

Managing Health and Safety in a project.

A REPORT FOCUSING ON THE MANAGEMENT OF HEALTH AND
SAFETY WITHIN A PROJECT.

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Executive Summary

The main focus of this report is to assess what is required to manage the health and safety in a project. Managing health and safety can vary depending on the type of project and the precautions required to reduce and/or diminish high risks on site. It is possible, by following the current government regulations and legislations to adjust risk levels across projects by using the correct procedures and assessments. In this report I have discussed the current regulations and guidelines and what roles must abide by these, the importance of a CPP, Method Statements and Risk Assessments Reports based on construction of a 2-storey dwelling.

Principle Focus

The principle focus of this report is to;

- Discuss CDM and the roles within.
- CPP for a project
- Risk Assessments of a construction site of a 2-storey dwelling
- Method Statement

CDM Regulation (2015)

The Construction, Design and Maintenance Regulation (2015) was introduced by The Health and Safety Executive following several years of revision and consultations of the original regulation that was introduced in 1994. Since the introduction of the CDM regulation, it has overseen numerous evaluations over the years to ensure high levels of health and safety in the construction industry. The Construction, Design and Maintenance Regulation (2015) applies to all building and construction work such as new build, extensions and conversions. However, as stated on HSE website “CDM 2015 applies if the work is carried out by someone else on the domestic client’s behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.” (HSE, 2020). If the project is not classed as ‘DIY’ and exceeds 500 person days or lasts longer than 30 days with over 20 workers, then written notice is required by the client to the Health and Safety Executive prior to construction phase.

With the UK construction industry employing over 6% of the workforce at over two million people in the industry and curating an average of 40-50% of deaths on a construction site each year, CDM was re-evaluated to prevent the construction industry from being one of the most dangerous industries within the UK (Gollaglee, et al., 2015).

Requirements of written notice are;

- Date of forwarding notice
- Address or detailed description of site location and the name of the local authority
- Description of the project
- Date planned for the start of construction
- The time allocated by the client under regulation 4(1) and the planned duration of the construction

- Estimated maximum number of people due to work on the construction site
- Planned number of contractors to be on site at one time
- Name and address of any contractor and designer already appointed
- Name and contact details of the: client, principle designer and principle contractor
- Signed declaration by or on behalf of the client that they are aware of their duties under CDM Regulations (2015)

(Health and Safety Executive, 2020)

Roles within CDM (2015)

Amongst several changes and revisions made to the pre-existing Construction, Design and Maintenance Regulation (2007) the most dividing change was the transfer of CDM Co-ordinators to Principle Designer and Principle Contractor as well as the introduction of new roles that had to comply with updated regulations (The Chartered Institute of Building, 2014).

Commercial Client – “A commercial client is any individual or organisation that carries out a construction project as part of a business.” (HSE, 2020). As a commercial client you are responsible for duties such as managing the whole project and suitably arranging those within the project. The commercial client duties also include maintenance of the project throughout the duration of construction from pre-construction information to ensuring a health and safety file is completed for any future work on site (HSE, 2020).

Domestic Client – “A domestic client is any individual who has construction work carried out on their home, or the home of a family member, that is not done as part of any business.” (HSE, 2020). Unlike a commercial client, the domestic client’s legal duties are passed to a single contractor or a principle contractor depending on the project size (HSE, 2020).

Designer – “A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations.” (HSE, 2020). To fulfil the Designer’s role, you are required to ensure all clients, whether domestic or commercial, are aware of their duties under CDM 2015. Your role is largely based on using the pre-construction information from the client and/or principle designer and using this to remove any foreseeable risks and take suitable steps to reduce those that cannot be completely diminished. The Designer must have good communication and coordinate skills to assist on the project (HSE, 2020).

Principle Designer – “A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.” (HSE, 2020). The Principle Designer must take control of the management and monitoring of health and safety during the pre-construction phase. This includes working with the client to gather pre-construction information as well as a possible pre-existing Health and Safety file. This information is used to assist any elected contractors and designer to execute their duties. As a Principle Designer

you are mainly responsible for the standard of health and safety throughout the project (HSE, 2020).

Principle Contractors – “A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.” (HSE, 2020). If working for a domestic client, the Principle Contractor is now responsible for the client’s duties and their own. These duties include liaising with the Principle Designer throughout, preparation of the CPP prior to construction phase, taking several steps in the health and safety of all workers and any members of the public or visitors alongside controlling and continuous maintenance of the entire construction phase (HSE, 2020).

Contractors – “...anyone who directly employs or engages construction workers or manages construction work.” (HSE, 2020). To fully comply with CDM 2015 all contractors are responsible for the work carried out by themselves and any other contractors on site during construction. This ranges from ensuring inductions for site specific locations as well as making sure all workers are supplied with suitable welfare facilities from the start. Within a project that may contain more than one contractor there are additional responsibilities such as coordination of others in the project team and complying with the CPP for relevant work (HSE, 2020).

Workers – “A worker is anyone working for or under the control of a contractor on a construction site.” (HSE, 2020). As a Worker you are only eligible to carry out work on site that you carry the relevant skills, knowledge and experience for. Under CDM 2015, workers must follow all site rules and consistently report any risks found to their Contractor. They are responsible to their Contractor as well as the Principle Designer of the project (HSE, 2020).

Health and Safety at Work Act 1974

Viewed as the most important legislation for the construction industry, under this legislation all are applied to and must comply with within a project whether self-employed, a supplier or a manufacturer. Employers are now responsible for the duty of care on all workers on a construction project and must ensure all reasonable steps are in place to reduce risk and any possibility of injury during the construction phase. Not only are employees also responsible but their duties are to take of themselves and others and to report any accidents or possible risks found during a project to their employer. In 2007, a legislation was passed that was a first of its kind, The Corporate Manslaughter and Corporate Homicide Act. This act now meant larger employers could be found guilty of corporate manslaughter or corporate homicide as a serious breach of duty of care as a result of failure to comply with The Health and Safety Act at Work 1974 (Government Legislations, 2020).

CPP

Company Name: ML Construction Ltd.
Client: University of Wales Trinity St David Address: 1 Kings Road, Swansea, SA1 8PH
Project: Construction of 2 storey dwelling adjacent to student accommodation building site. Both developments will be constructed simultaneously. The adjacent building will be high-rise and will require more employees and facilities. Site location is very high trafficked with vehicles and pedestrians and within close proximity to the water which could lead to possible high ground water. The site is brownfield.
Start: December 2020 Completion Date: December 2021
Facilities on site: Facilities will be provided on site. Portable toilet and washing facilities will be added to the left-hand side of the site. Extra measures will be introduced for protection against COVID-19 such as additional sanitizers in both facilities as well as restricted numbers of people to use each facility at a time. There are local shops within walking distance of the site which also provide additional toilet facilities if required. Rest facilities will be a separate outer building near to the wash facilities to allow for sheltered breaks for employees. This will also be restricted by rules implemented to reduce risk of COVID-19 spreading on site.
On site staff and contact details: Principle Designer: Jo Lewis, ML Construction Ltd. Mobile: 01234567891 Principle Contractor: John Gordon, ML Construction Ltd. Mobile: 19876543210 Contractors and Workers provided by ML Construction Ltd.
Principle Contractor (if chosen): John Gordon, ML Construction Ltd.
Site Updates: Site updates are to be provided throughout the construction phase and the be continuously assessed by both the Principle Designer and Principle Contractor. Updates to be clearly communicated to all contractors and workers around site and in rest facilities. Provide daily updates on site and via online meetings for any workers at home.

Dangers and risks on site	Present hazards	Safety controls to lower risk
High ground water affecting construction - Rise and fall of the nearing tide could cause flooding on site - High ground water will have implications on what foundations and	Site location is close to the Swansea Marina where high waters can cause unstable	It is mandatory that a site investigation is carried out prior to construction phase to conduct whether the ground water levels are feasible for this

materials will be best used on site and if this requires special instalment • Boggy grounds can cause accidents for employees working on site	ground water levels.	project. Ensure the site has suitable drainage for any additional rainwater to overflow to sewerage systems.
Existing services • Possibility of underground gas pipes • Possibility of underground water pipes • Possibility of underground electricity supplies • Possibility of overhead services	As the site is located near already existing building there is a likelihood of underground services already running through the ground.	Ensure that the information available on underground and overhead services are up to date and accurate. Communicate with any existing service providers to discuss the diversion or temporarily turning off during works on site. Use of Utility Coordinator prior to any breaking ground on site.
Risks to members of the public • Members of public using the front of the site as a walkway • Members of the public coming within close contact of heavy machinery • Members of the public exposed to building dust • Member of the public being hit by falling materials	The site is located on a heavy trafficked footpath as well as a well-used main road by local residents and employees from the surrounding area.	Ensure signage is correctly implement across all exterior site barriers preventing access to restricted areas. Traffic calming measures to be installed on the main road throughout construction phase and to be monitored. Site to be sufficiently equipped with correct hoovers to clean up any hazardous areas regularly.
COVID-19 • Construction phase will require various labourers and employees to be working within the same spaces at the same time • Employees sharing on site facilities	The spreading of COVID-19 on a site with two large construction projects	Supply the correct amount of washing facilities for all employees and any potential visitors to wash their hands

• During the last phases of construction work will be required in an enclosed space • Having site visits by off-site members i.e., client, designer etc. • Employees PPE • Employees sharing equipment on site	adjacent to each other.	regularly. Provide sanitizing stations in rest facilities. Use one-way systems in rest and washing facilities and comply with social distancing. Train all employees on how to keep their PPE clean. Frequently clean shared equipment and machinery. Ensure systems and cleaning controls are in place if anyone on site does develop symptoms to protect all other employees. Stagger employees start and end times throughout the day to limit the amount of people coming in contact with each other. Limit the total number of people on site at any given time. Implement 'drop zones' where any shared materials or equipment can be passed between people safely.
Manual Handling • Manual handling of heavy materials i.e., natural slate and double-glazed doors and windows • Manual handling at height • Manual handling of machinery on site	Manual handling of heavy materials such as natural slate and double-glazed uPVC windows and doors.	Provide correct PPE to all employees during manual handling such as protective gloves and slip-resistant footwear when at height. Ensure all works carried out with manual handling comply with Manual Handling Operations

		Regulations 1992, Regulation 4.
Collapse of structures • 2-storey dwelling being constructed • Adjacent high-rise building • Site is alongside existing large buildings	Construction of the student accommodation, a high-rise building, adjacent to the site. Site is close to existing building which may lead to damaged property if not correctly controlled during early construction phase.	Ensure correct foundations are chosen and used for the construction to prevent any damage to existing and surrounding buildings. Support any structures that are non-self-sufficient with props and that these are only installed by able professions. Regularly check the stability of surrounding walls, beams and roofs.
Working at height • Installation of heavy materials at height • External labour at height • Falls from height • Materials falling from height	The project is to construct a 2-storey dwelling which includes labourers working at different heights throughout the project.	Ensure all equipment such as ladders, scaffolding and rope comply with Temporary Work at a Height Directive. Works to only be carried out by competent people for manual handling heavy materials at height. Netting to be installed on all surrounding surfaces to catch any potential falling materials.

Risk Assessment Findings

Following the Management of Health and Safety at Work Regulations 1992 the attached risk assessments have been undertaken for the constructions of a 2-storey dwelling. The risks discussed are to assess potential hazards on this particular development and how likely they are to occur. It was possible to lower the likelihood and severity of all risks assessed which allows all activities to still be undertaken on the project. As the dwelling is due to be constructed adjacent to an existing development additional hazards and risk factors will be applicable and can be found noted in each individual risk assessment below.

Risk Assessments Undertaken

Window Installation with uPVC Double Glazed windows.

For full Risk Assessment please see appendix 1.

Deliveries on site with narrow & public access.

For full Risk Assessment please see appendix 2.

Tiling roof with natural slate.

For full Risk Assessment please see appendix 3.

Method Statement

Project	Construction of 2-storey dwelling
Contractor	ML Construction Ltd.
Site Address	SA1 Swansea Waterfront/Kings Rd, Swansea SA1 8PH
Start Date	December 2020
Completion Date	December 2021

	Name	Job	Date	Signature
Document Author	M Lewis	QS		
Authorised By				
Authorised on behalf of Client:	M Lewis	QS		

Main hazards to consider and preventative measure and controls to implement

PPE

Correct PPE to be provided to all employees. PPE specific to machinery to be supplied and employees to be trained on how to put on and remove all necessary PPE. Employees to be trained and made aware of rules regarding cleaning PPE.

COVID-19

All site workers to be trained and updated regularly on COVID-19 site regulations. Social distancing to be implemented throughout site including on site facilities. Protective PPE to be supplied to all employees and training on how to correctly clean and look after

personal PPE. Protective face masks to be supplied to all employees and potential site visitors. Regular inspections on updates to be made throughout construction phase.

On Site Facilities

On site facilities to be installed prior to construction phase. All facilities to follow social distancing and cleaning regulations. Facilities include toilets, hand washing areas and rest area.

First Aid and Emergency Services

Employees to be trained on first aid. Local emergency services to be correctly labelled and displayed in employees' facilities and around site.

Minor injuries: Singleton Hospital

Sketty Ln, Sketty, Swansea SA2 8QA (3 miles from site)

A&E: Morriston Hospital

Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea SA6 6NL (6.3 miles from site)

Site Access

Site access is currently via Kings Road. This is a main road and trafficked footpath where traffic calming measures will need to be installed for the duration of construction and the redirection of the footpath for members of the public's health and safety.

Manual Handling

All employee's carrying out manual handling during construction to be trained to deal with specific materials and provided with correct PPE to safely proceed. Training and safety monitoring will be carried out through the project.

Site Visit/Visitors Safety

All site visitors are to be provided with PPE and to be safely escorted through site at all times. Arrival times and leaving times to be recorded and all visitors to be provided with additional COVID-19 PPE and to be advised of social distancing rules and encouraged to follow government guidelines on hand washing and face masks.

Task Descriptions

Excavations

The site investigation will determine the ground soils and permeability of the site which will indicate the best form to excavate on site. To ensure health and safety it would be best to use temporary support during any excavation work to prevent collapse on site. Prior to and during any excavation work it is important to check it will not compromise any existing building work or structural supports such as scaffold footings on surrounding superstructures. It is also paramount that all on site excavations are to be inspected regularly and records kept by trained and capable persons (HSE, 2020).

Surface Water Drainage

The site must have sufficient drainage for surface water as well as any additional drainage to prevent larger surface waters with the possibility of high tides on this site location. The water levels must continuously be monitored throughout construction and additional drainage added when or if required. Always ensure all discharge points for water are situated away from any natural water environments (Knott, 2018).

Laying Foundations

This is to be executed by competent employee's only and to be safely observed to prevent any risks to the workers or potential visitors on site. The foundations for the site can be varied however commonly used for the construction of a domestic building are slab foundations which comprises the use of cement and heavy-duty machinery. Only trained employees will be able to manoeuvre the machinery. Using a substance such as cement will require careful handling as in its dry form it can release high levels of dust. Employees must wear correct PPE whilst work with dry cement and during the setting period to avoid any contact with the skin and to prevent high levels of exposure. Cement is classified as a hazardous substance and must be stored and handled carefully on site and must always comply with Control of Substances Hazardous to Health Regulations 2002 (HSE, 2012).

Conclusion

By managing the health and safety on the construction site of a 2-storey dwelling it is possible to alleviate a lot of the higher risks by putting certain practises and controls in place. By successfully carrying out the CPP, Method Statement and Risk Assessments it has been established that there are definite risks to be considered and to be prepared for prior to construction of the dwelling at the proposed location. It is important to continuously update the potential of risks throughout the construction phase and to maintain a level of precaution and alleviation throughout to ensure safety to all involved on site and members of the public.

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Appendices

Appendix 1

The following Risk Assessment concludes the possible hazards and associated risks during the installation of uPVC double glazed windows throughout the dwelling and at roof height and how to reduce the risk level.

Professional Studies and Health and Safety - Assignment

Activity to be Assessed			Assessment Number		
Installation of windows including roof.			10		
Persons undertaking or affected by the activity					
☒ Employees ☒ Contractor ☒ Public ☐ Service User					
☐ Other					
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level	
1	Manual handling – lifting double glazed windows	4	4	16	
2	Injury by use of machinery	4	4	16	
3	Fall/slips from height	3	5	15	
4	Weather Distributions	3	4	12	
5	Items falling from height & hitting public	3	3	9	
6					
Existing Control Measures / Additional Control Measures Required					
1	Sufficient training on heavy lifting on site for all involved. Suitable machinery to be used where applicable to avoid manual handling of heavy goods at height. Ensure weight distribution is suitable for employees/contractors.				
2	Ensure all staff required for job are trained correctly to use any machinery required. Machinery to only be used in appropriate conditions i.e., dry, clear weather. Once no longer required all machinery to be removed from the immediate working station. Provide appropriate PPE for machinery use.				
3	Erect scaffolding where required and where possible to secure all access points for employees to access and leave the work point easily and safely. Secure netting to any unprotected/open areas. Use correct PPE and harnesses when working from height.				
4	Monitor weather forecast vs. project management to assess if the work can be complete on an alternative day where there is forecast better weather. Allow for delays on the job if weather isn't suitable i.e., heavy rain, fog, wet/unsafe surface area. Do not carry out the works if weather conditions do not comply.				
5	Ensure netting is safely secured the surrounding work area to catch any falling items. All tools to be secured to contractor and/or workstation when not in use. No additional tools to be taken to height, only ones that are required to complete the job.				
6					
Reassessment of Activity Hazards		Likelihood	Severity	Risk Level	
1	Manual handling – lifting double glazed windows	2	4	4	
2	Injury by use of machinery	1	4	4	
3	Fall/slips from height	3	5	15	
4	Weather Distributions	2	4	8	
5	Items falling from height & hitting public	2	3	6G	
6					
Name Position		Signed		Date of Completion:	
Reviews		Key			
Review Date:		Likelihood	Severity	5	5Y
				10R	15
				20	25

Professional Studies and Health and Safety - Assignment

Reviewed by:	1 very unlikely	1 nuisance		4	4	8	12	16	20
Review Date:				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review Date:				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review Date:	3 likely	3 medical treatment	Likelihood of Injury						
Reviewed by:									
Review Date:	4 very likely	4 major							
Reviewed by:									
Review Date:	5 certainty	5 fatal							
Reviewed by:									
Review Date:				Low Risk		Medium Risk		High Risk	

Appendix 2

The following Risk Assessment concludes the possible hazards and associated risks when receiving deliveries on site with access directly on to a public highway and how to reduce the risk level.

Activity to be Assessed			Assessment Number							
Site access for deliveries. (narrow access on site)			5							
Persons undertaking or affected by the activity										
☒ Employees ☒ Contractor ☒ Public ☐ Service User ☐ Other										
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level						
1	Access on to public highway: vehicle accident	4	3	12						
2	Injury to public from public highway	3	4	12						
3	Injury to employee/contractor during offload	3	3	9						
4	Damage to property	4	1	4						
5										
6										
Existing Control Measures / Additional Control Measures Required										
1	Assess access point for vehicles and ensure wide enough to fit all delivery types. Assess access road and ensure traffic measures are in place or added to site prior to deliveries for existing traffic. Only allow delivery to be complete when all other security measures are in place i.e., staffed stop sign, traffic light system in place.									
2	Ensure foot traffic is monitored prior, during and after deliveries. Have security measures in place prior to delivery i.e., closed footpaths, staffed signs, visible warning signs. Do not complete delivery if safety cannot be guaranteed for public footpaths/foot traffic.									
3	Employees and contractors to be trained prior to heavy lighting and delivery offloading. Only trained staff to carry out the work. Deliveries to be carried out in secure low risk level areas i.e., little to no obstructions, no immediate working stations or employees that may be at risk.									
4	Only proceed with delivery vehicles that can access the site and possibly arrange off-site delivery to be transported for any vehicle/delivery that may be too large for the access point and existing buildings and construction site. Assess all other possible points of contact to surrounding dwellings prior to allowing access for deliveries on site.									
5										
6										
Reassessment of Activity Hazards		Likelihood	Severity	Risk Level						
1	Access on to public highway: vehicle accident	2	3	6G						
2	Injury to public from public highway	1	4	4						
3	Injury to employee/contractor during offload	1	3	3						
4	Damage to property	2	1	2						
5										
6										
Name Position		Signed		Date of Completion:						
Reviews		Key								
Review Date:		Likelihood	Severity	Severity of	5	5Y	10R	15	20	25
Reviewed by:			1 nuisance		4	4	8	12	16	20
Review Date:			2 minor		3	3	6G	9	12	15

Professional Studies and Health and Safety - Assignment

Reviewed by:	1 very unlikely	3 medical treatment		2	2	4	6Y	8	10Y
Review Date:				1	1	2	3	4	5G
Reviewed by:	2 unlikely	4 major		0	1	2	3	4	5
Review Date:	3 likely	5 fatal		Likelihood of Injury					
Reviewed by:	4 very likely				Low Risk		Medium Risk		High Risk
	5 certainty								

Appendix 3

The following Risk Assessment concludes the possible hazards and associated risks when tiling a roof at height with natural slate and how to reduce the risk level.

Activity to be Assessed		Assessment Number		
Roof tiling with natural slate.		20		
Persons undertaking or affected by the activity				
☒ Employees ☒ Contractor ☒ Public ☐ Service User ☐ Other				
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level
1	Dropping of slate	3	4	12
2	Slips/falls from height	3	5	15
3	Weather Distributions	4	3	12
4	Manual Handling delicate material causing injury	3	3	9
5				
6				
Existing Control Measures / Additional Control Measures Required				
1	Ensure all employees handling the material are sufficiently trained on carrying and handling heavy and delicate material. All workstations to be secure, clear and netting installed where required as to catch any potential object from public highway. Slate to be stored and placed carefully whilst being placed. Job to be monitored throughout.			
2	Body harnesses to be supplied to all working employees. Work to only commence once staff are fully trained and signed off to carry out the required work. Keep workstation clear and clean throughout the process and all hazardous objects i.e., loose materials or tools to be removed prior to commencing.			
3	Monitor weather forecast vs. project management to assess if the work can be complete on an alternative day where there is forecast better weather. Allow for delays on the job if weather isn't suitable i.e., heavy rain, fog, wet/unsafe surface area. Do not carry out the works if weather conditions do not comply.			
4	Ensure all employees handling the material are sufficiently trained on carrying and handling heavy and delicate material. Slate only to be handled when absolutely necessary i.e., to carry out work or to be stored. Appropriate PPE to be supplied and worn when handling delicate materials to avoid injury to hands and feet.			
5				
6				
Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Dropping of slate	2	4	8
2	Fall from height	2	5	10R
3	Weather Distributions	3	3	9
4	Manual Handling delicate material causing injury	2	3	6G
5				
6				

Professional Studies and Health and Safety - Assignment

Name Position		Signed		Date of Completion:					
Reviews	Key								
Review Date:	Likelihood	Severity	Severity of Injury	5	5Y	10R	15	20	25
Reviewed by:	1 very unlikely	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal		4	4	8	12	16	20
Review Date:				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review Date:				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review Date:	Likelihood of Injury								
Reviewed by:			Low Risk		Medium Risk		High Risk		