



# CONSTRUCTION PHASE SAFETY PLAN

## John Harrison C of E Primary School New Early Years Facility

<b>Issue Number</b>	<b>02</b>
<b>Issued to</b>	<b>Sarah Spencer</b>
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<b>Date</b>	<b>24.04.2017</b>

### CONSTRUCTION PHASE SAFETY PLAN

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## **I Description of Project**

### **a) Project description, programme & key dates**

In summary the work comprises of the construction of a new stand-alone Early Years Facility. The works will also include new drainage and services connected to the existing drainage and services. There will also be re-wiring works of the existing buildings.

Commencement 2<sup>nd</sup> May 2017 – Completion 18 weeks

### **b) Details of key parties**

Client: North Lincolnshire Council  
Hewson House,  
Brigg  
North Lincolnshire  
DN20 8XY  
Contact Sandra Burniston



Contract Administrator  
North Lincolnshire Council  
Hewson House,  
Brigg  
North Lincolnshire  
DN20 8XY  
Contact Sarah Spencer  
Telephone 07717 587600  
Email [sarah.spencer@northlincs.gov.uk](mailto:sarah.spencer@northlincs.gov.uk)

Principal Designer:  
Mason Clark Associates  
Church House  
44 Newland Park  
Hull  
East Yorkshire  
HU5 2DW  
Contact Matt Thornton  
Telephone 01482 345797

Principal Contractor:  
Mark Rendall-Tyrell  
Topcon Construction Limited  
33 Louth Road  
Scarcho  
Grimsby  
DN33 2HT  
Telephone: 01472 276888,  
Fax: 01472 240073  
E-mail: [info@topconconstruction.co.uk](mailto:info@topconconstruction.co.uk)

Structural Engineer:  
Mason Clark Associates  
Church House  
44 Newland Park  
Hull  
East Yorkshire  
HU5 2DW  
Contact Matt Thornton  
Telephone 01482 345797

HSE  
The Health & Safety Executive  
Construction Division Midlands  
City Gate West  
Toll House Hill  
Nottingham  
NG1 5AT  
Telephone: 0115 971 2800

Local Authority  
North Lincolnshire Council  
Civic Centre  
Ashby Road  
Scunthorpe  
North Lincolnshire  
LN16 1AB  
Telephone: 01724 297000

School Head  
John Harrison C of E Primary School  
Construction Phase Safety Plan – John Harrison C of E Primary School

North Street  
Barrow Upon Humber  
North Lincolnshire  
DN19 7AP  
Contact: Mrs Jacqueline Poustie  
Telephone: 01469 530350  
Email: admin.johnharrison@northlincs.gov.uk

School Caretaker      John Harrison C of E Primary School  
North Street  
Barrow Upon Humber  
North Lincolnshire  
DN19 7AP  
Contact: Peter Mitchell  
Telephone: 01469 530350

**c)      Extent and location of existing records**

EXISTING DRAWINGS

Type of Record	Reference	Description
Location Plan		Portfolio Plan Record
Mains Services Records	Various Utility Providers	Anglian Water British Telecommunications National Grid Gas PLC Yorkshire Electricity Distribution Virgin Media
Asbestos Management Plan	Awaiting Copy	Management Plan
Structural & Ground Investigation Report	Awaiting Copy	Structural
Health & Safety File	Health & Safety File available to view at Hewson House, Station Road Brigg	
Hazard Elimination & Risk Reduction Register	Designers	Architectural Structural
School Term Dates	Provided by School	Term Dates 2016/17
Site Rules		Rules to be adopted by Principle Contractor

PROJECT DRAWINGS – kept in site office and main office

The proposed layout, position and construction details of the project works are indicated on the Architects drawings

EXISTING STRUCTURES

Kept in site office and main office

ASBESTOS MANAGEMENT SURVEY

Construction Phase Safety Plan – John Harrison C of E Primary School

## 2 Management of the Work

### a) Management structure and responsibilities

The company safety policy defines the organisation of the company with respect to health and safety in general. With specific regard to this project, the following organisational structure will apply to the day to day responsibilities on site.

