



**LONGMEADOW
(SUFFOLK) LTD**

**CONSTRUCTION
PHASE PLAN**

**STARBUCKS
LAND ON MANNABERG WAY
SCUNTHORPE
LINCOLNSHIRE
DN15 0XF**

PROJECT TITLE: STARBUCKS, SCUNTHORPE			
Site address:	Land on Mannaberg Way, Scunthorpe, Lincolnshire, DN15 0XF		
Start date:	3rd April 2023	Duration:	16 weeks
Contracts manager:	Thomas Emmett		
Site manager:	Dave Roberts		

SUMMARY OF AMENDMENTS MADE / EVIDENCE OF REVIEW

DATE	ACTION TAKEN	By

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1.0 DETAILS OF PROJECT

PROJECT TITLE:

STARBUCKS, SCUNTHORPE

LOCATION:

LAND ON MANNABERG WAY
SCUNTHORPE
LINCOLNSHIRE
DN15 0XF

CLIENT:

BURNEY ESTATES DEVELOPMENT LTD

1.01 Nature of Construction Work and Outline Description of the Project

The nature of the project generally consists of internal refurbishment of the existing floors. Construction works consist of, but are not limited to the following activities;

- Structural alterations and re configuration;
- Associated deconstruction activities;
- Formation of new openings / new doorways and emergency exits;
- Associated steelwork installations and the construction of a new mezzanine floor;
- Reconfiguration of existing commercial areas including timber and block partitioning;
- Installation of suspended ceiling grid and instead ceiling tiles;
- Localised surface repairs / replacements;
- Associated electrical and mechanical installations, alterations and commissioning activities;
- Associated joinery installations;
- Removal and replacement of floor coverings;
- Decoration

1.02 Main Duty Holders

Main Duty Holders	
Client	Burney Estates Development Ltd
Contact name	Darren Burney
Principal designer	Dovetail Architect
Contact name	Craig Overy
Designer	Hayden Evans
Contact name	Mike Reed
Principal Contractor	Longmeadow (Suffolk) Limited
Contact name	Aaron Cooper

1.03 Timescale for Completion of Construction Work

Planned start for construction phase	3rd April 2023
Planned duration of the construction phase	16 weeks

1.04 HSE Office

Health and Safety Executive
Construction Division
Rose Court
2 Southwark Bridge
London
SE1 9HS

Area Health and Safety Executive
Construction Division
19 Ridgeway
9 Quinton Business Park
Quinton
Birmingham
B32 1AL

1.05 Notification to Health and Safety Executive

Initial:

None notifiable project

Additional:

None notifiable project

1.06 Management Statement on Health and Safety

It is the objective of Longmeadow (Suffolk) Limited and the Construction Phase Plan to eliminate, as far as reasonably practicable, all accidents and dangerous occurrences as defines in the Health and Safety Executive Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

1.07 Project Goal

The project goal is to complete the construction works achieving a target of “ZERO” reportable accidents or dangerous occurrences as defined within RIDDOR 2013.

Adherence to the principles and rules contained in this Construction Phase Plan and co-operation between all parties involved in the works should allow this target to be achieved.

1.08 Existing Site Restrictions

The project will be conducted in close proximity of the existing traffic and pedestrian systems implemented around the external site boundary.

1.09 Information regarding existing records

2.0 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

2.01 Introduction

The following procedures detail the structure and responsibilities for the management of Health and Safety during the project.

2.02 Nominated Responsibilities

The sprites with nominated responsibilities as defined in the Construction (Design and Management) Regulations 2007 & 2015 are as follows;

PRINCIPAL CONTRACTOR	
ADDRESS	Longmeadow (Suffolk) Limited Elm House Stowmarket Road Stowupland Suffolk IP14 4DS
CONTACT	Aaron Cooper
TELEPHONE	07818 417964

