. Access to this skip will be restricted. Where possible/required the waste will be segregated.</p> <p>During the course of our works the waste streams we envisage will be created are:</p> <ul style="list-style-type: none"> • Timber waste • Packaging bands, Plastic/metal • Bricks/blocks soil • Plastic
3.2 Existing Services	<p>Before works commence on site we will request copies of any existing drawings relating to the location of existing service on site. Steps will be taken to identify existing services entering site / our area of work. The service will be identified, labelled and isolated by a competent person. Any services which have been identified within our area / scope of works which must remain live will be identified & labelled as "Live Service".</p> <p>All site operatives will be made aware of the location of services on site and any services which will be remaining live during the works programme.</p> <p>Services which are to be removed as per the plan will be done so by competent persons.</p> <p>All services on site are to be treated as live until proven otherwise.</p>
3.3 Adjacent Land Use	<p>Adjacent land to the construction site is predominantly of a mixed residential nature. There is the potential for adjacent land users to be affected by our scope of works / construction activities.</p>

	As part of our construction phase plan, we will ensure our works are planned to reduce noise, dust and traffic etc to local residents businesses. We will communicate (letter drop) to adjacent land users letting them know what work is being undertaken and the contact details of the site manager / supervisor. Working hours are not expected to be beyond 0730-1800hrs daily.
3.4 Structural Engineers Report	Details to follow for the Drainage Works and any opening up works
3.5 Preventing Falls	<p>We will avoid work at height wherever possible. However, where work at height is necessary, we will ensure it is planned and undertaken by competent persons only.</p> <p>All access equipment will be used by trained and competent personnel and shall be erected and operated by qualified personnel and they shall undergo all of the relevant inspections in line with regulations and our H&S policy.</p> <p>Access to areas at height will be by fixed or mobile scaffolding wherever possible. The use of ladders / steps will be avoided wherever possible.</p>
3.6 Control of lifting operations	<p>Lifting of materials will be monitored throughout the project and carried out by trained and qualified personnel on plant and equipment which has been inspected and serviced in line with regulations. The plant will operate in agreed areas and plans will be developed prior to the works commencing and shall be communicated to relevant personnel.</p> <p>Where lifting operations are to be undertaken a suitable and sufficient lift plan will be developed a competent person (Lifting Operations Appointed Person) and the plan communicated to all involved.</p> <p>Manual handling is to be carried out using correct techniques and all operatives have has suitable training.</p>
3.7 Asbestos	<p>Asbestos containing material (ACM's) have not been identified within the tender documentation for the site within the proposed working area. We assume the client will undertake a survey prior to works commencing on site.</p> <p>In the event that our employees or any contractors on site may discover any material which they may think is asbestos / ACM they are aware of the procedure to follow. Our employees are asbestos awareness trained.</p> <p>The site manager will be responsible for informing the client and principal designer of the discovery.</p>
3.8 Slips Trips and Falls	<p>To prevent slips trips and falls in the work place the following will be observed: -</p> <ul style="list-style-type: none"> • Good housekeeping; maintaining clear pathways. • Planning and design of the workplace.

	<ul style="list-style-type: none"> • 110v cables routed around the edges or above head height and not to cross walkways or access and egress routes. • Materials to be stored in designated areas and kept to a minimum. • Waste to be kept to a minimum with tidy as you work mentality. • Any exposed floor voids are to be covered or access routes diverted. • Wearing suitable footwear.
3.9 Noise	<p>Operations shall be subject to noise assessment if required and control measures implemented. All trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.</p> <p>All contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their own operatives.</p> <p>Tasks that generate a significant level of noise will not be undertaken before 9am and finish before 6pm.</p>
3.10 Vibration	<p>The levels of vibration will be monitored throughout the works. The vibration levels will be obtained from manufacturer guidance and communicated to all operatives working on site. All of the exposure limits will be known, and the operatives will be told to stop work if they come close to those limits. Controls such as job rotation will be utilised throughout the works and the awareness of the operatives will be raised through toolbox talks etc.</p> <p>When possible, the equipment purchased or hired will always be the one that exposes operatives to the least amount of vibration. The levels of vibration will be kept to a minimum by carrying out ongoing inspections on the equipment to ensure that they remain in good condition.</p>
3.11 Permit to work	<p>BGL Construction Limited's own permit to work system will be utilised throughout the works for controlling certain high-risk tasks such as:</p> <ul style="list-style-type: none"> • Hot works. • Excavations. • Entry in to confined spaces. • Electrical instillation / testing. • Lifting operations. <p>All permits will have to be signed off by the Site Manager and will be stored in the site office. All permits will be kept in a permit issue register.</p>
3.12 Dust	<p>We will implement suitable and sufficient control measures on site to protect all site operatives, visitors to site and adjacent land occupiers from the exposure to dust on site. Below are some of the control measures which will be implemented.</p>

