



Construction Phase Plan

Jewson Ltd

314 West End Road Ruislip HA4 6RE

REVISION AND AMENDMENT REGISTER

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Construction Phase Plan Contents

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Section 1. Description of Project

1.1. Nature of the Project

The works comprise of the extension of an existing building and the demolition of two ancillary buildings. The existing unit will be operational during these works.

1.1.1. Contract Period

The contract period will be from the 2nd December 2019 and with an anticipated completion date of the 10th July 2020 subject to additional works. An initial programme of the works has been formulated and passed to the Client. Thereafter it will be updated and amended as the works progress and in line with design changes or additional works.

1.1.2. Location of works

Jewson
314 West End Road
Ruislip
HA4 6RE

1.2. Details of the Project Team

1.2.1. Client

SGBD Property Department
PO Box 95
Park View House
Woodvale Road
Brighouse
West Yorkshire
HD6 9AD
Contact: Mike Fitzpatrick
Telephone: 07834 158652
Email: michael.fitzpatrick@jewson.co.uk

1.2.2. Principal Designer

SGBD Property Department
PO Box 95
Brighouse
West Yorkshire
HD6 9AD
Contact: Mike Fitzpatrick
Telephone: 07834 158652
Email: michael.fitzpatrick@jewson.co.uk

1.2.3. Designer

OVO Spaces
Terminal Warehouse 1
Wharf Street
Sheffield
S2 5SY

1.2.4. Client CDM Advisor

DKP Consulting Limited
 55-57 Burn Bridge Road
 Harrogate
 HG3 1PB
 Contact: Jo Bryenton
 Telephone: 07515 851675
 Email: jo.bryenton@dkp-qs.co.uk

1.2.5. Principal Contractor

Princebuild Limited
 31 – 35 Kirby Street
 London
 EC1N 8TE
 Contact: Ryan Elliott
 Telephone: 07808 632894
 Email: ryan.elliott@princebuild.co.uk

1.3. Trade Contractors**1.3.1. Beecal Electrical Ltd**

Joshua Business Park
 48a Cromford Road
 Langley Mill
 Nottingham
 NG16 4EW
 Telephone N°: 01773 713083
 Email: j.calladine@beecalelectrical.co.uk

1.3.2. CC Contracting Ltd

Pedmore House
 West Midlands
 DY9 8DG
 Telephone N°: 01384 891891
 Email: Alan@cccontracting.co.uk

1.3.3. DBS Demolition Services Ltd

54, Singerway
 Bedford
 MK42 7AF
 Telephone N°: 01234 290080
 Email: kevin@dbsdemolition.co.uk

1.3.4. Hadleigh Barbour Ltd

Unit1 , 284 , Warley Hill
 Brentwood
 CM13 3AB
 Telephone N°: 01992 453850
 Email: lee.ayres@hadleighbarbour.com

Where other trade contractors are engaged on these works, the Principal Designer and Client will be informed prior to their commencement on site in order that approval can be obtained.

1.4. Site Specific Health and Safety Information

The Client has not been able to supply a Health and Safety File for the building.

1.4.1. Specific Work Restrictions

The client has a Rules for Contractors document which is contained within the Appendices and will be followed in full.

Traffic Restrictions

WE will not interfere in any way with the roads surrounding the site and free and uninterrupted access shall be maintained, 24 hours a day, 7 days a week.

1.4.2. Construction Phase Plan

The details of this Construction Phase Plan, F10 and any other statutory documentation will be displayed in the Site Office.

Section 2. Management of the work

2.1. Management Structure and Responsibilities

2.1.1. Management Structure

Please refer to the organisation chart shown on the subsequent page.

2.1.2. Director

Mr D Asplin will provide overall Management of the project.

Project Responsibility

To lead our Project Team both operationally and strategically for the duration of this Contract. To ensure lines of communication are maintained with all parties to the project and dealing with all financial matters including interim valuations, final accounts and monitoring contract performance against the planned programme.

