Masters in Construction Ltd
Building and Civil Engineers
Est 2020

Construction Phase Health & Safety Plan

New Student accommodation development, SA1

Document Control

Issue Status

Please note this document is only valid on the day of printing, please check with Masters in Construction Ltd Health and Safety Manager for most up-to-date version

Version	Amendments	Pages Affected	Date	Initials
01	Initial Document Issue	All	11/1/21	WMW

Regulation 12 Construction phase plan and health and safety file

(1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.

(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.

(3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—

(a) pre-construction information obtained from the client;

(b) any information obtained from designers under regulation 9(3)(b).

(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

The construction phase plan

The construction phase plan must set out the arrangements for securing health and safety during the period construction work is carried out. These arrangements include site rules and any specific measures put in place where work involves one or more of the risks listed in Schedule 3.

For projects involving more than one contractor, the principal contractor must ensure the plan is drawn up during the pre-construction phase and **before** the construction site is set up. It must take into account the information the principal designer holds, such as the pre-construction information and any information obtained from designers. During the construction phase, the principal contractor must ensure the plan is appropriately reviewed, updated and revised, so it remains effective.

For single contractor projects, the contractor must ensure the construction phase plan is drawn up

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version 1.01

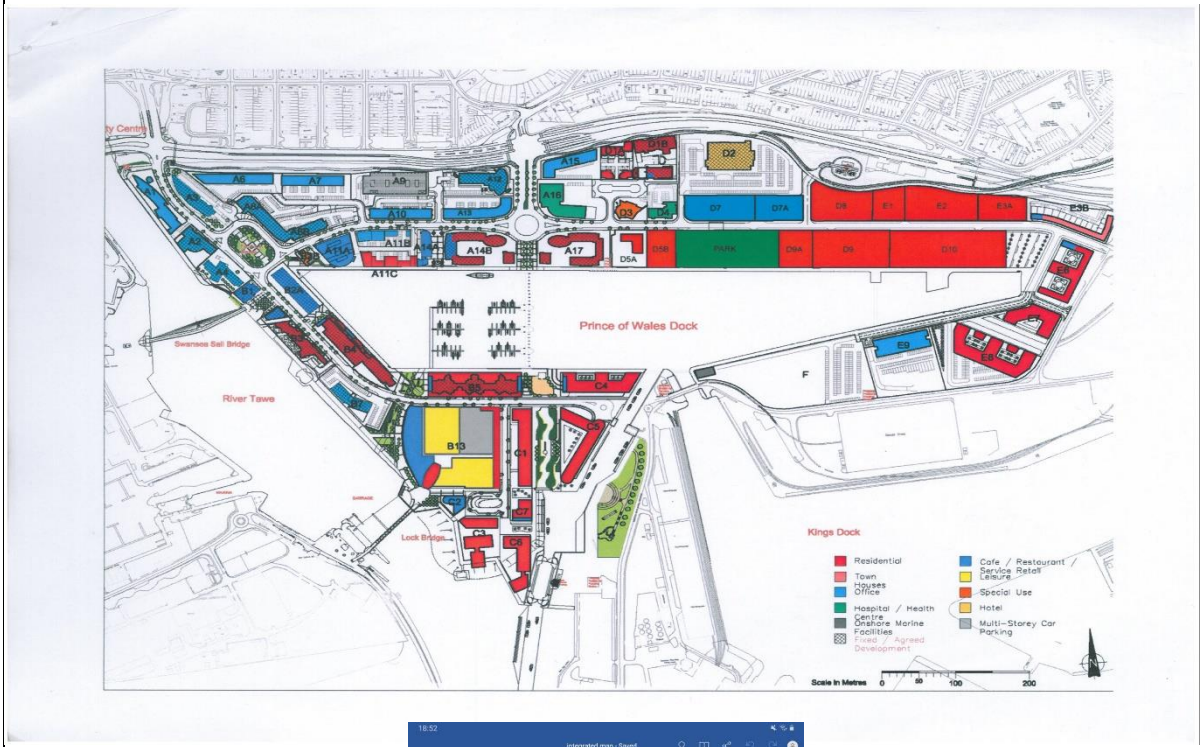
SECTION 1.0

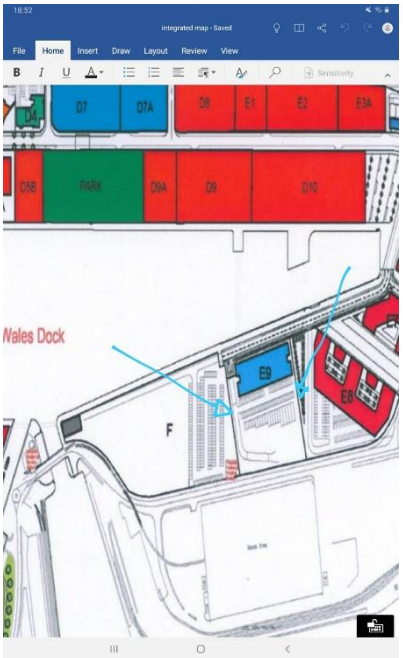
Description of the Project

1.1 PROJECT DESCRIPTION:

1.1a Location:

SA1 Waterftont Development, Swansea, Plot E9.





1.1b Project Description

To meet the growing number of home and overseas students wishing to attend the University, additional Halls of Residence are required. Your company have been approached by the Universities Estates Team to carry out a feasibility study, design and build for a new three-storey Student Residence Hall in the SA1 development (seafront): the top two floors will be for accommodation, and the ground floor will be multi-function retail spaces. The University would prefer the student rooms to be 'en-suite'. Consideration should be given to maximising rental income generation from these units, to access, and to diversity in provision, allowing for single and family units. Therefore, maximising the monetary possibility of space, it is essential that consideration must be given to proper access for users and delivery to the retail outlets. The grounds should be landscaped for community use. Consideration should be given to parking of vehicles.

1.1c Project Programme Details: Key Dates

Date of Commencement on Site	Tbc
Duration of Construction Phase	26 months
Proposed Project End Date (Practical Completion)	tbc

Project dates and durations are provisional and may change

1.1d Project Programme

A detailed programme of works will be submitted to the Client for approval. A copy of the approved detailed programme will be retained on site for reference by any interested parties. The programme for the works will be updated as appropriate and reviewed and approved by the Project Management Team

1.1 Details of Main Parties

Client	**University of Wales, Trinity St David (UWTSD)**	University of Wales Trinity Saint David Technium 1. Kings Road Swansea SA18PH	
Architect	**TBC**	TBC	TBC
Principal Designer *(Design Phase)*			
M&E Engineers	**TBC**	TBC	TBC
Principal Contractor	**Masters in Construction Ltd**		
Principal Designer (Construction Phase)			
Structural Engineers			
Quantity Surveyor			
Enforcing Authority			

SECTION 2.0

Management of the Work

2.1 Health & Safety Responsibilities

Managing Director

The Managing Director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health safety and welfare of all employees and others who may be affected by its operations.

In particular, the Managing Director will:

a. Ensure there is an effective company policy for health and safety and that all employees, contractors and temporary workers are made aware of their individual responsibilities

b. Understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work, etc Act 1974 and any relevant Acts of Parliament and Statutory instruments are met

c. Appoint a Director responsible for health and safety

d. Ensure that all Directors and Managers understand and fulfil their responsibilities with regard to health and safety

e. Arrange for funds and facilities to meet the requirements of company policy and legislation

f. Make provision for adequate and appropriate training to be given to all employees

g. Ensure that notification and reporting procedures to the relevant statutory authorities are carried out

h. Set a personal example on all matters of health and safety

Contracts Director / Director Responsible for Health & Safety

The Director Responsible for Health and Safety is accountable to the Managing Director for all matters relating to health, safety and welfare of employees and those affected by the company's operations

In particular, the Director Responsible for Health and Safety will:

a. Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory instruments, HSE Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors
b. Bring company related health and safety matters to the attention of the Board of Directors
c. Ensure that good communications exist between employer and employees and are maintained
d. Liaise with the person appointed in the role of Health, Safety & Sustainability Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources
e. Ensure adequate means of distributing and communicating health, safety and welfare information obtained for the HSE, Safety Organisations and Trade Associations regarding new techniques of accident prevention, new legislation requirements and codes of practice etc
f. Ensure that an adequate programme of training for health and safety is established and that the safety culture is encouraged amongst employees
g. Set a personal example at all times by using the correct personal protective clothing / equipment and following all safety requirements and procedures

Safety Officer

The primary role of the Safety Officer is to advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations

The Safety Officer is designated responsibility by the Director Responsible for Health & Safety to control and update the health and safety procedures and to ensure that all Company staff operate to the procedures and instructions.

In particular the Safety Officer will:-

1. Understand the application of the Health & Safety at Work etc Act 1974 and other legislation relevant to the company's business
2. Keep up to date with changes in current legislation and to bring to the attention of the Director Responsible for Health & Safety any relevant new legislation
3. Attend such courses / seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation
4. Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same
5. To recommend control measures and advise on the standard of PPE issuedto employees
6. Conduct health and safety inspections and prepare reports of all the company's operations
7. Immediately contact the Director Responsible for Health & Safety if situations are found, that in the opinion of the Safety Officer, require immediate rectification or the stopping of any operation
8. To notify the Director Responsible for Health & Safety if the corrective action agreed after any workplace inspection is not implemented by the arranged date
9. To carry out investigations into all accidents and near miss incidents and to record the findings on the relevant forms
10. Advise the Director Responsible for Health & Safety of all incidents reportable under RIDDOR
11. To arrange health surveillance as instructed
12. To highlight areas where training / certification is required to meet the standards imposed by legislation, approved codes of practice or HSE guidance
13. To bring new techniques for improving health, safety and welfare to the attention of the Director Responsible for Health & Safety
14. To set a personal example by wearing appropriate personal protectiveclothing / equipment and observing all safety requirements / procedures

Site Managers

Each Site Manager is responsible for his personal safety and that of all personnel under his authority, including others who may be affected by the company's activities

In particular they will:

1. Understand and implement the company safety policy
2. Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his responsibility and are equipped to play their part
3. Conduct risk assessments on activities within their department ensuring that the methods and systems of work are safe. Also that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied
4. Provide written instructions of work methods outlining potential hazards and precautions and ensure they are complied with
5. Ensure accident and near miss reporting procedures are understood and complied with and assist with accident investigations where appropriate
6. Ensure all employees and sub-contractors are suitably trained / competent to carry out the prescribed task and that the necessary licences / certificates of competence are in force and appropriate
7. Ensure the Statutory Notices, the Health & Safety Policy, Insurance Certificate and the names of Appointed First Aiders are displayed and maintained in prominent positions
8. Ensure that ll new employees in the company are provided with a copy of the policy statement, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and are aware of their personal responsibilities as set out in this document
9. Reprimand any employee for failing to discharge their health and safety responsibilities
10. Set a personal example with regard to health and safety matters

All Employees

The Management of Health and Safety at Work Regulations 1999 (MHSWR) re-enacts the Health and Safety at Work etc Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the Act: to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Company to enable it to discharge its own responsibilities successfully

Furthermore, all employees are expected to:-

1. Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules / procedures, regulations and codes of practice
2. If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their supervisor
3. Obtain and use the correct tools / equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored in the approved place after use
4. Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing / equipment provided are used
5. Not to operate any plant or equipment unless authorised
6. To report any accident, near miss, dangerous occurrence or dangerous condition to their line management
7. To switch off and secure unattended plant or equipment
8. To avoid improvised arrangements and suggest safe ways of eliminating hazards
9. Not to participate in horseplay or place fellow employees in danger by their actions

2.2 Health & Safety Goals

It is the aim of Masters of Construction Limited (MIC) that the project should be carried out to avoid or control all foreseeable risks to the health and safety of those involved in construction works, third parties who may be affected (including members of the public) by such work and with the health and safety of those who may carry out maintenance, cleaning or future construction work or demolition on the finished building or infrastructure

The Client's high level Health & Safety targets for the project are:

- To execute the contract without presenting any hazard to the contracting and design team, not to any visitors to site
- To execute the contract without presenting any hazard to members of the public in the surrounding areas
- To ensure a completed project that is safe to use and maintain
- To ensure that all risks are subject to the hierarchy of hazard prevention – first target to eliminate the hazard; if it can't be eliminated, then reduce it; if it can't be reduced than control it
- To provide a property which can be safely demolished in a controlled manner without undue risks to those involved in terms of safety and health

The Construction Phase Plan will provide information and instruction to all persons engaged in the project so as to enable them to comply with the principle objective,
i.e. to reduce serious and minor accidents on site during construction, post construction, cleaning and maintenance

Special attention will be placed on MIC employees to minimise any disruption during construction works. The contact details for MIC will be prominently displayed on site hoardings and posters on external walls and fencing, including the name and contact details of the MIC Site Manager.