	<p>Timber dust – All timber working tooling to be used on site will need to have dust collection methods fitted before being allowed to be used on site.</p> <p>Brick / block/ concrete dust – Where there is a risk of exposure to dusts containing silica dust suppression / collection methods are mandatory on site.</p> <p>Where possible the cutting of blocks, bricks etc. on site will be avoided by having cuts undertaken off site before delivery. Where cuts are required on site these will be undertaken in a designated area away from other site operatives, and visitors and dust suppression / collection techniques used. Care will also be undertaken when cleaning up after cutting tasks as the residue dust will still pose a risk to health. Respiratory protection will be required during all cutting operations in addition to dust suppression / control techniques. All of the above will be communicated to site workers during their site induction.</p>
3.13 Traffic Management	<p>Access & Egress The traffic management plan for the project will be communicated to all site workers during their induction.</p> <p>There will only be one parking space available on site. All other tradesman / visitors to site will be required to park across the road in the pay and display areas.</p> <p>We will ensure that a competent ‘banksman’ is used for all reversing activities on site and vehicles should be fitted with audible warnings.</p> <p>Mobile plant / pedestrian interaction Where there is a risk of injury to site operatives or visitors, steps will be taken to separate mobile plant from pedestrians. Where possible physical barriers will be used, and signage displayed. The wearing of hi viz vests / clothing will be mandatory on site for site workers.</p>
3.14 Temporary works.	<p>As part of the construction phase of the project it may be necessary to undertake some temporary works. No temporary works will be undertaken until a competent temporary works coordinator (TWC) has been appointed to the project. It will be the responsibility of the temporary works coordinator to ensure all the necessary safety calculations / designs where required are undertaken and that these are communicated to the site manager and site operatives so they can be implemented as the temporary works are undertaken.</p> <p>Where required copies of design calculations will be communicated to all relevant parties (client, principal designer etc.) for approval before works commence.</p> <p>Our contracts manager & site manager will work in conjunction with the TWC to ensure all of our works is undertaken safely without risk to persons under our control and any third party that may be affected by or scope of works.</p>

3.15 Work at Height	<p>As part of the planned scheme of works for this project work at height will be necessary. In order to prevent injury to our employees, contractors or other third parties that may be affected by our work activities we will ensure that all work at height is planned in accordance with the Work at height Regulations 2005.</p> <p>Access to areas of height will be by access equipment such as scaffolding / mobile scaffold towers / podium steps only the use of ladders will be avoided wherever possible. Where fixed scaffolding is to be used the scaffolding on site will be inspected as required under the Work at Height Regulations 2005 and records maintained on site. Mobile scaffold towers and podium steps will be inspected before first use each day and have a weekly documented inspection by the site manager / supervisor.</p> <p>Ladders / steps will be EN131 or Class 1 industrial only and their use will only be permitted where a risk assessment has been undertaken and their selection justified in preference to podium steps / scaffolding access tower.</p> <p>Tower scaffolds only trained and competent persons will be permitted to erect, dismantle or alter any tower scaffold. Proof of valid PASMA training will be required before allowing their use on site. Scaffold towers will be tagged and inspected before first use each day or after any alterations.</p> <p>All scaffolding erected will be undertaken by our approved contractors only and erected in accordance with TG20:13. A copy of the scaffold design or TG20:13 compliance sheet will be available on site for the duration of the work. Once erected, we will ensure that 7-day inspections are carried out.</p> <p>We will ensure steps are taken to prevent access by unauthorised persons on to the scaffolding during the duration of the works. Ladders to the first lift will be removed at the end of every working day.</p>
3.16 Lifting operations - procedure	<p>All lifting operations will be planned, risk assessed, and a safe system of work developed for them before being undertaken</p>
3.17 Hazardous substances	<p>In the event there is a need to store hazardous substances on site these will be stored in our designated lockable container within the site compound and steps taken to prevent access by unauthorised persons. Where hazardous liquids are to be stored on site such as plant fuel (diesel) this will be stored in a double bunded fuel store (fuel cube) and locked at all times. The quantities of hazardous substances held on site will be kept to a minimum. The aim will always be to use the most environmentally friendly substances where possible and we will review the products we use on a regular basis.</p> <p>Any employees or contractor under our control who is required to use hazardous substances will be trained in its safe use, handling, storage and the procedure to follow in the event of a spillage / environmental incident.</p>

