



Avondale Drive

**Avondale Drive  
UB3 3PW**

**Construction Phase H&S Plan**

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**Appendices:**

| Appendix No: | Name                             | Required | Latest Revision Date |
|--------------|----------------------------------|----------|----------------------|
| 1.           | Site Rules                       | Y        | Rev. 00              |
| 2.           | Fire & Emergency Plan            | Y        | Rev. 00              |
| 3.           | Excavation and Ground Works Plan | Y        | Rev. 00              |
| 4.           | Control of lifting               | Y        | Rev. 00              |
| 5.           | Site Security & Logistics        | Y        | Rev. 00              |
| 5b.          | CLP                              | Y        | Rev. 00              |
| 6.           | Work at Height Plan              | Y        | Rev. 00              |
| 7.           | Dust Mitigation Plan             | Y        | Rev. 00              |
| 8            | Asbestos Plan and / or Report    | Y        | Rev. 00              |
| 9.           | Demolition Plan                  | Y        | Rev. 00              |
| 10.          | Occupation Health Plan           | Y        | Rev. 00              |
| 11.          | COSHH Plan                       | Y        | Rev. 00              |
| 12.          | Specified Activities             | Y        | Rev. 00              |
| 13.          | Programme                        | Y        | Rev. M               |

| ACTION REQUIRED  |  |
|--|--|
| Each formal review of the Construction Phase H&S Plan must be recorded below to demonstrate the project review process, status and commitment of the project to continuous improvement.                  |  |
| Formal reviews must take place at regular intervals, additional interim reviews may be required to incorporate information from corporate reviews, audits and / or significant changes at project level. |  |

[illegible]

## Construction Phase Health & Safety Plan



All Production staff that are based on the Project and work for Higgins are to sign.

This is to state that I have read and understood the Construction Phase Plan, especially the appendices that apply to my relevant works and know where it is located on site and filed on the Higgins Intranet.

| Name         | Company | Job Role             | Signature         | Date:    |
|--------------|---------|----------------------|-------------------|----------|
| Ali Zade     | Higgins | Senior Site Manager  | <i>A. Zade</i>    | 30/11/22 |
| Mark Collier | Higgins | Construction Manager | <i>M. Collier</i> | 06/12/22 |
|              |         |                      |                   |          |
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All supervisors working on site for subcontractors on Higgins projects are to sign.

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### INTRODUCTION TO CONSTRUCTION PHASE PLAN

This document provides information to enable Higgins Partnerships to meet its obligations as Principal Contractor under the Construction (Design and Management) Regulations 2015, which under Regulation's 13 and 14 identify the 'duties of Principal Contractors'; to plan and manage health and safety in the construction phase and cooperate and consult with the work force.

This document further develops the information provided by the Client – the Pre-Construction Information.

The principle aims are to control health and safety on the project by the following methods:

1. To record the health and safety arrangements and organisation necessary to ensure, as far as is reasonably practicable, the health and safety of all persons who may be affected by the works and the monitoring procedures to ensure compliance, taking into account the risks involved in the construction works.
2. To coordinate activities of all Contractors and workers to ensure that they comply with the relevant Health and Safety Legislation and to encourage all involved to work together.

## 1.0 Description of the Project and Programme Details

### 1.1 Project Including Any Key Dates

|                                  |  |
|----------------------------------|--|
| <b>Project Name:</b>             | Hayes Town Centre Estates  |
| <b>Project Number:</b>           | 03240  |
| <b>Address:</b>                  | Hayes Town Centre Austin Road UB3 3NB  |
| <b>Approximate Value:</b>        | £155 Million   |
| <b>Anticipated Start Date:</b>   | October 2022   |
| <b>Expected Completion date:</b> | October 2031   |
| <b>Scope of works:</b>           | Phased Demolition, Piling, Ground works, RC Frame, Brick cladding, SFS, Drylining, M+E, Finishes and External Works. |

### Programme

See Appendix 13 for the programme.