MIC Health, Safety & Sustainability Manager will make regular and frequent visits to site to check on all aspects of health and safety and will carry out site inspections and audits to ensure ongoing compliance with our systems and will prepare and issue formal reports to MIC Directors, Site Management team and the Client, as appropriate

Regular management reviews are undertaken by the Senior Management Team to ensure that all actions raised by internal and external audits are closed out in a timely manner

2.3 Health & Safety Arrangements

In order to ensure our safe working practices and procedures are being followed, we will regularly monitor our safe working practices by:

- Site Managers / Supervisors will check their respective sites daily and where there are any non-compliance issues, they are assessed as to the degree of risk, and appropriate measures will be put in place to remedy the situation
- Site management at all levels are empowered to observe work behaviour and will act to ensure poor working practices and behaviours are improved
- All work equipment will be inspected on a regular basis and where subject to statutory inspection within those set timescales
- Where appropriate, accidents, incidents, hazards and cases of ill-health are investigated and the findings acted upon appropriately

MIC operate an active monitoring policy, which includes, but is not limited to:

- Checking site procedures
- Inspection of equipment
- General site and operational inspections
- Internal auditing to identify non-compliance
- Direct observation of work operations
- Periodic examination of records and documentation

MIC H&S Officer will carry out site inspections on a regular and frequent basis

SITE SAFETY RULES

YOU ARE REQUIRED TO:

- Take reasonable care of your own health and safety
- Ensure that you do not put the health and safety of any other person at risk by act or omission
- Co-operate with the site management to comply with their health and safety responsibilities
- Comply with the WB Griffiths Ltd Equal Opportunities Policy at all times. Discrimination of any kind will not be tolerated. Anyone found discriminating on any grounds will be banned from this and any future WB Griffiths Ltd site.
- Inform the Site Manager if you are under 18

YOU MUST:

Wear the following PPE at all times:

  - hi-viz vest (or coat)
  - safety protective footwear at all times (incorporating reinforced toecap and mid-sole)
  - safety helmet (unless approved risk assessment deems otherwise)
- Wear the following task specific PPE where identified by risk assessment:
  - Hearing protection: ear defenders or plugs
  - Hand protection: suitable gloves for the task e.g. chemical or cut resistant
  - Eye protection: e.g. low impact glasses or high impact goggles / full face visor for grinding / cutting operations
  - Respiratory protection: Dust mask
  - Fall protection: safety harness and appropriate lanyard
  - Coveralls to be worn as necessary
- Keep point of work, access, storage and welfare areas tidy at all times
- Put all debris / waste in the appropriate bin / skip
- Control dust
- Comply with:
  - all warning and hazard signs
  - the site speed limit: 5 mph
  - all Temporary Works Procedures and Permits to Work
- Report all accidents (including injuries), incidents, near misses, unsafe work conditions and
- dangerous occurrences to your supervisor / the Site Manager
- Ensure ladders are secured properly i.e. tied
- Ensure site security is maintained
- Excavations are protected to prevent personnel and plant from falling into them
- Evacuate to the designated Assembly Point if the alarm is raised and comply with the site fire plan
- Subcontractors to also comply with their own company health and safety documents

YOU MUST NOT:

- Operate plant unless trained / competent or authorised in writing to do so
- Ride as a passenger on plant unless it is specifically equipped to do so
- Leave vehicles unattended with the engine running or keys in the ignition
- Drive any site vehicle unless you hold a current driving licence covering the vehicle category
- Block roads for any period of time
- Attach lifting equipment to plant, scaffold or buildings unless trained / competent or authorised to do so
- Enter any confined space without proper authority (Confined Space Permit) and training
- Enter any excavation unless safe to do so i.e. the sides are battered back or shored
- Remove guards from tools and equipment
- Change abrasive wheels unless trained to do so
- Use damaged / faulty plant / equipment
- Throw any tools, materials, etc. from scaffolding / height
- Alter any scaffolds and scaffold towers
- Climb on the outside of scaffolding
- Stand on the top two steps of a step ladder
- Work on a roof without proper authority
- Tamper with any electrical item
- Use potentially hazardous materials without proper instruction
- Create trip hazards for yourself or others with leads, hoses, discarded materials, etc.
- Work alone outside normal working hours
- Drink alcohol or un-prescribed drugs
- Smoke anywhere on site
- Eat or drink outside of the designated welfare area
- Use offensive language
- Wear insufficient clothing (e.g. t-shirt to be worn)
- Use radios or similar devices

Note: these rules are not exhaustive and must be complied with at all times.

REMEMBER: DON'T WALK BY; REPORT ALL UNSAFE CONDITIONS IMMEDIATELY IF IN DOUBT ASK

MASTERS IN CONSTRUCTION LTD OPERATE AN 'OPEN DOOR' POLICY: TALK TO THE SITE MANAGER

In addition to the Masters in Construction Ltd, the Client requires that the following rules be implemented and included in the pre-start site safety induction:

Masters in Construction Ltdwill operate a strong code of conduct to ensure that children using the Centre remain safe at all times during the construction period. The code of conduct applies to all contractor and subcontractor personnel who will attend site and delivery personnel who will visit the site. The construction site and other
contractor's areas will be segregated from all surrounding areas being used by children and the areas between supervised during working hours. The site and other contractor's areas will be kept secure at all times. Disclosure and Barring Service (DBS) checks will be carried out for all contractor site-based personnel who may come into contact with children. Visiting staff will be supervised by DBS checked staff whilst at the Centre.

All personnel (Masters in Construction Ltd staff, subcontractors, visitors and operatives) will wear as a minimum – safety helmet, safety boots and high visibility jackets or vests or shirts at all times when on site and other additional PPE as and when required by Masters in Construction Ltd or identified by risk assessment

All personnel will receive an appropriate pre-start safety induction from Masters in Construction Ltd and are required to sign in and out daily in the Site Attendance Register

No personnel are allowed on site under the influence of alcohol or drugs nor are they allowed to consume these whilst on the site. Any person suspected of being under the influence of alcohol or drugs will not be permitted access to the site, any person suspected of being under the influence of alcohol or drugs while on site will be removed from site immediately

Only trained, certified and competent personnel will be permitted operate mechanical plant, tools or equipment. Copies of certification will be held in the Site Office for reference by interested parties

All noisy and dusty work will be carried out during reasonable hours and any inconvenience to adjacent properties will be kept to a minimum. Masters in Construction Ltd will take all necessary measures to keep noise and dust to a minimum

Portable radios and other audio equipment will not be permitted on site at any time

Site personnel are not permitted to access any areas of the Centre, other than the construction site areas and compounds, without the express permission from the Client

2.4 <u>Arrangements for:</u>

2.5 (a) Communications etc

2.5 (a)(i) Co-operation between the project team on site and co-ordination of their work

Good communication is vital in all areas of the construction industry, not least with regard to health and safety. All staff must be aware of their obligations and the required procedures for health and safety.

Good communications are especially important when hazardous tasks are being undertaken, such as:

- Demolition
- Working in confined spaces
- Lifting
- Working at height

The Management of Health and Safety at Work Regulations 1999 require every employer to provide his employees with information on:

- The potential risks to their health and/or safety
- Preventative and protective measures for those risks
- Emergency procedures
- The identities of those who have a role within the organisation's health and safety management team

This includes giving employees information on any process or task that may involve particular risk. This information will be:

- Comprehensive – it must make sense to those it affects. If the regulations are difficult for staff to understand, then Codes of Practice and other guidance notes must be made available, as well as the organisation's own interpretation in the form of policies and procedures
- Relevant – to avoid "information overload" only the information directly relevant to a person's area of work should be provided. This also requires regular review and revision according to current working practices

It is the duty of each designer (this includes ALL persons with design responsibility on the project, including specialist contractors and sub-contractors, temporary works designers, any client input to designs, etc) to co-operate with the Principal Designer and all other designers and to ensure the co-ordination of all elements of design, all with the intent of ensuring that this process minimises the potential for any person to be caused harm, whether that be at the pre-construction or construction phases, and whilst the completed structure is in use, being maintained, altered, cleaned or eventually demolished

To this end all Design Team Meetings, whether pre- or post-contract, must involvean overall view of health and safety co-ordination and co-operation matters andconsider Design Reviews to focus on such matters

In order to meet these requirements, Masters in Construction Ltd will use the following methods of communication on this project:

- Induction Training – All site personnel will receive a site specific induction briefing, given by the Site Manager before starting work on site. The induction briefings will include location of emergency escape routes and exits, means of raising the alarm, location of fire extinguishers and first aid equipment, identity of first aiders, PPE requirements, etc
- Toolbox Talks – Regular toolbox talks are given to all site staff, including relevant subcontractors, on a variety of subjects based on recent incidents, changes in legislation or best practice, company needs, etc
- Signage – Informative and warning signage is used to promote safe working and to warn of site hazards
- Notices and Posters – Site notice-board is updated regularly to ensure ongoing relevance and to bring known or anticipated hazards etc to the attention of the workforce
- Face-to-Face Communication – Site management team will spend time keeping the workforce up to date with the progress of the project and upcoming works

2.5 (a)(ii) Consultation with the workforce

Consultation with the workforce will follow the process set out in the Arrangements section of Masters in Construction Ltd Health & Safety Policy, the relevant extract is given below

Regular Safety Forums are held, in which members of the workforce from all MIC sites will be invited to attend. The Forum is chaired by the H&S Officer and is intended to be an open discussion on matters pertaining to health and safety in the workplace. No managers are present to allow for open and frank discussions. Copies of the Health & Safety Forum meeting minutes are passed to each site and posted on the notice board in the staff canteen, a copy of the minutes is also given to the company Directors and senior managers

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Consultation with Employees

- **The Health and Safety (Consultation with Employees) Regulation 1996** apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under
- **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

The employer will consult with employees either directly or via representatives nominated by the employees.

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

2.5 (a)(iii) The exchange of information between the client, designers, principal designers and contractors on site

The Pre-Construction Information has been compiled as a result of meetings an information shared between the Principal Designer, Client and Designers

All unforeseen eventualities which may occur during construction and which affect previously recognised health and safety issues or resources will be reported to the Principal Designer and Client

All design work carried out by Masters in Construction Ltd or appointed contractors during the construction phase, will be notified to the Principal Designer

The Principal Designer will be informed of all new design and revised designs. Where required, additional meetings will be held, with the Client in attendance

Masters in Construction Ltd will liaise with the Principal Designer should any specific issues be raised that have not been discussed in this information

Masters in Construction Ltd has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, contractors and workers. Arrangements made in respect of co-operation and consultation with workers on-site will be recorded by Masters in Construction Ltd and included in the Construction Phase Plan. Such arrangements will require regular review and updating, as circumstances on site change
Masters in Construction Ltd will implement a range of mechanisms to ensure that on-site consultation is effective. This could include regular consultation meetings, consultation during inductions, daily briefings, toolbox talks, etc

Masters in Construction Ltd will assume the role of Principal Designer for the construction phase of the project

2.5 (a)(iv) Handling design changes during the project

Significant design changes will be brought to the attention of the Principal Designer and the Client. This will include material changes. Where required, additional meetings will be held, with the client in attendance.