2.1.3. Company Health and Safety Manager (B J Sutherland)

Project Responsibility

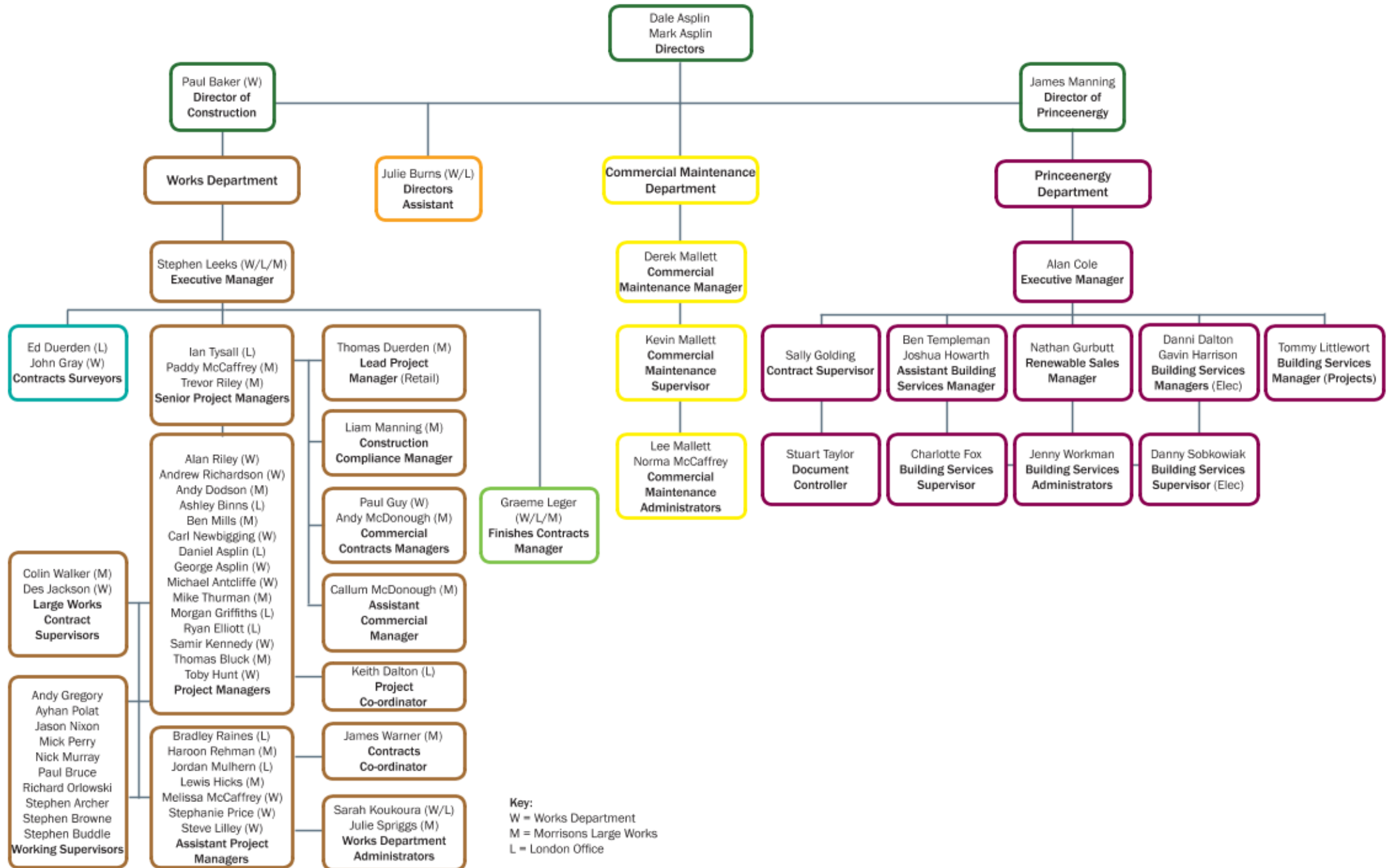
Reporting to the Director and working with the Site Management Team to give advice on all aspects of health & safety and maintaining a safe environment in respect of all employees, contractors and members of the public. Additionally, to visit site on a regular basis, attend site meetings when required and provide information relative to the needs of the Client and Principal Designer for this project.

2.1.4. Site Based Supervision

Project Manager:	Ryan Elliott	Telephone N°: 07808 632894
Site Manager::	Steve Archer	Telephone N°: 07715 051646

Project Responsibility

To act as the Site Management Team, reporting directly to the Director (Project Manager). They have the skills, knowledge and experience to be responsible for overseeing the day to day operation of the site including ensuring all site policies, procedures, contract conditions and specification and site rules are complied with during the project: This includes health & safety on site, standards of workmanship, monitoring and communicating contract progress and overall programme performance. To ensure there is good liaison with the Client, Design/Project Team and Sub-contractors throughout the duration of work including pre and post contract.



2.2. Health and Safety Goals for the project

All employees and trade contractors will carry out their works in accordance with the statutory provisions of the 1974 Health & Safety at Work etc Act (HSAWA) and statutory instruments made under HSAWA. Furthermore, reference will be made to risk assessments and method statements prepared by other contractors for specific work activities. These practices, procedures and principles will ensure that the work activities on site will be undertaken in a safe environment and will promote an active positive safety culture.

2.2.1. Arrangements for monitoring and review

Princebuild Ltd will undertake both proactive and reactive monitoring to ensure compliance with site rules and legal requirements.

2.2.2. Proactive Monitoring

Proactive monitoring of all trades engaged on site shall be carried out by the Site Supervisor on a daily basis by means of regularly checking that employees are executing their work safely without risks to themselves or others and rectifying any unsafe working practices. Where unsafe acts or omissions are identified, the Site Supervisor or Contract Manager shall liaise with the Company Health & Safety Manager to remedy the situation and a new risk assessment shall be formalised and disseminated to all parties to the contract.

2.2.3. Reactive Monitoring

Where a RIDDOR incident has occurred the Company Health & Safety Manager will undertake a full investigation. The findings of which will be reported to Company's Safety Committee and the Client. Thereafter any alterations required to current working practices shall be disseminated to all parties to the contract. All incidents can be reported online but a telephone service is also provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

2.2.4. Project Review

At the penultimate project meeting information relating to the site performance in respect of the health and safety goals will be presented to the Principal Designer and Client.