#### **Managing Director**

Overall responsibility for health and safety during construction activities

#### **Contracts Manager**

Mark Rendall Tyrell will ensure that the workplace under Topcon control is adequate with respect to health, safety and welfare and report to their Company Director. He will ensure that the requirements of The Construction Design and Management (CDM) Regulations have been fully implemented for each site/contract. He will draw together the Health and Safety Plan

#### **Site Manager / Supervisor**

The Site Manager, Neil Salmon, or in his absence the Site Supervisor, has overall responsibility for the day to day management of the site, and will liaise with all parties concerned, issue instructions and make reports in relation to the safe operation of the site. The Site Manager will, in liaison with the company Safety Advisors, ensure the competency of all sub-contractors appointed and will ensure that method statements and risk assessments are implemented to a suitable and sufficient extent. Any safety related problems will be referred to the Site Manager for resolving. The site supervisor will be a competent employee of Topcon Construction and first aid trained and will comply with same roles and responsibilities as the Site Manager

#### Site Manager – Roles and Responsibilities

- Comply with the Topcon Construction Health and Safety Policy, procedures and instructions
- Adhere and enforce all items within this plan
- Report directly to the Contracts Manager
- Organise the site and operations to maintain a working environment that is safe and without risk to health
- Ensure all relevant health and safety documentation and equipment is displayed or are is on site
  1. F10 (If applicable)
  2. Health & safety at Law Poster
  3. Health & Safety Policy Statement
  4. Topcon Insurance Details
  5. Health & Safety Updates
  6. Traffic Management Plan
  7. Fire Plan
  8. Accident Book

#### 9. Full stocked First Aid box

- Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used
- Produce method statements/risk assessments for all Topcon direct work and appraise subcontract method statements/risk assessments and ensure the register is kept up to date
- Only permit fully trained operatives to use plant they are trained for (refer to Topcon training matrix)
- Induct all operatives and visitors prior to entering site
- Supervise and co-ordinate operatives, Sub-Contractors, material suppliers and Utility providers to ensure a safe method of build to the required quality and programme.
- Produce fortnightly programmes and plan work to be carried out to ensure production targets are achieved and high quality of product is maintained.
- Procure plant required for operations, record plant on site and off hire plant when not in use
- Complete the relevant documentation on a weekly basis and forward to head office
  1. Timesheet and plant records
  2. SHEQ Inspection form
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- Liaise with customers to ensure the highest possible Customer Care performance/ satisfaction.
- Provide a minimum of 4 weeks notice for holidays
- Ensure that plant, labour materials and subcontractors are dealt with in a commercial manner

#### **Safety Advisors**

The safety advisors will advise on compliance with company safety standards on an ongoing basis, and provide such specialist advice and guidance as is required during the works. Such advice is available directly to the Site Manager or Supervisor on request. The safety advisors will assist in reporting all accidents and incidents to relevant third parties, assist in any investigations, and make recommendations for any preventive action required.

#### **b) Health & safety goals, monitoring and review**

It is the aim of Topcon Construction to carry out this work with full regard for the requirements of the Construction (Design and Management) Regulations 2015 and the Approved Code of Practice L153 "Managing health and safety in construction". All other applicable regulations are to be complied with.

In particular the goals are

- To have no lost time or reportable accidents in the course of the project.
- To prevent any ill-health consequences arising from our activities during this project.
- To avoid or minimise any environmental impact from our activities
- To avoid or minimise disruption or inconvenience to the surrounding community.
- Develop, implement and maintain a high level of safety performance on site for all construction personnel and operations.
- Ensure that safety is on the agenda for site meetings.
- Ensure the safety of non-construction personnel, i.e. visitors and the public.
- Undertake the works in a manner that avoids, reduces or controls risks to Health and Safety.
- Regular Health and Safety checks/ inspections to prevent accidents and "near miss" incidents.
- Monitoring and recording of Health and Safety issues in a proactive manner.
- No serious injuries to be sustained during the course of the works.
- Ensure no unauthorised entry onto the site.
- Minimise vandalism and theft from site

Health & safety inspections will be carried out weekly by the Site Manager and monitoring visits will be carried out by the Contracts Manager and Health & Safety Advisor at key stages of the project, and in response to any major issues that may occur. Monitoring visits may also be undertaken by Clients personnel.

Periodic review of performance will be undertaken as part of the project review meetings.

**c) Particular arrangements**

**i. Liaison between parties on site**

Daily liaison will be maintained between the Site Manager or Supervisor and the representative John Harrison Primary School

Where no recognized person in charge of a sub-contractors workforce on site exists, a representative of each sub-contractors workforce must be nominated for liaison purposes. Instructions from the Site Manager or Supervisor will normally be relayed through this person although in cases of immediate danger or breaches of safety requirements, instruction may be passed on directly.

Project review meetings will be arranged at 4 weekly periods. These meetings will be chaired by the Principal Contractor and be attended by the Client's Representative, the Principal designer, Safety Advisors and Contractors as appropriate. Health and safety issues will be a specific agenda item.

**ii. Consultation with the workforce**

Topcon Construction operates an open door policy and any health, safety or environmental matter can be discussed with the project team, Directors or Safety Advisors at any time. The company will also ensure that the workforce are consulted on Health and safety issues either directly on a one to one basis or through periodic site meetings.

Sub-contractors are responsible for consultation with their own workforce individually however the company will if necessary, call a site wide consultation meeting with all interested parties, including safety advisors, invited to attend.