Any required design changes must be agreed with, and notified to, all parties including the Principal Designer and Masters in Construction Ltd

2.5 (a)(v) The selection and control of sub-contractors

Subcontractors will be assessed prior to appointment. A number of the subcontractors selected will have worked for Masters in Construction Ltd previously enabling assessment of performance in relation to quality and health and safety issues to be made. In addition, pre-start meetings with sub-contractors will be carried out to ensure their competency, health and safety history and check that current insurances are in place.

Subcontractors will be selected from the specified Approved Client List for defined trades / operations.

Masters in Construction Ltd Health and Safety Policy is issued to all our subcontractors when appointed and they are required to comply with the requirements of this policy.

All subcontractors RAMS to be provided to the Site Manager / Health, Safety & Sustainability Manager for assessment / approval at least 10 days prior to commencing work on site.

All subcontractors are required to agree to comply with the following Masters in Construction Ltd policies (copies of the policies are available to view from Masters in Construction Ltd):

- Modern Slavery and Human Trafficking Policy
- Right to Work Policy

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Appointment of Sub-Contractors

The Company recognises that the selection and subsequent control of any contractor is crucial to the success of good Health, Safety & Environmental management. Failure to adequately manage contractor's activities can put personnel, members of the public and the contractors (including any sub-contractors they may have engaged) at risk of injury, and may leave the Company exposed to enforcement action and potential prosecution.

Any contractor being brought in to work for the Company must first be vetted for their ability to perform to acceptable Health, Safety and Environment standards and in particular their duties under CDM.

Reference should be made to the Health and Safety Executive (HSE) publication:

- **L153 Managing Health and Safety in Construction. Approved Code of Practice and Guidance**

It will be incumbent on the person appointing the contractor to check the Approved Contractor List to see if the contractor has already been through the vetting system and is approved.

If not already on the Approved Contractor List it is incumbent on that person appointing the contractor to ensure the contractor is sent a competency questionnaire and an appropriate accompanying letter requesting that they complete and return it. It will be a line management responsibility to ensure this is done in advance of appointment to chase return of information and to allow time for approval process.

Experienced line managers/ contract managers and the Safety Director will be responsible for supervising the day to day implementation and the effectiveness of this policy in ensuring the appointment of competent contractors Every contractor must have completed the competency questionnaire and been approved by the Safety Director or other authorised person prior to commencement on site. The assessment shall be unbiased and apply a good common sense approach to the interpretation of the evidence supplied by the contractor. A check of the HSE website for prosecutions and 'notices' must be made.

Should additional evidence be required before a decision can be made, this should be sought without delay by the person appointing the contractor or directly by the person undertaking the assessment. Only when satisfied that the contractor can perform safely will the approval be given?
The Contractor will be approved for a maximum of 12 months or less subject to site performance. In order to remain on the approved contractor list, updated information shall be requested from the contractor by the next person considering appointment.

2.5 (a)(vi) The exchange of health and safety information between contractors

Prestart meetings will be held with subcontractors. Progress meetings will be held on a regular basis based on the scope and complexity of their works.

Variations to the Contract will only be permitted where directly instructed by the Client. The Site

Manager will have daily contact with subcontractors on site

2.5 (b) Site security

The construction site will be set up in accordance with the Site Set Up method statement

The construction area will be secured whenever the site is not operational or manned. Where necessary, the perimeter hoarding / fencing will be fitted with appropriate warning lighting

Appropriate warning and advisory signage will be clearly displayed at frequent and regular intervals around the entire construction site boundary. The signage will warn of all hazards within the site and advise all visitors to report to the Site Office before entering the site

All persons wishing to enter the construction site will be advised, by appropriate signage, to report to the Site Office in the first instance. All site personnel and site visitors must sign in and out of site using the Site Attendance Register located in the Site Office

The site access gates will be manned at all operational times. The gates will be locked shut whenever the site is not operational or unmanned. Contact details of the Site Manager will be clearly displayed on the security gates. The Site Manager will be available 24hours a day, 7 days a week in the event of an emergency

The Site Manager will carry out regular and frequent checks of the site security measures to ensure they are still effective and relevant to the site as the project progresses

All non-essential personnel will be excluded from the construction site at all times during the project.

Access and egress to the neighbouring buildings will be maintained throughout the duration of the project to avoid detrimental impact, including the maintenance of emergency escape routes

Access to the Construction Site

1. The vehicular and pedestrian access to the sites will be controlled during the period 08:00 to 17:00 Monday to Friday. Outside of these hours the gates will be locked shut and relevant signage in place to indicate operating hours and emergency contact details

2. All site fencing will, where deemed necessary, be fitted with warning lighting to prevent accidental contact during periods of reduced light

3. All pedestrian routes will be clearly segregated from vehicular traffic routes to protect pedestrians

4. Where construction traffic routes cross Centre traffic routes, suitable crossing points will be established

Additional Control Measures to Safeguard Third Parties

1. Hot works on site will be managed by way of a Hot Works Permit To Work process to ensure that the risk of a fire is prevented.

Flammable substances will be stored in appropriate locked containers within the site perimeter; away from any structures and combustible materials, and away from site boundaries to reduce the risk of arson in accordance with the site fire risk assessment and fire plan.

2. Chemicals will be stored appropriately in labelled containers within the site perimeter in accordance with the manufacturers Material Safety Data Sheet and product COSHH Assessment.

Spillage will be avoided through appropriate storage of materials, including where deemed necessary, the provision of bunds. All plant will be maintained, serviced and inspected to minimise the risk of leaks and spills

Emergency spill procedures will be in place to prevent contamination of the drains should an incident occur

3. Waste will be managed to discourage vermin infestations. Vermin are likely to be present in the vicinity due to the location of the site in a urban area. Skips will be provided and waste segregated. Welfare waste will be disposed of in a covered skip
/ bin

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Unauthorised Access

The Health and Safety Executive (HSE) has issued Guidance Note;

- **HSG151 Protecting the Public - Your Next Move** relating to protecting the public from activity on construction sites. Construction projects can endanger the health and safety of persons not undertaking work on the project in many ways, if they walk on the site:

- Falling materials and equipment
- Vehicle movement
- Tripping or falling
- Dust
- Noise

Health and Safety Executive (HSE) investigations also show that children were most at risk from the following activities:

- Falling through openings such as manholes, stairwells or into excavations, pits and so on
- Riding on mobile plant (e.g. dumper trucks) which runs out of control or being hit by mobile plant while playing near it
- Falling from or being hit by builders hoists
- Climbing onto stacks of material which then collapse
- Playing with manhole rings and cable drums that run away and roll over the children
- Tunnelling into piled sand that is undermined and collapses onto the tunnellers suffocating them
- Climbing onto and then falling from scaffolds or from/through roofs or other elevated areas

To minimise the risks to non-construction personnel the most effective way is to restrict access to the site so that only authorised persons may enter.

The hazards of construction sites are such that the general public should not be permitted on site except for properly supervised, educational or other visits. Site management should make this prohibition known to sub contractors before they start work and ensure that sub-contractors comply with it and any specific precautions adopted. For visitors to the site, such as delivery drivers and prospective purchasers specific arrangements must be made and they should have these precautions drawn to their attention.

Where sites are located in areas in which children congregate, e.g. close to schools, housing estates, etc. site occupiers will find it useful to liaise with school head teachers, tenants associations and so on to discuss ways in which the children can be told of the dangers and be discouraged from trespassing. For example, visits to schools to talk to the children and show them a suitable film have been effective in the past in reducing accidents and vandalism on site. The local police force may be prepared to participate in similar activities.

Risk assessments must be undertaken during the project planning stage to ensure all effective controls are in place prior to construction activity commencing.

Too many children, construction sites have the appeal of adventure playgrounds and it is no easy task to provide measures that effectively prevent a determined child accessing the hazardous areas mentioned above. However, site occupiers should take all reasonable measures to minimise the risks to young life. Indeed, it is often relatively easy to keep out toddlers. The following precautions are reasonably practicable steps which site occupiers should consider taking to prevent persons endangering themselves.

At all construction sites where it is reasonably practicable, a fence should be erected enclosing all construction activities. In assessing whether erecting a fence is reasonably practicable, site occupiers should weigh the degree of risk against the difficulty and cost of erection and maintenance. Unless the risk is insignificant when compared to the cost etc., a fence should be erected.

Consideration should be given to the following when judging the need for such protection.

- Nature and type of construction work
- How populated is the area
- Who will need to visit the site during construction
- Whether the site may attract children
- Site characteristics

Given the hazards of construction sites and that it is the public and children who are at risk, the degree of risk is high for most sites. Thus, for example, any demolition site, new- build, redevelopment or major refurbishment should be fenced where these sites are located in, or near, urban areas. Minor refurbishment and other jobs of short duration (even less than 24 hours) may have to be fenced, depending on the nature of the risk and the location of the site.

The perimeter fence should not be less than two metres high and, since it should not be capable of being easily climbed, it should be either close-boarded or covered with a close mesh which prevents children getting their hands and feet through. Support poles should be firmly anchored.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained and materials should not be placed or stacked near the fence in a way that provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing.

The site occupier may find that children are getting onto the site despite the provision of a perimeter fence. In such cases consider additional height to be added to the fencing, whilst maintaining its stability, a different fencing material can be used, security staff could be employed, along with closed circuit television. On some construction sites it may not be reasonably practicable to erect a perimeter fence. Each case should be judged on its merits but obvious examples of sites that may not be fenced are very long excavations on motorway sites and a new housing estate that is partly occupied (though, in some cases, problems can be avoided by better planning of the parcels of work). The construction area should still be fenced off where practicable and in difficult locations additional measures taken.

Priority must be given to preventing materials falling into the workplace, or areas where building occupiers or members of the public may be at risk. If a risk still exists from falling materials consideration needs to be given to the following:

- Provide brickguards, debris netting or sheeting to prevent materials striking people
- Provide overhead frames/protection over doorways, walkways or other access points
- Safe system of work for raising/lowering materials and plant
- Ensure method statements are prepared prior to work commencing
- Only authorised persons allowed in areas of risk
- Erect adequate fencing and signage

Measures to protect site workers from falling into excavations etc., or over open edges such as at stairwells, are required under the **Construction Design & Management) Regulations 2015.** To protect all persons against these dangers, the measures should be augmented as follows.

- All excavations, pits etc., should be back filled or securely covered immediately work in them is ended. If leaving them open cannot be avoided then their edges should be shored or battered to avoid collapse, they should be fenced by a barrier to a height of at least one metre from the ground. The fencing should be adequately supported. Where a fall could be in excess of two metres then guardrails, toeboards or similar protection should be installed
- Where an open edge, such as a stairwell, has been protected with a guardrail and toe board, the space between guardrail and toe board should not be in excess of 470mm, closed with a secured barrier, a second guardrail or other suitable material
- Where covers have been used to guard open edges, perhaps at manholes or small floor openings, it is important that they are effectively secured and signed since children are likely to try and remove such covers to investigate what lies below

All vehicles and plant with moving parts, e.g. hoists, should be effectively immobilised when left unattended. If possible, such equipment should be locked in a separate enclosure when the site is unoccupied

All materials which could cause injury if they fell, e.g. paving slabs, timber, pipes, should be stacked or stored in a way which prevents their easy displacement.

Temporary but secure and stable racking should be used when appropriate.

Palletised loads of bricks, blocks, etc. should not be stored more than two pallets high. The condition of the strapping or shrink-wrapping around the load should be checked regularly. If the strapping of an upper pallet is broken, or the shrink-wrapping has deteriorated, the pallet should be removed to ground level. (Palletised loads may also become unstable due to loss of material from damaged packages, e.g. cement bags, within the load).

Palletised loads should not be placed near to open edges of excavations or on ground liable to give way.

Manhole rings, cable drums and similar articles should be stored end-on, not side-on, to prevent their rolling.

For some articles it may be impracticable to store them end-on in which case they should be effectively chocked.

Heaps of sand, topsoil etc. should be limited in size to minimise the consequences of their collapse should children digging at their base undermine them.

All ladders giving access to elevated areas, when the site is unoccupied, should be removed and placed under lock and key. Alternatively, access could be prevented by padlocking scaffold boards to the ladder at ground level to cover the rungs.