2.3. Communication, Competences and Co-Operation

2.3.1. Regular liaison between parties on site

The communication of health and safety information will be co-ordinated by the Contract Manager of Princebuild Limited. The provision of the following information will be provided to all parties to the contract-

- Construction Phase Plan

- On-going Risk Register from the Principal Designer
- Site Specific Risk Assessments
- Method Statements and information on Safe Working Procedures for works that are of a high risk.
- Emergency Procedures
- First Aid Provisions

It will be the responsibility of the Project Manager to provide and inform any parties to the contract of changes to any procedures or alterations to the works with regard to health and safety issues, this shall be done both by oral communication and by written communication. Consequently, all parties to the contract shall communicate with each other on their activities that interact with other employer's activities and where activities put other employers at risk.

The Project Manager will be the health and safety co-ordinator for the works and will ensure and co-ordinate the exchange of information with all parties concerned on the site through pre-arranged weekly meetings. Additionally, to emphasise the need for prompt liaison between employers and their employees on health and safety matters of concern at site induction.

2.3.2. Consultation with People on Site

As Principal Contractor we will ensure that employees and trade contractors are able to discuss health and safety issues with either the project manager or the site supervisor. Where recognised trade unions appoint representatives under the Safety Representatives and Safety Committees Regulations 1977 we will ensure that they have the opportunity to undertake their duties fully.

2.3.3. Consulting with People whose First Language is not English

Where required we will ensure Inductions, safety briefings and Tool Box Talks are delivered before commencing work and are effectively communicated and understood and test that understanding. Provide information in appropriate languages and formats with clear diagrams, pictograms for critical and emergency information whilst recognising the need for increased supervision and training time in instances where a high number of workers whose first language is not English. Also insist that every third operative in a team being able to speak English and act as interpreter for his colleagues (Buddy System).

2.3.4. Design Risk Management

The details of any significant residual risks identified by the Principal Designer/Designers are detailed within their Pre-Construction Information Pack and these and the mitigation measures to be undertaken to address these risks are addressed within this Construction Phase Plan.

2.3.5. **Client/Designer Interface on Site**

We would at the first on site meeting expect that the frequency and interface between all parties is determined and a project plan of meeting would be agreed by the Client in conjunction with the Principal Designer. If for whatever reason this event does not occur we would advise all interested parties to attend our weekly on-site meetings.

2.3.6. **Communicating Design Alterations during the Project**

We would advise that design alterations in the first instance be forwarded to our Contract Manager for this project by the quickest means available. Thereafter these would be communicated to the Site Supervisor. Conversely, advocated changes in design from ourselves would be to the Principal Designer.

2.3.7. **Selection Procedure for Contractors & Suppliers**

Trade Contractors and Suppliers will be requested to complete Safety Questionnaire requesting information on their safety practices and performance with regard to their knowledge, ability, and resources to carry out the work. It will be the duty of the Contract Manager for Princebuild Limited to ensure that the questionnaire has been completed and vetted to ensure that the information provided is correct and any references have been followed up.

The questionnaire shall request information on the following-

- a) Arrangements the Contractor has in place for health & safety including fire safety.
- b) Arrangements the Contractor has to monitor compliance with health & safety legislation.
- c) The approach for dealing with high-risk areas as identified in the contract specification.
- d) Training and skills of people whom are going to manage and carry out the works.

The Trade Contractor will be requested to provide proof that he has adequate resources before any works commence on site and provide any risk assessments, C.O.S.H.H assessments method statements etc that are required to ensure safe working procedures. All documentation shall be vetted to ensure that it is adequate and does not affect any other activities safe working procedures or assessments. As detailed in the Schedule of Contract Conditions before the engagement of a Trade Contractor by ourselves, approval will be sought from the Contract Administrator. Furthermore, we will obtain Suppliers and Manufacturers Safety Data Sheets and carryout an assessment in accordance with the Control of Substances Hazardous to Health Regulation 2002, where a less hazardous or more environmentally friendly product is identified the Contract Manager shall request that the specified product be substituted.

2.3.8. **The exchange of health and safety information between contractors**

The information supplied by contractors on site which includes site based risk assessments, method statements and safe working practices for their work activities will be held within the

Appendices of the on-site Construction Phase Plan. All contractors will be inducted and advised of the location of this document and are expected to attend the weekly on site meeting where additional information can be exchanged and the programme of works for that week updated and agreed.

2.3.9. **Site Security**

The Site is currently secured by an existing solid fence line incorporating lockable gates. Therefore it will be secure from the onset of the project and we will maintain the existing security systems. Where authorised persons enter onto the site they will if necessary be inducted, advised of the site rules and accompanied if only visiting specific areas of the site. The necessity of how access will be controlled onto site and the means installed will relate to the nature of the project, the risks presented by the work activities and the proximity of customers, young persons or vulnerable people nearby. Consequently, in respect of this project where all works will be undertaken at night we will:

1. Wear branded high viz clothing.
2. Maintain the existing security systems whilst on site.

The effectiveness of these arrangements will be reviewed at the pre-arranged Project Meetings.