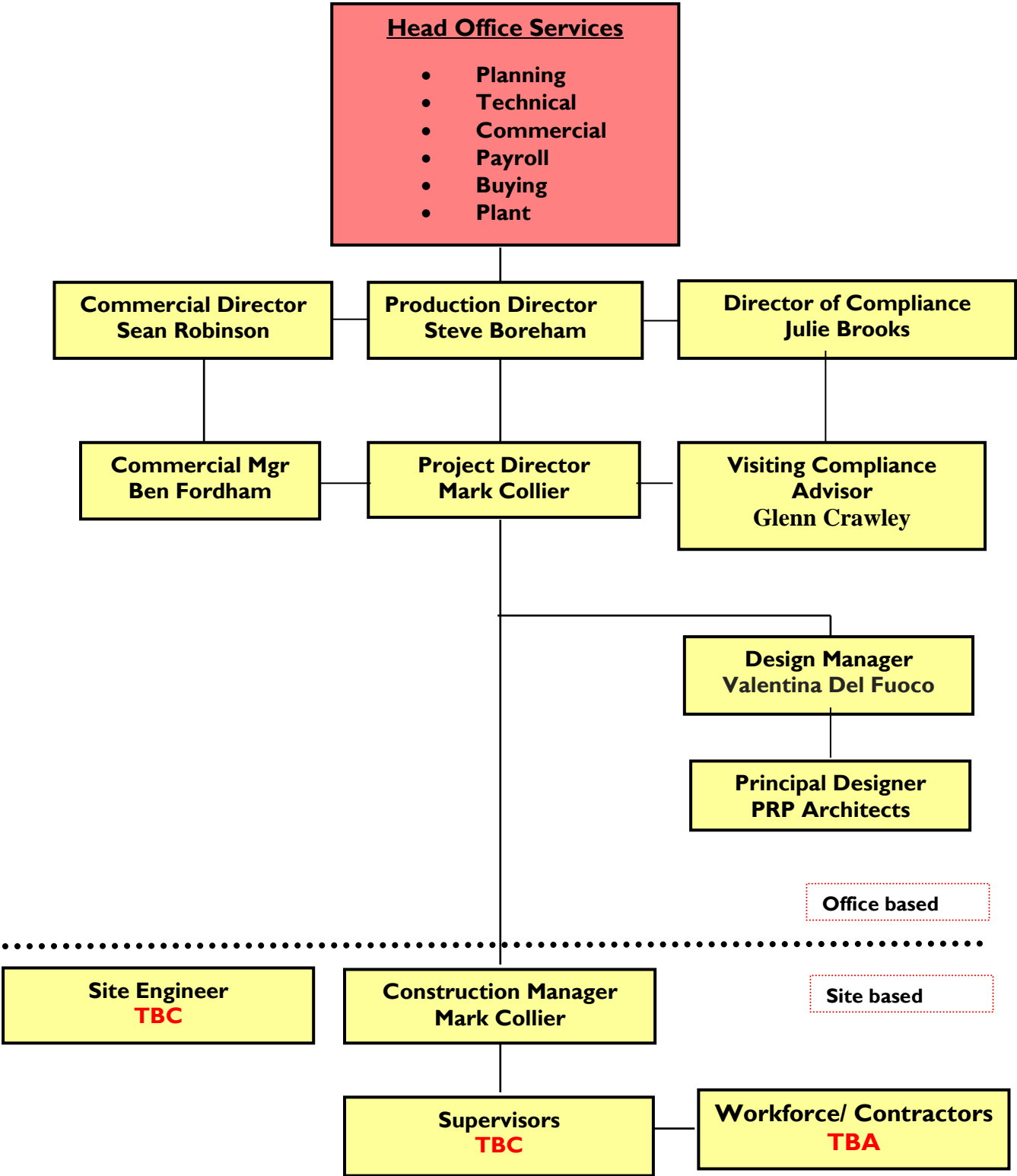


**Project Directory:**

| Role                                   | Name                               | Address   | Phone                                       | Email  | Contact          |
|--|------------------------------------|---|---|--|------------------|
| Clients<br>Project<br>Manager          | Chris Martin                       | 4 Gunnery Terrace, The<br>Royal Arsenal, London, SE18<br>6SW                                | 020 4534 0027                               | <a href="mailto:CMartin@martinar&lt;br/&gt;nold.co.uk">CMartin@martinar<br/>nold.co.uk</a>   | N/A              |
| Employers<br>Agent                     | Chris Martin                       | 4 Gunnery Terrace, The<br>Royal Arsenal, London, SE18<br>6SW                                | 020 4534 0027                               | <a href="mailto:CMartin@martinar&lt;br/&gt;nold.co.uk">CMartin@martinar<br/>nold.co.uk</a>   | N/A              |
| Principal<br>Designer                  | PRP<br>Architects                  | PRP, 10 Lindsey Street<br>Smithfield London EC1A<br>9HP                                     | +44 (0)20 7653<br>1200                      | <a href="mailto:london@prp-co.uk">london@prp-co.uk</a>   | Wang, Yiling     |
| Principal<br>Designer<br>Advisor       | PRP<br>Architects                  | PRP, 10 Lindsey Street<br>Smithfield London EC1A<br>9HP                                     | +44 (0)20 7653<br>1200                      | <a href="mailto:london@prp-co.uk">london@prp-co.uk</a>   | Wang, Yiling     |
| Architect                              | PRP<br>Architects                  | PRP, 10 Lindsey Street<br>Smithfield London EC1A<br>9HP                                     | +44 (0)20 7653<br>1200                      | <a href="mailto:london@prp-co.uk">london@prp-co.uk</a>   | Wang, Yiling     |
| Structural<br>Engineer                 | IESIS Group                        | IESIS Group, 20 Ironmonger<br>Ln, London EC2V 8EP   | <a href="tel:02076002912">020 7600 2912</a> | <a href="mailto:info@iesisgroup.co&lt;br/&gt;m">info@iesisgroup.co<br/>m</a>   | John<br>Simmonds |
| Mechanical &<br>Electrical<br>Engineer | Synergy                            | Synergy, Canalside Studios,<br>8-14 St Pancras Way,<br>London NW1 0QG                       | 02075298950                                 | <a href="mailto:steve.marshall@syn&lt;br/&gt;consult.co.uk">steve.marshall@syn<br/>consult.co.uk</a>   | Steve Marshall   |
| Passivhaus<br>Consultant               |                                    |   |   |  |                  |
| Local<br>Authority                     | London<br>Borough of<br>Hillingdon | Hillingdon Council<br>Civic Centre<br>High Street<br>Uxbridge<br>UB8 1UW                    | 01895 250230                                | <a href="mailto:applicationsprocessi&lt;br/&gt;ngteam@hillingdon.&lt;br/&gt;gov.uk">applicationsprocessi<br/>ngteam@hillingdon.<br/>gov.uk</a> | N/A              |
| Any Other<br>Key Contacts              | N/A                                | N/A   | N/A   | N/A  | N/A              |
| Health &<br>Safety<br>Executive        | N/A                                | 151 Buckingham Palace<br>Road, London,<br>SW1W 9SZ  | 0203 028 2881                               | N/A  | N/A              |
| Environment<br>Agency                  | N/A                                | National Customer Contact<br>Centre<br>PO Box 544<br>Rotherham<br>S60 1BY<br>United Kingdom | 03708 506 506                               | <a href="mailto:enquiries@environ&lt;br/&gt;ment-agency.gov.uk">enquiries@environ<br/>ment-agency.gov.uk</a>                                   | N/A              |

2.0 Management of the work. a). Management Structure and Responsibilities