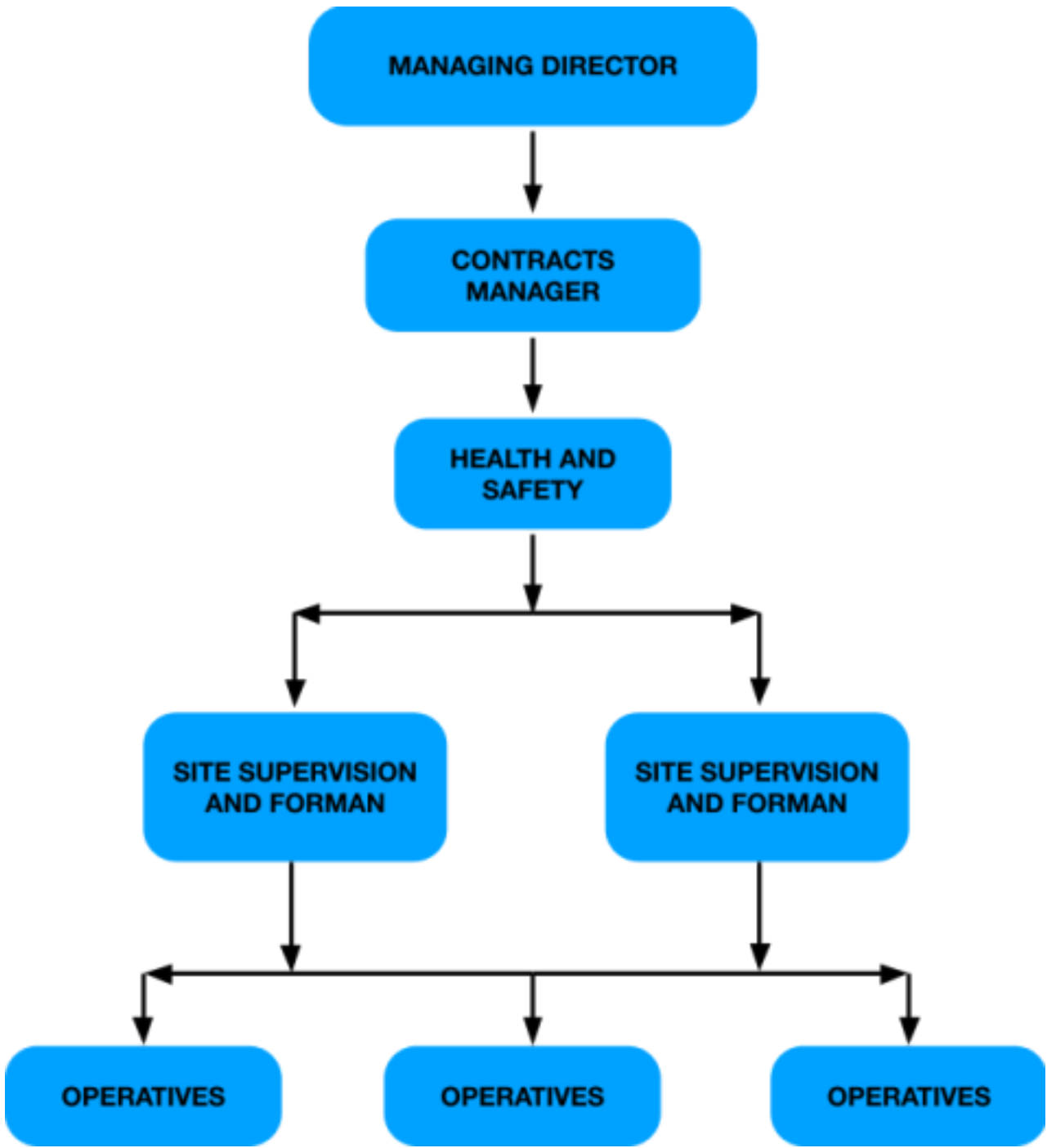
CONTRACTS MANAGER	
ADDRESS	Longmeadow (Suffolk) Limited Elm House Stowmarket Road Stowupland Suffolk IP14 4DS
CONTACT	Thomas Emmett
TELEPHONE	07340 994407

SITE FOREMAN	
ADDRESS	RMJ Plant Hire

	Mordanny The Allways Milwich Staffordshire ST18 0EG
CONTACT	Dave Roberts
TELEPHONE	07581 089314

2.03 Contractor Health and Safety Management Structure

Longmeadow (Suffolk) Limited Health and Safety Management Structure is as follows;



ORGANISATION

Contract Managers Responsibilities: Mr Thomas Emmett

As the Contract Manager of Longmeadow (Suffolk) Limited for this project, I shall have overall responsibility for all matters regarding Health and Safety, and will, throughout the organisation structure, obtain approval for any actions not delegated to Supervisors and the Site Foreman through the organisation schemes of delegated powers, and to seek adequate funding for Health and Safety.

The Contract Manager shall;

- Ensure that the organisation meets its statutory requirements relating to Health and Safety at work;
- Through nominated supervisors, ensure that all employees comply with all the statutory requirements relating to Health and Safety at work;
- Through nominated supervisors, ensure full compliance and complete understanding of the Health and Safety Policy, Construction Phase Plan and its safety procedures by all its employees;
- Ensure that any other parties that are brought in to assist the work, whether for gain or otherwise, has received the appropriate Health and Safety Policy, and shall comply to any Health and Safety Legislation and related standards set out by this organisation;
- Through nominated employees, ensure that regular reviews and development of this Construction Phase Plan take place and publish this information to all employees;
- Consider recommendations for Health and Safety training for new or relocated employees and for those affected by new Health and Safety Legislation or Site Rules.