Where employees whose first language is not English Topcon will ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond.

**iii. Exchange of design information**

All design information issued by the design team will be evaluated by the Topcon management team who will then issue it to those requiring it via the Contracts Manager.

Design information originating with Topcon's sub-contractors will be passed to the Contracts Manager for evaluation and then be passed on in a similar manner.

**iv. Handling design changes**

Any design changes that occur through a design team instruction issued to Topcon, will be reviewed by Topcon in relation to any health & safety hazards and risks. Further method statements/risk assessments will be produced, if the design changes alter the methods of working and safety

In the event that any design changes originating with Topcon or its sub-contractors become necessary during the contract period, the company will notify the Principal designer immediately

**v. Selection and control of contractors**

Sub-Contractors will be selected with due regard to their past safety performance. The selection of these contractors will be monitored by Topcon who will consider the competence of nominated contractors and will approve method statements prior to work. Contractors must ensure that all personnel are trained and competent for the work they intend to carry out, and hold CSCS cards or similar where requested.

The contractor should submit all requisite risk assessments and method statements for approval prior to starting work.

The ongoing performance of contractors will be monitored during daily inspections by the Site Manager.

All contractors and sub-contractors working within the designated work area will operate under the control of the Topcon Site Manager and insofar as health & safety is concerned, will be required to co-operate and co-ordinate their activities as requested.

**vi. Exchange of H&S information between contractors**

Health and safety information will be distributed by the Site Manager / Supervisor. Contractors are responsible for passing on information on any health and safety aspect of their work which may affect other contractors on site. This should be done through the Site Manager / Supervisor in order that adequate record can be maintained.

**vii. Site security**

Security of the site and will be maintained as follows.

Fencing and hoarding lines will be kept secure at all time and may be opened only for access and egress and then only if closed immediately afterwards. Daily checks will be made to verify the security of the fencing and hoardings.

A site log will be maintained in the site office and all contractors and visitors must report to the Site Manager and sign in prior to entering any works area. Contractors are not authorised to enter unless for construction activities. Contractors must also wear either corporate workwear or visible identification whilst in the construction area. The site will be formed in double clip herras fencing with vehicle and pedestrian access gates kept shut at all times.

**viii. Site induction**

All personnel working on site will undergo a formal site induction session delivered by the Site Manager or Supervisor. A record of these inductions (Appendix I) will be maintained on site for reference and will be periodically monitored by the Site Manager and/or Safety Advisors.

Visitors will also be required to undergo an induction unless accompanied at all times by an inducted person who will take responsibility for their health & safety. Visitors are also required to sign onto the site at the school reception and in the site register.

**ix. On-site training**

All sub-contractors should ensure that their employees are trained and competent prior to arrival on site and when requested hold current CSCS cards or similar. In the event that site conditions or activities change to such an extent that additional training becomes necessary as a result, Topcon will advise contractors of the scope of such additional training or will arrange such site specific training as is required.

Toolbox talks will be undertaken as appropriate to the needs of the site and conducted by the Site Manager  
A register of tool box talks undertaken will be maintained on site

**x. Welfare facilities and first aid**

Suitably equipped mess and welfare facilities will be provided within the curtilage of the designated works area. These will include sanitary and washing facilities, and an area to eat and drink equipped with drinking water, a kettle, and microwave. The company will ensure periodic cleaning of these facilities however it is the responsibility of all employees and contractors to maintain these facilities in a clean and tidy condition during use.

First aid facilities will be located within the mess facilities with lists of emergency contact numbers and the identity of first aiders being displayed on the wall.

In the event of first aid being required, the Site Manager / Supervisor should be contacted. He will then arrange for first aid to be administered and if necessary summon further assistance from the emergency services.

Contacts

Site Manager – Neil Salmon – 07703 122 126

Hull Royal Infirmary – 01482 875875  
Anlaby Road  
Hull  
East Yorkshire  
HU3 2JZ

**xi. Accident/incident & RIDDOR reporting**

All accidents, injuries, near misses and RIDDOR on site should be immediately reported to the Site Manager / Supervisor. He will then consult with the Directors and/or Safety Advisors. The site Accident Book in the site office should be completed with the relevant details and a record of the incident made for use in the subsequent investigation.

The Directors will, in liaison with the Safety Advisors, notify the incident to the Client, and make reports to third parties if required in accordance with Reporting Injuries, Diseases, Dangerous Occurrence Regulations (RIDDOR) 2013. It is essential that all accidents and incidents are reported to enable such investigations as are required to take place and to establish action to prevent re-occurrence.

These reporting requirements apply to all contractors, sub-contractors and visitors whilst on the site.

**xii. Approval of risk assessments and SSOWs**

For all activities involving significant risk, contractors should prepare and submit for approval such risk assessments and method statements as are required. Copies of these documents will be appended to this plan for reference.

