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CONSTRUCTION PHASE

HEALTH AND SAFETY PLAN

Excavating, waterproofing and General Repair Works at:
UXBRIDGE – Battle of Britain Bunker

ISSUE No: 01

DATE: 28th June 2023

This Construction Phase Health and Safety Plan is prepared in accordance with Regulation 20 (2) of the Construction (Design and Management) Regulations 2015, to allow Fullers (Builders) Ltd to comply with the duties scheduled under Regulation 23 of the Construction (Design and Management) Regulations 2015 - The principal contractor's duty in relation to the construction phase plan.

ENDORSED BY: __Gary Jarvis__

SIGNATURE __*G. Jarvis*__

AUTHORISED BY: __William Fuller__

SIGNATURE __*W.M.Fuller*__

Health and Safety Plan:

Battle of Britain Bunker,
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UB10 0GG

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1. PROJECT PERSONNEL

A. CLIENT

LBH

Civic Centre

Uxbridge

UB8 1UW

Contact: Tim Martin

Tel: 01895 556683

Email: tmartin@hillingdon.gov.uk

B. ARCHITECT / CONTRACT ADMINISTRATOR

Kieran Kintrea

Martin Ashley Architects

46-48 London Road

Twickenham

TW1 3RJ

Contact: Kieran Kintrea

Tel: 020 8948 7788

Email: kieran.kintrea@ma-arch.co.uk

C. Principal Designer

Kieran Kintrea

Martin Ashley Architects

46-48 London Road

Twickenham

TW1 3RJ

Contact: Kieran Kintrea

Tel: 020 8948 7788

Email: Kieran.kintrea@ma-arch.co.uk

D. PRINCIPAL CONTRACTOR

Fullers (Builders) Ltd

70 Beulah Road

Walthamstow

E17 9LH

Contact: William Fuller

Tel: 020 8520 2275

Email: william@fullersbuilders.co.uk

Contracts Manager: William Fuller

Office Liaison: Sarah Baxter & Laine Manoli

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E. SUB-CONTRACTORS

Ardu Civils

Contact: Tony King

Tel: 07956260142

Email: tony@ardu.org.uk

2. LOCATION OF THE WORKS

The works are due to be carried out in the forested section to the rear of the site as well as close to the boundary and around 3no vent shafts.

3. GENERAL DESCRIPTION OF THE WORKS

Excavation (**Wherever excavation is to be carried out it must be under the watchful supervision of an archaeologist**)

Repairs to asphalt finishes

Masonry repairs

General maintenance and repair

Installation of concrete rings

Making good to all affected areas

All as noted in the schedules of work

The works are scheduled to commence mid July and last 30 weeks.

4. COMMITMENT TO SAFETY

The company is committed to the philosophy of a “no accident working environment”, with arrangements and procedures for its operations detailed within its Health and Safety Policy.

The Company Health and Safety Policy is issued to every employee at their workplace induction. The responsibilities and requirements of all levels of management, supervision and operatives are explained and discussed.

Safety awareness is promoted by in-house campaigns and the issue to every employee of the Company checklist.

The responsibility for ensuring and continuing the Company Safety Policy rests with: -

- Fullers (Builders) Contracts Manager
- Site Supervisor

Laine Manoli
Gary Jarvis



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The Training Record of the Site Supervisor is as follows: (Certificates shall be kept in Site File)

- Min 4 years knowledge & experience in effective site management, health & safety and good working practice on similar projects.
- SMSTS
- First Aid Training
- Fire Warden

5. SAFETY TRAINING

The majority of the Companies workforce are apprentice trained, competent Tradesmen and Supervisors. Safety forms an integral part of both they're on and off-site training plan.

Safety Training for Supervisors and Managers is carried out at the Head Office or at a suitable training facility. All staff and operatives with supervisory responsibilities must undertake safety training at least once every year.

Specific needs are identified to comply with new legislation, contractual requirements and as a result of annual appraisals.

Toolbox talks are given to site personnel on a regular basis by the Site Supervisor or Manager and a written record of the topic and those attending kept on site.

Posters and other informative documents are conspicuously placed in the site office/welfare facility, where applicable, and generally around the site.

The various trades working on the site will be made aware of the potential hazards of works in progress, being either undertaken by themselves or other operatives to ensure that all site staff have a comprehensive understanding of the hazards on the site.

Weekly Toolbox talks will highlight ongoing safety issues including but not limited to the hazards of working in deep excavations, materials handling, heavy machinery and enclosed spaces.

6. RISK ASSESSMENT

All hazards associated with works to be undertaken are identified at tender stage.