	<p>In the event that Asbestos or asbestos containing materials are discovered during the course of the works any asbestos or ACM to be removed will only be removed by a suitably licensed waste contractor and records of the hazardous waste consignment note kept for a minimum of three years. In the event that Asbestos or ACMs are discovered the principal designer will be notified immediately.</p> <p>COSHH assessments will be provided for all substances to be used during the project and substances that site operatives are likely to come across, and copies will always be available on site. Wherever possible the most environmentally friendly option will be used.</p> <p>Potential Health issues such as dermatitis, weill's disease and toxoplasmosis will be managed by way of risk assessment and safe working procedures.</p>
3.18 Selection & control of contractors	<p>The principal contractor will ensure as required by the CDM regulations 2015 that any contractors we appoint to undertake work on our behalf have the necessary skills, training, experience, and resources to undertake the work.</p> <p>Potential contractors will go through a documented assessment process and only approved contractors will be entered on to our approved contractor list. The approved contractor list will be reviewed on an annual basis and updated as necessary.</p> <p>Before commencing work on site contractors will be required to provide site specific risk assessments and safe systems of work for their scope of works. The contracts manager and the site supervisor will review and approve or decline the documents as they see fit. No works will commence on site until both agree they are suitable and sufficient for the scope of works to be undertaken.</p> <p>The site supervisor will be responsible for monitoring contractors on site ensuring they are working as described in their RAMS.</p> <p>The site manager will also be responsible for ensuring our contractors on site have all the necessary information and all drawings etc. provided are the latest revision.</p> <p>Where necessary contractor will be required to provide information for inclusion in the project health and safety file. This information will be collated by the site manager and provided to the principal designer.</p> <p>Post contract review meetings will be held with our contractors to review their performance. Records will be maintained for future tender scoring/ awarding of contracts.</p>
3.19 Housekeeping	<p>The high standard of housekeeping required will be communicated by the site manager to all site operatives during their site induction. As a minimum all work areas will be cleaned at the end of the working day.</p>

	<p>The site manager will be responsible for monitoring the standard of housekeeping on site. Regular audits by our external H&S consultants will also monitor the standard of housekeeping and waste control on site.</p> <p>Contractors failing to maintain a tidy work area will have a non-conformance issued against them, requiring immediate action from the site operatives and feedback from the management team.</p> <p>Site operatives will be briefed on the need to ensure tooling and materials are not left unattended or left in locations where they may pose a risk to other trades or visitors to site.</p>
3.20 Manual Handling	<p>We are aware of the risks posed to employees by repetitive manual handling. In order to reduce the risk to our employees or other persons under our control we intent to implement the following:</p> <ul style="list-style-type: none"> • Mechanical aids will be used to reduce the need for employees to carry / handle work articles, for example kerb handling / lifting devices to position kerbs. • Materials that will need to be manually handled will be stored as close to the required area as possible to reduce the carry distance to the lowest possible. • All employees will be trained in safe manual handling techniques. • During the procurement process we will ensure the sizes of materials that need to manual handled will not pose a significant risk of injury. • Manual handling activities will be risk assessed using the TILE format and communicated to affected employees. • Ensure the working environment is safe for employees to undertake manual handling tasks.

Appendix One - Welfare Facilities Information

Toilets

Toilets will be suitable and sufficient, ventilated, lit and kept in a clean and orderly condition. Washing facilities will be provided so that workers can use them immediately after using the toilet or urinal, even if they are provided elsewhere.

Washing facilities

General washing facilities must be suitable and sufficient, kept clean and orderly and with basins or sinks large enough for people to wash their face, hands and forearms. The facilities will include:

- clean hot and cold, or warm, running water.
- soap or other suitable means of cleaning.
- towels or other suitable means of drying; and
- showers where the nature of work is particularly dirty or there is a need to decontaminate.

Drinking water

Drinking water will be provided at readily accessible and suitable places.

Changing rooms and lockers

Changing rooms are needed where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere. The rooms must be provided with seating, means of drying and keeping clothing and personal effects secure.

Due to the nature of the work carried out this requirement would not be necessary, however if the scope of works changes this will have to be considered.

Facilities for rest

Rest rooms or rest areas will be equipped with tables and seating (with backs) sufficient for the number of persons likely to use them at any one time. There will be arrangements for meals to be prepared and eaten, plus means for boiling water.

Appendix Two: Emergency Procedure

The Principal Contractor-

Catling Ltd 216 Coulsdon Road Coulsdon CR5 2LF

Project Manager – 07767347607

The Client – Mr A Masood

The Principal Designer-Twenty-20 Architecture

The Site First Aider/Appointed Person is - TBC.

The First Aid Kit- located in the site office.

The Fire Alarm Warning is Fire Bells, shouting FIRE.

The Fire Assembly Point is Outside the property on Eaton Place Road

The Nearest Hospital-

A&E – Watford General Hospital Vicarage Road Watford Hertfordshire WD18 0HB 01923244366

The Local HSE - Rose Court, 2 Southwark Bridge Rd, London SE1 9HS - 0300 003 1747

Health, Safety & Environmental Advisors – TBA

Appendix Three - Access to site

Via Front Entrance gates

Site Set Up

Appendix Four - Subcontractor Details

Waste Removal	TBC
Builders Works	TBC
Electrical	TBC
Mechanical	TBC
Dry Lining	TBC
Fencing	TBC
Timber Works	TBC
Decorating	TBC