The Site Manager or the Contracts Manager will appraise the risk assessments and method statements utilising the appraisal form below.



In the event of a fire or other emergency arising on the main site, there are established procedures for raising the alarm and evacuating the site. (Alarm raised with fire horn/bell – on hearing horn/bell make your way to fire assembly point). These procedures will be passed to all contractors during induction and must be complied with. The procedures are contained within Appendix H for reference and will also be prominently displayed within the site office and cabin.

All existing escape routes are to be kept clear at all times except where pre-organised alternatives have been introduced with consultation with the school. The existing fire plan for the school is to be incorporated within Topcon's fire plan to ensure there is no conflict, this is to be continually updated and amended as work progresses to avoid compromising any existing procedures or escape routes.

Firefighting equipment requirements will be determined throughout the construction process. Initially fire extinguishers will be kept within site office.

In the event of an emergency the following contact numbers may be required.

Director	Mark Rendall-Tyrell	07809 452220
Contracts Manager	Mark Rendall-Tyrell	07809 452220
Site Manager	Neil Salmon	07703 122126
Site Supervisor		
Hospital	Hull Royal Infirmary	01482 875875
HSE		0845 345 0055
Environment Agency		0800 807060
Electricity	Northern Power Grid	0845 070 7172
Gas	National Grid	0800 111999
Water	Anglian Water	0845 714 5145
Telecoms	BT	0800 91 59000

### **3 Arrangements for Controlling Significant Site Risks**

#### **a) Safety risks**

##### **i. Delivery and removal of materials & equipment**

- Topcon shall ensure that traffic and pedestrian routes are not restricted or hindered by vehicles or plant associated with this project, this includes delivery vehicles.
- Topcon shall take reasonable steps to prevent movement of vehicles or plant associated with this project, including delivery vehicles, during peak periods
- No vehicles or plant associated with the works shall reverse on or onto the public highway without the assistance of a competent banksman.

## **ii. Electrical and mechanical services**

The location of all existing electrical and mechanical services affected by construction work will be ascertained by site visit and will be marked, identified for future reference, and protected. Contractors should however make all reasonable checks prior to undertaking any work. Any damage to services caused during execution of the works will be promptly reported and suitable measures taken to protect other persons from harm.

All electrical work will be carried out by competent electrical contractors.

## **iii. Adjacent land use**

John Harrison C of E Primary School is located on North Street, and has access on Ferry Road East for both vehicles and pedestrians.

Barrow Upon Humber is situated approximately 10 miles south of Hull.

The school is surrounded by residential dwellings.

General School - The school provides educational facilities for age range 4 to 11 years. During term time the premises will be fully occupied. It must be noted that some staff members may also still be present on site during holiday periods.

The Principal Contractor should make full use of the school holiday periods within the contract timescales, utilising the time to plan and programme any essential works within the building so that they can be arranged to be carried out when fewer pupils will be present on site.

Clubs – An afterschool club and child care services take place until 17:30.

The school has no other lettings outside the hours indicated above.

Examination Period – STATS Examinations will take place during May 2017. The school will be able to provide a schedule of examination times to The Principle Contractor, and they will not be permitted to undertake noisy operations whilst examinations are in progress.

## **iv. Stability of structures**

A temporary works design will be required when installation of a new steel beam is undertaken in the remodelled classroom

## **v. Preventing falls**

Work at height is to be from tower scaffold or independent scaffold. Work from steps or ladders will only be undertaken for operations of low risk and short duration, and when other methods are not reasonably practicable. Work at height must be undertaken in accordance with the method statement and risk assessments supplied by the contractor, and appended to this plan. Priority will be given to collective rather than individual measures.

## **vi. Fragile materials**

Not Applicable

## **vii. Lifting operations**

All lifting plant and equipment brought onto site must be maintained, tested and inspected in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. Copies of test certificates and inspection

records should be available for inspection if required. Works be planned by an appointed person and supervised under a permit to work

All personnel operating lifting plant and equipment should be trained and competent. Copies of relevant training certificates should be available for inspection if required.

**vii. Maintenance of plant & equipment**

All plant and equipment will be maintained, tested and inspected as required by the Provision and Use of Work Equipment Regulations 1998. Copies of test certificates and inspection records should be available for inspection if required.

Before use appropriate pre-start checks should be made by the operator and any faults reported immediately for rectifying. Under no circumstances should faulty or poorly maintained plant be used.

All portable and moveable electrical equipment and hand tools will be subject to Pat testing at a pre-determined frequency. Where practicable, 110v or battery tools will be selected.

**viii. Traffic routes and management**

The only vehicular access point onto the site is located off Ferry Road East which is used by both residential and through traffic. This route provides direct access into the school car park area.