The risks relating to the hazards are assessed and eliminated, or reduced to the lowest reasonably practicable level, considering: -

- i) The nature of the works to be undertaken.
- ii) The place(s) where the work is to be carried out.



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- iii) The access equipment to be used.
- iv) The plant and equipment proposed to be used.
- v) The competence and health of those who will carry out the installation.
- vi) Training needs for all who will be involved in the works.
- vii) Personal Protective Equipment.

Risk assessment will be ongoing throughout the duration of the project to ensure that all eventualities are considered, and appropriate measures are taken to prevent any incident that may result in injury or damage.

All works will be constantly monitored and reviewed to ensure that protective and/or preventative controls are effective.

On this project the following areas of work will be considered as involving potential risk and will be addressed as such within the method statement for each operation.

- 1. Working in a public place of recreation.
- 2. Protection to the working areas.
- 3. Protection of access roads and pedestrian thoroughfares adjacent to the site
- 4. Access and egress from the site
- 5. Control of Hazardous Materials
- 6. working in deep excavations

7. METHOD STATEMENTS

To ensure safe working practices, a method statement is produced for each phase of a contract with a view to eliminate the risk of injury.

Areas analysed include: -

- * Type of work to be carried out;
- * Working environment;
- * Area where work is to be carried out;
- * Equipment to be used/delivered/stored;
- * Substances to be used/produced;
- * Movement of plant and equipment;

Each method statement will be issued with an assessment of risk, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999. Where methodologies alter, the works will be reassessed for any introduced risks.



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A. ACCESS TO THE WORKS

The works will be accessed by operatives through the temporary access route identified on the attached drawing. Materials and tower scaffold will be delivered through the same access route all as indicated on the contract drawings.

B. WORKING HOURS

Site Working hours to be 8.00am to 3.30pm. Monday to Friday.
Saturday working as required.

NO WORKS ARE PERMITTED ON SUNDAYS.

C. SITE ESTABLISHMENT AND ACCESS

General access to the site will be from the designated route identified on the attached site plan.

We will be using a mobile site welfare facility which will be following CDM 2015 schedule 2 and maintained for the duration of the works.

Drinking water will be provided throughout the works from existing supplies which will be adapted to provide a temporary supply.

WC facilities will be provided using a mobile welfare/messing facility.

Rubbish will be stored in the compound indicated on the contract drawings and cleared periodically using a skip, lorry or grab facility with suitable traffic marshalling.

All areas used by us will be kept in a clean and tidy condition.

D. SECURITY PROCEDURES

All Fullers (Builders) Ltd employees and sub-contractors will be issued with a sign written, High Visibility vests and or company t-shirts, so they can be easily identified.

Liaison will be required with the Museum to occasionally bring deliveries through the main roadway always supported by a marshal. All working areas will be out of bounds as the works progress, this will be delineated by a fixed metal fence and for brief periods, temporary plastic barriers or tape.

The Fullers (Builders) Ltd Site Supervisor will be the appointed person to collect and return all keys. Any identified unauthorised persons will be escorted to a place of safety, and where required passed to the Client or Police.



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E. TEMPORARY PROTECTION

Existing surfaces will be protected with temporary protections and a pre-condition survey will be undertaken as noted – All as specified in the schedule of works.

Signage will be clearly displayed to advise the public and operatives of the works in progress.

8. SITE PROCEDURES

All procedures will comply with the relevant statutory provisions and any special considerations relevant to works undertaken to a structure of this age and conditions.

9. SITE RULES

All personnel will be advised of the conditions of the site. A full set of site rules are contained within the appendix section of this document and will be issued at the time of induction.

Operatives will be signed in and out of the site register.

The Company will ensure that all site rules are brought to the attention of persons under its control and that they are strictly adhered to.

Various essential safety signage will be in place around the site for the guidance of visitors and as reminders to employees to help maintain safety.

No employee of the company, Subcontractor working for the company, or any other person will be allowed within the site boundary if under the influence of alcohol or non-prescribed drugs. Where prescription drugs are required, an assessment will be conducted by the Site Supervisor to establish if these place the operative or others at risk.

Anyone suspected of being under the influence of alcohol or drugs, or failing to notify the Site Supervisor of medication being taken, will not be allowed into the site environment and should remain outside awaiting the arrival of his supervisor or manager in order that his condition can be investigated.

Personnel may occasionally be asked to co-operate with screening procedures to help in the control of alcohol and drugs in the work place. Failure to co-operate may affect one's employment opportunities.

No smoking will be allowed on site.