Management Structure



### Management Structure and Organisation

Whilst the Organisation Chart shown in this section of the Construction Phase Plan details the 'chain' of command', it is important to clarify the individual roles in relation to health and safety on site.

1. The Project Direct / Projects Manager will have overall responsibility for:
  - a. Ensuring that the procedures laid down in the Construction Phase Plan will be fully implemented. They will also be responsible for the updating of the Plan, as and when required, accommodating items such as Method Statements, Risk Assessments and Sub-contractor's safety Policies as these become available.
  - b. Ensuring that sub-contractors have been given sufficient information to enable them to fully plan and implement their works with regard to the safety of their operatives and others who may be affected by their actions. This should include results of any surveys such as ground contamination, asbestos samples, traffic restrictions, public access, etc. Sub-contractors should also be provided with a copy of the CS 2 Appendix prior to commencement, to ensure Higgins standards can be fully understood.
  - c. Ensuring that relevant information such as Method Statements, Risk Assessments and Health and Safety Policies are obtained from Contractors and passed to the Project Manager for inclusion in the Construction Phase Plan.
2. The Project Lead is responsible for the day to day implementation of the Construction Phase Plan which includes:
  - a. The recording of statutory checks and recording of inspections; scaffolding, excavations, lifting appliances, etc..
  - b. Checking and recording that new starters have completed online Pre-Enrolment, and to give a site specific orientation.
  - c. Toolbox Talks to include the Monthly Awareness given to supervisors to pass onto operatives.
  - d. Ensuring that operatives have the necessary skills and are adequately competent to perform the given task or job, e.g. abrasive wheels, cartridge tools, dumpers, forklifts, MEWP's, etc. This can be achieved by having copies of relevant training cards, saved to the individuals profile on ACMetrix.
  - e. Ensuring that sub-contractors are fully aware of all risks to health and safety which may affect them or their operatives, and that any operation carried out which may affect others will be fully communicated to the affected personnel via recorded daily All Safe briefings and Hazard Board talks.
  - f. Ensuring, in conjunction with the Project Director / Projects Manager, that meaningful safety consultation meetings are held on site at regular intervals and minutes taken. Such meetings, as a minimum on a monthly basis, should engage the workers and allow all aspects of safety to be discussed with an upwards as well as downwards exchange of information with all contractors on site.
3. The Compliance Team will review the Construction Phase Plan prior to contract commencement. They will also monitor throughout the projects duration that the Construction Phase Plan and other relevant safety documentation is maintained and updated during their visits to site.
4. It is the duty of all supervisory staff, including sub-contractors' Supervisors, to ensure that works are carried out safely at all times and that the relevant regulations are being fully complied with. Where elements of good practice and safety compliance are observed workers will be given suitable recognition. Disciplinary measures may be taken for minor breaches of safe working practices and serious breaches may result in removal from site of the offending person/ persons.
5. The Compliance Team will provide guidance and advise staff to help with the implementation of the Construction Phase Plan and safety in general on site.