2.3.10. **Site Induction**

All visitors or contractors to this site will be given an induction to the site rules and informed of any site specific hazards by the Contract Manager or the Site Supervisor. The induction will contain information on;

- ☒ Senior management's commitment to health and safety;
- ☒ Client and Principal Contractor's Site Rules;
- ☒ Red and Yellow Warning Cards;
- ☒ The individual's immediate line manager and other key personnel associated with the project by reference to the Management Structure contained within the Construction Phase Plan;
- ☒ The areas of traffic movement on site (detail type) and its interaction with pedestrians within the construction site.
- ☒ The established temporary designated fire escape routes from the site.
- ☒ Any site specific health and safety risks in relation to access, site contamination, hazardous substances been used on site and whom they should consult if there are any questions or concerns about health and safety on site.
- ☒ Control measures on the site:

- Permit to work systems,
- Established traffic routes,
- Security arrangements,
- Red and Yellow Cards
- What personal protective equipment has to be worn on site,
- Arrangements for housekeeping and material storage,
- First aid provisions and accident reporting,
- Fire and emergency procedure(s),
- Welfare and amenity provisions,
- Arrangements for joint consultation between site workers and their representatives and the re-iteration of their individual responsibilities.

All site inductions given will be logged in the Site Inductions Register within the Appendices.

2.3.11. **On Site Training**

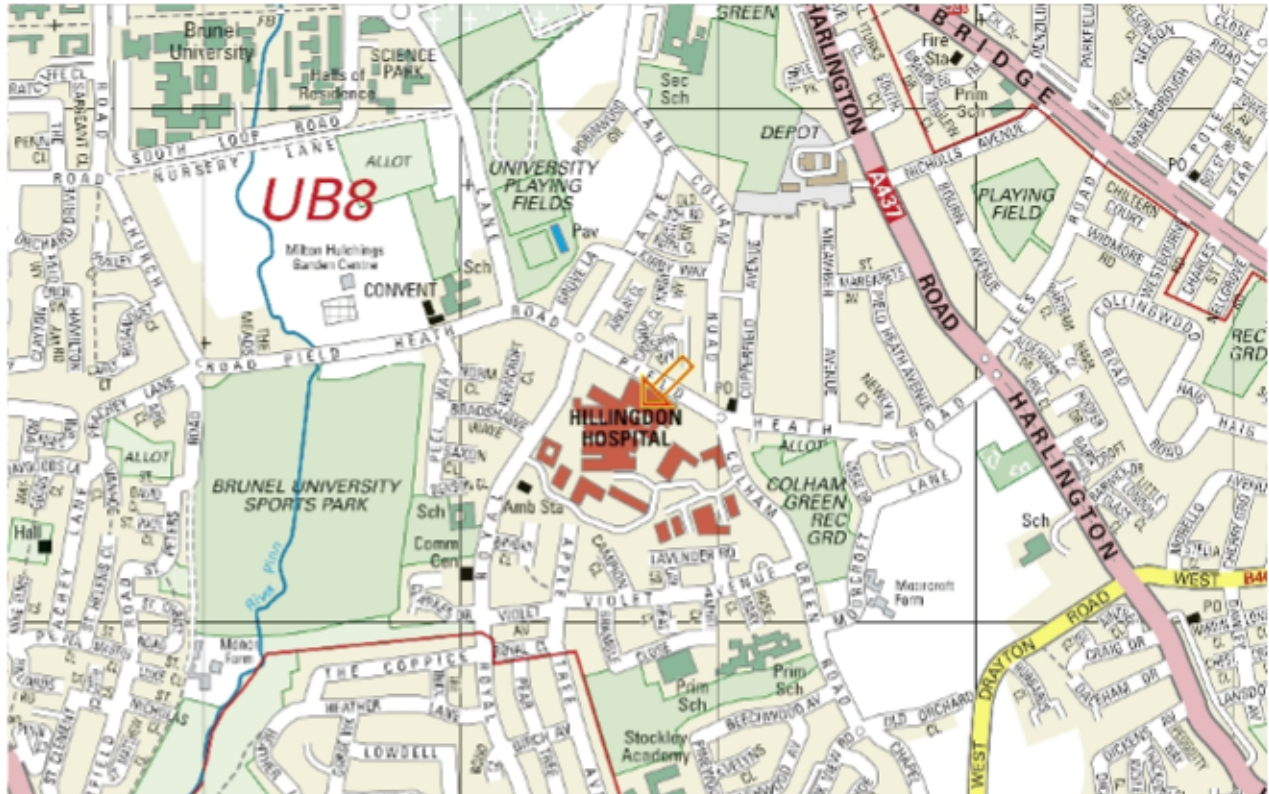
The details of any pre-planned “toolbox talks” will be given at an Individual’s Induction or weekly Site Briefing. If the need arises were an employee or contractor is requested to undertake work on site which requires additional training or refresher training. This will be arranged through an External Provider or a specific “toolbox talk” given by a competent person before that work activity is undertaken.

2.3.12. **Welfare Facilities**

We will create a Site Compound using double clipped Heras Fencing within the existing grounds for the Site Office/Meeting Room, Welfare Block, Skips, MEWP Charging Point and storage facilities for the project.

2.3.13. First Aid

The Site Manager is the “Nominated First Aider” for the site. The closest A&E hospital to the site is Hillington Hospital on Field Heath Road (UB8 3NN) and the contact telephone number is 01895 238282.



