

A report on the construction of a 2- story detached residential dwelling

Summary

This is a report that covers the methods in which the documents that have been created for the project were developed and the purpose of their use. The project is a 2-story detached residential dwelling which will house the caretaker of the university and their family. This report will also investigate the legislation in which must be followed whilst the work is being carried out.

Introduction

The university have decided to construct a 2-story detached domestic dwelling for a new caretaker and their family. Planning permission has already been granted to the university to begin the build and the contracts have been confirmed meaning the building can commence. Prior to any building being started a thorough ground investigation is to be carried out prior to any work commencing. This is to be carried out to ensure that any foundations put in are the most suitable to the ground in which the project is to be built upon. After the ground investigation has been completed and construction is ready to commence, it is important that the risk assessments and method statements (RAMS) are in place for each of the jobs that are being carried out.

Method and Materials

In order to ensure the safety of all who will be on site during any time of the construction RAMS must be created by the principle contractor who has the overall supervision of the entire site to ensure that any risks that may affect any person who is on site is minimised and controlled. HS direct was used to create both the risk assessments and method statements as this is the software that is used by the principle contractor. Individual aspects of the overall build were looked at and the risks were identified individually. Using HS direct the identified risks were then analysed, assessing the severity of them prior and after being controlled.

Legislations

There are many legislations that must be followed in order to ensure that health and safety is always being followed within the site. All legislations are to be enforced by the principle contractor and it is their responsibility that the employees on site are following the correct guidelines. The first legislation that has been identified as being necessary for this site is the Health and safety at work act 1974. The health and safety at work act 1974 requires actions from both the employers and the employees within organisations and sites. The legislation defines some of the generic roles of the employers as being “ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

(2) Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular—

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- (b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- (d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- (e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work" (HSE, 2020). Although this is highlighting the necessary actions of the employer, it is important that the employee keeps up their end of the

Following on from the health and safety and work act 1974, due to the nature of the project, the construction design and management 2015 legislation is most definitely needed to be followed. The legislation for construction design and management summarises itself as being "gives guidance on the Construction (Design and Management) Regulations 2015 (CDM 2015). These Regulations cover the management of health, safety and welfare when carrying out construction projects. Subject to some transitional provisions (see paragraphs 181–186), CDM 2015 replaces the Construction (Design and Management) Regulations 2007 (CDM 2007) from 6 April 2015. From this date, the Approved Code of Practice (ACOP) which provides supporting guidance on CDM 2007 is withdrawn" (HSE, 2020). The construction phase plan is a document that is required under the construction design and management legislation which provides all sorts of information of the site from the contractors who are working to the elements of risks that may occur from the beginning right through to the end. The construction phase plan for this development is attached below.

As the building is 2-story there will be elements of working at heights. Working at height also comes with its own legislation which is relatable to the work which is being carried out in this project. Falls from height is one of the most frequent incidents which lead to fatalities or major injuries (HSE, 2020). From this, it is clear that it is vital to follow these regulations religiously in order to control and minimise any risks of falling from height. Working at height regulation is to be enforced by the principle contractor of the site however, it is also up to the worker themselves and their supervisors to ensure that they are complying with the

legislations. The legislation gives information on how to work at height as safely as possible, “Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this. There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height. Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.” (HSE, 2020)

When working at height it is also important to ensure that any equipment that is being used has been checked thoroughly and signed off, displaying that they are safe to use.

During this development as previously stated it is necessary to report any accidents or near misses that may occur during the time that cause injury to those who are working on the site. There is also a separate legislation that is specific for the reporting of injuries and dangerous diseases occurrences (RIDDOR). This is the regulation that ensures that any incidents that happen or nearly happen are reported to the people who need to know. The level of severity of the incident or near miss will determine who will need to be involved in the investigation process with the most serious incidents requiring the involvement of the health and safety executive (HSE). Although it has been stated that these incidents must be reported, there are some incidents that do not need to be reported. It is stated within the legislation that “For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is work-related; and
- it results in an injury of a type which is reportable (as listed under “Types of reportable injuries”). When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:
 - the way the work was organised, carried out or supervised;
 - any machinery, plant, substances or equipment used for work; and
 - the condition of the site or premises where the accident happened. If none of these factors are relevant to the incident, it is likely that a report will not be required.” (HSE, 2020)

In conclusion to this report it is clear that there are many legislations that are needed to be followed whilst the construction work is being carried out. It is also clear to see that there are many documents that must be completed prior to any work being carried out. The risk assessments, method statements and construction phase plan for this development are attached to this report. Once these documents have been seen work may commence.

Reference list

Health and safety executive . (2013). *RIDDOR*. Available:
<https://www.hse.gov.uk/pubns/indg453.pdf>. Last accessed 20/11/2020.

Health and safety executive . (1974). *Health and safety at work act 1974*. Available:
<https://www.legislation.gov.uk/ukpga/1974/37/contents>. Last accessed 20/11/2020.

Health and safety executive . (2005). *Working at height* . Available:
<https://www.hse.gov.uk/pubns/indg401.pdf>. Last accessed 20/11/2020.

Health and safety executive . (2015). *Construction design and management* . Available:
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>. Last accessed 20/11/2020.

Risk Assessment

Risk Assessment Details

Risk Assessment Number	0000000194
Risk Assessment Date	22/11/2020
Risk Assessment Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	8 weeks
Client contact	UWTSD
Description	Brick and Blockwork
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		22/11/2020

Data Protection Statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Risk Assessment Notes

Site open from 7:30-4:30 due to the site being directly on public highway the site will be operational during non-peak hours

Groups Affected

Employees

Other Contractors

Sub Contractors

Main Contractor

RJ Constructions

Pre-Control			Hazard: Fall From height	Residual Risk		
P	S	RR	serious injury. Caused by incorrect selection and use of equipment. Death	P	S	RR
4	5	20	Control Procedures Scaffold and access to height will be erected by competent contractors; staff will follow site safety rules for access and working from scaffold. Ladders will only be used for gaining access to scaffold; all work will be carried out from the scaffold. Daily safety checks will be carried out on the scaffold by a competent person. All staff are competent and experienced; will not work within 2 metres of an unprotected edge and will be attached to fall arrest systems at all times whilst working on roofs. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height. The supervisor will carry out a risk assessment before allowing work at height and will put in place equipment and measures to prevent falls occurring. All company work at height equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Loading dock opening edge must be closed off by barrier or door to prevent personnel falling.	3	5	15

Pre-Control			Hazard: Scaffolding/Falling	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs, Death.	P	S	RR
4	5	20	Control Procedures You should never adjust scaffolding unless you are a trained and competent scaffold erector.	3	5	15
			Edge protection barriers must be in place where a fall from height could occur.			
			Toe and kick boards must be in place in all areas where a fall from height could occur.			
			Ladder used for access to scaffold will be fixed in place.			
			Clear access is required for all access ladders.			
			Competent persons are to erect scaffolding.			
			Scaffold will be erected on a firm level foundation that is capable of taking the load of the scaffold.			
			Access platforms to be fully boarded and wide enough for work and access.			
			Scaffold boards are properly supported and do not over hang excessively i.e. More than four times its thickness.			
			The design of the scaffold will conform to current TG:20.			
			Scaffold will be erected by competent persons in compliance with current TG20 with safe access by tied ladder and must be inspected every 7 days and after high winds or mechanical damage.			
			After initial erection the scaffold will be checked at least every 7 days by a competent person who holds the necessary ability, and a signed off document (Scaf-tag) will be left with the site manager.			

Pre-Control			Hazard: Falling Objects	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs, Death.	P	S	RR
4	4	16	Control Procedures Close the area off with barriers where items may fall from o/head work.	3	4	12
			Ensure all stacked materials are stable and inaccessible to unauthorised persons.			
			Ensure that all stored parts are stacked safely, with larger, heavier parts at the bottom and smaller lighter parts at the top.			
			The area below ladders where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area.			
			Staff will ensure all equipment is correctly fixed in their tool belt.			
			Barriers will be placed at floor level below where work will be carried out overhead to prevent persons walking where there is an increased danger of material falling.			

Pre-Control			Hazard: Manual Handling	Residual Risk		
P	S	RR	Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy	P	S	RR
5	3	15	Control Procedures	4	3	12
			Assess the best way to lift, with the maximum weight nearest the body.			
			Ensure that the route to be taken while lifting is clear of any obstructions.			
			All staff have been trained in correct lifting methods.			
			Team lifting to be used when loads are heavy or awkward.			
			Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift.			
			Staff must assess each manual handling situation and use mechanical aids for lifting where appropriate.			
			Staff must ensure the suitability of any mechanical lifting aid prior to its use.			
			All site staff have received instruction and training in house for manual handling.			
			When manual handling in a changing environment staff will use the best routes possible, avoiding uneven ground and obstacles .			
			Staff to be aware of risk when carrying out repetitive lifting and need to ensure minimal body twist.			
			When using transport trolleys or pallet trucks, loads should be PUSHED, not pulled.			
			All personnel must be trained in safe lifting technique to prevent injury.			
			Ensure use of suitable PPE - gloves, to prevent cuts and provide adequate grip.			

Pre-Control			Hazard: Wind	Residual Risk		
P	S	RR	excessive sudden movement	P	S	RR
4	4	16	Control Procedures	2	4	8
			Attention must be paid to wind conditions which may have significant effect on Work at height access equipment. In particular, MEWPs, Manriders and gondolas. At all times, personnel using these types of access systems must comply with manufacturer specifications and instructions.			
			Materials stored at height must be safely secured at all times during windy conditions to prevent uplifting and being carried away.			

Pre-Control			Hazard: Fixed Scaffold Erection	Residual Risk		
P	S	RR	Collapse of structure, Death/Serious injury	P	S	RR
4	3	12	Control Procedures	2	3	6
			Fixed scaffold to be erected by trained competent scaffolders.			
			Fixed scaffold to be erected in compliance with current TG 20.			
			Fixed scaffold to be inspected on completion of erection and hand over cert issued.			
			Fixed scaffold to be inspected every 7 days and after any significant bad weather conditions or collision damage before further use.			
			Scaffolding must not be altered by anyone other than the competent scaffolder.			
			Scaffold access ladders to be closed off and secured or removed outside working shifts.			
			A safe scaffold access must be erected to all elevations of the stack.			

Pre-Control			Hazard: Stacking	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs, R.S.I.	P	S	RR
4	2	8	Control Procedures	2	2	4
			Ensure when stacking materials on pallets the base or floor is level and not liable to collapse.			
			Ensure when stacking mixed loads of materials the heavy loads are at the base of the pile.			
			When stacking materials by hand ensure good manual handling techniques are used.			
			The height of a stack of materials should not exceed three times the narrowest base width, unless stacking on a purpose built rack.			
			On freestanding stacks, de-stacking must be carried out in the reverse order to prevent instability.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Standard Hard Hat



Gloves



Hi Visibility Vest



First Aid Kit



Safety footwear



Dust mask BS En 149 FFP2



Eye protection

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name

Signed

Date

Risk Assessment

Risk Assessment Details

Risk Assessment Number	0000000197
Risk Assessment Date	24/11/2020
Risk Assessment Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	5 Days
Client contact	UWTSD
Description	Laying concrete base
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		24/11/2020

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Risk Assessment Notes

Site open from 7:30-4:30 due to the site being directly on public highway the site will be operational during non-peak hours

Groups Affected

Employees

Members of the public

Other Contractors

Sub Contractors

Main Contractor

RJ Constructions

Pre-Control			Hazard: Slips Trips and Falls	Residual Risk		
P	S	RR	Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear	P	S	RR
5	3	15	Control Procedures	4	3	12
			Clear walkway and identify uneven areas. Post warning signs.			
			Ensure that any spillages are cleaned up using spill kit.			
			The area of work will be kept clean and tidy, cables will be managed so as not to cause a trip hazard.			
			Wear shoes or boots with non-slip soles for work on the outside, in particular in wet or snowy weather.			
			All staff will keep the working area tidy and remove trip hazards as and when they occur.			
			Remove debris from the back of wagons, trailers etc, and inspect for damage; repair damaged trailers immediately.			
			Ensure that any spillages are cleaned up, using spill kit where required, post warning signs and leave in place until area is safe.			
			Prioritise removal of floor contamination as quickly and thoroughly as possible in pedestrians areas.			
			Ensure any spillage of hazardous products are contained and cleaned up immediately using suitable spill kit.			

Pre-Control			Hazard: Reversing Vehicles	Residual Risk		
P	S	RR	Cuts, Bruises, Broken Limbs, Death, Material Damage.	P	S	RR
4	4	16	Control Procedures	3	4	12
			Ensure other operators are clear of area and audible warning device is in operation.			
			Ensure only competent person guides / instructs driver in reversing if visibility is impaired.			
			Drivers must ensure the area is clear before reversing vehicles and use a banksman.			
			A banksman must be used during all reversing operations on this site.			
			Make sure the area behind you is clear before reversing. Be especially aware of children and pedestrians. Try to get somebody to observe for you. .			

Pre-Control			Hazard: Contact with Wet Concrete	Residual Risk		
P	S	RR	Severe Chemical burns, dermatitis	P	S	RR
5	2	10	Control Procedures Follow HSE guidance from form INDG233 and ensure all employees are aware of this guidance and all appropriate measures are taken to reduce contact and provide appropriate washing facilities and PPE. .	5	2	10
			Personnel will wear PPE as specified in risk assessment in order to prevent contact with skin and eyes.			
			Personnel will ensure good hygiene practice, wash hands and face with soap and water on completion of any works where contamination is suspected.			
			Chemicals in cement can burn the skin - wear gloves, wellingtons, eye protection and general skin protection. Do not allow cement to remain on the skin for any long period of time.			
			All personnel are familiar with the hazards of burns when working with wet concrete. All are aware of the COSHH Assessment and controls to prevent harm.			

Pre-Control			Hazard: Chemicals, Dust, Fumes	Residual Risk		
P	S	RR	Respiratory illnesses, Skin infections, Poisonous chemicals	P	S	RR
4	3	12	Control Procedures Ensure substances used are controlled within the workplace exposure limit.	3	3	9
			RPE to be used.			
			Suitable gloves to be worn relevant to the task.			
			Where available, refer to the coshh assessment and take all precautions that are identified.			

Pre-Control			Hazard: Portland Cement	Residual Risk		
P	S	RR	Dermatitis, Severe chemical burns	P	S	RR
5	2	10	Control Procedures All persons exposed to Portland cement must have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots.	4	2	8
			Eye protection must be used during mixing, working and laying of Portland cement and its products.			
			Eye protection should be worn when mixing cement to form mortar or concrete. Hands and skin should be protected to prevent burns from mix contact. .			
			Personnel should practice good personal hygiene by washing hands with soap and water, drying and use barrier cream. Regularly examine for potential dermatitis condition.			
			Wear wellington boots when mixing or laying cement based products. If material gets into the boots, remove and wash the affected area immediately.			

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Standard Hard Hat



Gloves



Hi Visibility Vest



First Aid Kit



Safety footwear



Dust mask BS En 149 FFP2



Eye protection

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

Print Name

Signed

Date

Risk Assessment

Risk Assessment Details

Risk Assessment Number	0000000196
Risk Assessment Date	24/11/2020
Risk Assessment Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	2 weeks
Client contact	UWTSD
Description	Plastering Walls and Ceilings
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		24/11/2020

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Risk Assessment Notes

Site open from 7:30-4:30 due to the site being directly on public highway the site will be operational during non-peak hours

Groups Affected

Employees

Other Contractors

Sub Contractors

Main Contractor

RJ Constructions

Pre-Control			Hazard: Fall From height	Residual Risk		
P	S	RR	serious injury. Caused by incorrect selection and use of equipment. Death	P	S	RR
4	5	20	Control Procedures Scaffold and access to height will be erected by competent contractors; staff will follow site safety rules for access and working from scaffold. All working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height. The supervisor will carry out a risk assessment before allowing work at height and will put in place equipment and measures to prevent falls occurring. All company work at height equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.	3	5	15

Pre-Control			Hazard: Working At Height	Residual Risk		
P	S	RR	Serious injury, Caused by incorrect selection and use of equipment	P	S	RR
4	5	20	Control Procedures The selection of suitable working at height equipment will be properly planned with due consideration to site risks, duration of exposure and nature of work. Ladders and step ladders will be selected only for work of short duration and when site conditions permit. High level access will only be by the most suitable method. Suitable fall arrest systems may need to be put in place depending on the method selected. The selection of suitable work at height equipment will be determined with due consideration to site risks, access height and nature of work. Lone workers are not permitted to work at height.	3	5	15

Pre-Control			Hazard: Aluminium tower Scaffold	Residual Risk		
P	S	RR	Serious Injury	P	S	RR
4	3	12	Control Procedures Tower Scaffold will be erected by competent contractors; using either the Advanced guard rail method or the through the trap door method of erection. An initial inspection and thereafter daily visual safety checks will be carried out on the tower scaffold by the site foreman or competent person. Full inspections shall take place every 7 days. The area below scaffold where other person may be liable to walk will be marked out with warning tape or barriers, and persons prevented from travelling across the danger area. All staff required to work on tower scaffold are competent, experienced and have received training. The supervisor will ensure that the stabilising riggers are fully deployed before allowing access to the tower. Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm). Suitable access is to be provided inside the tower. Make sure the tower is resting on firm, level ground with the locked castors or base plates properly supported. Never use bricks or building blocks to take the weight of any part of the tower.	3	3	9

Pre-Control			Hazard: Working From Step ups	Residual Risk		
P	S	RR	Falls, cuts, abrasions	P	S	RR
4	2	8	Control Procedures All step ups will be visually inspected prior to use. Faulty units will be removed from service and replaced with new. All staff are competent to work from step ups and all work carried out will be light and of short duration. Step ups will be kept locked and secure when not in use. Only competent and authorised persons will be allowed to use them. Step up to be kept clean at all times. All debris to be removed immediately to designated waste bin.	2	2	4

Pre-Control			Hazard: Plaster	Residual Risk		
P	S	RR	ill health	P	S	RR
4	2	8	Control Procedures Plaster contains Portland cement which can cause serious burns to soft tissue and eyes, all staff will wear the appropriate PPE at all times during plaster mixing and use. Follow HSE guidance from form INDG233 and ensure all employees are aware of this guidance and all appropriate measures are taken to reduce contact and provide appropriate washing facilities and PPE. Minimise dust during mixing, ensure adequate ventilation. Wash hands regularly, do not allow dust or mixed plaster to remain on the skin for any extended period.	2	2	4

Probability (P)	Severity (S)	Risk Ranking (RR = P * S)
1 Highly Unlikely	1 Trivial	< 1 - No Action Required
2 Unlikely	2 Minor injury	> 2 - Low Priority
3 Possible	3 Over 3 Day injury	> 8 - Medium Priority
4 Probable	4 Major injury or condition	>10 - High Priority
5 Certain	5 Incapacity or Death	>15 - Urgent Action Required

Required PPE



Standard Hard Hat



Gloves



Hi Visibility Vest



First Aid Kit



Safety footwear



Dust mask BS En 149 FFP2



Eye protection

I have read and understood the contents of this Risk Assessment.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Risk Assessment and understand that any control procedures are provided for my safety and the safety of others.

<u>Print Name</u>	<u>Signed</u>	<u>Date</u>

Method Statement

Method Statement Details

Method Statement Number	90
Method Statement Date	22/11/2020
Method Statement Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	8 weeks
Client Contact	UWTSD
Description	Brick and Blockwork
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		22/11/2020

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Emergency Contact Details

Name	Rhydian Jones	Rhydian Jones		
Telephone Number		07898989898		

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Property Maintenance Section, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 6 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Access Using Fixed Ladders

Staff will ascend and descend the ladder maintaining 3 points of contact at all times. The carrying of tools and equipment will be by the use of tool belts or other means that does not prevent three points of contact being maintained. All equipment that cannot be carried will be transferred up using a pulley system. The pulley must be secured to a firm anchor point and be capable of carrying the weight that is to be loaded. The access hatch must be closed during work on the roof

Scaffold

Scaffold, where required, will be provided and erected by an approved contractor; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold. During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access. Inspections shall be carried out before the scaffold is put into use for the first time and also after any event that has affected stability or at a period not exceeding 7 days. Reports of inspections shall be given to the responsible person who will keep reports on site for the duration of the contract and for 3 months after the end of the contract. No one shall be allowed access to the scaffold if the inspection finds any faults.

Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

Brick and Blockwork

1. Check level and alignment of foundation to ensure walls will be level and plumb
2. Position blocks/Stones work near work area using site crane or fork lift truck
3. Have mortar in tubs transported to suitable location for loading out to spot boards
4. Crane or telehandler to lift mortar tubs into position
5. Set out and check correct alignment in accordance with plans and orientation.
6. Lay Blockwork and brick to just below specified ground level
7. Lay outer brick / stonework to DPC level and install closed cavity DPC as specification
8. Set out openings for door frames and windows.
9. Plan brick / stonework to ensure satisfactory alignment and appearance.
10. Build walls up to level and arrange scaffold lifts installation
11. Ensure all settings are level and plumb
12. Scaffold access lifts will be built up as the height increases
13. At first floor level. floor joists are to be set out and secured within inner blockwork.
14. Temporary flooring must be installed before allowing work above 1st / 2nd floor / roof level.
15. Ensure all working lifts are fully compliant with Work at Height regulations.
16. Ensure access to height is closed off at end of each day, and site is secured at perimeter.

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

[illegible]

Method Statement

Method Statement Details

Method Statement Number	93
Method Statement Date	24/11/2020
Method Statement Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	5 Days
Client Contact	UWTSD
Description	Laying concrete base
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		24/11/2020

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct Ltd.

It is the duty of all employees to observe the following Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name	Rhydian Jones	Rhydian Jones		
Telephone Number		07898989898		

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

First Aid

It is the responsibility of the company to ensure adequate First Aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained First Aider will be a suitable person who has attended an HSE approved course of at least three days duration.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a First Aider. The Appointed Person can render emergency First Aid if trained to do so. All staff when inducted will be made aware of the location of the First Aid kit.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Staff and Training

The task will be carried out by staff from Property Maintenance Section, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 6 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Portland Cement

Portland cement is a light grey powder that poses little immediate hazard. A single short term exposure to the dry powder is not likely to cause serious harm. However, exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement. Dust masks should be worn when exposed to dry cement powder as repeated exposure could cause chronic bronchitis.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products.

Site Access and Egress

The principle contractor is responsible for providing safe access and egress to the site, staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of housekeeping will be maintained. Your Company will be responsible for safe access and egress when you are the principle contractor. Access routes will be sign posted and barriers will be put in place where necessary.

Access will be via the site entrance: Key code 8888

Lay Concrete Base

- 1.
2. Mark out location of base in compliance with design plan
3. Check position of concrete base with clients representative.
4. Excavate area to depth specified and rough level.
5. Load out screened hardcore to specified depth and compact with whacker plate to level
6. Construct timber shuttering to provide internal dimensions as specified to form finished base
7. Lay 50 mm sand screed and rake level.
8. compact with whacker plate to level.
9. Lay specified DPM to cover entire surface and allow for turn up to above finished floor level.
10. Lay double layer of A142 steel reinforcing mesh with spacers below and in between. Tie mesh panels together with tie wire
11. Call clients representative to ensure that shuttering and reinforcing are in correct location.
12. Position concrete pump in close proximity to enable pump to deliver to whole area.
13. Confirm concrete quantity to be delivered to site and number of loads to ensure timing for continuous pour.
14. Discharge ready mixed concrete into rear of concrete pump.
15. Pour concrete via boom and nozzle over reinforcing mesh and level through.
16. Level concrete through with a vibrator poker to consolidate
17. Float trowel to a smooth finish as specification.
18. Leave area cordoned off to allow to cure.
19. Remove shuttering after a couple of days.
20. Clear site of all materials and waste

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

[illegible]

Method Statement

Method Statement Details

Method Statement Number	92
Method Statement Date	24/11/2020
Method Statement Author	Rhydian Jones
Project/Contract	Single 2 story detached domestic dwelling
Start Date	06/05/2021
Expected job duration	2 weeks
Client Contact	UWTSD
Description	Plastering Walls and Ceilings
Site Address	Kings Road Swansea SA1 8PH

Signatures

	Name	Title	Signature	Date
Document Author	Rhydian Jones	Property Maintenance Cadet		24/11/2020

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Name	Rhydian Jones	Rhydian Jones		
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Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

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Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Aluminium Tower Scaffold

The site foreman will ensure that Aluminium Tower Scaffolds are erected correctly in accordance with recommendations provided by PASMA by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower. Any adverse weather conditions must be taken into account and it will be the responsibility of the site foreman or senior person to evaluate the situation prior to work starting and throughout the task.

If the tower is less than 2 mtr in height it will be inspected on erection, after any event that might affect it's stability and at suitable intervals dependant on frequency and condition of use.

Where the tower is above 2 mtrs in height it will be inspected after assembly in any position, after any event liable to have affected its stability; and at intervals not exceeding seven days.

Where towers are to be used in public places: - erect barriers at ground level to prevent people from walking into the tower or work area, minimise the storage of materials and equipment on the working platform, remove or board over access ladders to prevent unauthorised access if it is to remain in position unattended.

Portland Cement

Portland cement is a light grey powder that poses little immediate hazard. A single short term exposure to the dry powder is not likely to cause serious harm. However, exposure of sufficient duration to wet Portland cement can cause serious, potentially irreversible tissue (skin or eye) destruction in the form of chemical (caustic) burns. The same type of tissue destruction can occur if wet or moist areas of the body are exposed for sufficient duration to dry Portland cement. Dust masks should be worn when exposed to dry cement powder as repeated exposure could cause chronic bronchitis.

All persons exposed to Portland cement must ensure that they have sufficient protection from the caustic effects of cement. Staff will wear impervious gloves overalls and wellington boots, eye protection must be used during mixing, working and laying of Portland cement and its products.

Working at Height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG455 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are

safe before allowing any ladder work to take place.

Working from Step Ups

The majority of tasks that involve working at height will be carried out using the step up, before use the floor area should be clear, free from waste and on level ground. The step up should be checked for any sign of damage before use and if damaged removed from use immediately.

Plastering - Skim of Walls & Ceilings

1. Prepare safe access for reaching ceiling
2. For large areas proprietary working platforms should be erected
3. Ensure intensity and direction of lighting is suitable to enable a satisfactory finish
4. Prepare ceiling surface and apply coat of pvc adhesive , allow to dry to tack condition
5. Mix hand trowelled gypsum by mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly
6. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area. Wear en 149 FFP2 dust mask to prevent inhalation of gypsum dust.
7. Apply gypsum finish to a uniform thickness of approx 3mm.
8. Smooth with a steel float trowel to even surface suitable for decoration
9. Fit new corner beads as required allowing for additional skim layer
10. Prepare walls surface and apply coat of pvc adhesive , allow to dry to tack condition
11. Mix hand trowelled gypsum by mechanical paddle using a clean container, ensure all material in a batch is mixed thoroughly
12. Ensure that dust is kept to a minimum during mixing and that mixing is carried out in a well ventilated area. Wear en 149 FFP2 dust mask to prevent inhalation of gypsum dust.
13. Apply gypsum finish to a uniform thickness of approx 3mm.
14. Smooth with a steel float trowel to even surface suitable for decoration
15. Do not attempt to use any mix after initial set, and do not attempt to re-temper, discard all such mix immediately
16. Do not attempt to plaster where extremes of temperature or moisture will affect the finish
17. Dismantle and remove all access equipment
18. Clear floor surface of waste
19. Remove all debris to designated area / skip, leave work area clean and tidy
20. Make good any damage after completion of second fix and carpentry work

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

[illegible]



Environment Department Construction Phase Plan



Project

Today

24/11/2020

Construction (Design & Management Regulations) 2015

Construction of single, 2 story detached domestic dwelling

Date	Prepared by	R Jones	Checked by	K Howell
23/11/2020	Revised by	K Howell	Checked	

Document Control

History

Document	Reviser	Date of Issue	Description
01	KH	29/05/2020	Site Rules point 20
02	KH	26/10/2020	3.b.(viii) Covid – 19 Guidance

Contents.

1. Description of Project

- (a) project description and programme details including any key dates;
- (b) details of client, principal designers, designers, principal contractor, contractors and other consultants;
- (c) Extent and location of existing records and plans that is relevant to health and safety on site, including information about existing structures when appropriate.

2. Management of the work

- (a) management structure and responsibilities;
- (b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;
- (c) arrangements for:
 - (i) regular liaison between parties on site,
 - (ii) consultation with the workforce,
 - (iii) the exchange of design information between the client, principal designers, designers, principal contractor and contractors on site,
 - (iv) handling design changes during the project,
 - (v) the selection and control of contractors,
 - (vi) the exchange of health and safety information between contractors,
 - (vii) site security,
 - (viii) site induction,
 - (ix) onsite training,
 - (x) welfare facilities and first aid
 - (xi) the reporting and investigation of accidents and incidents including near misses,
 - (xii) the production and approval of risk assessments and written systems of work;
- (d) site rules (including drug and alcohol policy);
- (e) fire and emergency procedures



Environment Department Construction Phase Plan



Project

Today

24/11/2020

3. Arrangements for controlling significant site risks

- (a) Safety risks, including:
 - (i) Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,
 - (ii) Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations,
 - (iii) Accommodating adjacent land use,
 - (iv) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
 - (v) Preventing falls,
 - (vi) Work with or near fragile materials,
 - (vii) Control of lifting operations,
 - (viii) The maintenance of plant and equipment,
 - (ix) Work on excavations and work where there are poor ground conditions,
 - (x) Work on wells, underground earthworks and tunnels,
 - (xi) Work on or near water where there is a risk of drowning,
 - (xii) Work involving diving,
 - (xiii) Work in a caisson or compressed air working,
 - (xiv) Work involving explosives,
 - (xv) Traffic routes and segregation of vehicles and pedestrians,
 - (xvi) Storage of materials (particularly hazardous materials) and work equipment,
 - (xvii) Any other significant safety risks;
- (b) Health risks, including:
 - (i) The removal of asbestos,
 - (ii) Dealing with contaminated land,
 - (iii) Manual handling
 - (iv) Use of hazardous substances, particularly where there is a need for health monitoring,
 - (v) Reducing noise and vibration,
 - (vi) Work with ionising radiation,
 - (vii) Exposure to UV radiation (from the sun),
 - (viii) Covid-19 Guidance
 - (ix) Any other significant health risks.

4. The health and safety file

- (a) Layout and format;
- (b) Arrangements for the collection and gathering of information;
- (c) Storage of information.

*(*Regulations made under the Clean Neighbourhoods and Environment Act 2005 are expected to require that from October 2007 all construction projects above a given value will be required to write and implement a site waste management plan (SWMP). The SWMP will record the amount of each type of waste that is expected to arise on site and whether it can be reused, recycled or needs to be disposed of. During construction the plan will be updated to map what happens against what was expected to happen, allowing lessons to be learned for future projects. Not-statutory guidance will explain the SWMP process in further detail.)*

Construction Phase Plan Introduction.

Integrated H&S Plan

This **Plan** contains the **construction phase information** and the **specific method statement** for the project. The objective of the document is to set standards for H & S and all contractors and employees are required to follow the safety rules and standards on this project and when working on any project managed by the **Building Services Division** of Carmarthenshire County Council's Environment Department.

1. Description of Project



Environment Department Construction Phase Plan



Project

Today

24/11/2020

- a) project description and programme details including any key dates;

The project consists of a construction of a 2-story residential dwelling for the caretaker of the university and their family

Timescale	6 months
Construction Time Estimate (Based on 5 day Week)	
Proposed Start Date	06/05/2021
Formal Completion Date	TBC

Key Dates and Times:-

Site will be open during the hours of 7:30am and 4:30pm due to site being right on the edge of the public highway.

- (b) details of Client, Principal Designers, Designers, Principal Contractor, Contractors and other consultants;

Contact Type	Client	
Company or Contact Name	Address	Contact Information
University of Wales Trinity Saint David	University of Wales Trinity Saint David, Technium 1, Kings Road, Swansea, SA1 8PH	Contact Name: Telephone: 01792 481000 E-mail:

Contact Type	Principal Designer	
Company or Contact Name	Address	Contact Information
Carmarthenshire County Council	Property Division, Environment Dept,	Contact name: Kelvin Howell Telephone: 01267 256333



Environment Department Construction Phase Plan



Project

Today

24/11/2020

Contact Type	Principal Designer	
Company or Contact Name	Address	Contact Information
	Cillefwr, Carmarthen.	Mobile: 07919 12345 E-Mail Address: KHowell5@carmarthenshire.gov.uk

Contact Type	Principal Contractor	
Company or Contact Name	Address	Contact Information
Carmarthenshire County Council	Property Division, Environment Dept, Cillefwr, Carmarthen.	Contact Name: Kelvin Howell Telephone: 01267 256333 E-mail: KHowell5@carmarthenshire.gov.uk

Contact Type	Contractor	
Company or Contact Name	Address	Contact Information
Nolan Upvc Ltd	Unit 1, St Ivel Llanstephan Road, Johnstown, Carmarthen, SA31 3BP	Jason Jameson Telephone: 01267 123456 E-Mail Address: jason44@nolanupvc.co.uk

Contact Type	Contractor	
Company or Contact Name	Address	Contact Information
Artisan Flooring Ltd	Unit 8 Gilsea Park Mona Close Enterprise Park Swansea SA6 8RJ	Mr Steve Patchell Contact detail - Mob – 07989 568973
Contact Type	Contractor	
Company or Contact Name	Address	Contact Information
RJ Constructions	12 Ammanford road Llandybie Ammanford SA18 3LK	Rhydian Jones E-mail: RJconstructions@outlook.com Phone Mob: 07016 887556



Environment Department Construction Phase Plan



Project

Today

24/11/2020

(c) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

Asbestos Details.

Not Applicable

2. Management of the work

(a) management structure and responsibilities;

+

Contact Type	Contractor	
Company or Contact Name	Address	Contact Information
Carmarthenshire County Council	Property Division, Environment Dept, Cillefwr, Carmarthen	Contact Name: Kelvin Howell Telephone: 01267 256333 E-mail: KHowell5@carmarthenshire.gov.uk
Contact Type	Contractor	
Company or Contact Name	Address	Contact Information
RJ Construction	12 Ammanford Road Llandybie Ammanford SA18 3LK	Rhydian Jones Mobile: 07016 887556 Email: RJConstructions@outlook.com
Contact type	Contractor	
Company or Contact Name	Address	Contact Information
Contact type	Contractor	
Company or Contact Name	Address	Contact Information



Environment Department Construction Phase Plan



Project

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- (b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;

Minimum H&S Standards

Carmarthenshire County Council is committed to a stringent safety and environmental improvement programme. Corporate governance is a key principle in the business ethics of the Client organisation.

All parties involved in the project will follow the Client lead and seek to exceed the minimum standards required by law.

The programme of inspection and audit will progressively eliminate hazards, improve safety and, in consequence, reduce operating costs and losses.

All lost time accidents must be advised to the Client and any significant trends that are becoming apparent as indicated in the Principal Contractor's "near miss" accident reporting will be discussed at progress meetings.

Copies of site safety inspection audits carried out on behalf of the Principal Contractor by their Safety Advisor will be considered at progress meetings.

Principal Contractor Safety Management Goals

The Principal Contractor must establish a benchmark standard for the monitoring of accidents and work related ill health issues on this project.

- All incident * (including near miss) frequency rate of 5.0 / 100,000 man hours.
- Reportable accident frequency rate of nil.
- Work related ill health issues of more than 3 day absences, including stress related illness's

- (c) arrangements for:

- (i) regular liaison between parties on site,

The main methods for communicating safety information on this project will be via safety meetings/briefings, structured tool box talks, risk assessments, method statements, posters, safety signs and permits to work where applicable. Also presentations on the company safety policy and manual will be made as part of the formal site induction training programme. All visitors entering the site will be subject to a visitor's induction presentation detailing their level of authorization and making them aware of the site rules for visitors.

- (ii) consultation with the workforce,

The Principal Contractor to keep in contact with workforce by means of site inductions and tool box talks.

- (iii) the exchange of design information between the client, designers, principal designer and contractors on site,

Any changes to specifications are to be clarified with the Designers and must allow the Principal Designer to be part of the consultation and approval of changes. Once agreed information to be disseminated to Principal Contractor

- (iv) handling design changes during the project,



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All design information will be coordinated and communicated via the **Principal Designer** to all relevant contractors and other designers. All designers will be required to submit their designs to the **Principal Designer** with appropriate design risk assessments and supporting information on health & safety.

(v) the selection and control of contractors,

All contractors, self employed and designers will be vetted by the Principal Contractor to evaluate health & safety competence and their resources for health & safety. The vetting procedure will be the responsibility of the identified person in the project management structure section of this plan. The contractor will be required to complete an initial questionnaire and that will be appraised to quantify the level of suitability. Following the appraisal suitable contractors will be required to provide the following, where deemed necessary, which will also be subject to an evaluation:-

Company Safety Policy (If they employ 5 or more employees)

Employers Liability Insurance

Public Liability

Examples of previous and or generic method statements for high risk activities

Examples of previous and or generic risk assessments

(vi) the exchange of health and safety information between contractors,

The exchange of Health and Safety information will be by means of Tool Box Talks, Safe Systems of Work which will be handed to contractors during Tool Box talks and kept in the site file.

(vii) site security,

All material that will be stored on site will be kept in a lockable container, during the implementation of the roof works, there will be a site compound located adjacent to the roof with safety fencing erected to the perimeter, and all ladders will be removed and secured in the steel container when not in use.

All work areas will be segregated from staff, pupils and the public by means of signage and safety barriers where necessary

(viii) site induction,

Principal Contractor will carry out site inductions with all contractors prior to undertaking any works on site, all site inductions will be documented and kept in site file. All changes to program of works to be discussed with head teacher prior to implementing

(ix) on site training,

All site workers will be given an induction training outlining the Site Rules, and the safety standards expected of workers on construction sites operated on behalf of CCC Technical Services Department.

(x) welfare facilities and first aid

Work that will be undertaken, the Principal Contractor will supply mobile welfare facilities and all cleaning of facilities will be undertaken by the hire company.

First Aid



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- (xi) the reporting and investigation of accidents and incidents including near misses,

All accidents (Including accidents to sub-contractors) and dangerous occurrences **MUST** be recorded in accordance with Carmarthenshire County Council's policy on accident reporting, where the accident results in physical injury to an individual the form AIR (Accident Incident Reporting) is to be completed and forwarded to the Health and Safety Section, where the Safety Advisor will determine the extent of the investigation to be conducted. RIDDOR Reportable injuries will be notified to the Health and Safety Section immediately by contacting the Safety Advisor, identified in the contacts section. Near Miss incidents are to be recorded in accordance with the Property Division reporting procedure.

- (xii) the production and approval of risk assessments and written systems of work;

All Risk Assessments and Safe Systems of Work to be forwarded to the Principal Designer for approval, prior to commencing on site

- (d) site rules (including drug and alcohol policy);

Site Rules.

The Client imposed site rules are :-

These site rules are for direct employees and contractors working for Property Division, Environment Department

1. All personal protective equipment as identified in the risk assessments/ safe systems of work must be worn. As minimum safety footwear, must be worn at all sites. Refer to the Building Services Safety Manual / Highways Safety Manual. Hard hats are mandatory when working near excavators or in the vicinity of scaffold, or where there is any risk of head injury. When working on or near the highway high visibility long sleeve clothing will be worn, under no circumstances are they to wear shorts on any Authority managed/ owned sites.
2. All power tools on site must be 110v maximum and marked as having been tested.
3. Noise and vibration from plant where reasonably practicable is to be located away from existing occupied buildings.
4. Burning of debris on site is not permitted.
5. No radios or personal CD players are allowed on site. You are also reminded that before using a mobile telephone or data device that you should stop what you are doing before answering or making a call.
6. In the event of a fire or serious accident all site staff to follow the procedures outlined in the site induction.
7. All ladders and access to scaffolding is to be removed or rendered unusable at the end of each working shift.
8. Contractor's personnel shall not talk to the pupils in a school unless it is to warn of a hazardous or potentially hazardous situation arising.
9. The Client has determined that the entire workplace is deemed a no smoking site. Due to the introduction of The Smoke free (Premises & Enforcement) Regulations 2007 smoking is banned in all enclosed workplaces and within



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the grounds of premises owned &/or occupied by County Council. The Principal Contractor can however set aside a designated outdoor area near the site accommodation for use by smokers during designated breakfast and lunch breaks, but this MUST be outside the establishment premises boundary

10. All accidents are to be reported to the Supervisor(s)
11. Deliveries - all deliveries and reversing must be supervised by a Banksman.
12. Site traffic speed limits are 5 m.p.h and watch for children especially when reversing.
13. Ladders - Do Not Use Class 3 D.I.Y standard ladders for construction work.
14. Fire precautions - If the work you are conducting involves "hot work" ensure that you have a suitable fire extinguisher on site, and that any hot work ceases an hour before end of shift and that a final check for burning is conducted before you leave.
15. Plant and equipment - only trained and competent operators are to use such items as mini diggers, mobile elevating work platforms, etc.
16. Do not sit on a dumper when it is being loaded.
17. Ensure that prior to any excavation that utility plans are available and that the area is surveyed with a **Cable Avoidance Tool**.
18. Ensure personal hygiene when working and be mindful of risks from Leptospirosis (Weils Disease) Needle stick injury especially from discarded syringe needles.
19. All operatives/ Contractors to leave work areas in a clean and tidy condition on completion of works. Under NO circumstances are you to use the clients cleaning equipment e.g. vacuum cleaners etc
20. All operatives and contractors to follow the current Coronavirus (COVID -19) guidance that has been forwarded by Property Maintenance Section when attending to maintenance on Carmarthenshire County Council Housing and Non-Housing stock, also following current guidance from Public Health Wales and Welsh Government

(e) fire and emergency procedures

Emergency Procedures and means of escape.

Refer to above regarding Fire Precautions arrangements.

All fire exits to be maintained during works

There is a fire alarm test is held at the establishment every Monday at 8.00 am.

The muster evacuation point is just outside the main entrance

The local hospital to the site with an A & E department is

Nearest A+E hospital:

Morrison Hospital

Heol Maes Eglwys

Morrison

SA6 6NL



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Hospital Switchboard: 01792 702222

Fire Precautions

A Fire Action Plan is to be developed and incorporated into the Construction Phase Plan.
The Fire Action plan must evolve with the construction phase and be adapted as the scheme progresses.
The Fire Action Plan will also account for the presence of visitors to site.

3. Arrangements for controlling significant site risks

(a) Safety risks, including:

- (i) Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,

All materials, equipment etc will be delivered out of key hours under no circumstances will deliveries be allowed when the pupils are on break

- (ii) Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations,

Any services drawings to be provided to identify all services in proposed ducting cable routes, if there are no drawings the proposed area to be CAT surveyed and hand digging where necessary

- (iii) Accommodating adjacent land use,

The development is located right on a public highway; the projects should create no disturbance to the adjacent buildings.

- (iv) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,

Not Applicable

- (v) Preventing falls,

The principal contractors minimum standards for working at height are-

- No use of ladders except for access.
- Mobile elevation work platforms must only be operated by trained operatives.
- Scaffolding erected by competent persons and inspected every 7 days.



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- (vi) Work with or near fragile materials,

The roof lights that are to be inserted on the roof will be cordoned off by means of safety fencing, to insert the roof lights a mobile tower will be erected to the underside during the installation process.

- (vii) Control of lifting operations,

Materials to roof will be hoisted into position by means of mechanical hoist

- (viii) The maintenance of plant and equipment

All equipment will have been PAT tested with records kept, all contractors to adhere to Property Services requirements, any plant or equipment that is deemed unsafe by the Project Manager will be removed from site and a "Site Inspection Checklist" document will be completed and kept in the site file.

- (ix) Work on excavations and work where there are poor ground conditions,

Not Applicable

- (x) Work on wells, underground earthworks and tunnels,

Not Applicable

- (xi) Work on or near water where there is a risk of drowning

Not Applicable

- (xii) Work involving diving,

Not Applicable

- (xiii) Work in a caisson or compressed air working,

Not Applicable

- (xiv) Work involving explosives,

Not Applicable

- (xv) Traffic routes and segregation of vehicles and pedestrians,

All contractors to adhere to attached traffic routes.

- (xvi) Storage of materials (particularly hazardous materials) and work equipment,

All materials to be kept in on site steel container

- (xvii) Any other significant safety risks;

Refer to risk assessments

- (b) Health risks, including:



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- (i) The removal of asbestos,

Not Applicable

- (ii) Dealing with contaminated land,

Not Applicable

- (iii) Manual handling

See method statements

- (iv) Use of hazardous substances, particularly where there is a need for health monitoring,

The Principal Contractor will ensure that all hazardous materials are stored as follows :-
Petrol for generators to be kept in closed jerry cans stored away from sources of ignition.
Additives and water proofers etc for concrete to be kept in a secure store.
All potential pollutants of the water courses, especially diesel, to be kept in a secure store.

- (v) Reducing noise and vibration,

The noise levels encountered during the project will undoubtedly exceed the lower daily and weekly exposure of 80DBA, and possibly the upper daily and weekly exposure of 85DBA.

- (vi) Work with ionising radiation,

Not Applicable

- (vii) Exposure to UV radiation (from the sun)

Principal Contractor will ensure that all contractors will have protective sun cream..

- (viii) Covid-19 Guidance

- (ix) Any other significant health risks.

Please refer to Risk Assessments

4. The health and safety file

- (a) Layout and format;
- (b) Arrangements for the collection and gathering of information;
- (c) Storage of information.

(*Regulations made under the Clean Neighbourhoods and Environment Act 2005 are expected to require that from October 2007 all construction projects above a given value will be required to write and implement a site waste management plan (SWMP). The SWMP will record the amount of each type of waste that is expected to arise on site and whether it can be reused, recycled or needs to be disposed of. During construction the plan will be updated to map what happens against what was expected to happen, allowing lessons to be learned for future projects. Not-statutory guidance will explain the SWMP process in further detail



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