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The wearing of PPE including Hard Hats, Protective Foot wear, overalls and high visibility vests/and or t-shirts will be strictly enforced. Other personal protective equipment will be worn as identified by the relevant risk assessment, which may include ear and eye protection.

10. R.I.D.D.O.R.

The Company reporting system ensures that all accidents and dangerous occurrences within the Company are investigated.

All Site Supervisors are fully aware of their responsibilities about documentation and notification.

The Safety Advisor will investigate all incidents that are reportable to the HSE, and any other incident that is considered of interest.

The Principle Designer will be advised of all accidents, dangerous occurrences and reported near misses.

Details of fatal, major or notifiable injury and dangerous occurrences shall be reported on forms 2508, notifiable disease on form 2508A to the Local Health and Safety Executive Office.

11. C.O.S.H.H. ASSESSMENTS

The Company have carried out assessments of all substances and processes undertaken by its employees. Hazardous substances assessments are issued for those that come within the scope of the Regulations.

Copies of C.O.S.H.H. assessments will be kept by the Contract Manager and users will be informed of any special precautions/procedures relating to the substance or process.

All necessary Personal Protective Equipment will be readily available. Materials will be used following the hierarchy of risk control to ensure where possible the non-hazardous replace the hazardous.

Materials of a seriously hazardous nature have been designed out of the project works. If for any reason, due to a change in the proposed works, new materials of a hazardous nature are required, the effect of these materials on the workforce/public will be carefully reviewed and the necessary systems and precautions developed to contain any risk.



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12. PERMIT TO WORK

Where Hot Works will be required on the project a Hot Works Permit policy will operate under the supervision of the Fullers (Builders) Ltd Site Supervisor using all necessary inspection and Fire Fighting precautions during the work. Hot works will be completed at least two hours before the close of the site and inspected before the site is vacated. A dry powder extinguisher will be in proximity during the works. Necessary hot works will be detailed within a safe method of work as part of that work package.

13. NOISE AND DUST

Fullers (Builders) Ltd have detailed within their Site Safety Register adequate procedures for compliance with the Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005. This includes, ensuring exposure levels are not exceeded on an average daily basis.

The methods of working will be derived from the consideration of working within occupied premises and Fullers (Builders) Ltd.'s experience of working closely with the public. It is not envisaged the works will generate high volume levels, with drilling of fixtures being works, which cannot be eliminated.

Dust will be generated where fixing into the existing structure. Operatives will be protected through provision of dust masks to prevent inhalation of cement, although it will be our intention to provide equipment with dust collection equipment as required. Additional dust will be cleared up as generated.

14. ELECTRICITY

Cable and flexible leads will be in good condition and free from joints, other than by means of a portable coupler. All couplers, plugs and sockets will comply with BS 7375-1991.

Every effort will be made to place temporary cables in positions where they are protected from damage and do not create a trip hazard. Fixed appliances will be tested every 12 months and labelled to that effect.

Portable appliances marked with a Company serial number are tested every three months and visibly tagged accordingly. However, a visual inspection will be carried out by the operative before use. Defective appliances will be immediately withdrawn from use, returned to stores and arrangements made for repair/replacement.

Power will be available from the existing supplies and distributed around the site to transformers, connected with RCD breakers.



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15. WATER SUPPLY

Where needed, water Supplies will be made available for our use from the existing supply.

16. POWER TOOLS AND MACHINERY

Power tools and machinery will only be operated by properly trained and competent personnel, in accordance with the Provision and Use of Work Equipment Regulations 1998.

A Plant/Equipment Register will be maintained within the site office of all equipment on site. The Site Supervisor will provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and used only in the manner for which they were designed. The correct personal protective equipment will be used by the operative.

17. CARTRIDGE OPERATED TOOLS

Cartridge operated tools will be tested and certified prior to use.

18. LIFTING EQUIPMENT

Lifting appliances will only be operated by competent persons who have been trained to use that specific equipment, in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 and will be subject to weekly recorded inspections.

The operator will ensure that the lifting equipment to be used can carry the load to be imposed.

Defective or damaged equipment will be withdrawn from use and returned to the supplier.

19. HANDLING AND LIFTING

Assessments will be carried out on all items that have to be moved, and will include weight, size, shape and the proposed journey. At all times operatives will follow safe manual handling techniques with 4343 type gloves being always worn. Where materials over 25kgs are required for movement, an assessment of their weight will be carried out prior to lifting to



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ensure under no circumstances are operatives exposed to weights over 25kgs individually or 20kgs if repetitive lifting is required.

Mechanical means will be employed where practicable.

20. WORKING AT HEIGHTS

All work at height shall be carried out within the requirements laid down by the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005.