## Construction Phase Health & Safety Plan

6. In the early stages of construction, a meeting / meetings will be held with the Client / Principal Designer to discuss what information will be required for inclusion in the Health and Safety File and how and when this information will be supplied.
7. The aim of all projects is to have an accident, injury and incident free environment.

### **Head office based staff**

#### **Production Director**

- Overall implementation of safety policy including provision of adequate resources

#### **Director of Compliance**

- Overall implementation of Health & Safety Policy
- Advise on all H&S matters

#### **Planner**

- Project planning for safe sequence of operation

#### **Procurement/Buyers**

- Procurement and selection of competent contractors (Approved List on Cybercube, must be member of Safety Scheme in procurement SSIP)
- Sourcing of materials and supplies

#### **Technical Manager**

- Co-ordinate flow of design information
- Progress and accumulate information for the H&S file

## Construction Phase Health & Safety Plan

### b). Health & Safety Goals for the Project

#### 1. The project aims to deliver:

- A zero accident frequency rate (AFR).
  - No reported cases of Occupational Ill Health as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations.
  - An average Considerate Constructor Score of 40 or above, throughout the project.
  - Client health and safety objectives when planning and managing the construction work.
  - To continue to provide a safe environment for any premises occupants during the refurbishment works.
  - To have no accidents on site or adjacent to the site.
  - To have no occupational ill health arising from the project.
  - To ensure that no environmental damage occurs.
  - To ensure the minimum disruption to the occupants of the surrounding buildings and local community
  - To exclude unauthorised persons.
  - To provide safe access to, and egress from, work places.
  - To provide work places that are free from risks to the health and safety of persons at work, or affected by the work, so far as is reasonably practicable.
  - To provide operating conditions so that the lowest reasonably practicable levels of noise and dust are generated by construction activities. The site is also to set up an air quality monitoring device. In order to monitor all these elements on site, monitoring devices are to be fitted to each phase as works are progressing.
2. It is the policy of Higgins that, so far as is reasonably practicable, the health, safety and welfare of employees, sub-contractors or workers, site visitors and the general public will not be endangered by the activities of the Company.
  3. Management, supervisory staff and all other company employees who authorise work will be responsible for ensuring that suitable and sufficient health, safety and welfare facilities are made available and that working conditions are, so far as is reasonably practicable, without risks to the health, safety and welfare of those on site.
  4. All statutory duties and provisions will be complied with and it is the duty of all Company employees to constantly assess methods of work and working places to ensure such compliance. Project staff are to conduct regular site safety tours to achieve this.
  5. All employees and sub-contractors are required to adopt systems of work and to maintain places of work that are, so far as is reasonably practicable, without risks to themselves or to any other person.
  6. Newsletters to be issued to all surrounding neighbours on a regular basis to keep them up to date with the activities and planned construction works.
  7. 2No. Full time resident warden officers have been appointed.

### c). Standard Setting

1. Higgins will only accept the very highest standards when it comes to health and safety.

## Construction Phase Health & Safety Plan

2. We believe that our own company procedures exceed health and safety legislation and we insist that our contractors and sub-contractors rise to our standards.
3. We have an internal audit system to ensure the highest standards are maintained and these are detailed within this section.
4. The following are identified as minimum standards, which we expect all sub-contract partners to work to and comply with:
  - The Health and Safety at Work etc. Act 1974.
  - Health and Safety Offences Act 2008.
  - The Management of Health and Safety at Work Regulations 1999.
  - The Lifting Operations and Lifting Equipment Regulations 1998.
  - The Provision and Use of Work Equipment Regulations 1998.
  - The Construction Design and Management Regulations 2015.
  - The Work at Height Regulations 2005.
  - Control of Vibration at Work Regulations 2005.
  - The Control of Noise at Work Regulations 2005.
  - The Control of Substances Hazardous to Health Regulations 2002 (Amended).
  - The Environmental Protection Act 1990.
  - Regulatory Reform (Fire Safety) Order 2005.
  - JCoP for Fire Prevention on Construction Sites.
  - Higgins Health and Safety Policy.
  - Higgins Environmental Policy.
  - Client Safety Rules as identified in the Pre-Construction Information provided wherever applicable.