Site Foreman Responsibilities: Mr Dave Roberts

- Ensure that all employees and contractors shall understand and have read a copy of the Construction Phase Plan, Risk Assessment and Method Statement implement and continuously apply the requirements for Health and Safety and any other notices and amendments issued from the Director;
- Ensure full use of any safety equipment and personnel protection by employees for whom they are responsible;
- Comply with the requirements of any first aid;
- Ensure that all employees understand any fire precautions applicable to their work. • To arrange for or carry out any training, site induction and toolbox talks necessary for their work and the site constraints;
- To make recommendations to the Director for any additional training considered necessary;
- Anticipate any hazards, and act accordingly within the requirements of the law; • Ensure that employees are aware of their legal requirements to record injuries within the Accident Book or nominate someone to carry out the duty on their behalf; • Investigate circumstances of accidents and complete the accident report; • Set good examples in Health and Safety behaviour;
- Have a thorough working knowledge of the work they or their employees are undertaking;
- Ensure that statutory forms and notices are completed as required by legislation;

- Ensure that employees are given information and training relating to Health and Safety issues;
- Bring to the attention of the Director, all urgent matters connected with Health and Safety.

3.0 PROJECT RELATED HEALTH AND SAFETY STANDARDS

3.01 Introduction

The Health and Safety standards on the project will be as required by statutory legislation and the terms and conditions of Longmeadow (Suffolk) Limited Health and Safety Policy.

3.02 Legislation

Statutory legislation relevant to the project will include (but not be limited to):

- Health and Safety at Work etc Act 1974
- Corporate Manslaughter Act 2008
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2007 & 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Electricity at Work Regulations 1989
- Health and Safety (First Aid) Regulations 1981
- Personal Protective Equipment Regulations 1992
- Control of Noise at Work Regulations 2005
- Control of Noise and Vibration at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Working at Height (Amendment) Regulations 2005
- Health and Safety (Signs and Signals) Regulations 1996
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Corporate Manslaughter and Corporate Homicide Act 2007
- Health and Safety (Offences) Act 2008
- Health and Safety (Fees) Regulations 2012

3.03 Other relevant standards

Other relevant standards to be adhered to on the project include;

Longmeadow (Suffolk) Limited Health, Safety and Environmental Policy and this Developed Construction Phase Plan.

4.0 RISK ASSESSMENT

4.01 Introduction

Risk assessments are to be conducted as and when required under the Management of Health and Safety at Work Regulations 1999 or other relevant legislations.

Contractors are required to submit completed risk assessments to Longmeadow (Suffolk) Limited to a minimum of 5 days prior to work commencing on site.

4.02 Identified Hazardous Activities

The following foreseeable hazardous activities relevant to the project have been identified:

- Site set up and site establishment;
- Interface with third parties;
- Use of sub-contractors
- Work at heights
- Existing services
- Vehicle movement
- Material handling
- Construction noise, dust and vibration
- Deconstruction/Structural alterations
- Hot work activities
- Asbestos materials

All contractors shall submit method statements detailing control measures, work method and permit requirements to control those hazardous activities relevant to the contractors work. Method statements are to be submitted a minimum of 5 days prior to work commencing.

4.03 Review of Risk Assessments

The process of risk assessment is on-going. All contractors shall be responsible for reviewing their respective risk assessments when required (i.e. inclement weather, change in machinery/working practice, etc).

Additionally, contractors shall be required to review their risk assessment when instructed by Longmeadow (Suffolk) Limited.

4.04 Risk Assessment Matrix

A copy of Longmeadow (Suffolk) Limited risk assessment for foreseeable risks is contained at section 4.05 of this document.

Risk assessments are a result of identification of the hazard, those at risk, and the

likelihood of that risk being realised and the potential severity which as a result of the risk being realised.

Longmeadow (Suffolk) Limited risk assessments for this project are calculated using the following rating guides;

Severity Rating

HIGH - Death, major accident, reportable disease.

MED - Over 7 day lost time accident, medical treatment injury, major equipment damage.

LOW - Other first aid personal injuries, minor equipment damage.

Likelihood Rating

HIGH - Almost certainly occur.

MED - Could occur.

LOW - Almost certainly will not occur.

Risk Rate (as per evaluation table below)

HIGH - Unacceptable risk. Work cannot commence until adequate measures are in place to reduce the risk to an acceptable level.

MED - Significant risk. Further measures required to coordinate activities and control the risk/residual risk to health (i.e. PTW, etc).

LOW - Insignificant risk. Activity adequately controlled. Stop assessment and monitor activity.

	Severity		
Likelihood	High	Medium	Low
High	High	High	Medium
Medium	High	Medium	Low
Low	Medium	Low	Low

Evaluation of Risk

5.0 SUBCONTRACTOR MONITORING AND ASSESSMENT

5.01 Introduction

All contractors involved in the works must be competent and allocate sufficient resources to the project to allow, as far as is reasonably practicable, the project to be conducted without risk to Health and Safety. This relates not only to the Health and Safety of persons involved in the works, but other parties who may be affected by the works.