No vehicular access for parents onto the site is permitted. The area at the front of the school is therefore very congested at the following peak times:

08:30 - 09:15, 15:00 - 15:45 and 16:00 – 17:30

Additionally it should be noted that parents collecting and dropping off children at 12noon each day.

Contractor access onto the site will be via the main vehicular entrance. This will be in conjunction with its continued use by the occupants of the site and hence will have to be carefully and actively managed throughout the contract period.

A compound area will be positioned to the area at the west end of the existing school buildings were the new building is to be constructed.

Deliveries and vehicular movements must be strictly planned to avoid the peak times highlighted above.

All contractor vehicles and deliveries will to be supervised by a Banksman/Traffic Marshall and all large vehicles will be escorted away from the school grounds and premises to a clear point of safety.

Suitable directional and warning signage is provided for both construction traffic and the occupants of the site.

The site entrance, highway roads and paths near the site will be kept clean and free from mud dirt and debris.

Contractors and employees of Topcon are to park within the contractor's compound, and vehicle sharing will be actively encouraged to prevent large numbers of contractor vehicles being on site.

All vehicle drivers will inform the Site Manager prior to arriving on site to enable the gates to be opened for vehicle entry to avoid congestion. A banksman will escort deliveries to and from the site entrance

The above is detailed on our traffic management plan in Appendix J.

**ix. Storage of materials and equipment**

All materials and equipment must be stored within the contractor's compound. Materials will where possible be delivered on an as needed basis to avoid significant stockpiling within the work area.

**x. Other safety risks**

Fire Safety – All contractors should dispose of waste on a regular basis to prevent the build up of combustible materials. At the end of each working day flammable gas or LPG sources should be turned of and power operated

appliances isolated from the electrical supply. Under no circumstances should cabin heating appliances be left switched on and unattended overnight.

Waste Management - A waste Management Plan has not been produced for this contract however waste skips will be located in the compound on the work site, and all waste will be cleared to these skips as it is created or at the end of each working day.

**Permit to Work** - A permit to work is required for the following

- Excavations
- Hot Works
- Electrical Connections and Testing
- Lifting Operations
- Cartridge Tool Fixing Operations

Other safety risks and the control measures to be applied are recorded within the risk assessments appended in F. These will be reviewed, revised added to and amended as work progresses and all personnel on site have a responsibility for working in accordance with the content of those risk assessments and associated method statements.

Any risks which may arise during construction operations and that are not adequately addressed should be brought to the attention of the Site Manager / Supervisor.

**b) Health risks**

**i. Asbestos**

All employees are aware that the presence of any suspected or potential asbestos containing material which may be uncovered during the course of works should be immediately reported to the client in order that further investigation and removal may be undertaken if required. **(Appendix D)**

**ii. Contaminated land**

Contamination in the land is not expected although a ground investigation has been completed and is included within this file **(Appendix C)**.

All remedial action is to be taken upon the findings of the report once produced.

**iii. Manual handling**

Each contractor is responsible for ensuring that mechanical lifting aids are used wherever reasonably practicable. For those activities where manual handling is unavoidable, personnel involved should have been provided with appropriate training and a suitable assessment of risk should be made.

**iv. Hazardous substances**

Topcon will where practicable specify and select non-hazardous materials and substances for use within this project. If this is not practicable, low hazard substances will be used if reasonably available. No work with hazardous substances will be undertaken unless adequate COSHH assessments have been undertaken first. These assessments will be entered into Appendix E and brought to the attention of the workforce.

Any hazardous substances brought onto site will be stored in the marked secure area within the compound and only such quantities as are required for immediate use will be taken into the building.

**v. Noise and vibration**

Wherever activities entail excessive noise or vibration, the Contractors will take appropriate steps to avoid both harmful exposure for employees and nuisance for other site users and those in adjacent premises. Priority will be given to preventing noise and vibration at source rather than relying on personal protective equipment. In the event of activities requiring prolonged exposure to high levels of noise or vibration, these levels will be measured and an appropriate assessment undertaken to identify the control measures required, and were possible carried outside of the school timetable.

**vi. UV Radiation**

Exposure to high levels of UV radiation from sunlight is not expected to be a significant concern during this project. Should high levels of sunshine be expected or encountered during the external works, employees are instructed to cover exposed skin where reasonable and use sunscreen on areas that will remain exposed.

**vii. Other health risks**

There are underground services identified within the construction site boundaries.

No excavation works will be carried until a full ground investigation and scanning has been completed, incorporating existing drawings and GPRS and Permit to Dig is issued.

**4 The Health & Safety File**  
**a) Layout and format**

The health & Safety File will take the form of hard covered A4 loose leaf four ring binders with the contents in plastic punch pockets. These will be divided and indexed as appropriate. Drawings larger than A4 will be folded to fit the plastic punch pockets. Electronic copies will be in pdf format.