Where scaffold is erected for access this will conform to all current Health and Safety regulations and will be certified and handed over by the scaffold company.

Scaffolds will be suitably braced and tied, and all components properly spaced, the working platforms shall be fully boarded out and there shall always be toe boards and guard rails fitted with brick guards where necessary. The access ladders shall project 1.0m above the landing platform and shall be angled 4:1 vertical and shall be securely tied.

All scaffolding will be tagged as inspected and passed for use and scaffolds will be inspected weekly, or after inclement weather, and a scaffold inspection register Form 91 (part 1) maintained on site.

Only Scaffolders holding a current C.I.T.B training certificate will be used for the erection or adaption of the scaffold.

21. CONFINED SPACES

It is not anticipated that there will be any confined space work conditions on this project, although the excavation work is expected to generate fairly cramped conditions, we expect to maintain a working space that is at least 1000mm wide.

22. HOUSEKEEPING

Work areas will be kept clear and a “tidy as you go” attitude will be encouraged.

Sufficient labour will be employed to ensure that work areas and storage areas are kept tidy and clear of waste material so that work area hazards are minimised.

Spoil will be in an agreed area when required and cleared promptly thereafter.



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23. WASTE

Waste will be removed from site and dealt with as necessary. Managed daily and removed to a protected storage position in the compound pending removal from site.

Waste will not be burnt on site.

24. PERSONAL PROTECTIVE EQUIPMENT

Assessments will be made, and the appropriate personal protective equipment will be supplied by the Company to prevent illness or injury related to activities at work to comply with all statutory requirements and site rules. Employees are required to wear the equipment. It must be suitable, fit correctly, be properly adjusted and kept in good, clean condition.

A register recording the issue of PPE will be maintained on site for information and inspection.

The following items are applicable.

- a) Safety Helmets
- b) Safety Footwear
- c) Face Masks
- d) Safety Goggles
- e) Gloves
- f) Protective Waterproof Clothing
- g) Ear Protection

25. SAFETY MONITORING

The site supervision will monitor and develop safe working practices on site.

The Safety Advisor will visit site every second month, preparing a written report for analysis.

26. FIRE PROTECTION

Fire procedures will be instigated relevant to the site and workplace. A suitable risk assessment is included later in accordance with guidance provided within HSG 168 Fire Safety in Construction.

All personnel on site will be made aware of the assembly point, designated in the agreed assembly point.



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Employees are made aware that it is their responsibility to prevent fires. The Site Supervisor will retain the responsibility of Fire Warden and liaise with the emergency services where required.

Fire points will be maintained in the compound and on the scaffold, and a Hot Works Permit system will operate as and when any hot work procedure is to be carried out.

27. FIRST AID

Certified First Aiders or appointed persons will be always on site. The Site Supervisor, to be advised, will act in the capacity of First Aider to this project.

All site-based operatives are made aware of the people to contact and details of the local emergency facilities which will be on display in the site office/ Store. A First Aid box will be kept in the site office and will be checked/restocked weekly by the Site Supervisor.

**The nearest Accident and Emergency Unit is located at
The Hillingdon Hospital,
Pield Heath Road, UB8 3NN
Please call 999 for an ambulance**

28. OPERATIVES

Operatives, whether employees or sub-contractors, have their own responsibilities and will: -

- (a) Observe safe practices and use the correct tools and equipment for the job; use the safety equipment and protective clothing supplied.
- (b) Keep tools in good condition.
- (c) Report defects in plant or equipment to their Site Supervisor.
- (d) Items of work which may include a risk should be carefully assessed prior to any work proceeding with the objective of eliminating the risk. Improvising with specific items of work should not be made unless this has been assessed for any risk.



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- (e) Known hazards should be addressed in the risk assessments and should be eliminated where possible. If this is not possible a toolbox introductory talk should be made prior to the work starting or the operatives entering the work area.
- (f) Refrain from horseplay and the abuse of welfare facilities
- (g) Advise their Site Supervisor of any safety hazards that arise.

29. SUB CONTRACTORS

Sub-Contractors will be required to demonstrate to Fullers (Builders) Ltd, in advance of being selected for any project, their commitment to Health and Safety and compliance with Reg 4 of the Construction (Design and Management) Regulation 2015 and Appendix Four of the ACoP document. As such, Sub-Contractors will be required to produce the following documentation as part of the tender package:

- a) Company Health and Safety Policy
- b) Outline Method Statement
- c) Operatives Proof of Competency/Training Records
- d) Completed Contractors Competency Questionnaire

Prior to commencement on site, Sub-Contractors will be required to submit:

- e) A written Risk Assessment covering the works to be conducted
- f) Detailed Method Statements (with additional documentation to follow)
- g) Any relevant CoSHH Assessments
- h) Test Certificates for Plant and Machinery
- i) Additional Operatives Proof of Competency/Training Records

30. SAFE WORKING ENVIRONMENT

The Company is committed to total safety as outlined above and supporting documents. It will co-operate with the Employer in any scheme or strategy that will increase awareness to create a safer working environment and reduce the risk to its employees, other trades and members of the public.