These are of particular relevance due to the works being conducted in close proximity to other occupied commercial premises and the known movement of the operatives around the site.

5.02 Monitoring and assessment of Sub-Contractors

Longmeadow (Suffolk) Limited undertakes a continual performance assessment of all its subcontractors and a specific heading under this assessment is "SAFETY". The safety performance of sub-contractors will be continuously assessed on site by the Site Foreman during normal Health and Safety monitoring in accordance with company policy.

Site monitoring on a daily basis shall be undertaken by the Site Foreman. Periodic monitoring and performance assessment during this project shall be carried out by Longmeadow (Suffolk) Limited retained Health and Safety Consultants.

6.0 PROJECT COMMUNICATION

6.01 Introduction

The successful completion of the construction phase relies on effective communication and coordination regarding Health and Safety site management.

The following minimum requirements are to be implemented and maintained during the construction phase.

6.02 Project Coordination Meeting

Coordination will be conducted during progress meetings (dates and frequency to be determined but it is envisaged that fortnightly Contractor/Client meetings will be held).

6.03 Daily Site Coordination

The Site Foreman will hold a daily coordination meeting with contractors on site at 08:00 hours each working day. All contractors are to ensure they have a representative attend to allow coordination of work and discussion of safety related issues if necessary.

6.04 Information of Hazardous Activities/Areas

The Site Foreman shall communicate this information to all site based operatives regarding access into the site boundary and procedures to prevent unauthorised access into the site boundary.

Tool box talks shall be undertaken by the Site Foreman as required for all potential hazardous activities identified within the construction period, including;

- **Traffic and Pedestrian Management**
- **Site Deliveries and Waste Removal**
- **The Potential Close Proximity of Third Parties and the General Public**
- **Unauthorised Access on Site**
- **Working at Height**

A site specific risk assessment and method statement shall be carried out for any working at height activity as required prior to the commencement of the works.

6.05 Procedures for Dealing with Design Changes

Those design changes that have Health and Safety implications are to be brought to the attention of the CDM Co-Ordinator. Procedure is to be established with the Design Team in order to ensure that the CDM Co-Ordinator has opportunity to review appropriate design risk assessments and co-ordinate with Longmeadow (Suffolk) Limited and their nominated supply chain. Longmeadow (Suffolk) Limited shall implement and require amendments to the Construction Phase Plan.

6.06 Design Development for Designers / Contractors Design Elements

Longmeadow (Suffolk) Limited shall ensure that as the design develops throughout the construction phase, the appointed designers produce risk assessments for all aspects of the design, as well as principles of design as required.

Items that may create significant hazards must be circulated to relevant team members, including the CDM Co-Ordinator.

Longmeadow (Suffolk) Limited shall provide, as and when applicable, information regarding programming in relation to contractor design elements in order to facilitate

coordination. Risk assessments will subsequently be required from the Designers.

Longmeadow (Suffolk) Limited shall access the competence of their Designers that they appoint.

7.0 ARRANGEMENT FOR THE CONTROL OF SIGNIFICANT RISKS

7.01 Introduction

The following requirements are to be implemented during the project. Further development will take place as required during the work to manage other hazardous activities, which may arise during the work.

7.02 Plant, Tools and Equipment

All plant, tools and equipment used on the site must be fit for purpose, adequately maintained and used in accordance with manufacturer's instructions.

Contractors are to maintain a record of plant and equipment on site, which is to include maintenance records.

The Site Foreman shall ensure that all plant and equipment used on this project shall be in accordance with the manufacturer's instructions and appropriate existing legislation.

All plant and equipment used on site shall be certified and tested under PUWER 1998 and will be PAT Tested accordingly in accordance with the manufacturer's instructions and recommendations.

7.03 Training Requirements

All persons must receive the Contractor Site Induction at SECTION 12.0.

No person shall erect, modify or operate any plant or equipment unless they are in possession of a certificate of training relating to the plant or equipment and are competent to do so.

Longmeadow (Suffolk) Limited shall retain a record of employees and their relevant training, tool box talks, site inductions and CPCS training, which is to be available for inspection.

7.04 Hazardous Substances

All hazardous substances brought onto or used on the site are to be subject to a COSHH Assessment.

A copy of the COSHH Assessment and the Manufacturer Safety Data Sheet (MSDS) will be

forwarded to Longmeadow (Suffolk) Limited from their nominated supply chain, prior to any substances being brought onto site.

7.05 Electrical Equipment

Only 110v electrical equipment is to be used on site.

In the event of a higher voltage electrical appliance being required, contractors must conduct a specific risk assessment and demonstrate that lower voltage equipment cannot be used.