Where there is an enhanced risk of children using scaffolds to climb to high levels, e.g. at scaffolds erected around occupied blocks of flats, access at ground level should be prevented by an adequate barrier strapped to the base of the scaffold. If access to scaffold platforms through windows of occupied properties is possible, occupants should be asked to keep those windows closed, preferably locked shut. The use of brick-guards, sheeting or other barriers between the guardrails and toe boards will lessen the chance of a fall should children manage to climb onto the scaffold platform.

To prevent debris chutes being used as slides when unattended, access to the upper ends of the chutes should be prevented, e.g. by providing a lockable cover or an effective barrier.

At the end of work for the day, electrical supplies to all equipment which does not need to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure. Supplies to equipment which is kept energised, e.g. floodlights, pumps, etc. should be installed in such a way that access to live conductors is not possible except by the use of tools. Additional protection such as wire cages, may be needed for light fittings where they are accessible, to prevent damage and contact with live parts.

Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in a locked, ventilated enclosure unless they are of such a size, so located or secured that they cannot be easily moved or the valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Tanks containing fuel (e.g. diesel for site plant) should be locked-off at the end of the working day to prevent unauthorised release of their contents.

Material which is flammable, toxic or presents some other hazard (e.g. cartridges for fixing tools) should also be locked away at the end of the working day.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Protection of the Public

All resources will be always made available to prevent incidence/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public in injured as a result of the Company's activities this should be reported to the local enforcing authority.

2.5 (c) Site induction

All Masters in Construction Ltd staff will have received a company induction, setting out the basic requirements for all persons working for Masters in Construction Ltd, including reference to Masters in Construction Ltd H&S Policy and Procedures.

All site personnel will receive a site specific induction briefing by the Site Manager and will include an awareness of site specific hazards and working conditions, including site rules, which will include notification that smoking is prohibited on all parts of the site, noise must be kept to a minimum at all times, foul and/or abusive language will not be tolerated, radios and similar appliances are not permitted on site, etc

Significant site rules and arrangements

- Available working hours are:
    - 0800 – 1800 Monday to Friday
    - 0800 – 1300 Saturday
    - Work outside of these hours will only be permitted with prior arrangement with the Client
- No deliveries / collections or traffic movements during school and work rush hours, anti-social hours or at times of local organised events
- No deliveries / collections or traffic movements will be permitted during arrival and departure times for coaches carrying children visiting the Centre. The Site Manager will liaise closely with the Centre Management Team during the construction phase to manage these arrangements effectively
- Existing emergency escape routes from the remaining Centre buildings will be maintained at all times during the project
- Disabled parking area and visitors car park will not be used by site personnel during the project
- Parking is not permitted on any approach road to the Centre
- Parking for site personnel is limited and is only permitted in designated areas
- On campus speed limit is 5mph and must be strictly adhered to by all site personnel
- Access to other parts of the campus by site personnel is strictly forbidden unless prior agreement has been made with the Client
- Smoking is not permitted on site
- Intoxicating liquor is not permitted on any part of the site and/or campus
- Site personnel deemed to be under the influence of alcohol and/or drugs will not be permitted to enter the site / campus and will be removed from site / campus if found already on site / campus
- Any site personnel engaged in unlawful gambling or betting while on site / campus will be removed from site
- Private trading is not permitted on site / campus

All site visitors will be required to receive a Visitors Induction and will be required to be accompanied by a suitably inducted permanent member of site personnel.

2.5 (d) On-site training

All personnel working on Masters in Construction Ltd sites are expected to be suitably qualified for the tasks they are expected to undertake, copies of qualifications and competency cards are taken during company and site inductions and reviewed to ensure ongoing compliance with requirements

In addition to pre-task safety briefings, site inductions and RAMS discussions, regular "Tool Box Talks" will be given with the workforce relevant to upcoming tasks. Tool Box Talks will be selected on an as required basis and will cover topics relevant to the works being conducted or may be a Safety Alert or HSE guidance. Sign off sheets will be completed to record attendance and understanding

2.5 (e) Welfare facilities and first aid

On-site welfare facilities will be provided in accordance with the requirements set out in Schedule 2 of the Construction (Design and Management) Regulations 2015. Welfare facilities will be provided from the start of works, including site clearance works, etc.

The quantity and size of provided welfare facilities may vary as the project progresses, dependant on the number of personnel on site at any time.

Provided welfare facilities will consist of :

- Sanitary facilities
- Washing facilities
- Drinking water
- Changing rooms and lockers
- Facilities for rest, including
    - Suitable arrangements for preparing and eating food
    - Suitable arrangements for boiling water

Masters in Construction Ltd will provide temporary welfare facilities which meet the requirements of CDM 2015. The mobile welfare unit will be sited within the secure site compound, as indicated in the Site Set Up document. Where practicable, thefacilities will be connected to mains services, however this may change as the project progresses. Where connection to mains services is not practicable, the mobile welfare facilities will be powered by a "Run Silent" generator, either stand alone or integrated within the welfare unit. Foul tanks will be monitored to ensure they are emptied regularly and are not allowed to overflow. Where necessary, additional facilities will be provided as the project progresses, to ensure that the workforce are provided with suitable and adequate facilities in accordance with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015. This document will be updated with details of any changes to facilities provided during the construction phase

Adequate first aid facilities will be provided at all times that the site is operational, including site clearance works, etc. First aid facilities will be provided in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. A suitably qualified first aider will be on site at all times that the site is operational. All Masters in Construction Ltd Site Managers have successfully completed a HSE approved 3-day First Aid at Work course within the last 3 years. A first aid kit, appropriate for the likely injuries suffered on site and anticipated numbers of personnel will be located in the mobile welfare unit, additional first aid kits will be provided as and when a need is identified by risk assessment.

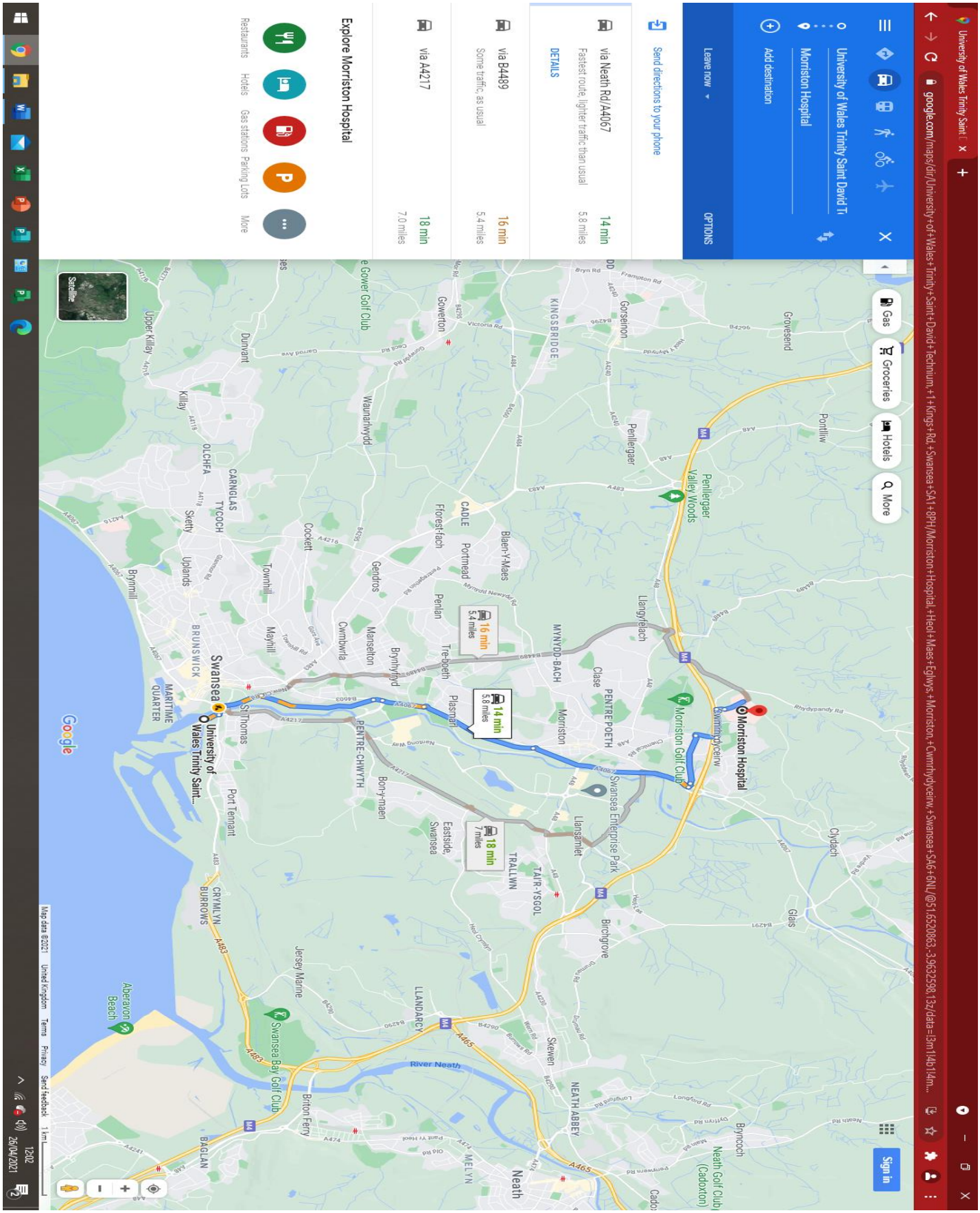
The nearest Accident & Emergency department is located in Singleton Hospital, Swansea, approximately 3 miles away

The telephone number to contact the emergency services is 999 / 111

Service	Location		Telephone
Police	1 mile	Swansea Central Police Station Grove House, 3 Grove Pl, Swansea SA1 5DF	01656 655555
Fire & Rescue Service	0.7 miles	Swansea Central Fire and Rescue Station Strand, Swansea SA1 2DH	
Ambulance Service	3.4 miles	Welsh Ambulance Service Thanet House 10 Phoenix Way, Llansamlet, Bon-y-maen, Swansea SA7 9EH	
Nearest A&E Department	5.8 miles	Heol Maes Eglwys, Morriston, Cwmrhydyceirw, Swansea SA6 6NL	

Service		Telephone
Dwr Cymru Welsh Water	Water Emergency	0800 052 0130
	Sewerage Emergency	0800 085 3968
Wales & West Utilities	Gas Emergency	0800 111 999
Western Power Distribution	Electrical Emergency	0800 6783 105

Route to nearest hospital



Welfare and First Aid

- **The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** specifies minimum requirements for welfare facilities on sites.
- **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.
- **The Health and Safety (First Aid) Regulations 1981** specifies first aid requirements for all workplaces

Reference should also be made to the Health and Safety Executive (HSE) publications;

- **HSG150 Health and Safety in Construction**
- **CIS59 Provision of Welfare Facilities During Construction Work**
- **L74 First Aid at Work**. Guidance on Regulations
- **INDG214 First Aid at Work - Your Questions Answered**

Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

The following will be achieved as a minimum standard provision for First Aid; and advisory notices will be placed in suitable locations:

Category	No. Employed at Location	No. of 1st Aid Personnel
Lower Risk e.g. office, shops, etc	< 50	At least one Appointed Person
	50 – 100	At least one First Aider
	> 100	One extra First Aider per 100 persons
Medium Risk e.g. light engineering, warehousing, etc	< 50	At least one Appointed Person
	50 – 100	At least one First Aider
	> 100	One extra First Aider per 100 persons
Higher Risk e.g. construction, use of dangerous machinery or sharp instruments, etc	< 5	At least one Appointed Person
	5 – 50	At least one First Aider
	> 50	One extra First Aider per 50 persons
	Where there are hazards for which additional 1st Aid skills are required	In addition, at least one First Aider trained in the specific emergency action
Together with suitable numbers of first aid kits to provide adequate cover, First aid rooms will be provided on large permanent or long term high risk locations. The Health and Safety (First Aid) Regulations 1981 and guidance will be referred to.		

2.5 (f) The reporting and investigation of accidents and incidents including near misses

All accident, incidents and near misses are to be reported to the Site Manager immediately.