The company welcomes the opportunity to let members of staff or the labour force to participate in all health and safety training and will absorb all associated costs.



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31. GENERAL HAZARDS PARTICULAR TO THIS PROJECT

- a) Protection to the Public and visitors to the site facility/Museum.
- b) Working with asphalt.
- c) Lifting of heavy building materials.
- d) Groundworks and Excavation
- e) Existing live services
- f) Structural Stability

32. EXCHANGE OF DESIGN INFORMATION BETWEEN CLIENT, DESIGNERS, PD & PC

Design information will be issued periodically throughout the works as required, both electronically and by hand. This information will often be generated by the FBL RFI log and will be distributed to the site as quickly as possible for action by our management team. Any design information that is pertinent to the H&S file will be collated for inclusion.

33. DESIGN CHANGES DURING PROJECT

Design changes are likely to be issued periodically throughout the works as required and will be recorded for inclusion within the health and safety plan.

34. WORKING ADJACENT TO FRAGILE MATERIALS

Following possession of the site, a full survey of the existing conditions will be established. Any areas that require specialist protection will be identified and precautionary measures will be developed to minimise any associated risks.

35. REMOVAL OF ASBESTOS

All asbestos products will be removed in accordance with HSE guidelines, including any statutory notices that may need to be registered with the Health and Safety Executive. Further essential instruction in this respect will be followed and is identified:

<http://www.hse.gov.uk/asbestos/essentials/>

When doing the previous stage of work no ACM,s were present. We have the asbestos report and register for the internal of the bunker which a copy will be on site and attached with this document. In this phase of the works, it will be external excavation only, the operatives using the plant will be asbestos aware and trained. If they suspect that there are any ACM's present, they will stop work immediately and tell the site manager.

36. SUSPECTED UNSAFE STRUCTURES

Any structure that is deemed to be unsafe or potentially of concern will be identified by our management team. Any unsafe areas will be referred to a suitably qualified person to be



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assessed. During this process, any areas deemed to be of concern will be out of bounds and signage will be displayed to identify the potential risk. The consolidation and support of any suspected areas or structures will be dealt with promptly to minimise any associated risks.

37. HEALTH AND SAFETY FILE

The Principal Designer will prepare the H&S file, all pertinent information that we are able to provide will be collated by our Management Team. Information that is typically included in the H&S File includes the following key information:

- Any hazards that have not been eliminated through the design and construction process.
- Key structural principles
- Hazardous materials used or identified during or within the works
- Information regarding the servicing and safe removal of any equipment installed
- Cleaning and Maintenance arrangements
- As built drawings

If any further information is generated during the works that we feel would be of use for the H&S File, this will be forwarded to the PD as required

37. ORDNANCE

There does not appear to be any evidence of any unexploded ordnance within 500 Metres of the site (see app F)



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APPENDIX A

Site Induction and Site Rules

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Site Address	Battle of Britain Bunker
Principal Contractor	Fullers (Builders) Ltd

Tick Boxes as each point is covered and understood by the Operative

Site Health and Safety Management

1. SITE MANAGEMENT STRUCTURE	<input checked="" type="checkbox"/>	8. WELFARE ARRANGEMENTS	<input checked="" type="checkbox"/>
2. EMERGENCY PROCEDURES (+ MUSTER POINT)	<input type="checkbox"/>	9. DISCIPLINARY ACTIONS	<input type="checkbox"/>
3. FIRST AID ARRANGEMENTS	<input type="checkbox"/>	10. PPE REQUIREMENTS	<input type="checkbox"/>
4. SMOKING RULES FOR THE SITE	<input type="checkbox"/>	11. NOISE CONTROL	<input type="checkbox"/>
5. RESTRICTED AREASS	<input type="checkbox"/>	12. HEALTH AND SAFETY CLINIC (FORTNIGHTLY)	<input type="checkbox"/>
6. ALCOHOL AND DRUGS (INCL PROSCRIBED MEDICINE)	<input type="checkbox"/>	13. SECURITY ARRANGEMENTS	<input type="checkbox"/>
7. HAZARD REPORTING PROCEDURES	<input type="checkbox"/>	14. ACCIDENT REPORTING PROCEDURES	<input type="checkbox"/>