All electrical equipment must be subject to ongoing maintenance, tests and all data of portable appliance testing held onsite.

7.06 Construction Noise

Equipment which noise levels exceed 80dBA requires the provision of adequate signage. Additionally, information is to be given to personnel involved in the work who may be affected by those noise levels as to the location of the noise and the location of suitable hearing protection.

The following equipment has been identified as producing noise levels in excess of the 80dBA and the provision of adequate signage and wearing of hearing protection is mandatory when the equipment is used;

- Pneumatic Breakers
- SDS Drills

It is recognised that potentially the construction work will be conducted during times when other parties may be within the occupied premises.

To minimise disruption to third parties from the construction noise, the following requirements are to be met;

- Construction noise will be minimised through distance of work activities from occupied premises;
- All generators, pumps, plant, etc are to be positioned away from the occupied premises and all manufacturer's sound enclosures are to remain shut whilst the equipment is operating;
- All plants and equipment that can be, must be fitted with silencers.

7.07 Mobile Plant/ Vehicles

All mobile plant/vehicle brought onto site must meet all relevant statutory requirements applicable to the plant/vehicle.

Mobile plants must meet with the requirements of PUWER 1998 and in accordance with

the manufacturer's instructions and guidance.

Plant movement affecting the external site boundary shall be conducted with adequate traffic management systems in place or monitored by a competent banks man, as and when required.

7.08 Material Handling

Mechanical lifting aids are to be used where practicable to reduce the need for and effects of manual handling.

When manual handling is essential, operatives are to adopt correct kinetic lifting techniques.

All operatives on site shall have received Manual Handling Training in accordance with the Manual Handling Regulations 1992 and the risk assessment undertaken.

7.09 Fire Precautions

Site specific fire precautions are to be arranged and detailed at SECTION 8.0 Emergency Procedures.

7.10 Housekeeping

Housekeeping is to be kept to the highest standard during the work.

All contractors are to ensure their work area is kept clean and free from excess debris and obstructions.

If a contractor commences work in an area, which has been previously occupied by another contractor, the contractor must highlight poor housekeeping to Longmeadow (Suffolk) Limited prior to commencing work.

If work commences in the area without notification of poor housekeeping, the contractor shall assume responsibility for the area and cleanliness of the area.

7.11 Lifting Operations

All lifting operations are to be planned by a competent person and all lifting appliances and equipment shall meet with statutory requirements relating to test and inspections of the appliance/ equipment.

7.12 Excavations

Existing services drawings shall be consulted prior to undertaking and excavations.

The area shall subsequently be CAT scanned to ensure that the records are correct and any unidentified services are located.

Only when all operatives are aware of the services in the excavation area shall work

commence.

7.13 Personal Protective Equipment (PPE)

The minimum PPE for the construction work will be;

- Hi-Visibility Vest;
- Safety Footwear;
- Head Protection;
- Safety Harness as and when applicable;
- Face Fitted Dust Masks and Eye Protection as and when applicable.

Other PPE/RPE shall be worn as required under the Risk Assessment procedure.

7.14 Hot Work

Hot work activities may only be conducted when suitable hot work precautions have been put in place.

The area is to be free from combustible materials and a suitable fire extinguisher held local to the area of the hot work activity.

Hot work is to be conducted under the control of a Hot Work Permit issued by Longmeadow (Suffolk) Limited (Permit to Work System).

7.15 Environmental

No contaminated land hazardous to health has been identified.

Construction waste is to be disposed of within the designated areas adjacent to the site boundary area and collected periodically by using a grab machine, which are to be positioned locally to the construction areas and within a designated area.

7.16 Existing Services

Only trained and competent operatives, to the 17th Edition IEE Wiring Regulations and Gas Safe Registered shall work on the existing services and under the control measures as required.

Risk Assessments and Method Statements shall be implemented prior to commencing of the works.

b) HEALTH RISKS

7.17 Asbestos

NO WORKS MUST COMMENCE TO ANY AREA WHICH HAS NOT RECEIVED AN ASBESTOS SURVEY, AND ANY ASBESTOS IDENTIFIED REMOVED OR MANAGED AS APPROPRIATE.

7.18 Noise, dust & vibration

All works will be undertaken to keep noise and dust to a minimum and all necessary precautions will be taken to reduce the risks and provide protection to the individual operatives. Non-essential persons will be excluded from the area where works are being undertaken creating dust, noise or vibrations. Works will be organised to ensure compliance in these areas to Workplace Exposure Limits.

For works which create dust, a dust extraction system will be used. Operatives will be required to wear respiratory protective equipment and will be required to be face fit tested.

7.19 Exposure to UV radiation (from the sun)

Operatives will be required to wear suitable clothing that provides adequate protection from UV rays. Operatives will also be encouraged to wear a hat with a peak and a brim or flap to cover the neck and ears. We will advocate the use of a high factor sun cream and this will be provided by the employer as a PPE requirement. Operatives will be advised to take their breaks in the shade and work will be programmed to minimise exposure.