The Site Manager will ensure that:

- Appropriate reactive action is taken to deal with the incident, which may include first aid, A&E or fire services, making safe the area to prevent recurrence (disturbance of the scene if a serious incident).
- The Director Responsible for Health & Safety and/or Health, Safety & Sustainability Manager is notified.
- The accident book is completed.
- Statements are taken / conduct or assist in the investigation as necessary.

The Director Responsible for Health & Safety and/or Health, Safety & Sustainability Manager will:

- Ensure that appropriate investigation is conducted to establish the cause.
- Where appropriate notify the HSE under RIDDOR
- Ensure that records are retained and corrective actions identified are implemented
- Ensure that the accidents and incidents are reported to the Client in a timely manner

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Site Manager (or Office Managers as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors etc. as well as Company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** the Health & Safety Executive must be notified by telephone immediately by the Site Manager (or Office Manager).

Form F2508 should then be completed and sent to the local Health & Safety Executive within 15 days or to the Incident Contact Centre at Caerphilly (TEL: 0845-300-9923 or FAX 0845-300-9924 or E-MAIL riddor@natbrit.com)

For an over 7day injury there is no requirement to phone the HSE but an F2508 must be completed as above.

Accident Book B1510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company from the Department of Work & Pensions. This will be completed by the Company Secretary and returned to the Department of Work & Pensions as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. The Company Secretary or Safety Director will keep these records

The Director for Safety and the Safety Advisor will investigate all reportable accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

The Site Manager must investigate all accidents resulting in damage on site and details reported to the Company Safety Director

Incident/Accident Site Manager

Investigate Incident

Reportable

No

Yes

Enter into Accident Book
Safety Complete Accident/ Incident
Contact Investigation Form/Report

Director for Safety &
Advisor to Investigate and
HSE

2.5(g) The production and approval of risk assessments and written systems of work

Method Statements and Risk Assessments will be in place prior to works commencing.

Where applicable the RAMS will be provided by the relevant subcontractor in sufficient time for Masters in Construction & Son Ltd to review and accept, prior to works commencing. All subcontractors are advised to provide RAMS for review and approval at least 10 days prior to works commencing

RAMS will be developed and made available in line with the works programme.

Site and task specific RAMS will be developed as required to meet task activities as necessary.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>The Management of Health and Safety at Work</u>

The Management of Health and Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety. Reference should also be made to the Health and Safety Executive (HSE) publication:

- **HSG 65 Managing for Health & Safety**

The Company will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See Planning Procedure on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Where it is identified as being necessary, additional training or information will be provided for any employee.

Review meetings at all levels of management will be held to consider Health and Safety issues The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

The Site Manager will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The Company will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

The Safe System of Work will usually be in the form of a Method Statement that will summarise the task, the sequence of operation, supervision and control of significant risks.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed to apply the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

The Company will co-operate with other sub contractors sharing the workplace and will ensure that operatives have adequate health and safety training and are capable enough at their jobs to avoid risks.

Temporary workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Typical contents of Method Statements are given on the following page:

In the event that a situation occurs that could present serious or imminent danger to any person whether they are an employee or not the following procedure will apply:
Planned work that could be affected will cease; the supervisor will instruct the workforce on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the supervisor from senior management and/or other relevant external sources as necessary

Method Statement Contents

The contents of a Method statement should include the following, where relevant to the task being undertaken:

1. Description of the work being undertaken
2. Sequence of operation
3. Risks Identified, Minimised or Addressed
4. Controls to safeguard third parties and the public
5. Controls relevant to the work
6. Safe access, egress and work location
7. COSHH Assessments for the work including controls & PPE requirements
8. Manual handling Assessments relevant to the work
9. Noise assessments relevant to the work
10. Vibration assessments relevant to the work
11. Permit to work requirements
12. Lifting Plan requirements
13. Temporary Works considered and designed
14. Supervisors name and competency
15. Other competency requirements and evidence
16. Schedule of plant & equipment to be used (including certificates)
17. Minimum PPE requirements
18. Emergency procedures (including first aid) and what action to take in event of a problem
19. Method of induction of operatives into Method Statement and Risk Assessments

Method Statements should be developed to cover the activity in question and should be relevant to the nature of the task and the risks associated. Where tasks are of a complex nature more than one Method Statement may be required to avoid the document becoming too large and unwieldy.

Risk Management Flow Chart

Select Process

Identify Hazards

Identify who can be harmed and how

Can Risk be

Yes

No

If Serious or Imminent danger Identified

Evaluate Risks and apply Principles of Prevention to Identify Controls

Eliminate Risk and ensure that changes to task incorporated in Plans or Method Statements

Stop Work and Follow Identified Procedures

Incorporate Controls into Plans or Method Statements

Undertake Task

Review if situation changes or assessment no longer valid

2.5 (h) Fire and emergency procedures

Suitable and sufficient measures will be in place to ensure that fire and emergency procedures are in place at all times that the site is operational. These measures will include the provision of a suitable and sufficient fire risk assessment in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 and CDM2015. The fire risk assessment will be reviewed at frequent intervals to ensure ongoing relevance as the project develops

Fire safety management, including the management of safe separation distances during construction, will be in accordance with the requirements and recommendations of:

- FPA Construction Fire Safety Checklist GT27
- HSE Publication HSG168 Fire Safety on Construction Sites
- UKFTA Design Guidance on Separation Distances
- STA Engineering Bulletin 6 – Separating Distances During Construction for Fire Safety

The emergency assembly point for the site will be at the main entrance to the construction site. In the event of an emergency all personnel on site are to make their way to the assembly point where they will be checked off against the site attendance log by the Site Manager. No person will be permitted to re-enter the site until given explicit permission to do so by the senior member of the emergency services attending

In the event of a fire in the Site Compounds, the same procedure will apply. The assembly point for the Site Compounds is at the main entrance to the Compound.

Masters in Construction Ltd will ensure that all fire safety measures operate in line with those systems already in use within the Centre. Any activation of site fire / emergency alarm will result in the Centre Management Team being informed immediately. Should there be any risk to Centre staff or visitors, MIC personnel will activate the Centre emergency alarm system immediately.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy Fire Precautions

Fire safety arrangements should be implemented in accordance with the **Regulatory Reform (Fire Safety) Order 2005**. These regulations revoke all previous fire safety legislation and require that duty holders assess the risks to the premises and personnel from fire and implement adequate controls.

The regulations do not apply on construction sites but the principles can be applied to site offices.

The Construction (Design & Management) Regulations 2015 (CDM 2015) require duty holders to make adequate arrangements to protect workers from the risk of fire on a construction site, Reference should also be made to the Health and Safety Executive (HSE) publications;

- **HSG 168 Fire Safety in Construction Work**

And a range of Home Office Guides have been published for existing premises.

Fire risk assessments will no longer be issued, Fire Risk Assessments should now be developed for all premises to ensure that significant risks are identified and removed or adequately controlled.

Fire Risk Assessments must be undertaken to identify significant risks and necessary controls.

Fire extinguishers should be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

Further fire protection systems should be considered depending on the risks both to the occupants and also to business continuity and the effects on others.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.
The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Office

The Office Manager (or alternatively a person nominated by the company) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Check fire alarms weekly and record the results
- Ensure access and egress are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

At all locations a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. A manual or automatic fire alarm may be more appropriate in some circumstances

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons at the location. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.
Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>Bomb Threat / Emergency</u>

The requirements of

- **The Health and Safety at Work etc. Act 1974,**
- **The Management of Health and Safety at Work Regulations 1999,**
- **The Workplace (Health, Safety and Welfare) Regulations 1992**
- **Regulatory Reform Order (Fire Safety) Order 2005**

should be applied.

An Emergency Plan is in place and the identified controls and procedures will be compared with the results of Risk Assessments and amendments made as necessary.

Bomb Threats and Discovered Devices:

Bomb threats over the telephone: when this happens, the procedure for recording the threat will be put in place, immediately calling the Police, and assisting in the investigation will be put in place.

Letter bombs: if a letter bomb is suspected, laid down procedure should be followed immediately.

If a device is suspected: laid down procedures should be followed immediately.

Procedure:

When a bomb threat is made by telephone, all pertinent information is to be recorded. Do not hang up the telephone (this is extremely important in conducting an investigation, or locating an actual device).

If a letter bomb is suspected, laid down procedures situated in the emergency plan will be followed.

Suspect objects are not to be moved or touched.

The directions of the senior police officer present must be complied with.

THE POLICE WILL ALWAYS BE CALLED. (NEVER ASSUME THE CALL IS A HOAX)

Risk Assessments must be undertaken to identify significant risks and necessary controls. The Emergency Plan in place has identified controls and are compared with the result of the Risk Assessments and amendments made as necessary.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all employees. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access/egress from buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Evacuation:
Evacuation should be in accordance with pre-planned procedures and details of incidents should be carefully recorded.
Methods of communication between management and businesses in the immediate vicinity, in the event of emergencies, are agreed and confirmed amongst the parties at a local level.
Detailed attention is given to the routing of evacuations away from danger and to the maintenance of access for emergency vehicles.
Advice about the spread of blast and glass damage has been taken when identifying holding and assembly areas. The building will not be reoccupied unless told to do so by the fire department or police.

Fire Risk Assessment

Site: **New Student Accommodation Development**

SA1, Swansea

Date: **11/01/2021**

By: **Will Williams (MIC)**

Fire Risk Assessment Review Report

Contents

1. Introduction
2. Fire risk assessment
3. Fire H&S Arrangements

1. Introduction

The following risk assessment review has been undertaken to address the Principal Contractors duties in respect of current HSE requirements, current legislation and industry guidance on fire safety.

Standards observed in undertaking this review:

1. Construction (Design & Management Regulations) 2015 –Regulations 29, 30, 31 and 32.
2. HSG 168 Fire Safety in Construction.
3. Fire Prevention on Construction Sites JCOP
4. HM Government – Fire Safety Risk Assessment – Educational Premises

1. Fire Risk Assessment

Population at Risk

1. Contractors, visitors & site deliveries accessing site from 0600-2200 hrs
2. Centre Staff and Visitors
3. Trespassers
4. Residents of adjacent properties

Maximum number of persons in any one compartment of a building: 4 Maximum

number of people on site at any one time: 17

Risk	Risk Avoidance, Reduction & Controls	Actions/By
Hot works	Applicable to plumbers and others engaged in hot works. Minimise hot works by plumbing with push fittings (copper or plastic) All hot works to be covered by a permit with "hot work" stop work and end of day/work period monitoring before leaving site. Hot works to have local fire extinguishers at all times as per the Hot Work Permit. Good housekeeping practices to be employed to reduce risks and no fires on site policy with all waste materials stored in skips and removed from site when full. Contractors RAMS to be assessed for hot works before they start on site. Provision of fire points on site. Site fire emergency/action plan.	Site Manager: to induct plumbers (and others conducting hot works) in hot work procedure and check RAMS. Appointed Fire Co-ordinator: to monitor housekeeping, hot works policy, waste management and local fire fighting equipment for plumbers (and others conducting hot works).
Arson	Site security to include: • Security fencing to outer perimeter. • Locked access gate. • Site fire emergency/action plan. • Hazard warning signage 'Danger Construction Site, No Unauthorised Entry' clearly displayed on site security fencing. • Skips will be located at a practicable distance away from structures. • Good housekeeping practices to be employed to reduce risks.	Appointed Fire Co-ordinator: to monitor housekeeping & security.

Electrical (Installation & Appliance's)	All temporary installations to be tested to BS7671 every 3 months by a competent electrician. All permanent installations to be tested to BS7671 before handover by a competent electrician. All electrical reports maintained on site. 110V or battery operated portable appliances will be used as a priority. All portable appliances and associated systems to be subject to PAT testing regime by competent person and results clearly displayed on appliance. Temporary generators will be sited away from the building and will be replaced as soon as a permanent supply is made available. Provision of fire points on site. Site fire emergency/action plan.	Site Manager: to ensure all systems are subject to testing at appropriate frequencies.
Cars, Parking and Mobile Plant	All site transport will be parked in the designated parking area. All mobile plant to be supplied with a fire extinguisher and subject to maintenance as per manufacturers recommendations. All equipment defects to be reported to the site manager. All drivers required to undertake pre start/daily inspection. Covered in Site Worker Pre-Start Inductions Provision of fire points on site. Site fire emergency/action plan.	Appointed Fire Co-ordinator: to monitor car parking and daily checks as part of H&S monitoring regime.
Waste Management	All waste materials to be stored in skip / designated area prior to removal from site. A tidy as we go policy in place to remove all waste as it is produced to avoid build up and increased fire risk. Covered in Site Worker Pre-Start Inductions Provision of fire points on site. Site fire emergency/action plan.	Appointed Fire Co-ordinator: to monitor waste management
Smoking	Smoking policy: smoking in designated areas only. See site fire plan. Covered in Site Worker Pre-Start Inductions Provision of fire points on site. Site fire emergency/action plan.	Appointed Fire Co-ordinator: to monitor compliance with smoking controls

LPG & diesel	Any LPG or diesel stored on site is to be stored in a separate secure container (larger quantities of diesel should it be required will be stored in a lockable double bunded bowser). Smaller quantities of fuel and flammable liquids will be stored in appropriate labelled containers which will be kept in a lockable metal storage box. Refuelling procedure to be adhered to. Appropriate labelling and signage will be displayed. Covered in Site Worker Pre-Start Inductions Provision of fire points on site. Site fire emergency/action plan.	Appointed Fire Co-ordinator: to monitor storage of flammable materials, gases and liquids
Means of Escape	Running Man Safe Signs Displays and routes maintained at all times. Travel distances all <12m as per HSG168 for semi open structures (Highest risk) with dead end conditions, no additional means of escape required. During construction works there will be 2 No. escape routes of a minimum width of 1m, where practicable Klaxons or verbal "fire, fire, fire" to raise the alarm. Good housekeeping practices. Fire exit routes to be kept clear at all times. All visitors to be escorted by Appointed Fire Co-ordinator, manager or authorised employee at all times. Covered in Site Worker Pre-Start Inductions Provision of fire points on site. Site fire emergency/action plan.	Appointed Fire Co-ordinator: to monitor means of escape
Spread of Fire	The nearest existing permanent properties are situated immediately adjacent to the construction site. Appropriate measures will be complied with. This will be monitored as the project progresses	Site Manager: to ensure measures are in place to prevent the spread of fire.

1. Fire H&S Arrangements

Roles & Responsibilities

Site Manager

Responsible for

- Undertaking fire safety reviews using the FPA checklist (Monthly)
- Undertaking H&S inspections covering the controls in the fire risk assessment(Daily)
- Instructing the Company appointed H&S advisors to undertake H&S audits covering fire safety.
- Ensuring all fire safety equipment is suitably maintained
- Ensuring fire safety is covered in tool box talks and induction training
- Ensure all electrical systems and portable appliances are subject to inspections and test by competent persons.
- Ensuring site fire manual is maintained and available for inspection.
- Test procedures by holding fire safety evacuations every six

months. Appointed Fire Co-ordinator

Responsible for

- Supporting the Site Manager in all of the above.
- Monitoring site fire safety standards on a daily basis.
- Co-ordination in the event of an emergency

Risk Assessment

Fire risk assessments and reviews will be undertaken by a H&S professional and the standards/findings implemented by the site management team. The risk assessment will be in accordance with Regulation 3 of the Management of Health & Safety at Work Regulations 1999 and Article 9 of the Regulatory Reform (Fire Safety) Order 2005.

The responsible person/ employer must make a suitable and sufficient assessment of risk. Masters in Construction Ltd use HSG 168 for guidance on making such an assessment

Training & Information to Site Personnel

The finding of all risk assessment will be brought to the attention of all site personnel at induction training and via tool box talks.(See attached)

Fire Points

All fire points to be raised 500mm off the ground and to contain 1 x 9L water and 1 x 5*Kg dry powder fire extinguisher, the fire plan and the fire action sign. (Offices size may be reduced to 2kg).

FIRE ACTION PLAN

in the event of fire

SITE: New Student Accommodation Development, SA1

1. Raise the alarm by shouting " FIRE, FIRE, FIRE"

Ensure that everyone is aware.

2. Call the Fire Brigade on 999 or 112

Give the address and directions:

3. Tackle the fire with available equipment <u>if considered safe to do so</u>

4. **<u>ON HEARING THE ALARM</u>:**

Go to the Assembly Point immediately

Which is located adjacent to the site entrance

Do not stop to collect personal belongings

Ensure that you are accounted for on roll call

Follow the Fire Marshalls / Fire Brigades instructions

Do not return to site unless authorised to do so

The site FIRE MARSHALLS are: Site Manager / Site Supervisor

version 1.01

SECTION 3.0

Arrangements for Controlling Significant Site Risks

3.1 Safety Risks, including:

3.1 (a) 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)

The site is located wholly within the main campus of the SA1 Campus.

These include:

- Adjacent properties and businesses – access, egress, deliveries and collections
- Timings and frequencies
- Storage

Adjacent Properties

The construction site is wholly within the Centre campus, with several residential units in close proximity to the site.

Access to the site is off the B4321. Due to Centre access and parking, deliveries to the site must be managed by the Site Manager, with strong liaison between Site Manager, the Centre Management Team, Buyers and Suppliers being sought from the earliest opportunity

Material and equipment deliveries to the site will be planned and managed.
Restrictions will be imposed on deliveries with regards to:

Timings and Frequency

Controls will be in place to manage site delivery times to:

- Avoid busy periods – No deliveries will be permitted during work and school rush hours
- No deliveries will be permitted during coach loading and unloading times – Site Manager will liaise closely with Centre Management Team to ensure this is managed effectively
- No deliveries will be permitted when events are being staged - Site Manager will liaise closely with Centre Management Team to ensure this is managed effectively
- Avoid unsociable hours
- Ensure that there is not a backlog of vehicles waiting / congestion on the public highway
- To enable onsite traffic management, including vehicle manoeuvring and safe access to and egress from the site
- Ensure that sufficient onsite storage is available

Equipment and material deliveries will be managed by:

- Avoiding critical periods
- Managing, controlling and restricting "out of hours" deliveries
- Managing delivery schedules in relation to the programme to minimise onsite storage
- Communicating and liaising with the Centre and with suppliers to ensure site requirements are met
- Providing secure storage areas, including the provision of a laydown area and secure containers

The site at the SA1 Campus has facilities for holding large amounts of materials at any one time, including provision of weatherproof storage facilities

Careful liaison with suppliers will be maintained to ensure that deliveries of materials to the site, or waste removal from the site, is not carried out during the times and events shown above

This is to ensure that site delivery vehicles do not cause significant impact to the Centre users, local residents and businesses

All suppliers will be advised that all deliveries MUST be pre-arranged with the Site Manager

Delivery vehicles will only be permitted to remain on the Centre access roads until loading / unloading is complete. When loading / unloading is complete, vehicles must be either removed from site immediately or moved to the Site Compound

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

Masters in Construction Ltd will presume all services in the construction area are live unless provided with strong verified evidence to the contrary

Masters in Construction Ltd are responsible for determining the exact location, nature and status of all buried services in the construction area, including location of isolation points. MIC will, prior to the commencement of construction activities, carry out relevant checks and inspections of the site, including visual inspections, CAT scans, radar survey, hand dig trial pits, etc, as deemed appropriate. MIC will contact and liaise with the relevant utility providers prior to commencing works.

Any previously unidentified services discovered during the construction phase will be logged and the position recorded on drawings and brought to the attention of the Architect / Project manager and Principal Designer. Works will not proceed in the area until the service has been identified and the area confirmed as safe for construction work to continue

If the isolation of services is considered necessary, the MIC will request isolation certificates and location plans from the utility suppliers. MIC will obtain possession of such certification and plans before commencing any works which may disturb the services.

All excavations carried out within 0.5 metre of a known buried electrical service must be carried out by hand, using insulated tools and in accordance with the guidance laid out in the HSE Guidance Note HSG47 "Avoiding Danger from Underground Services"

Recent plans will be obtained from service providers and will be held on Masters in Construction Ltd servers.

Masters in Construction Ltd will notify the Project Manager immediately if any damage is caused to any services

All known and identified services will be clearly marked on site by use of signboards, giving type and depth, for underground services and overhead services will be marked using goalposts markers

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Underground Services

Regulation 34 of ***The Construction (Design & Management) Regulations 2015*** (CDM 2015) Part 4 requires precautions to be taken to prevent danger from electricity cables.

Other services, if damaged by excavation work, could also be a hazard, e.g. water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be taken into account.

Reference should also be made to Health and Safety Executive (HSE) publication; ***HSG47 Avoiding Danger from Underground Services***

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g.:

- Electricity Board
- Local Authority - street lighting cables
- Gas Board
- Water Authority - mains water, sewers
- British Telecom
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are a large number of existing services, e.g. in a town centre, then a permit to work system for excavation work will be prepared.

A detailed Method Statement is to be prepared, for works near underground services, by the relevant contractor or utility company.

Before any excavation work commences, the Site Manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench, or area of excavation.

Full consultation must be carried out at all stages with representatives of the various service authorities, to agree precautions required.

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any sub contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the Engineer/Site Manager and will be physically marked along its route by means of timber stakes and notices.
The sub contractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Overhead Electricity Cables

The Electricity at Work Regulations 1989 gives requirements for temporary electrical installations on site.

Reference should also be made to the following Health and Safety Executive (HSE) publication;

- ***GS6 Avoidance of Danger from Overhead Electric Lines*** gives guidance on the precautions to be taken and will be complied with on Company sites, or is expected to be complied with on sites on which Company employees are required to work.

Reference should also be made to British Standards;

- ***BS 5744 Code of Practice for Safe Use of Cranes (Overhead/Underhung Travelling and Goliath Cranes***
- ***BS 7121 Safe Use of Cranes*** also gives advice on precautions which will be complied with.

All work where overhead cables exist will be planned to take the above standards into account.

At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

All sub contractors likely to be affected will be informed of any overhead cables on the site.

The Site Manager will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by the Site Manager, or other responsible appointed person, at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

The main hazards are contact with or being in close proximity to the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladders etc. The fact that electricity can "arc" across gaps must always be taken into account.
Where work is to be undertaken, beneath, close to or involves the diversion of electricity cables, the cables may need to be made dead and a Permit to Work system operated.

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

There are no Health & Safety Files, Building Manuals or "As Built" drawings available for the buildings to be demolished or renovated. Masters in Construction Ltd will use its 100 years of experience in the construction industry, along with advice and guidance obtained from relevant professionals to determine the ongoing stability of existing structures within the construction areas

All structures, including temporary works, will be constructed in such a way as to meet the requirements of Regulation 19 of the Construction (Design and Management) Regulations 2015

All temporary works on site will be carried out under the control of our in-house and Temporary Works Supervisor

3.1 (e) Preventing falls

The risk assessments and method statements related to working at height are, as a matter of course, reviewed and updated as the building progresses and hazards change, all the while retaining the principle that the hierarchy of controls is followed at every stage in order to minimise the risk to workers, contractors and others at any time during the project

The hierarchy of control for working at height is:

1. Avoid working at height where it is reasonably practicable to do so
2. 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
3. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

In order to conform to these controls, Masters in Construction Ltd will:

- Attempt to carry out as much work as possible from the ground
- Ensure that all workers can get safely to and from where they work at height
- Ensure that provided equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Ensure that access equipment and working platforms are not overloaded and SWLs are complied with at all times
- Ensure that no person working at height ever has to overreach in order to complete their task
- Ensure adequate protection is in place whenever work is required on or near to fragile surfaces
- Ensure adequate protection is provided for all persons from falling objects
- Ensure adequate emergency procedures, including rescue procedures, are in place before any working at height is permitted

Where working at height cannot be avoided, for whatever reason, MIC will consider the provision of collective protection before individual protection, i.e. provide temporary or permanent guardrails.

All those who will be required to work at height will be provided with adequate training and instruction before being permitted to work at height, including the safe and effective use of fall prevention / fall protection safety measures.

Whenever working at height is being undertaken, the following requirements will be considered:

- Take account of weather conditions that could compromise worker safety
    - As a general rule, personnel will not be permitted to work at height where winds are in excess of 23mph.
    - The Site Manager will make a decision on working at height during periods of heavy rain, sleet or snow
- All places of work at height will be checked regularly to ensure they are safe for personnel to work.
    - Checks of workplaces will be undertaken before work commences every shift
- Suitable protection will be provided to ensure that objects or materials cannot fall from height
    - Such measures can include the provision of toe boards and brick guards to scaffolding
    - Loose and lighter materials will be weighted down to ensure they cannot be blown off any high structures
    - If these measures are not practicable, an exclusion zone will be in place below the works to keep people away
- Materials will be stored in such a way as to ensure they will not cause injury if they are disturbed or collapse
- A suitable and sufficient emergency escape and rescue plan will be developed at each stage of the construction to ensure that all personnel on site can be evacuated safely in the event of an emergency
    - All personnel on site will be given adequate instruction as to the emergency evacuation plans
    - All relevant personnel, including site first aiders, will be given adequate instruction on the requirements of the agreed emergency rescue plans for personnel working at height

Working from leaning ladders and step ladders will be avoided as far as is reasonably practicable, however, for some short duration works (less than 30 minutes total) it is the most practicable option. All work from leaning ladders and step ladders must be expressly approved by the Site Manager. Where working from leaning ladders or step ladders has been approved by the Site Manager, a Ladder Risk Assessment must be completed before any works commence.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>Work at Height in Construction</u>

The Work at Height Regulations 2005 applies to all work at height activities.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- ***INDG401 The Work at Height Regulations*** a brief guide
- ***HSG150 Health and Safety in Construction*** until further guidance is available as the best practice approach in this guidance is still generally valid.

All work will be planned to take the above standards into account.

The Contracts Manager in conjunction with the Principal Contractor will consider the hazards and risks associated with the particular activity to ensure that the work is planned with consideration for the following:

- To avoid or minimise Work at Height as far as reasonably possible
- Edge protection, barriers or a scaffold to provide a safe place of work
- Mobile work platforms e.g. Mobile Elevating Work Platforms (MEWPs)
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the workplace
- Where necessary, suitable access equipment
- Protection of fragile surfaces

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute or suitable safe method.

The main hazards associated with work at height are:

- Falls from unprotected edges
- Falls through incomplete or fragile surfaces
- Materials or tools falling from heights
- Contact with overhead electric cables (see separate section)
- Falls from ladders and other access equipment

All personnel required to work near or below any work at height must wear safety helmets.
Access to the workplaces at height must be prevented to unauthorised persons, particularly children, outside of working hours.
All work at height of short duration or relatively low height should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>Work at Height</u> (where construction rules are not applicable)

- **The Work at Height Regulations 2005** applies to all work at height activities.
- **The Workplace (Health, Safety and Welfare) Regulations 1992**, in particular Regulations 13 – 16 may apply in part or completely

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- **INDG401 The Work at Height Regulations** a brief guide L24 Workplace Health Safety and Welfare.

All work will be planned to take the above standards into account.

The Manager will plan the following arrangements as appropriate:

- To avoid or minimise Work at Height as far as reasonably possible
- Suitable means to prevent falling using guard-rails, barriers, working platforms etc.
- Protection for the public, or other operatives who may be at risk.
- Safe means of access to the workplace.
- Where necessary, suitable access equipment.
- Protection of fragile surfaces.

Where falls cannot practically be prevented then a system of fall protection must be used.
There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
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Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.
The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.
Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.
Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.
The main hazards associated with work at height are:

- Falls from unprotected edges.
- Falls through incomplete or fragile surfaces.
- Materials, tools falling from heights.
- Contact with overhead electric cables (see separate section).
- Falls from ladders.

All personnel required to work near or below any work at height must wear safety helmets.
Access to the workplaces at height must be prevented to unauthorised persons, particularly children, after working hours. All work at height, no matter how small, should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**

Reference should also be made to British Standards publications:

- **BS EN 12811-1: 2003 Scaffolds** – Performance Requirements and General Design.
- **BS EN 12811-2: 2004 Temporary Works Equipment – Part 2**: Information on materials.
- **BS EN 12811-3: 2002 Temporary Works Equipment - Part 3**: Load testing
- **BS 2482. Specification for Timber Scaffold Boards**

Reference should also be made to the NASC publication SG4:10 "Preventing Falls in Scaffolding and Falsework" altering and dismantling scaffolding" and TG20:05 "Guide on tube and fitting scaffolds" has certain pre-designed arrangements of safe heights for Basic scaffolds as unclad, sheeted and with debris netting Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of scaffolding will be planned to take the above standards into account.

The Contracts Manager will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

Supervisors required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by the Company employees, the Site Manager will obtain a handing over certificate from the scaffolding contractor.

In addition, all scaffolds from which a person could fall 2 metres or more MUST be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection.

For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company employees.

The Site Manager will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders working on company sites should hold Construction Industry Scaffolders Registration Scheme (CISRS) cards and be supervised by a competent CISRS card holder.
All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements.

Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Scaffolders will be expected to follow their Method Statements and guidance from relevant industry standards throughout the process of working on a scaffold. If the scaffold to be erected is over 4m in height, the requirements of the Guidance SG4:10 will apply and safety harnesses should be worn and used in accordance with the guidance.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is not suitable to be used.
All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy
Aluminium Mobile Tower Scaffolding

All scaffolds erected on Company sites, or used by employees, will be erected in accordance with

- **The Work at Height Regulations 2005**.
- Equipment should also comply with the requirements of **The Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice.
- See also **Construction Information Sheet 10 (CIS10) Tower Scaffolds** (Revision 4).

Reference should also be made to British Standards publications:

- **BS EN 1004:2005** Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements

Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of tower scaffolding will be planned to take the above standards into account.

The Manager or Supervisor should ensure that the correct type and size of tower is selected, taking advice and guidance from the tower supplier as necessary.

Supervisors required inspecting scaffolding and any person erecting, altering or dismantling scaffolding must be adequately trained.

The scaffold tower should be erected by competent persons or supervised by a competent person.

In addition, all scaffold towers from which a person could fall 2 metres or more MUST be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

Only competent persons will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold tower erected on Company sites or for use by Company employees.

The user should ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

All scaffold towers should be erected in accordance with the manufacturer's instructions and the requirements of any method statement.

The method of erection should be such that no person has to stand on a platform without guardrails around them; especially when erecting, modifying or dismantling the tower. This will require the use of either "Advanced Guardrail Systems" or "Through the Trap" methods to ensure that this requirement is achieved.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>Step-Ladders, Trestles and Staging</u>

All stepladders, trestles and stagings will be provided and used in accordance with:

- **The Work at Height Regulations 2005**.
- Only equipment constructed in accordance with **BS 1129 (Wood) Industrial Class 1**, **BS 2037 (Aluminium)' Class 1** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** shall be used.

All work will be planned to take the above standards into account.

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

Suitable work equipment should then be selected that considers the activity, duration, hazards and risks, so that the work can be undertaken safely.

The Contracts Manager will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by a competent person before use to ensure that there are no defects and will be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager will ensure that proper storage is provided for stepladders, trestles or stages, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:

- Unsuitable bases, e.g. unlevelled equipment, inadequate packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc, where special precautions are not taken)
- Overloading and overreaching
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- The use of a trestle and staging without edge protection where there is risk of injury as a result of a person falling. Regardless of fall height.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005.**

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** will be used.

All work will be planned to take the above standards into account.

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

The Contracts Manager will select correct access for the type of work and duration.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Ladders must be checked by the Site Manager before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

The Site Manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70o).
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy <u>Roof Work</u>

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 will apply to the work activities in general and; **The Work at Height Regulations 2005** also applies to work on roofs.

Reference should also be made to the following Health and Safety Executive (HSE) publication **HSG33 Health and Safety in Roofwork**

All work will be planned to take the above standards into account. The Contracts Manager in conjunction with the Contractor will plan the following arrangements:

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

- Edge protection barriers or a scaffold to prevent falls
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.
- Protection of fragile roof materials/rooflights

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Training will be provided for supervisors and operatives required to work on roofs.

The Site Manager will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced.

The roof surface must be checked at the commencement of work after rain, frost or snow.

Adequate supervision must be provided to ensure that the safe systems of work are followed.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slated roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights
- Falls through fragile materials

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roofing operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc, will be carried out to the above standards.

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy Mobile Elevated Work Platforms (MEWPS)

The following legislation relates to the supply and use of MEWPs:

- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Work at Height Regulations 2005

Reference should also be made to the following British Standards publications;

- **BS 5323 Code of practice for Scissor Lifts**
- **BS 6289 Code of practice for Mobile Scissor Operated Work Platforms**
- **BS 7171 Specification for Mobile Elevated Work Platforms**
- **BS EN361 Safety Harnesses**

All work requiring the use of MEWPs should be planned, tendered and negotiated in accordance with the above.

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons are permitted to operate, maintain and examine MEWPs.

A competent person will ensure all work activities involving the use of MEWPs are carried out in accordance with the above. Any anomalies identified will be rectified without delay and the safe system of work will be revised.

To enable the safe use of an MEWP the following issues will be dealt with in the safe system of work:

- Ensure there is a firm and level base
- Ensure the operator is competent
- Operator controls at platform level and an emergency override button at ground level
- Platform must be properly guarded with guardrails and toe-boards and have a safe means of access
- Levelling device on chassis to ensure verticality in use
- Stability in use must be ensured
- Allowance must be made for wind speed and direction
- Ensure obstructions at ground and high level are avoided (overhead power lines)
- Ensure the operator has received specific training relating to the particular type of MEWP (in accordance with the suppliers/manufactures recommendations)
- Ensure the Safe Working Load (SWL) is clearly marked on the appliance and adhered to
- Use of wheel locks and outriggers must be in accordance with the manufacturers' instructions
- Ensure MEWP operators do not climb onto the guardrails or use the MEWP as a means of access from one level to another
- Ensure that when the MEWP is not in use it is secured and locked to prevent unauthorised use

In order to ensure the safe use of an MEWP it is imperative that the plant is maintained in accordance with the following:

- Visual inspection daily before use
- Weekly Inspection (50 hours), by a competent/authorised person to enable a written report to be prepared on the appliance. Any identified faults should be corrected immediately or the MEWP removed from service
- Six monthly (1000 operational hours) or after an accident, major repair or modification. A competent person must examine and test all working parts of the MEWP, a certificate should then be prepared stating that the MEWP is safe to use

3.1 (f) Work with or near fragile materials

All work activities that will, or are likely to, involve working with or near to fragile materials, will be subjected to suitable and sufficient risk assessment along with a written safe system of work

3.1 (g) Work involving the assembly or dismantling of heavy, prefabricated components

The installation of structural steel elements will be carried out by competent and experienced sub-contractors, who will submit their own Risk Assessments and Method Statements to Masters in Construction Ltd for approval prior to the commencement of their works. Masters in Construction Ltd will forward copies of the approved RAMS to the Client for information.

Masters in Construction Ltd management of lifting operations is covered in Section 3.1(t)

The demolition / deconstruction elements of the project will be carried out under the control of suitable and sufficient Risk Assessments and Method Statements which will be developed by the parties involved in the activities and submitted to Masters in Construction Ltd Health & Safety Officer for approval prior to works commencing. Once approved a copy of the RAMS will be forwarded to the Client for information

Masters in Construction Ltd management of demolition and deconstruction activities is covered in Section 3.1(u).