2.3.14. Reporting of Injuries, Diseases and Dangerous Occurrences

It is the duty of the Site Supervisor to record all Accidents or Incidents on Site and also to keep records of near misses on site to identify where there is scope for improvement to our safe systems of work or possible refresher training for employee(s). At Induction it will be stressed that it is the responsibility of all site personnel to report to Princebuild Limited Site Supervisor/Contract Manager as Principal Contractor any incidents on site that lead to an injury or could have easily caused an injury.

The Contract Manager will ensure that all reportable injuries, diseases, and dangerous occurrences are reported to the Company Health and Safety Manager immediately who will advise the HSE in accordance with the 2013 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Contract Manager will also inform the Client and Principal Designer of any incidents that are reportable to the HSE.

2.3.15. The Approval of Risk Assessments and Written Systems of Work

Every Contractor will provide site specific risk assessments and method statements for their work activities which they are to undertake on site. The formulation of a risk assessment and/or a method statement before the task is undertaken will need to be approved by the Site Supervisor

before commencement. Where the Site Supervisor does not have the competences to approve these documents he will refer them to the Company Health and Safety Manager.

2.3.16. **Procedures for Segregation of the Works**

The Contract Manager will ensure that in all areas we are working within or are about to be working within are segregated from all persons within that vicinity by using an appropriate safe system of work. This may range from formal segregation by creating "compound areas" or closing areas off whilst we are working e.g. closing doors to less formal measures by using barrier tape and warning signs. The appropriate measure will be agreed with the Client and Principal Designer before implemented to ensure minimal impact on their work activities in these areas.

2.4. Site Rules

2.4.1. **Princebuild Limited Site Rules:**

- ✓ Provisions shall be made to allow adequate access around the site for emergency services to attend any emergencies, parked vehicles, machines, waste skips, site storage or site accommodation must not obstruct access.
- ✓ Liaison with the client shall be made before shut down of any services (gas, electric, and water) in order that a temporary service can be installed.
- ✓ All operators of machinery, plant, and equipment shall have received suitable and sufficient training in to the operation and maintenance of the equipment.
- ✓ All visitors to the client's site shall be required to complete the visitor's logbook as held in the manned reception area or to the person responsible on site, the times on and off site should be completed.
- ✓ No person shall misuse articles of equipment or materials that could endanger you or others who could be affected by your acts or omissions.

2.4.2. **Client's Site Rules**

The Client has identified a number of Site rules, which are either addressed specifically under their own heading within this Plan or are detailed below. The site supervisor shall ensure that all personnel are made aware of these requirements and that they adhere to the client's request.

2.4.3. **Traffic System**

The Site is operational and therefore these works will only impact on the reduction of parking bays which have been identified by the Client for our use that would otherwise have been used by the local population.

2.4.4. **Smoking**

A No Smoking Policy will exist on site.

2.4.5. **Portable Appliance Testing (PAT)**

All electrical portable appliances brought to site will be inspected to determine that they are displaying a valid test label issued by the employer. If a label is not present for whatever reason but it can be proven verbally it has been tested it will be allowed to be used on site for that day but thereafter until it is displaying a valid test label it will not be allowed to be used on site.

2.4.6. **Noise**

We as the Principal Contractor will take all reasonable precautions to reduce noise and vibration during the works and comply with any known curfews imposed. Also we will ensure that where operations that induce a noisy atmosphere are being carried the appropriate Noise Risk Assessments have been produced and that alternative methods that create less noise have been considered so far as is reasonably practicable.

2.4.7. **Alcohol**

At no time shall any employee of Princebuild Limited or a trade contractor's employee be allowed to come on to the site where the individual has been drinking alcohol or is or suspected to be under the influence of drugs (prescribed or illegal).

2.4.8. **Personal Protection Equipment**

Employees of Princebuild will wear the appropriate PPE for their work activities i.e. as a minimum high viz and foot protection whilst on site and hard hats if necessary. In respect of other contractors coming to site if they do not have the appropriate PPE for their work activities we will issue them with additional PPE from our impress stock held in the Site Office.

2.5. Fire and Emergency Procedures

In the event of a Fire Emergency in our working area all on site personnel will evacuate in accordance with the on-site procedures to an Assembly Point as advised at Induction. As our arrangements rely on a third part's compliance to fire legislation we will as a precautionary matter verify that the fire systems have been tested in accordance to current fire legislation. Furthermore a Fire Safety Plan will be developed by the Site Supervisor and communicate to all on site at Induction. We do have a designated compound which will contain a Fire Point and should a Fire Emergency occur within our compound then we will respond accordingly. If the fire cannot be controlled then we will call the Emergency Services and advise the Client of this action whilst all personnel are evacuating to the designated Assembly Point.

Section 3. Arrangements for Controlling Significant Site Risks

3.1. Common Law & Statutory Duties

Princebuild Limited understands that it has a duty of care to persons who may be affected by our work activities and aims to provide the following -

- a) A safe place of work with safe means of access and egress;
- b) Safe appliances and equipment for doing the work;
- c) A safe system for doing the work; and
- d) Competent and safety-conscious personnel

Therefore employees of Princebuild Limited and their Trade Contractors will take in to consideration the hazardous elements and associated risks and will so far as reasonably practicable ensure that other parties are not exposed to any physical, chemical, or biological hazards associated with the works. Also preventative means are to be adopted to stop other parties from entering the working area, particularly where hazardous works are executed.