8.0 WELFARE ARRANGEMENTS

8.01 Introduction

The following welfare arrangements are to be in place.

8.02 First Aid

All first aid injuries are to be treated regardless of type of injury and will be entered into the accident book.

The trained First Aider for the project is Mr Dave Roberts with the onsite support of Aaron Cooper, and the nearest Accident and Emergency Department is:

Scunthorpe General Hospital,

**Cliff Gardens,
Scunthorpe,
DN15 7BH**

A first aid kit suitable for the number of persons on site will be held within the site boundary. A suitable safety sign will be posted to provide unambiguous information as to the location of the first aid kit and the person in charge.

8.03 Restroom Facilities

Eating and drinking is not permitted in the construction area. Suitable restroom facilities will be provided by Longmeadow (Suffolk) Limited and shall be fully established prior to commencing any works on site.

8.04 Washroom / WC Facilities

Suitable washing and toilet facilities will be provided and shall be in accordance with the Construction (Design and Management) Regulations 2007 & 2015.

Washroom facilities will include provision of warm water for washing.

8.05 Vehicle Parking / Deliveries to Site

Deliveries to the site will obtain access via Mannaberg Way.

Parking and deliveries shall be directed to the front elevation of the site and all offloading/loading shall be conducted within the confines of the construction compound area only.

Vehicles shall be under the control of a competent banks man at all times when access/egress from site is required.

As vehicle parking is restricted, contractors are advised to vehicle share as and when applicable.

Vehicle movements affecting local traffic/pedestrian routes around the site boundary shall be conducted with adequate traffic management systems in place or monitored by a competent banksman.

The entire construction site is to be fenced with 2m high metal HERRIS fencing to alleviate any issues or potential for non-construction traffic to incorrectly access any of the proposed works, but still leaving a direction of flow and parking for all surrounding businesses.

Vehicles will have a wheel washing facility on site prior to any vehicles exiting to rejoin the highway, when the new access road is under construction.

The below plan is to be used and adopted, and when material vehicles are approaching and leaving the site, a competent banksman will be provided to remove any risk to other shared car park users at these times

8.06 Site Security

Security of site establishment and machinery/plant will be by containment within the secured site compound area within Longmeadow (Suffolk) Limited construction site boundary.

Longmeadow (Suffolk) Limited Site Foreman shall maintain the site boundary security, as far as is reasonably practicable, at all times.

9.0 INFORMATION AND TRAINING

9.01 Introduction

All persons will be required to attend the site-specific induction training course for the works, which will include relevant Health and Safety information required by persons involved in the works.

Names of personnel attending site induction are to be held within the site office area.

9.02 Passing of Information to Employees

Information shall be passed as required, to employees throughout the works.

The format will be in the form of tool box talks covering the safety method statement for the works the person is involved in.

Additional toolbox talks will be conducted in accordance with SECTION 11.02 or as instructed by Longmeadow (Suffolk) Limited.

9.03 Training Requirements

Where minimum training standards are required (as indicated within SECTION 7) or are required by statutory legislation, evidence of training from an approved training provider is to be held on site (i.e. FAA approved first aid at work training, etc).

All Longmeadow (Suffolk) Limited operatives have received the following independent

training in accordance with existing legislation and shall form the minimum standard to be implemented on this project;

- Asbestos Awareness Training
- Working at Height
- Manual Handling

10.0 CONSULTATION WITH EMPLOYEES

10.01 Introduction

Employees are to be consulted on matters, which affect their health, safety and welfare.

10.02 Toolbox Talks

Toolbox Talks will be conducted by the Site Foreman when the need arises as a result of an accident/ incident or identified trends in unsafe acts/conditions.

All persons are to sign as having received and understood the content of the Toolbox Talk and persons are expected to enter into the spirit of the talk by discussing only matters relating to the topic under discussion.

11.0 INFORMATION FOR INCLUSION WITHIN HEALTH AND SAFETY FILE

11.01 Introduction

The following information is to be forwarded to Longmeadow (Suffolk) Limited from their nominated sub-contractors, to allow inclusion of the following information for the Client and for any additional Health and Safety File produced.

This information shall then be forwarded onto the CDM Co-Ordinator for the end of the project.

11.02 Information for Inclusion

Information required will include, but not be limited to the following:

- Review information which may be useful to assist in safe working practices during future works, maintenance work or demolition work conducted in the area;

- Commissioning certification;
- Technical Information;

- As built drawings;

- Details of any hazards discovered but not removed during the construction period;

- Any other information you think may be relevant to the management of Health and Safety associated with future construction work or maintenance.