As stated, the above are minimum standards and we further expect all work carried out on this project to be undertaken in accordance with all relevant Approved Codes of Practice, Codes of Practice, British Standards and guidance notes. Sub-contractors must ensure that when preparing safe systems of work and proposed methods of work that these systems and methods take into account all such standards and Higgins Sub-contract and Appointment Appendices.

### **d). Arrangements for Monitoring and Review of Health and Safety Performance**

1. The management of health and safety during the Construction phase will be carried out by the implementation of:
  - a. The Higgins Health & Safety Policy.
  - b. Risk Assessments.
  - c. Method Statements for high-risk activities.
  - d. Site Safety Inspections of the work in progress to ensure compliance with items (a)–(c) above.
2. It is the responsibility of the Project team to monitor and develop the Health and Safety Plan to ensure that:
  - a. A common approach is developed for managing Health and Safety at Work.
  - b. Assessments are prepared by contractors as required by the Management of Health and Safety at Work regulations.
  - c. Suitable and sufficient welfare arrangements are provided for the number of personnel on site for the duration of the project.
  - d. The Construction Phase Plan is implemented fully and updated regularly as appropriate, with changes briefed to all concerned on site.
  - e. Appropriate rules for a safe working environment are communicated to all during site specific briefings and enforced throughout the project.

## Construction Phase Health & Safety Plan

3. The monitoring of health and safety on the project will be based on Occupational Health and Safety Management System 45001:2018 with active monitoring systems, i.e. identification of potential risks before things go wrong. The following levels of monitoring will be implemented on the project.
  - a. **Level 1: Action: Visiting Compliance Advisor**  
Evaluation of effectiveness of Higgins Health, Safety and Environmental Policies together with the availability and compliance with risk assessments in accordance with the Higgins standards. Visits should be planned on a frequency determined by works in progress. (Generally this will be no less than 1 visit per calendar month).

Any complaints from the local neighbours will be reviewed and dealt with by the site management team. A suggestion box will be fitted to the hoarding for local residents to suggest any improvements/suggestions with contact details of the management team to contact.

- b. **Level 2: Action: Project Team**  
Daily visual inspection of works areas, tools and equipment, such as electrical tools, harnesses and discussion with employees and contractors regarding works in progress, safe systems of work and where applicable the issuing of further safety control measures.
- e). **Construction (Design & Management) Regulation 2015**

In so much as the Construction (Design and Management) Regulations 2015 places duties on the Principal Contractor to develop the Construction Phase Plan, we also need to conform to various other safety legislation, such as the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, which require the establishment of company policies, procedures, etc.

### f). **Site Safety Register**

1. In order to comply with our obligations regarding the recording of inspections and statutory requirements, we have devised and use an electronic Site Safety Register (ACMetrix or SafetyBank), which incorporates all the necessary statutory inspection requirements such as scaffolding, excavations, lifting appliances, checks on fire points/escape routes etc., together with our own company requirements for recording other significant information, such as, issue of PPE, record of certificates for plant and equipment, records for pre-enrolment, site orientation and task specific briefings.
2. We would emphasise that whilst these documents are physically separate from the Construction Phase Plan, they are an integral part and should be used as such.

### g). **Arrangements for the selection and control of Sub-contractors**

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the competence and commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made.

The Commercial Department will advise the Compliance Department of any sub-contractors who are being considered for a contract and will issue details of a PQQ enquiry which is a PAS91 compliant industry-wide information exchange for common PQQ information.

### **Selection Procedures:**

- a. **Contractors and Designers**

## Construction Phase Health & Safety Plan

Higgins selects contractors, designers and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the company. Those where there is no previous experience are subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarized as follows:

b. Sub-contractors Designers.

A primary requirement is membership of a professional body. This must be supported by successful experience in the type of contract and environment for which the designer is being considered. Sufficient suitable qualified people and sufficient resources must be available to enable the standards imposed to be achieved and the designer must have adequate knowledge of health and safety and associated legislation.

c. Sub-contractors.