Working Arrangements

15. METHOD STATEMENTS	<input checked="" type="checkbox"/>	21. CoSHH ASSESSMENTS	<input checked="" type="checkbox"/>
16. STATUTORY DOCUMENTATION	<input type="checkbox"/>	22. SCAFFOLDING (not to be altered)	<input type="checkbox"/>
17. NOISE AND VIBRATION ASSESSMENTS	<input type="checkbox"/>	23. MATERIAL STORAGE	<input type="checkbox"/>
18. PERMITS TO WORK	<input type="checkbox"/>	24. MANUAL HANDLING RISKS	<input type="checkbox"/>
19. PORTABLE APPLIANCE TESTING	<input type="checkbox"/>	25. SAFETY MONITORING	<input type="checkbox"/>
20. WASTE MANAGEMENT	<input type="checkbox"/>	26. WORKING AT HEIGHT(LADDERS etc)	<input type="checkbox"/>

To be completed by person receiving induction (if no, do not start work and contact Employer to address in the method statement/risk assessment.

	Yes	No
27. Have you been provided with a method statement and risk assessment covering your tasks and been briefed in its contents?	<input type="checkbox"/>	<input type="checkbox"/>
28. Do you fully understand all items within the induction procedure and the Site Rules?	<input type="checkbox"/>	<input type="checkbox"/>
29. Do you suffer from epilepsy, asthma, hearing or visual disability?	<input type="checkbox"/>	<input type="checkbox"/>
30. Are you taking any medication which has not been made aware to your Employer and the Site Manager for this project?	<input type="checkbox"/>	<input type="checkbox"/>
31. Are you over 18 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
32. Can you clearly understand instructions in English or working alongside somebody who can at all times?	<input type="checkbox"/>	<input type="checkbox"/>

Training Evidence for Works to be completed (copies of training records to be taken

	Tick if none	<input type="checkbox"/>
--	--------------	--------------------------

I have been instructed on the above items

Operatives Name		Company	
-----------------	--	---------	--

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Site Health and Safety Rules (to be issued at induction)

The matters raised must be considered carefully in order to avoid or minimise any risks to health and safety to site operatives, other operatives working adjacent to the works and the general public. These site rules will be briefed to all Contractors and Operatives and will be developed during the course of the project.

RISK TO PERSONS OTHER THAN SITE OPERATIVES

Sub-Contractors must not use or employ any technique in their working method that will put at risk the safety or health of any person not connected with the works. Failure to adhere to this basic principal may result in a halt to work at the Contractors expense until suitable safe working arrangements are made.

FIRST AID AND EMERGENCY MEDICAL CARE

Adequate provision will be always made during the works for the provision of First Aid materials and procedures. A first aid box and accident book (BI 150) will be in the site office in a clearly visible location.

FIRE

The Site Supervisor will ensure adequate firefighting equipment is in existence at the designated fire points and in the immediate vicinity of Hot Works throughout the duration of the contract.

The muster point for the site operatives will be on the main car park. Hot work permits will be issued for all hot works. Failure to comply with this procedure will result in removal from site.

LPG bottles will be stored within a suitable ventilated gas cage, which will remain locked where not in use. They must not be stored within the church.

PERSONAL PROTECTIVE EQUIPMENT

The site will be a safety helmet, safety boots and high visibility vest site. Sub-Contractors will be required to comply with this site rule at all times. Where necessary, induction tuition will to be provided to instruct personnel in the fit and proper use of personal protective equipment.

Suitable personal protective equipment will be provided and maintained by Fullers (Builders) Ltd for the use of visitors.

Additional personal protective equipment will be determined by assessment of risk by each trade Contractor. This will include eye and ear protection, and respiratory equipment if needed. The reliance of personal protective equipment will be a last resort.

MONITORING AND RECORDS PROCEDURE

Day to day health and safety responsibilities will be the duty of the Site Supervisor who will be based on site.

Method statements must be submitted by all Sub-Contractors to Fullers (Builders) Ltd Site Supervisor at least two weeks in advance of any works. These will be specific to the works to be conducted and will detail how the works are to be conducted in safe manner. A copy of these Method Statements will remain on site for review and use during toolbox talks.

Works will not commence without a suitable supporting method statement and assessment of risk. In addition, all Sub-Contractors will be expected to provide a signed copy of their Health and Safety Policy and training records to the site prior to commencing works. Fullers (Builders) Ltd reserves the right to restrict Contractors access to the site without this information.

SITE INDUCTIONS

All site personnel are to have induction training with regard to basic health and safety procedures and site emergency provisions before being allowed to commence works on site. A copy of this is contained within the appendices section and will be maintained on site.

SMOKING POLICY

The site will remain no smoking throughout the works.

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MANUAL HANDLING

All Sub-Contractors will be expected to adhere to safe techniques, and provide appropriate training where required. All products will be assessed as to their weight and dimensions and a written assessment completed where required. Under no circumstances will operatives be required to lift loads over 25kgs individually.

WORKING ABOVE GROUND LEVEL

Where there is a hazard of falling and at all times at a height above or below ground level, suitable and adequate provision for safe working methods must be followed by Sub-Contractors and associated site operatives.

DEBRIS ACCUMULATION

All Sub-Contractors must ensure the site is left in a clean and tidy manner both during and outside working hours. Debris will not be stored in a manner to block common areas or escape routes.

DUST/NOISE POLLUTION

All Sub-Contractors will take a pro-active approach to pollution by way of noise, dust or airborne particles to minimise risk and disturbance to the site operatives and the general public etc. All cutting operations, will take place in a controlled area of the site and all debris will be removed on completion of the cutting works. Any generators located on site will be suitably enclosed to minimise the noise pollution. The generator will be selected on the basis of low noise generation suitable for location within an urban environment. All works will be conducted in compliance with the requirements of the Control of Noise at Work Regulations 2005. All Contractors method statements and risk assessments will be reviewed prior to issue to ensure compliance is achieved. Ear defenders will be used as a last resort to control exposure.

VISITORS TO THE SITE

The Site Supervisor will be responsible for the health and safety of all visitors to the site at all times. The names of all visitors and their times of arrival and departure will be recorded on entrance to the site. Suitable Personal Protective Equipment will be worn by all visitors whilst on site. Suitable signage will be displayed at the site entrance to direct visitors directly to the site accommodation for signing in.

COMMUNICATION

A system of communication between all site operatives will be maintained by the Principal Contractor, through site induction briefings and including health and safety as a separate topic during Contractors meetings. All Sub-Contractors will be required to provide their operatives with fortnightly toolbox talks.

PLANT AND MACHINERY

All Contractors will be required to provide records of maintenance and suitability of all machinery and portable tools and they will be kept on site and made available for inspection. All machinery and portable tools will be used as specified by the manufacturer and will be properly maintained and where required, Portable Appliance Tested within the previous three months.

All plant operators must be CITB accredited with copies of training certification held on site.

TEMPORARY SUPPLIES

The use of 240v power for portable tools will not be permitted on site. A suitable transformer will be used to provide the voltage to a maximum of 110v. This transformer will be placed as close to the temporary supply as is possible. Suitable training will be provided to all Contractors with regard to the use of all portable tools, and the hazards of their use identified to all those affected by their use.

All works will comply with relevant Regulations and Approved Codes of Practice, including The Electricity at Work Regulations 1989, the Low Voltage Electrical Equipment (safety) Regs-1989 which were, in part, replaced by 'The Electrical Equipment (Safety) Regs-1994 but are still current for equipment not covered by the EES-1994 Regs and the 17th Edition Wiring Regulations BS7671.

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HOT WORK PERMITS

The site will operate a Permit to Work system for hot works on this project. Permits are to be issued by the Site Supervisor on a daily basis to the Site Operative. All Hot Works will then be carried out, under permit with fire fighting equipment in the immediate vicinity. No hot working will be conducted during two hours prior to the vacating of site at the end of each working day. Following this two-hour period, the hot works must be inspected by a competent person to ensure the risk of fire is minimised.

ACCIDENT REPORTING PROCEDURE

All accidents will be logged within the Accident Book, which will be provided within the Site Office. Where accidents fall within the category of RIDDOR, the relevant Sub-Contracting Company will have the duty to thoroughly investigate, in conjunction with their Health and Safety Representative, and provide a report to Fullers (Builders) Ltd within SEVEN days. Principle Designer must be notified immediately of any accident occurring under RIDDOR.

HAZARDOUS SUBSTANCES

No hazardous substance will be used until relevant COSHH Assessments have been provided. A copy of all COSHH Assessments will remain on site and as they may be required to form part of the Health and Safety File, will be provided to the Principle Designer.