12.0 HEALTH AND SAFETY MONITORING

12.01 Introduction

The following monitoring procedures are to be adopted to identify unsafe acts/conditions and allow action to be taken to reduce risk and prevent any recurrence.

12.02 Site Inspections

Longmeadow (Suffolk) Limited Site Foreman shall conduct a daily visual inspection of the construction area.

Additional formal inspections will be conducted in accordance with company policy.

12.03 Contractor Inspections

Longmeadow (Suffolk) Limited Site Foreman with their nominated sub-contractor representative shall conduct a daily visual inspection of their work area.

Additional formal inspections will be conducted in accordance with the contractor's company policy.

13.0 PROJECT REVIEW

13.01 Introduction

Project review is an essential tool to allow the lessons learned during the construction phase to be communicated and acted upon on future works.

13.02 End of Phase / Task Review

At the end of each phase or specific hazardous task/ activity, the Site Foreman shall, if appropriate, review the task/ activity and record any information of good practice, difficulties experienced or any other information, which may be useful on further works.

If relevant, a copy of the review documentation will be forwarded onto the Client.

14.0 EMERGENCY PROCEDURES

14.01 Introduction

In the event of any emergency, all persons are to cooperate with the instructions of Longmeadow (Suffolk) Limited Site Foreman and the emergency services.

14.02 Action in the Event of Fire

In the event of a fire, the site is to be evacuated immediately.

A fire assembly point will be established at a suitable point within the front elevation of the unit and all persons are to muster at this point to allow identification of persons missing.

FIRE ASSEMBLY POINT WILL BE IDENTIFIED AS PART OF THE SITE INDUCTION

In the event of a fire, the Site Foreman, or any party discovering a fire, shall immediately raise the alarm at the Designated Fire Point and Fire Horn, which is located adjacent to the proposed construction area.

14.03 Accident / Incident Investigation and Reporting

All accidents and incidents will be investigated to determine the root cause and allow corrective action to be taken to prevent any recurrence.

All accidents will be entered into the accident book, which will be held on site.

All accidents shall be externally investigated by Longmeadow (Suffolk) Limited Health and Safety Consultants.

14.04 Notifiable Accidents and Dangerous Occurrences (RIDDOR 2013)

In the event of a reportable accident or dangerous occurrence, as defined with RIDDOR 2013, Longmeadow (Suffolk) Limited is to be informed immediately, Longmeadow (Suffolk) Limited shall then inform the Client.

Longmeadow (Suffolk) Limited shall be responsible for ensuring correct reporting procedures are adopted and shall keep the Client and CDM Co-Ordinator regularly updated throughout the investigation and reporting process.

A copy of all completed documentation relating to the investigation and reporting are to be forwarded from the relevant parties to Longmeadow (Suffolk) Limited within 48 hours and is to include action taken to prevent any recurrence.

14.05 Fire Action Notice

ACTION IN THE EVENT OF FIRE

IF YOU DISCOVER A FIRE

Raise the alarm by shouting "**FIRE, FIRE, FIRE**" or sound the Fire Alarm / Fire Horn.

Only attempt to fight the fire if it is safe to do so with the correct

appliance. Leave the area and report to the Fire Assembly Point at:

LOCATION SHOWN ON SITE PLAN

...and await further instructions.

ON HEARING THE ALARM RAISED, THE SITE FOREMAN SHALL:

Telephone the Emergency Services by dialing **999** and give the following information:

- Name;
- Company Name;
- Location of Fire;
- Residual known Hazards;
- Location of Personnel to Meet the Emergency Services

Leave the area and report to the Fire Assembly Point with the Site Personnel/ Visitors Register.

Conduct a roll call to determine if persons are missing.

Dispatch one operative to the entrance point to meet with the Emergency Services.

**IMMEDIATELY INFORM OTHER THIRD PARTIES AND ADJOINING RESIDENTS THAT
MAY BE AFFECTED BY THE FIRE.**

15.0 SITE RULES / SITE INDUCTION PROCEDURE

15.01 Introduction

The following information forms the construction phase specific induction procedure. It forms the basis of the site rules and conditions.

All persons are required to sign as having received and understood the induction and a copy will be displayed in the Site Office where any person is allowed access to reacquaint themselves with the content, if required.

15.02 Site Induction Content

The nature of the project generally consists of internal refurbishment of the existing ground floor areas of the building.

The Principal Contractors are Longmeadow (Suffolk) Limited.

Longmeadow (Suffolk) Limited Site Foreman is Mr Dave Roberts.

Site Safety Rules and Benchmarking Standards

- No person is allowed to carry out any work unless they have received the site specific induction. A register of persons inducted will be maintained and held on site. Any person found on site that has not received this induction will be removed from the site, regardless of position or status.
- It is the requirement of Longmeadow (Suffolk) Limited under this project to ensure that all operatives shall read and understand Longmeadow (Suffolk) Limited Risk Assessment and Method Statement that have been undertaken and any Subcontractor Risk Assessment.