The content of the Health & Safety File will include but will not be limited to the following

- Information on residual hazards
- Key structural principles
- Hazardous materials used
- Copies of test and commissioning certificates.
- Manufacturer's technical literature.
- Manufacturer's guarantees or warranties
- Information required for maintenance, removal or dismantling of installed equipment
- Nature, location and marking of significant services
- As built drawings prepared during the course of the works.

**b) Collection and gathering of information**

Topcon Construction will co-ordinate the gathering of information required for the health and safety file from trades, sub-contractors and suppliers. Any additional material requested must be passed to the principal contractor as soon as is reasonably practicable but in any event no later than practical completion.

**c) Storage of information.**

Information required or provided for inclusion in the health and safety file must be passed to the Site Manager as soon as is possible. It will thereafter, be stored in the site office until forwarded to the main office pending production of the file for the Client.

### **Appendix A – Pre Construction Health & Safety Information**

This appendix contains a copy of the pre-construction health & safety information provided by the Principal designer.

This copy is provided in its entirety however information has been extracted and expanded upon within the preceding construction phase plan.

**(INSERT COPY OF PRE-CONSTRUCTION HEALTH & SAFETY PLAN)**

### **Appendix B – F10**

This appendix contains a copy of the initial F10 submitted by the Principal Designer. Subsequent updates will be inserted as and when issued.

A copy of the most recent F10 will be prominently displayed in the site office

(INSERT COPY OF MOST RECENT F10)

### **Appendix C – Ground Investigation Report**

This appendix contains a copy of the Ground Investigation Report



(INSERT COPY OF GROUND INVESTIGATION REPORT)

#### **Appendix D – Asbestos Management Plan**

This appendix contains a copy of Asbestos Management Plan

The information within the plan is to be reviewed and updated as the contract progresses, and the information transferred to the Health & Safety File for the updating of the Asbestos Management Plan.

(INSERT COPY OF ASBESTOS MANAGEMENT PLAN)

### **Appendix E – Design Risk Register**

This appendix contains the design risk register issued by the Principle Designer.

**(INSERT THE DESIGN RISK REGISTER)**

### Appendix F – Contractors Risk Assessments and Method Statements

Risk assessments and method statements produced by Topcon Construction, sub-contractors or tradesmen should be retained within this appendix for reference.

This should include assessments for hazardous substances used or brought onto site.

Each assessment entered should be logged in the table below for reference.

Risk Assessment register					
Contract Name			Location		
Contractor / Supplier Name	Task / Operation	R/A	M/S	COSHH	Date Completed



6. All visitors are to report to the site office and shall sign the visitors' book.
7. All those entering the site shall wear a hard hat, hi-vis and safety boots at all times. Other appropriate personal protective equipment may also be necessary. Zoning is solely at the discretion of site management. The Site Manager may designate areas as non hard hat areas, based upon a risk assessment.
8. No unauthorized vehicles shall be allowed on site. Parking areas and transport routes as specified within the Traffic Plan must be complied with.
9. All vehicles when reversing or moving through the School grounds too or from the site must be provided with the guidance of a Banksman
10. Contractors must be dressed appropriately at all times.
11. Cartridge tool fixing operations will only be permitted on site with the prior permission of the Principal Designer / CDM Advisor and operated only under the strict controls of a permit to work system
12. No burning of materials will be allowed on site.
13. Contractors must refrain from shouting or using abusive language on the site.
14. All Contractors vehicles and plant are limited to walking speed (5 mph) within the site boundary and curtilage of the School complex
15. All accidents and unsafe situations or occurrences must be reported to the Site Manager immediately.
16. The consumption of alcohol or use of drugs on site is prohibited. Any person suspected on being under the influence of alcohol or drugs will be ordered to leave the site immediately.
17. Adjustment or removal of any part of a scaffold must only be carried out by those trained scaffolders authorised to do so.
18. Temporary signs shall not be removed or covered over.
19. No mains powered radios, mp3 players or similar equipment shall be played on site.
20. No temporary or permanent part of the works shall be damaged or defaced.
21. No plant, materials or material waste shall be removed from the site without the authorisation of the Site Manager.
22. Permits for hot work must be obtained before commencement.
23. Plant and equipment must be operated by authorised and trained persons only.
24. Relevant test certificates/certificates of thorough examination for plant and equipment shall be submitted to the Site Manager before use.
25. All instructions and directions of the Site Manager must be complied with.
26. Risk assessments and method statements to be strictly complied with.
27. No smoking on site.
28. Precautions for the prevention of fire, displayed in the mess facility, must be complied with.
21. Disciplinary procedure for safety or environmental related breaches on this site consists of verbal and written warnings. Serious breaches will be treated as gross misconduct and liable to instant removal from site.