When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy.
- A capacity to manage health and safety adequately by on site supervision.
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high risk elements.
- The ability and resources necessary to ensure compliance with the health and safety regime of the project.

d. Construction Skills Certification Scheme (CSCS)

All contractors and sub-contractors are to be made aware of Higgins commitment and expectations regarding CSCS and having a fully qualified workforce, the requirement for CPCS, IPAF, CISRS and CSCS cards. During the contract the conduct and attitudes of the contractor are monitored. Persistent failure to maintain the standards required may result in the contract being terminated.

### Arrangements for:

h). Regular liaison between parties on site.

1. Sound communications are seen as an essential element of every project undertaken by Higgins. These are conducted both formally and informally and involve as many of those engaged upon the project as is possible. Health and safety forms an important item on the agenda of the monthly meetings that take place which involve the management team, the Client's representatives and the contractors. Contract employees are encouraged to voice ideas and views.
2. Site and task specific briefings for sub-contract employees, is an essential feature of all contracts. During these sessions the employees are encouraged to voice concerns over matters relating to health and safety and to propose/discuss suggestions for improvements.
3. Design information, as it is received, is reviewed by the site management and where required the Compliance Team, to identify hazards which may be presented. Such hazards, together with proposed solutions are referred to the Principal Designer where deemed necessary, such as design and build. Where no hazards are identified, the information is passed to the appropriate sub-contractor. In cases where hazards cannot be avoided these are identified to the sub-contractor who is required to produce a risk assessment or, in cases of high risk activities, a detailed method statement, maintained on site during the construction period in the Risk Assessment Register.



**j). Consultation with the workforce**

1. An active Safety Committee exists within Higgins, which has a membership representing all disciplines in the company. The Committee meets at regular intervals and minutes are distributed to the business.
2. On a less formal level all employees of Higgins and employees of sub-contractors are encouraged to discuss health and safety with the Compliance Team during visits to site.
3. The consultation and communication notice will be displayed on all sites. This informs all persons to bring their concerns to the attention of the site management team, via their own Site Safety Supervisor (SSS). The mobile telephone number of the Compliance Team is also displayed on the notice board and they can be contacted on a confidential basis, if necessary.
4. Toolbox talks will be carried out by contractors and monitored by our site supervision. Topics for discussion will be agreed with the contractor and will include any relevant changes required to working practices. Where necessary the site team will identify any further talks required which may be required to be undertaken by the Compliance Team.
5. Safety meetings are to be a 'stand-alone' meeting and are not be 'add-ons' attached to other meetings such as progress/Contract Review Meetings.
6. Daily briefings are to take place between Higgins staff and sub-contractor Site Safety Supervisors to ensure works are planned and coordinated on a daily basis. Any points discussed are to be communicated the ALL of the workforce.

**k). The exchange of design information between the client, principal designer and contractors on site.**

1. It is usual to use an 'extranet' platform such as 'Causeway' for exchange of design information. We will ensure that 'versions' or 'revisions' of design information are controlled and that:
  - a. Only the current or latest versions of drawings or other design information are exchanged between design team members, the Principal Designer and contractors on site.
  - b. Only information which has been checked and approved before being annotated with 'Issued for Construction' is passed to subcontractors for their use on site.
  - c. The Principal Designer is to be included on all such exchanges of information.

**l). Handling design changes during the project**

The Technical Team shall maintain and update internal or external change registers where applicable. All changes are to be recorded on the change register and discussed at the Progress Meetings during the project. A project hazard/risk register can track design changes where safety related issues have determined a change or modification to the design and in turn feed this back to the Principal Designer.

**m). The exchange of information between contractors**

So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Construction Phase Plan, together with design information and the health and safety

standards that apply are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available, relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments and method statements.

n). **Site Security – See Logistics plan in Appendix 5**

For Site specific Logistics, Welfare and First Aid see Appendix 5

o). **Site health and welfare facilities and first aid requirements**

For site specific refer to Appendix 5

1. The Site Team will establish the welfare and first aid requirements before work starts, taking into account sub-contractor requirements if applicable.
2. Suitable and sufficient Health, Safety and Welfare facilities (as required by Schedule 2 of the CDM Regulations 2015) will be established on site and will be shown on the Logistics Plan, which will be displayed in the site canteen.
3. The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel during initial site specific orientation briefings.
4. Names of qualified persons appointed in accordance with the Health and Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

p). **Site Logistics Plan – See Logistics Plan in Appendix 5:**

A Logistics plan is to be completed taking into account the items listed below and appended within Appendix 5. This will include but is not limited to:

- a. Identify Site Boundaries and Access / Egress points to the site.
- b. Traffic and Pedestrian routes, including crossing points.
- c. Vulnerable Road Users.
- d. Identify Site Accommodation Welfare Facilities.
- e. Identify Pedestrian and Vehicle Routes.
- f. Identify Location of First Aid Facilities.
- g. Identify Fire Points and Fire Assembly Points.
- h. Identification of any designated Smoking Areas.

q). **The reporting of accidents and incidents including near misses**

When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

1. **Accidents Involving Injury:** All accidents to employees, workers, visitors, (or members of public affected by Higgins operations) no matter how minor, are to be entered onto the ACMetrix system as soon as possible following the incident. In any event the incident must be entered before the end of that working day, so that the whole of the Project Team are notified of the incident. The ACMetrix system automatically notifies those within Higgins who need to be informed of such incidents, whilst ensuring that data is distributed and stored securely.

Note: Where a site or project does not have the immediate facility to record any incident on Higgins they should be recorded on the related forms within the Register.

2.. **Minor accident/Lost Time Injury (LTI) to employee:**

- a. Ensure details have been entered on the ACMetrix reporting system.
- b. Minor accidents to employees, workers, visitors, (or members of public affected by Higgins operations) must be recorded on ACMetrix. If the other person is an

employee of another company, the responsible person at the workplace should notify their employer. The ACMetrix system is still to be used to record the accident. Where the injury is a lost time incident details of lost days, hours should be recorded.

3. Over Seven Day Accidents:

- a. Accidents must be reported where they result in an employee, worker or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident. Once the initial report is made on ACMetrix, the Director of Compliance will be aware of the incident and track whether these 7 days are exceeded. They will then ensure that F2508 notification is made to the HSE.

4. Specified Major Injury:

- a. In the event of a specified major injury or a fatal accident occurring to any person arising out of or in connection with our work, immediately telephone the Director of Compliance.
- b. If an injured employee, worker, visitor, (or member of public affected by Higgins operations) is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes a 'specified major injury'. This must be notified to the Director of Compliance immediately.
- c. If the other person is an employee of another company, the responsible person at the workplace should notify their employer. The system is still to be used to record the incident.
- d. The Director of Compliance will ensure that a copy of the F2508 is received, scanned and loaded onto the ACMetrix System.

5. Accident Investigation:

All accidents will be investigated and the results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to head office. These documents must be made available, if requested, to the Enforcing Authority or safety representative.

The requirements of Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR:2013) are contained, in full, in RMS-PR-002; This is held on "the Hub" and available on every site.

q. The production and approval of risk assessments and method statements (RAMS)

1. All necessary Risk Assessments and Method Statements (RAMS) will be prepared and kept in separate method statement files, which are held on site. All RAMS are to be reviewed and acknowledged using the Higgins HMS907 Method Statement Checklist (Ten Point Plan).
2. The requirement for a Method Statement will be highlighted to the sub-contractor by the Project Lead, at the pre-order meeting and the requirement thereof forms part of the contract documents.

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3. All such RAMS must be available on site prior to that operation/task commencing. These will comply with the requirement of the Health and Safety Policy to ensure that they are sufficient in detail.
4. All RAMS for the task are to be communicated to the operatives undertaking the task, they must be signed on site by all operatives who will agree to comply with the RAMS at all times. If at any stage of the work the RAMS require revision then work will not be permitted to continue until the revision is in writing and again all concerned have signed it.

### r. Site Induction

Prior to commencement on site the supply chain partner is made aware of the Higgins induction process which is a two-tier system:

- a) On-line pre-enrolment through ACMetrix which takes in and incorporates Higgins Health and Safety Requirements. This process must be completed by all operatives who are engaged to work on Higgins projects prior to arriving on site for the site specific brief.
- b) When the operative arrives on site it will be confirmed that they have undertaken the pre-enrolment requirements, when this is confirmed the Project Team will then complete the site specific brief highlighting the site rules and this will be logged either on ACMetrix or manually.

### s. Site Rules

1. This will include but is not limited to:

|  |  |
|--|--|
| Safety Organisation/Safety Manager   | Chain of command   |
| First Aid Facilities/Welfare   | Emergency procedures   |
| Project details  | Emergency areas, fire point, alarm system  |
| No go areas/Boundaries   | Do's and Don'ts/Company Policies   |
| On-site smoking rules  | Site details (address/telephone no)  |
| Reporting Procedure  | Considerate Constructors Scheme  |
| Personal Conduct/Disciplinary Measures   | Categorisation of English Language skills:<br>Fluent (1)<br>Adequate working Knowledge (2)<br>Insufficient Understanding (3) |
| Personal Safety 'Off Site'/Local Area Risks<br>Consultation Meetings/Safety Concerns<br>Waste Management | Red, yellow and green card procedure   |

### Client or Project Specific Rules

1. Risk Assessments/Method Statements/Safe Systems of Work are to be complied with.
2. If for any reason the system detailed needs to be altered in any way, work must stop and the Project Team notified immediately so that a Risk Assessment/Method Statement can be revised and re-signed.
3. Personal Safety: Irrespective of local risks employees should report any concerns to the site management.