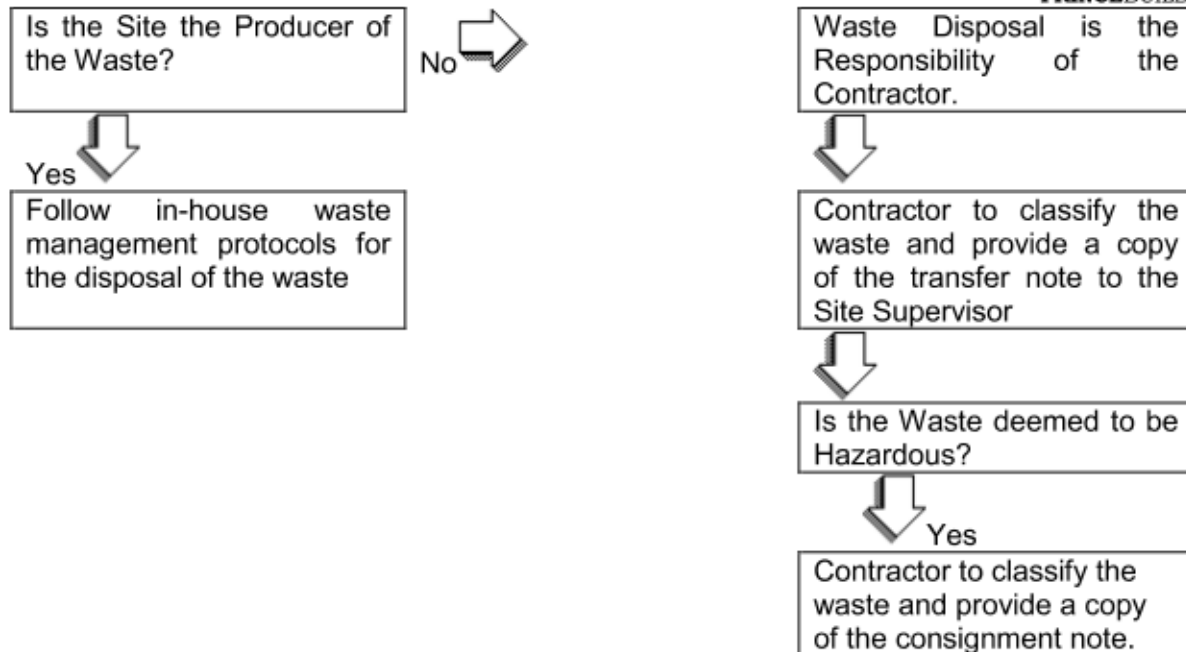
3.1.1. Site Waste Management

Those who produce or handle wastes from construction have a Legal duty of Care for its safe keeping, transport and subsequent disposal. Therefore we will still record the amount of each type of waste that is expected to arise on site and whether it can be reused, recycled or disposed of accordingly for future reference if needed. Our Certificate of Registration number under the Control of Pollution (Amendment) Act 1989 is CBDU89287.

3.1.2. Hazardous Waste Materials

From April 2016 producers of hazardous waste no longer need to register with the Environment Agency. They still need to ensure that waste is properly described and assigned a unique consignment note code when sending it to a suitably authorised recovery or disposal facility. The responsibility for correctly identifying waste lies strictly with the producer of the waste. It is important to remember for identification purposes that any general non-hazardous wastes that become contaminated with hazardous waste are re-defined as hazardous wastes and must be disposed of accordingly. The following flow chart illustrates how decisions on waste management will be made:





N.B. Any Persons found on site to be in breach of their legal responsibilities under Section 34 of the Environmental Protection Act 1990 or the Environmental Protection (Duty of Care) Regulations 1991 will be reported to the Environment Agency forthwith.

3.1.3. **Delivery and Removal of materials**

During the refurbishment works waste materials will be removed from site to skips located within a Heras fenced compound within the grounds and materials to be used or re-used will also be stored in containers within this compound.

3.1.4. **Storage of tools and equipment**

We will also utilise the above compound to store tools, equipment and also for the recharging of MEWPs.

3.1.5. **Public Service Utilities and Statutory Bodies**

The following list of service providers gives information on who to contact in the event of a service to be shut off or in the event of an emergency.

3.1.6. **Water Supply**

AFFINITY WATER
Telephone N°:0345 357 2407

3.1.7. **Electricity**

SSE
Telephone N°:0800 001 5400

3.1.8. **Gas**

TRANSCO
Telephone N°: 0800 111 999

3.1.9. **Telecommunications**

BT
Telephone N°: 0800 800 151

3.1.10. **HSE (LONDON)**
Fax N°: 020 7556 2109

3.1.11. **Local Authority**
LONDON BOROUGH OF HILLINGDON
Telephone N°: 020 7556 2109

3.1.12. **Permits and Authorisation Requirements**

Where high risk activities are undertaken e.g. Hot Works a Permit to Work will be issued and recorded. The Client requires all demolition and ceiling works to be undertaken using their permit to work procedures which are detailed in the appendices.

3.1.13. **Lifting Operations and Lifting Equipment Regulations**

A Telehandler will be used to position structural beams into position. Consequently lifting plans will be obtained and forwarded onto the Client for information before these works are undertaken on site

3.1.14. **Adjacent Land Uses**

The site is self-contained.