### **Appendix H – Fire Safety Plan**

Topcon Fire Safety Plan and John Harrison Cof E Primary School Fire Safety Plan to be added in this appendix.

**(INSERT FIRE SAFETY PLAN)**





## **FIRE PROCEDURE**

If you discover a fire raise the alarm by shouting “FIRE” and then do one of the following:

**Inform THE Site Manager and give them the details**

Only if it is safe to do so, tackle the fire. Always ensure that there is a safe exit route before attempting to extinguish any fire.

If you hear the fire alarm, or after raising the alarm yourself, follow these instructions:-

- a) Immediately vacate the work area.
- b) Report to the fire assembly point located:

**Next to the entrance on the grass verge**

- c) It is the responsibility of **the Site Manager**, to alert the school and phone the fire brigade and give exact address details before reporting to the fire assembly point.  
**Neil Salmon 07703 122126**  
**John Harrison School 01469 530350**
- d) Visitors will be the responsibility of the person they are visiting. The host must take them to the assembly point
- e) Contractors are the responsibility of the person who engaged them. They too must be taken to the fire assembly point.
- f) Do not re-enter the building until told it is safe to do so by **The Site Manager**, under the instruction from the fire officer



**DO NOT take any risks**

**DO NOT stop to collect personal belongings**

**Appendix I – Site Induction Record**

**Topcon Construction Ltd - SITE INDUCTION FORM**

<b>Project Title:</b>	
<b>Site Manager/Supervisor Name:</b>	
<b>Name of Operative’s Employer:</b>	
<b>Name of Operative (please print)</b>	
<b>Date of this Induction:</b>	

- 1) I have been issued with and have read my Company’s Health and Safety Policy or have had its contents explained to me, I understand it and agree to work in accordance with its conditions.
- 2) If the work I am employed to undertake requires a Method Statement and/or Risk Assessment I will read it or have its contents explained to me prior to commencement of the work to which it relates and agree to work in accordance with the conditions imposed by it.
- 3) I agree to abide by all instructions offered either by letter, formal risk assessment, verbal instruction or sign for the benefit of myself, fellow site personnel and others.
- 4) I understand this site operates a personal protective equipment policy and the wearing of items such as a safety helmet, safety footwear and high visibility clothing are compulsory when on site. Other items such as eye and hearing protection, dust masks, safety harness etc. will be worn when the risk assessment dictates or when instructed by the site manager, supervisor or safety advisor. **(see overleaf)**.
- 5) I have been advised during this induction of the following: -
  - General information advising of specific hazards existing on this site and what to do to avoid those hazards.
  - Who the First Aiders are and where the First Aid Facilities are kept.
  - The welfare facilities which have been provided for me.
  - The location and findings of the R&D asbestos survey
  - The location of any existing services
  - The emergency procedures which are in place and what I must do in the event of an emergency situation on site.
  - I understand that I must not operate any plant or machinery, which I am not, qualified, certified or authorised to use.
  - I must report any incidence of breach of good health and safety practice including damaged or malfunctioning equipment, inadequate access/egress, breach of site rules, trespass onto site by unauthorised persons etc. to the site manager/manager/foreman immediately.
  - I understand any person suspected by site supervision of being under the influence of drugs or alcohol will be immediately excluded from site.
  - I understand any person displaying violent or abusive behaviour will result in instant dismissal from site.

Inducted Operative’s Signature: ..... Dated:.....

**REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT ON SITE**

**Every individual working on, or visiting this site is required to complete one of these forms upon arrival. The site manager may deem it necessary for personnel who have been absent from this site for any significant period of time to be re-inducted**

Item of PPE	Compulsory Requirements
HEAD PROTECTION	At all times on site – there are no exclusions to this rule.
FOOT PROTECTION (Toe and sole protectors)	At all times on site – there are no exclusions to this rule.
HIGH VISIBILITY CLOTHING	At all times on site – there are no exclusions to this rule.
HEARING PROTECTION	<p>Where mandatory signs (White on Blue) have been erected indicating that the wearing of hearing protection is compulsory.</p> <p>When indicated by a risk assessment, safe system of work etc.</p> <p>When operating noisy equipment (when no assessment has been carried out) and where you have to shout to make yourself heard to someone standing 2 meters away.</p> <p>When instructed by the site manager, supervisor or the health and safety advisor.</p>
EYE PROTECTION	<p>When grinding or cutting with abrasive wheels, Stihl or circular saws.</p> <p>When indicated by a risk assessment, safe system of work etc.</p> <p>When welding, hot cutting or brazing.</p> <p>When working in dusty environments.</p> <p>When chasing out, drilling or core drilling.</p> <p>When working with pumped concrete or other pumped materials.</p> <p>When using air lances, jack hammers or other compressed air equipment.</p> <p>When instructed by the site manager, supervisor or the health and safety advisor.</p>
RESPIRATORY PROTECTION	<p>When indicated by a risk assessment, safe system of work etc.</p> <p>When working in dusty environments</p> <p>When instructed by the site manager, supervisor or the health and safety advisor.</p>

**Appendix J – Traffic Management Plan**

**(INSERT TRAFFIC MANAGEMENT PLAN)**





### Appendix K – Global Risk Assessment

To be completed by Topcon management before the start of the contract; significant risks will be identified and where necessary suitable risk assessments (RA) and method statements (MS) will be produced and/or control measures to be adopted outlined.