It must be ensured that site workers are vigilant not to leave access gates or doors to the premises open and unlocked when unattended.

In particular, any plant room doors or riser cupboards must never be left unlocked or unattended.

The Principal Contractor must display the site rules. All persons at the site must adhere to the arrangements as detailed on the site rules notice.

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### t. Drugs and Alcohol Policy

1. Higgins has a zero-tolerance approach to the misuse of drugs and alcohol for both direct employees and members of the sub-contractors, and as such has an unannounced, random selection testing policy.
2. It is also the policy of Higgins that the use, suspected use or possession of illegal drugs or substances, or the consumption of alcohol, during working hours by any persons or member of staff working on/in a company site/contract or office, will be deemed to be a failure to comply with current regulations and legislation and may result in the individual being instructed to leave the site. The individual's employer will be contacted and informed of the action.
3. Where a manager has reasonable belief that a member of staff is under the influence of alcohol or drugs (whether prescribed or not) and that this is impairing his/her ability to perform normal duties (it shall be group policy to ensure that this is confirmed by at least two members of staff), the manager will ensure that the individual is taken off their normal duties with immediate effect pending investigation. Such investigation may include appropriate testing and could lead to disciplinary action.

### w. Fire & Emergency Plans

1. All procedures will be in accordance with the JCoP for Fire Prevention On Construction Sites and the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) and cover fires, acts of terrorism and all emergencies that may require the site to be evacuated.
2. The Project Lead is the Responsible Person (RP) and is appointed as the Site Emergency Safety Coordinator for the project responsible for the following:
  - a. Preparing the Fire and Emergency Plan and Fire Plan Drawings and Fire Risk Assessment for each building and site welfare facilities.
  - b. The plan should include procedures for:
    - (1) Maintenance of the Site Fire/Emergency folder.
    - (2) Emergency Fire Protection Arrangements including fire point locations and suitable firefighting equipment.
    - (3) Emergency evacuation from site including access and egress routes, emergency lighting, any necessary drills and practices.
    - (4) Implementation of the Hot Work Permit System.
    - (5) Other procedures as identified in the attached document.
    - (6) Implementation of weekly checks and monitoring. Records will be maintained of the inspection and maintenance of Fire Point equipment, fire escapes and fire routes using Higgins Weekly Checks on ACMetrix.
    - (7) Liaison as may be required with the local fire brigade and the issue and update of site plans.
3. Each sub-contractor is responsible for their own fire prevention equipment and no work must be allowed without suitable fire prevention procedures in place and approved by the Project Team.
4. All site offices will be equipped with a minimum of 1 x foam (or water dependent on risk) plus 1 x CO2 extinguisher. These will be situated within the portacabins.
5. As the site progresses and the Fire Plan and Risk Assessment are updated, fire points will be established at various locations to suit the prevailing conditions. These will be shown, along with emergency exit routes within the Fire & Emergency Plan and Fire Plan Drawings, which will be displayed in the site canteen.

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6. Emergency drills will be held at regular intervals and recorded on ACMetrix. To ensure that the control of contractors is monitored should emergency evacuation be required, all contractors will be required to complete the site attendance log (attached) on a daily basis or using site specific digital entry/exit recording methods.

### 3.0 The Health & Safety File

The Health and Safety File is likely to be produced as per Client requirements. It is advisable that all O & M manuals are kept in digital format, with a reference inserted into this section once they are received from appropriate suppliers. If the Health and Safety File format is not client specified, then the following can be used:

a. Arrangements for the Collecting and Gathering of Information

During the construction phase copies of all 'as-built' drawings are filed. Prior to hand-over these, together with equipment operating instructions, maintenance schedules, information concerning any potentially hazardous materials, special cleaning arrangements, etc., are collected and presented to the Principal Designer for inclusion in the Health and Safety File.

b. Storage of Information

Throughout the construction phase of the project the Project team will collate the information required for the project file both in hard copy and electronically. At project completion the information will be developed into the project file and a hard copy be presented to the Client. A disc copy is also available if required.