- The project goal is to complete the construction work with “ZERO” reportable accidents or dangerous occurrences.
- Access/ egress to and from the site via Mannaberg Way and all persons attending the site must sign in and out of the site register. This is particularly important as it allows missing persons in the event of an emergency to be identified. Vehicle access/egress from site is to be under the control of a competent banks man.
- Site welfare facilities are located in the rear car park area, which shall be identified during the Site Induction. All persons are to ensure they wash thoroughly before eating or drinking.
- First Aid is located in the Longmeadow (Suffolk) Limited site vehicles and the Site Foreman is the responsible person in charge of the equipment.
- The trained First Aider for the project is Mr Dave Roberts with the onsite support of Aaron Cooper, and the nearest Accident and Emergency Department is situated at:

**Scunthorpe General Hospital,
Cliff Gardens,
Scunthorpe,
DN15 7BH**

- All accidents and incidents are to be reported and all cuts are to be cleaned and dressed. Additional medical assistance and emergency treatment is to be obtained by contacting the Site Foreman who will summon the emergency services / contact 999 as required.
- In the case of fire or emergency, all persons are to report to the assembly point, which will be identified during site orientation.
- In the event of a fire, the Site Foreman, or any party discovering a fire, shall immediately raise the alarm at the Designated Fire Point and Fire Horn, which is located adjacent to the proposed construction area.
- All Hot works and electrical service work is to be conducted under the control of a Permit to Work System.
- You must not operate any plant or equipment unless you are trained and competent to do so.
- PPE for the work will be a minimum of:
 - Safety Helmet;
 - Safety Footwear;
 - Hi-Visibility Jackets/Vests

Other PPE and RPE will be available and worn as befits the work or is indicated on relevant method statements/ permits for the works.

Smoking on site is strictly prohibited. It is the policy of Longmeadow (Suffolk) Limited to forbid, under any circumstances, any operative to be under the influence of either alcohol or drugs on any site.

- Vehicles or individuals may be stopped at any time and carry out random searches/checks. All personnel must assist the staff when stopped.
- In the event of exposure to UV Rays during the construction period and during periods of extreme climatic conditions then the Site Foreman shall ensure that the appropriate pro-active safety measures are implemented accordingly.

In addition to the above, the Site Foreman will include Longmeadow (Suffolk) Limited Induction Procedures in accordance with Longmeadow (Suffolk) Limited Company Health, Safety and Environmental Policy.

15.03 Induction Register

The Induction Register is found in Appendix 3 of this document, and must be maintained at all times.

APPENDIX

APPENDIX 1: RISK ASSESSMENTS AND COSHH ASSESSMENTS

Insert all Risk Assessments and COSHH Assessments (including those of Contractors) applicable to works being carried out here.

Where necessary Safety Method statements should also be filed here.

All Risk Assessments should have attached a signed appraisal.

APPENDIX 2: INDUCTION RECORDS

My signature below indicates that I have received and understood Longmeadow (Suffolk) Limited Construction Phase Site Induction and read and understood the Risk Assessments and Method Statements associated with my works during this project.

I have fully understood its content and acknowledge that a copy of the induction is held on site and should I wish to reacquaint myself with its content at any time during my works on site.

I understand that should I witness an unsafe act or condition, I am to report the matter to my supervisor or the Longmeadow (Suffolk) Limited Site Foreman immediately.

APPENDIX 3: INSPECTION REGISTERS / CHECKLISTS

Form No.	Task / activity	Relevant (tick)
HSE-011	Weekly Site Safety Inspection	
HSE-004	Risk Assessment appraisal	
HSE-S-023	Excavation Inspection Register	
HSE-S-024	Plant & Equipment Register	
HSE-S-033	Site Hoarding Inspection	

APPENDIX 4: SITE REPORTS

Form No.	Task / activity	Relevant (tick)
HSE-006	Accident Form	
HSE-005	Senior Managers Site Inspection Form	

APPENDIX 5: F10

REQUEST FOR INFORMATION

Tothe following information is required prior to your organisation conducting work on site.

Information required	Document number
Method statement for the works:	
Risk/COSHH/Manual Handling assessments:	
Hazardous substances to be brought to site (include Manufacturers Health and Safety Data Sheets)	
Number and disciplines of your operatives. Include details of any relevant training (i.e. abrasive wheels, etc.)	
Your Site Forman responsible for Health and Safety on site.	
Your company manager responsible for overall Health and Safety within your organisation.	
Other relevant information for this project (i.e. hazardous activities requiring exclusion of companies from the area, etc)	

I would remind you that the information required is to be site specific in content and that generic information may delay commencement of your work at no expense to Longmeadow (Suffolk) Limited.

Completed by Name:

Signature:

Date: