



Hayes Town Centre

**Hayes Town Centre  
Austin Road UB3 3NB**

**Construction Phase H&S Plan  
Appendix 5 Site Set Up & Welfare (to include  
logistics if full CLP not required)**



**Security/Site Set Up/Welfare/Materials management/FORS & CLOCS****Security**

- Minimum, where practicable, is a solid 2.4m high hoarding, timber / blockade. Where this is not practicable, Heras style fencing may be considered.
- Consider whether 24/7 security will be required. Alternatives given risk levels may include remote monitoring.
- Carry out a Personal Risk Assessment on our site staff taking into account the risks involved with the location of the project.
- The default standard enforced on all projects (unless signed off by the Operations Director) is that all sites have a working turnstile installed at the earliest practicable time.
- Where practicable, projects should consider a dedicated gateman (trained as a traffic marshal – see job description below) who will control the site access process.
- The site must have in place a signing in/out process of all site deliveries. Subcontractors expecting deliveries must notify the site team to facilitate logistics planning.
- Subcontractors must be notified when a delivery arrives; they will then take control of the vehicle and offloading to ensure the safety of both driver and vehicle whilst on and upon leaving site.

Where a dedicated individual controls access onto the project the following attributes must be considered:

- Appropriate CSCS card and traffic marshal training (including Higgins expectations and specific duties)
- Attend a Higgins health and safety briefing on their duties
- Be polite but robust
- Understand the site traffic management plan
- Be clean and tidy in appearance
- Be able to deliver driver briefings
- Work with the site team and set up/organisation of walkways
- Erect appropriate site signage
- Coordinate storage organisation and logistics management

**Standard Site Office Set Up**

The standard set up should include office set up with canteen, drying room, toilets and shower facilities.

Where practicable, consideration is to be given to:

- Meeting and induction rooms
- Site set up suitable for the peak number of operatives, which includes Higgins Managers, Quantity Surveyors team and Sub-contractors Supervisors (SSS's)
- Hot desk for visitors

**Welfare**

- Consideration is to be given to the planned amount of operatives expected on site, availability of services, travel distances around the site, etc. before selecting initial accommodation location(s)
- As a minimum standard a canteen, toilet and drying / changing facilities must be provided
- Any special requirements in the first few weeks may require additional welfare such as showers for demolition

**FORS and CLOCS**

FORS is voluntary and open to any company operating a fleet including vans, lorries, mini-buses and coaches. This is as part of the construction industry's desire to protect vulnerable road users.

## Construction Phase Health & Safety Plan

Dependent on the location of the project, or contractual agreements, this may be a requirement and must be discussed with contractors and suppliers before deliveries commence. For more information visit the FORS website <http://www.fors-online.org.uk/cms/what-is-fors/>

Construction Logistics and Community Safety (CLOCS) is a scheme dedicated to improving the safety on roads in relation to construction vehicles. Higgins are CLOCS Champions. In addition to this many of our Clients now stipulate that CLOCS rules are to be enforced by any deliveries to the project. <http://www.clocs.org.uk/>

### SITE SPECIFIC

The site compound will be set up and consist of:

Complete/delete as appropriate

1 no Biometric entry / exist turnstile.

Hoarding will consist of the following:-

- Hoarding height of 2.4m.
- Plywood sheeting to be 18mm 5 ply.
- Hoarding rails C16 100mm x 50mm.
- Hoarding posts C16 150mm x 75mm at 1500mm centres.
- Ballast Box.
- Ballast box to be filled with 950kg ballast with a minimum density of 1800kg/m3.
- Connection Specification.

Plywood to be fixed to rails with 50mm long 4mm diameter woodscrews at 300mm centres.

Rails to be fixed to posts with 2 No. 100mm long 4mm diameter woodscrews.

Post to be fixed to the raker and ballast box with 3 No. 100mm long 6mm diameter decking screws.

The access gates to the site will be securely locked at all times until a delivery is made and then re-secured on completion. Outside normal working hours the gates will be left secured.

When a contract is located in an area where a genuine concern exists about employees 'off site' personal safety, the Compliance Team is to carry out risk assessments to ensure that control measures are in place to identify and effectively mitigate these risks.

### Parking

No Parking is permitted on site. Operative's vehicles are to be parked on the public 'pay and display' car parks.

A site plan indicating the site boundary and all access points is contained within this document.

### SITE SPECIFIC HEALTH AND WELFARE FACILITIES AND FIRST AID

- Site cabins will be installed as soon as can be arranged. In the interim period, whilst there are some management on site, other available welfare facilities will be provided by the use of the flat unit 82 on Hayes Town Centre Austin Road and Avondale Drive Flat no. 3 in Wellings House Building.
- The site cabins will be connected to the mains electric (following a survey by the local electricity supplier) by competent persons and all installations will be in accordance with BS 7375 or similar.
- All welfare facilities will be maintained in good order. The welfare facilities on this site will consist of:

## Construction Phase Health & Safety Plan

- Male and Female toilet block, changing rooms and shower. Canteen area with Microwaves, Fridges, Drinking water and Hot water. Office areas with meeting rooms, separate toilets and kitchen facilities. These will be situated within a 3 storey set up in the welfare compound.
- First aid equipment requirement as identified by the First Aid Risk Assessment will be maintained both in the project office and other identified locations within the main working areas, due to the distance between them. It is likely that these additional first aid kits will be co-located with main fire points.
- First aid box will be held and maintained in the site office on the main floor.

The nominated trained First Aider/s for this site is / are (to be updated as Project Team are allocated):

- (1) – Ali Zade
- (2) – Mark Collier
- (3) - .....
- (4) - .....

- The Project Lead will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.
- The intention is to get a shower within the portacabins to cater for the demolition of the building. If these showers are rarely used, the showers are to be run for five minutes per week and the shower head cleaned to prevent the possibility of bacteria forming. This is to be recorded within Higgins Weekly Checks on ACMetrix on a weekly basis.

### Initial Welfare Arrangements

- I. With the usage of the Flat 82 on Hayes Town Centre Estate & Avondale Drive flat 3 in Wellings House Block, our initial welfare arrangement will allow for:
  - a. Drinking water container.
  - b. Means of boiling water
  - c. Hand cleanser in dispenser.
  - d. Paper towels or other suitable means of drying hands.
  - e. Storage facilities for protective clothing.
  - f. Adequate first aid equipment.
  - g. Toilets with hot running water.
2. Before work commences, the Site Team must make arrangements for the use by operatives of convenient sanitary and welfare facilities throughout the duration of the work.

### SITE LOGISTICS PLAN – See Logistics Plan in Appendix 5b (Safety Risks including):

- Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site.
- Wherever practical the layout of the site will include separate routes for vehicular traffic and pedestrians with priority given to safe access and egress to pedestrians.
- This principle will include for the elimination of reversing vehicles wherever possible. The traffic plan is to be made available to all suppliers and contractors working on site.
- A site entrance will be formed as detailed on the logistics drawings to provide access to the site compound.
- Construction Logistics and Community Safety (CLOCS) is something that is coming to the fore within the UK and the industry. Higgins is committed to protecting vulnerable road users and our logistics plans will take into account the CLOCS standards and guides that are available online.
- It is noted that in the preconstruction information, there are certain site constraints that must be adhered to. The most notable constraint is that there is no construction traffic past the south east corner of the site adjacent the Chemical Engineering blocks. This is due to a weight restriction and other contractors on the campus. A part plan of the constraints is in Appendix 4

**Loading/Unloading Arrangements**

The Principal Contractor will carefully schedule deliveries and removals of materials

Materials must be brought to the sites on an “as used” basis and must not be left, even temporarily in common parts or fire route areas, or where they may be at risk to premises users or the general public.

Car parking bays have been suspended on Austin Road to facilitate the two way access.

Where necessary, barriers must be erected to protect the public at delivery areas and signs must be displayed to inform of loading and unloading operations.

**Traffic Management/Separation of Vehicle and Pedestrian Routes**

Due to very tight space for loading and unloading on site, Site workers’ vans and delivery vehicles must park considerably whilst working, no parking allowed on site. Site operatives to use the Pump Lane pay and display parking to avoid inconvenience to neighbouring properties by parking too close to access routes/emergency exits etc.

Site workers’ vans and delivery vehicles must adhere to the parking restrictions imposed along the Austin Road and Crown Close and the surrounding roads.

Reversing of vehicles must be avoided. Where essential, a banksman must be used to control such operations.

**Emergency Arrangements/ Fire Protection Measures**

The Principal Contractor must prepare emergency evacuation procedures and arrangements for fire prevention and protection during the works.

**DISABLED ACCESS**

- a. Sites should be aware of the requirements for facilities or access for the disabled, which may well include making provision for wheelchairs, hearing loops and the visually impaired, etc.
- b. Sites are to investigate at the earliest opportunity if there is a requirement for disabled facilities on site; this would normally be clients or contractors who attend meetings.
- c. Irrespective of attendance on site of disabled individuals, a sign is to be displayed at the entrance to all sites stating:

**DISABLED ACCESS**

**IN THE EVENT OF ACCESS BEING REQUIRED  
PLEASE CONTACT THE FOLLOWING FOR ASSISTANCE**  
**SITE MANAGER: Ali Zade**  
**TEL NO: 07738 820 302**