3.1.15. **Temporary Structures**

It has been identified by the Project Manager and the Principal Contractor that a Structural Engineer will be consulted regarding works of a structural nature.

3.1.16. **Temporary Works**

Under the CDM Regulations 2015 the Principal Contractor and all designers are responsible for considering Temporary Works and designing out risk wherever possible. Where this is not possible risks should be reduced and residual risks highlighted for consideration during the initial project meetings. Residual risks should also be raised to the site team to be appropriately managed where appropriate.

On this project there may be a requirement for temporary works in which case the Director will undertake the role of Designated Individual and the Senior Project Manager and Site Managers for this project will undertake the role of Temporary Works Co-ordinator on site and they will ensure that:

- The design is checked and any queries are referred back to the designer
- Changes and corrections are designed, verified and carried out as required
- Inspections are done at critical stages during construction phase.
- The strength of the permanent works is adequate to permit removal of the Temp Works
- Formal permits to work are issued on the appropriate forms.
- Residual risks are identified for the H&S File.

3.1.17. **Working at Height**

We will comply with the Client's Permit to Work for Working at Heights and authorisation procedures contained within the Rules for Contractors document within the Appendices. For the roof works access will be from a Haki scaffold and a guardrail installed around the perimeter of the roof. Inside the building fall arrest netting will be erected and a cherry picker will be present in case of an emergency. Should neither of these applications be deemed suitable the trade person on site shall liaise with the responsible person for the contract and/or the Company Health and Safety Manager for a more suitable means of access.

Furthermore, where access is required at height to comply with the 2005 Work at Height Regulations only works of a short duration (under one hour) will be carried out from a ladder, which will be suitable for the application and adequately secured whilst in use. Where ladders are not fit for the purpose or duration of the works a mobile tower scaffold will be used, the apparatus will be inspected prior to its use.

3.1.18. **Working on or adjacent to Fragile Materials**

We will continuously assess any structures that are to be worked upon and also our working practices to ensure that our employees remain safe.

3.1.19. **Service Isolations**

We will obtain information on the location of all services that will affect our works prior to any intended isolations either from drawings or CAT scans. All isolations and services connection works will require method statement approval and no services disruptions are permitted during the branch working hours.

3.1.20. **Excavations**

Possibly for foundations and the re-routing of drainage. Full details are not known at this juncture.

3.1.18. **Plant and Equipment**

All equipment brought to site by us will be suitable and sufficient for the purpose which it is intended to be used on site. We will maintain a Plant Asset Register which will detail Hired Plant and include large plant brought to site by Contractors. All contractors shall ensure that site plant and equipment is inspected and thoroughly examined at regular intervals by person(s) who are appropriately skilled and authorised to do so and that records of such inspections/examinations have taken place which will be verified on site.

Also we ensure that employees on site are competent and authorised to drive or operate any plant or equipment that they may use, whether regularly or on an occasional basis by photocopying their industry specific competency card or CSCS Card at Induction.

3.2. Demolition Works

3.2.1. Demolitions

There are demolitions to be undertaken which will be undertaken by using hand tools and in compliance to BS 6187:2011.

3.2.2. Structural Hazards

Structural form and features will be identified in order to reduce the risk of unplanned collapse of any parts of structures, whatever the size, during the demolition process. This information will be used to complement the risk assessment on avoidance of unplanned collapses. Also the ways in which loads are transmitted to the ground, i.e. the load paths, should be identified. The behaviour of the structure and its elements under the action of those loads will vary and should be understood. Structures that are designed with load paths which might not be immediately obvious from an initial inspection should be identified, e.g. when they are covered by cladding or suspended ceilings, or structures which have been altered during their lifetime.

3.2.3. Safe Systems of Work

Before the commencement of any demolition works it is important to identify any services that may present a hazard and isolated before the commencement of any works. The demolition of internal structures shall be carried out by means of hand tools and where necessary power tools, all services are to be identified and isolated before works commence, any materials believed to be hazardous to health should be identified and where necessary tested before work commences e.g. asbestos. The employees will wear the appropriate personal protective equipment for the task, but as a minimum dust masks, foot and head protection will be worn. Also to ensure that other employees are not carrying out their works adjacent to the demolition works.

3.3. Occupational Health Risks

3.3.1. Asbestos

The Principal Designer has provided an updated Refurbishment and Demolition Survey that denotes asbestos containing materials throughout the buildings that are to be demolished. This survey is contained within the appendices for reference.

Nonetheless, we have a strict policy on asbestos and ensuring we do not contravene the Control of Asbestos Regulations 2012. Therefore all our employees are instructed that where they believe that the material they are going to be working on/with contains asbestos, or if they uncover materials that contain asbestos to stop work immediately and report back to the Contract Manager and the Client their findings.

3.3.2. Manual Handling

All employees will follow safe working methods and use the appropriate lifting aids when moving, lifting or handling loads. When handling a bag of cement or plaster they should be gripped close to the body, and correct methods adopted for lifting and lowering. If numerous

bags of cement are required they should be delivered on pallets to a site specific location to minimise manual handling.