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APPENDIX B

A & E Map

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NEAREST HOSPITAL SERVICES

Distance 1.0 Miles



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Site Plan

Fire Escape route

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ESCAPE ARRANGEMENT



Escape routes 

Muster 

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Fire Emergency Arrangements

Procedures on discovering a Fire

- Shout FIRE FIRE FIRE or sound claxon
- Attack the fire if it is small enough to do so and without taking any risk to yourself, using extinguishers
- Leave the site by the nearest access point, call the Fire Brigade and report to the muster point indicated on the sketch noted in this document

Procedures for Occupants where a Fire Alarm is Raised

Do not stop to collect tools.

Leave the site by the nearest access point, call the Fire Brigade and report to the assembly point on as indicated on escape sketch

Fire Safety Co-ordinator

Fire Safety Co-ordinator is the Site Supervisor.

The Fire Safety Co-ordinator will;

- have received appropriate training to be able to carry out the duties required
- ensure that all procedures, precautionary measures and safety standards are clearly understood and complied with by all operatives.
- carry out weekly checks to ensure firefighting equipment is present where it should be on the site, unobstructed and check they have not been discharged or damaged
- on a weekly basis check any required fire safety signage is clearly displayed and ensure the designated escape route is free of obstructions
- where appropriate, liaise with the local fire brigade and Client
- maintain a written record of any checks carried out by external agencies
- during an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly point
- carry out a safety induction for new staff detailing the fire alarm points, routes of escape, assembly points etc
- promote a fire safe working environment

Liaison with the Fire Brigade

Where the fire brigade is called to the premises to deal with a fire, the following information should be relayed by the Fire Safety Co-ordinator;

- If any person has not been accounted for
- Location and nature of the fire
- Location of the fire alarm controls and any on-site hydrants
- Whether any hazardous substances or gas canisters are on the premises



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APPENDIX C

HEALTH & SAFETY POLICY

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APPENDIX D

INSURANCE DETAILS

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APPENDIX E

BOMBSITE INFORMATION

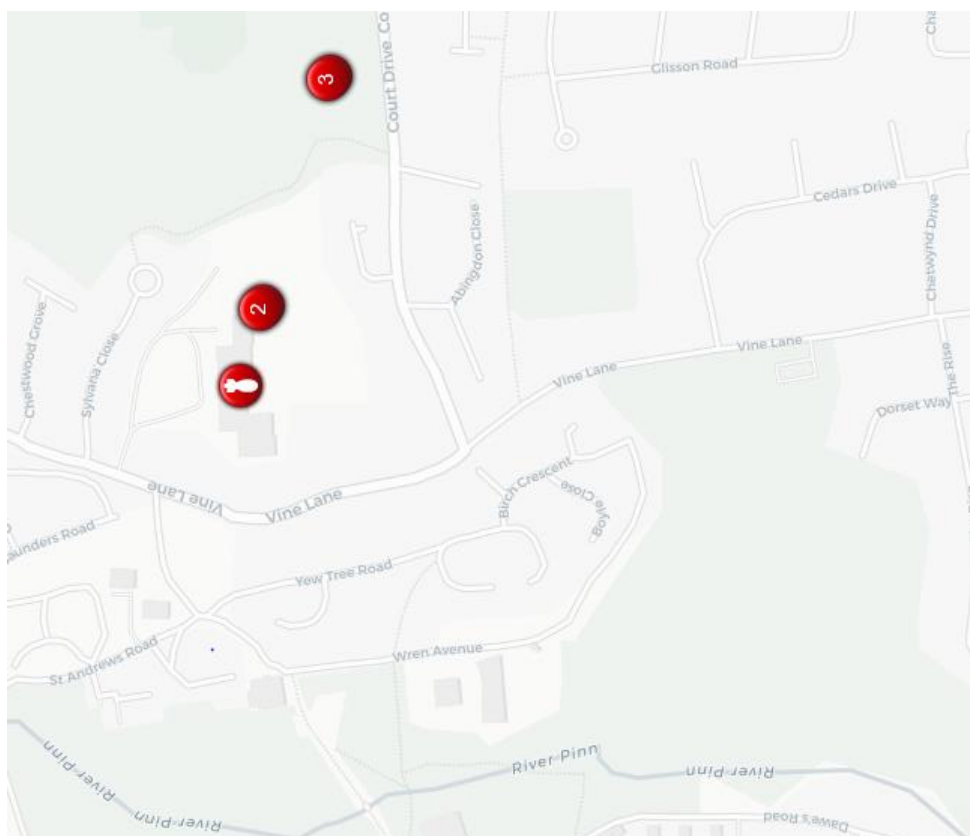
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ORDNANCE RECORDS



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APPENDIX F

SITE LOGISTICS SKETCH

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APPENDIX H

TRAINING INFORMATION & CERTIFICATION

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