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Existing environment:						
Topography						
Access to site	x	x	Y	N	N	Site Induction, Tool Box talk Subcontractors and suppliers informed on orders of restricted times. Adequate warning signage
Contaminated ground						
Ground conditions / unstable ground						
Ground water						
Underground services	X	X	Y	Y	Y	Safe Systems of Work
Overhead services	x	x	Y	N	N	Site Induction, warning signs
Traffic restrictions	x	x	Y	N	N	Access/egress will require banksman Traffic Management plan. Restricted vehicle movements during school breaks and peak times
Railways						
Flight paths						
Existing plant or works						
Residential buildings						

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Occupied buildings						
Schools/hospitals	x	x	Y	N	N	Works area segregated from School activities. Daily liaison between school and Site Manager/Supervisor
Existing noise						
Existing dust						
Existing fumes						
Others, list:						
Scaffolding	x	x	Y	Y	Y	Specialist contractor
Working at height	x	x	N	Y	Y	Competent trained operatives. PASMA trained operatives for tower scaffold erection and certified operators for MEWPS
Steel erection						
Confined spaces						
Work adjacent to or over water						
Work on/adjacent to highways						
Work on or adjacent to railways						
Temporary works	x	x	N	Y	Y	All scaffolds to be designed by competent Scaffolding Contractor

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
Site clearance	X	X	N	Y	Y	Safe Systems of Work
Bulk muck shift	X	X	Y	Y	Y	Specialist Contractor
Concreting	X	X	N	Y	Y	Site specific Risk Assessment, Competent trained personnel
Roofing	x	x	N	Y	Y	Specialist subcontractor. Internal fall prevention and external independent scaffold
Brickwork	X	X	N	Y	Y	Site Specific Risk Assessment, Competent trained personnel
M & E	x	x	N	Y	Y	Specialist sub contractors – Hot work permits, isolation certificates
Asbestos						
Site fencing	X					
Surfacing						
Flag laying						
Site traffic management	X	X	N	Y	N	Segregate site banksman monitor traffic on and off Traffic management plan
Excavations						
Lifting: MEWPS	x	X	Y	x	x	Competent trained personnel

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
FLT						
Hoists						
Craneage						
Demolition						
Site radiography						
Piling						
Explosives						
Waste disposal	x		N	N	N	Licensed carrier
Welding						
Diving						
Holes / ducts through floors						
Site security	x		Y	N	N	Site segregated by existing palisade fencing. Works areas segregated by heras fencing
Compressed air						
Cutting/burning						
Cartridge tools						
Fragile material						
Fire	x		N	N	N	Site Fire Plan
Welfare	x		N	N	N	Fully maintained welfare
Others list:						
Security/fencing	x		N	N	N	
Pedestrian access to site	x		N	N	N	Site Traffic management plan. Segregate plant

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
						movements from pedestrians
Movements of plant						
Noise	x		N	Y	N	Correct PPE.
Dust	x	X	N	Y	N	Dust suppression following risk assessment
Parking	x		N	N	N	Parking in site compound
Fire	x		N	N	N	Site fire plan, site induction
Storage of materials	x		N	N	N	Designated areas
Others list:						
Health risks						
Asbestos						
Sharps						
Wells disease						
COSHH	x	X	Y	Y	N	Inductions, tool box talks, COSHH data sheets
Manual handling	x	X	N	Y	N	Inductions, tool box talks, manual handling risk assessment
Vibration	x	X	N	Y	N	Inductions/ vibration monitoring workplace exposure times
Noise	x	X	N	Y	N	Inductions. Hearing protection zones, monitoring

Identified hazard	(a) Applicable	(b) Significant risks	(c) Identified in pre-tender safety plan (Y/N)	(d) R A required (Y/N)	(e) M S required (Y/N)	(f) Solution / control measure to be adopted
						workplace exposure times. Correct PPE
Night working						
Lone working						
Office installation						
Electrical installation						
Drainage						
Gas cylinders						
Fire (certificate)						
Signage						
Cleaning						
Fencing						
Security						
Materials storage						
Others, list:						