3.3.3. **Control of Substances Hazardous to Health Regulations 2002**

Although no substances will be used on this site that requires the need for health monitoring, all employees should refer to the Safety Data Information and COSHH Assessment when using any material covered by the COSHH Regulations. Under the Control of Substances Hazardous to Health Regulations (COSHH) we must ensure chemicals and dangerous substances are stored and handled in a way that minimises the risks and limits people's exposure to them or the environment. In respect of hazardous substances brought/used on site by us or other contractors they ensure that they are:

- stored according to the manufacturer's instructions on the safety data sheet;
- keep the minimum quantity of hazardous substances necessary;
- store incompatible substances separately;
- take steps to prevent release or leakage of dangerous substances;
- keep a spill kit near to storage areas, and ensuring staff are trained in what to do in the event of a spill;
- clean up any leaks or spills that occur;
- and use the right precautions when handling substances - for example, wearing protective clothing or ensuring adequate.

3.3.4. **Noise and Vibration**

It is not anticipated that the works will create any substantial amount of noise or use any equipment that presents a risk of Vibration White Finger because of prolonged use on this project.

3.3.5. **Exposure to UV radiation**

This is not expected to be a problem for the duration of this project.

3.3.6. **Cement and Plasters**

Skin contact with wet cement can cause burns and dermatitis, eye contact with cement powder or wet cement can cause irritation and inflammation. Inhalation of dust can cause irritation to the nose and throat and difficulty in breathing, musculoskeletal injuries may occur such as sprains, strains to the back, arms and shoulders from manual handling bags of cement.

Therefore we will use methods of work that reduce exposure to dust, mix cement and plaster in a well-ventilated area and ensure that all employees are wearing the appropriate personal protective equipment to mitigate these hazards.

3.3.7. Leptospirosis (Weils Disease)

The works necessitate the contact with drains and foul water systems. Therefore during these works all employees will wear the PPE provided to ensure direct contact occurs and employ good working practices. For example washing hands after working, covering any cuts with plasters and on site washing facilities will be provided to clean down.

3.3.8. Dust and Dirt

Dilution ventilation shall be used to disperse dusty atmospheres along with equipment that provides dust collection or extraction when required.

Section 4. Health & Safety File

4.1. Information Required

The Client has requested one electronic and one hard copy of the completed Health and Safety File for this particular project in a specific format as denoted in the PCI document. The Principal Designer requires the following information to be supplied either prior to or on practical completion:

- ☒ "As installed" or "as built" drawings plans and schematics of the services if produced or amended by Princebuild Ltd.
- ☒ Mechanical and Electrical Test Certificates.
- ☒ Maintenance procedures and requirements of the structure.
- ☒ Specialist contractors manuals and details of suppliers which out-line the operation and maintenance procedures and service schedules of plant and equipment installed as part of the structure;
- ☒ Details of any Residual Risks.
- ☒ Details on the location and nature of the utilities and services, including emergency and fire fighting systems.
- ☒ List of Sub-Contractors and Suppliers.

4.1.1. Arrangements for the Collating of Information

All parties to the contract shall provide information at regular intervals in order that the Principal Designer can fulfil his duties under the Construction Design Management Regulations 2015. Therefore where feasible all information needed should be provided at no later than Practical Completion

4.1.2. Storage of Information

As the Client wishes to maintain an efficient and effective flow of information relating to the prompt presentation of information there is not a need for systems to be available for the specific storage of information on site.

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Appendix One: Risk Assessments and Method Statements (RAMS)

Risk Assessments will be produced on site for work activities that produce hazards and risks that are not normally encountered when performing this activity.

RAMS APPROVAL RECORD SHEET

Contractors Name	Date Received	RAMS Reviewed by:	RAMS Approved	<u>RAMS Not Approved</u>	Site Manager Approved	Date Approved

Appendix Two: Statutory Notice (F10)

Appendix Three: Fire Safety Plan

Fire Safety Plan – Construction Phase

We as the Principal Contractor will appoint a competent person who will be responsible for assessing the degree of fire risk and for creating and regularly updating the site fire safety plan and fire risk assessment as construction proceeds. The following table and subsequent fire risk assessment must be completed before work commences on site.

Question	Response
The responsibilities for Fire Safety and arrangements for recording all training given to site operatives is:	
What are the general site precautions, fire detection and warning alarms on site;	
Is a Hot Work Permit regime needed on site? If yes is it implemented?	
Are there any temporary buildings on site?	
Is there a requirement for a formal fire evacuation plan and procedures for calling the fire brigade?	
Is there suitable access on site for the emergency services?	
Are instructions given to those on site of the required actions in case of fire?	
Does the site require any security measures to minimise the risk of arson?	
Is there a materials storage and waste control regime on site.	
How do you ensure that all procedures, precautionary measures and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site(s)?	
Is it necessary to carry out weekly checks of fire fighting equipment and test all alarm and detection devices installed on site;	
Conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work	
Liaise with site security personnel where they are employed;	
During an alarm, do our employees understand their duties for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly points?	
Will the Contract Manager promote "a fire safe working environment" at all times?	

Appendix Four: Incident Form

Appendix Five:Asbestos Survey

Appendix Six: Rules for Contractors on SGBD Premises

Appendix Seven: Site Induction Register

Appendix Eight: Site Attendance Register