3.1 (h) Work near high voltage cables

Masters in Construction Ltd will comply with the requirements laid down within this Construction Phase Health & Safety Plan to safely manage the risks from working near to buried services (see Section 3.1(b))

3.1 (i) Work on excavations and work where there are poor ground conditions

All excavations will be subjected to Masters in Construction Ltd's safe digging procedures, including control by Permit to Dig procedure

All excavations will be inspected regularly and the findings recorded in the Site Office

If any contaminated ground is identified during the project, the Site Manager will be informed immediately and appropriate action will be taken to deal with the material. The Client will be informed at the earliest opportunity

All site personnel will be instructed to remain vigilant for the possible presence of bulk, buried asbestos containing material during the groundworks. If ACMs are identified (or strongly presumed), they will be tested and disposed of in accordance with current legislation

Should any fossils, antiquities or other objects of interest be uncovered during the course of the project, Masters in Construction Ltd will immediately stop work in the vicinity and inform the Project Manager. Where it is safe to do so, the objects will be left in the exact position and condition in which they were found

Extract from Arrangements section of Masters in Construction Ltd Health & Safety Policy

Excavations

All excavation work will be carried out in accordance with **The Construction (Design & Management) Regulations 2015** (CDM 2015) Part 4, in particular Regulations 31 and 33.

All work will be planned to take the above standards into account.

Details of the ground conditions to be encountered in excavation work or the buildings or structures affected will be obtained from the pre-construction information by the Contracts Manager to enable work to be planned safely. This information will be passed to the Site Manager before excavation commences.

Training shall be provided to Site Managers required to carry out inspections of excavations.

Operatives involved in erecting support for excavations shall also require training. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Site Managers will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely, is available on site.

No person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply or that there is no risk to any person from a fall or dislodgement of any material.

Where possible, the excavation support should be installed from ground level, otherwise precautions must be provided for safety of operatives installing support.

A competent and authorised person shall inspect daily, before any person carries out work, all excavations required to be supported, as noted above at the commencement of each shift, after any event likely to have affected the strength and stability of any part of the excavation or after any accidental fall of rock, earth or other material. At least one inspection report must be recorded in the site Excavation Report of Inspection in any seven days.

Access and plant must be routed away from the edge of excavations. Where necessary to prevent danger to any person, suitable precautions must be taken to prevent any person, plant, equipment or material from falling into any excavation.

Ladders, securely fixed, must be provided for access into excavation. The

main hazards associated with excavations are:

- Collapse of the sides.
- Persons falling into excavations.
- Striking underground services (see separate section).
- Persons in excavations being struck by falling materials.
- Building of structures collapsing due to excavations flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Where necessary, excavation supports, underpinning or shoring must be designed by specialists.

All personnel required to enter excavations must wear a safety helmet.

The safety of the public, particularly children, must be considered when excavations are left open outside working hours.

If excavation is flooded or likely to flood, care must be taken to ensure that any water pumped out is disposed of in foul drainage or via soakaway, and is not allowed to pollute any watercourses.

3.1 (j) Traffic routes and segregation of vehicles and pedestrians

Vehicular access to and egress from the site will through the Centre access gate, off the

All site operatives will be encouraged to car share whenever convenient, to reduce carbon footprint as well as reduce congestion on the campus and public highway

A small number of vehicles will be parked on site, the Site Manager will ensure that no site personnel park their vehicle in staff and visitor parking areas, on the public road or cause unnecessary hardship to neighbouring residents.

The site is located wholly within the main campus of UWTSD SA1 waterfront Campus. Access to and from the site may cause some problems for larger vehicles, therefore appropriate liaison will be made with suppliers to restrict the size of their delivery vehicles wherever possible

- All vehicle movements will be carefully managed by the Site Manager, including deliveries to and waste removal from, the site
- Where reversing is inevitable, a banksman will be utilised to reduce the risk of injury to personnel or damage to property
- Vehicular and pedestrian traffic will be segregated wherever deemed to be practicable, by use of appropriate pedestrian barriers, to minimise the risk of accidental contact
- All traffic routes on campus will be as indicated on Site Constraints Plan

3.1 (k) Storage of materials (particularly hazardous materials) and work equipment

Storage will be available in the secure site compound for materials which can be stored outside. In addition a stores container will be provided as necessary.

Any hazardous materials, including flammable liquids, will be stored in suitable lockable containers away from the site boundary. Flammable liquids will be stored in a double bunded container. An appropriate spill kit will be provided in the near vicinity

Site deliveries will be unloaded within the site boundary

Plant and equipment will be stored inside the site compound where necessary. All plant and equipment will be left in a safe condition with any keys or starting devices removed and retained in a locked container in the Site Office. Site plant and equipment will be located within the site compound whenever not in use

Additional storage is available at Masters in Construction Ltd's Plant & Equipment Yard, located approximately 40 miles away in Withybush, Haverfordwest, which has facilities for storage of large and bulky construction materials, structural steel, etc, as well as facilities for storing materials which could be affected by weather. This facility could be used to reduce the amount of materials stored on site and to reduce congestion and to allow deliveries of materials as and when required

New Tab | SA1 8PH, Langdon Rd, Swansea

google.com/maps/dir/SA1+8PH,+Langdon+Rd,+Swansea/SA61+2PF,+Prendergast,+Haverfordwest/@51.8237892,-4.3399279,10.25z/am=t/data=!4m14!4m13!1m5!1m1!1s0x486ef54d0c124a0b:0x9cd3a6a305ea4179!2m2!1d-3.9326038!2d51.6199301!1m5!1...

from SA1 8PH, Langdon Rd, Swansea
to SA61 2PF, Prendergast, Haverfordwest

1 hr 14 min (59.7 miles)

via A40

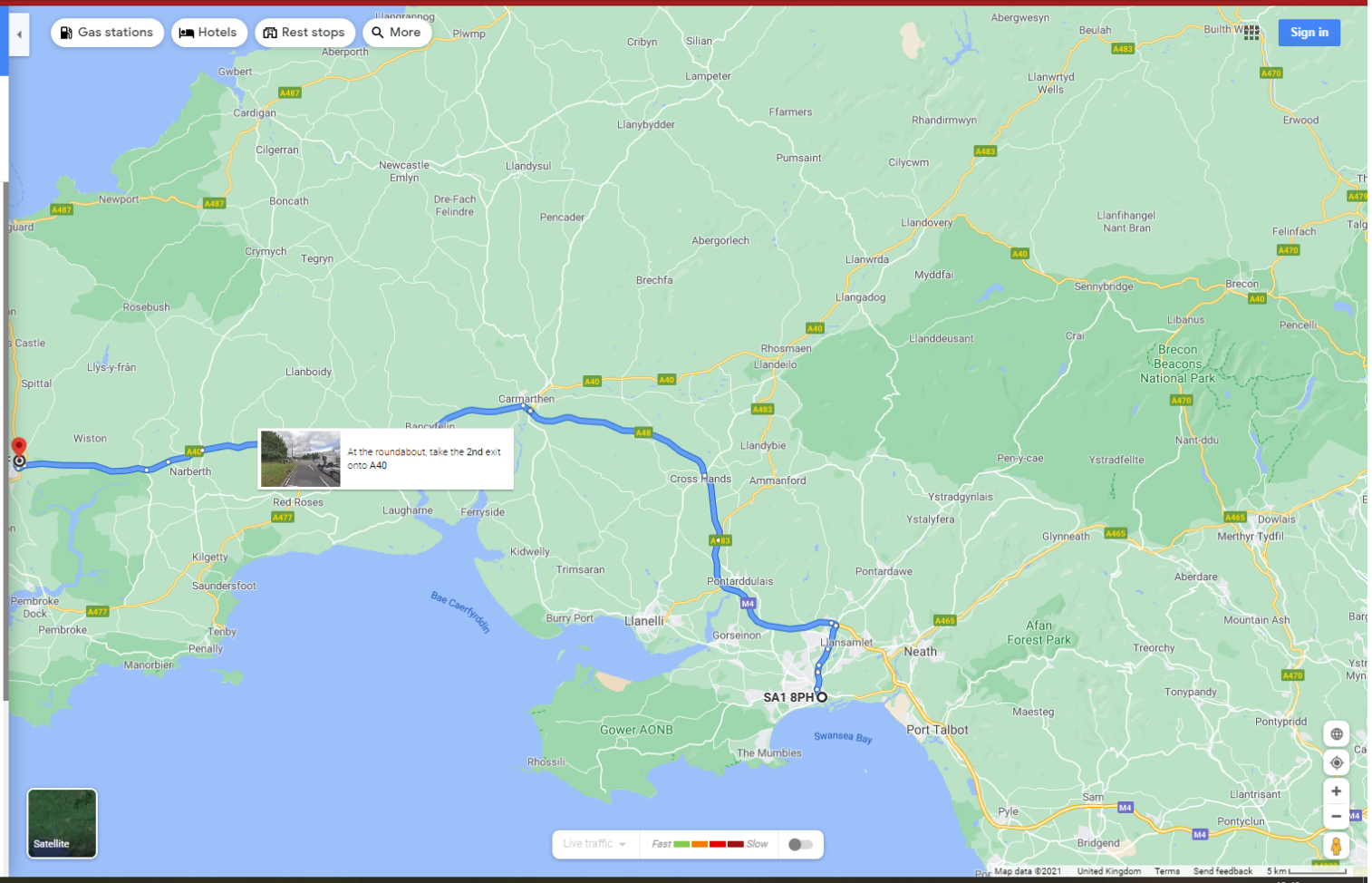
Fastest route, the usual traffic

SA1 8PH
Langdon Rd, Swansea

- Get on M4 in Ynysforgan from Morfa Rd and A4067
  10 min (4.8 mi)
- Follow M4, A48 and A40 to Haverfordwest
  1 hr 3 min (53.9 mi)
- Take Cartlett Rd to Prendergast/B4329
  3 min (1.0 mi)

SA61 2PF
Prendergast, Haverfordwest

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



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3.1 (l) Work which puts workers at risk from chemical and biological substances

Masters in Construction Ltd will comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

Suitable and appropriate measures will be taken to protect the workforce and members of the public from the possibility of contact with biological hazards, including dead birds and mammals, animal droppings, etc, when clearing rainwater goods of any blockages

Extract from Arrangements section of Masters in Construction Ltd's Health & Safety Policy

Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002** (COSHH) (as amended).

Reference should be made to the Health and Safety Executive (HSE) publications:

- **L5 Control of Substances Hazardous to Health**. Approved Code of Practice and Guidance
- **EH44 Dust in the Workplace**: General Principles of Protection
- **L101 Safe Work in Confined Spaces**. Approved Code of Practice and Guidance
- **GS46 In-Situ Timber Treatment using Timber Preservatives**
- **IND(G) 297 Safety in Gas Welding, Cutting and Similar Processes**
- **IND(G) 233 Preventing Contact Dermatitis and Urticaria at Work**

No assessment should be carried out without reference to:

EH40/2005 Workplace Exposure Limits

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

All work will be planned to take the above standards into account.

The Company will provide written assessments for all those products that have been assessed as hazardous to health.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002** (COSHH) (as amended), requires the Company to take the following steps to comply with the regulations:

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
    - The hazardous properties of the substance
    - Health affects as identified by the supplier
    - The level, type and duration of the exposure
    - The circumstances of the work and amount of substance involved
    - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
    - The effect of preventative and control measures
    - The results of any health surveillance
    - The results of monitoring the exposure
    - Any other information relevant
- Implement the chosen method of solving the problem
- Check that the method is being implemented properly and monitor the outcome
- If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.
The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate

3.1 (m) Work with ionising radiation requiring the designation of controlled or supplied areas

Not applicable

The use of laser levels is a common element of modern construction work. Masters in Construction Ltd ensure that all laser products used on site are Class 2 or below and set up to ensure that the beam is not set at eye level, where practicable and to protect members of the public we will terminate the laser beam at the end of its useful path. All site personnel will be informed when lasers are being used on site and to ensure they are aware of the expected paths of all laser beams

3.1 (n) Working in adverse weather conditions

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Working in Adverse Weather Conditions

Along with all of the other health and safety hazards on a construction site, the weather can play a significant role in increasing the chances of an adverse event occurring. The most obvious weather conditions which pose a danger are:

- Strong Winds
- Temperature
- Lightning
- Heavy rain
- Fog

WEATHER MONITORING

The Site Manager must be aware of current and forecast weather conditions at all times on his site. There are a variety of sources from which forecast weather data may be obtained, including **www.bbc.co.uk/weather** and **www.metoffice.gov.uk**.

The Site Manager should also look at long range weather forecasting when planning lifting operations, etc

STRONG WINDS

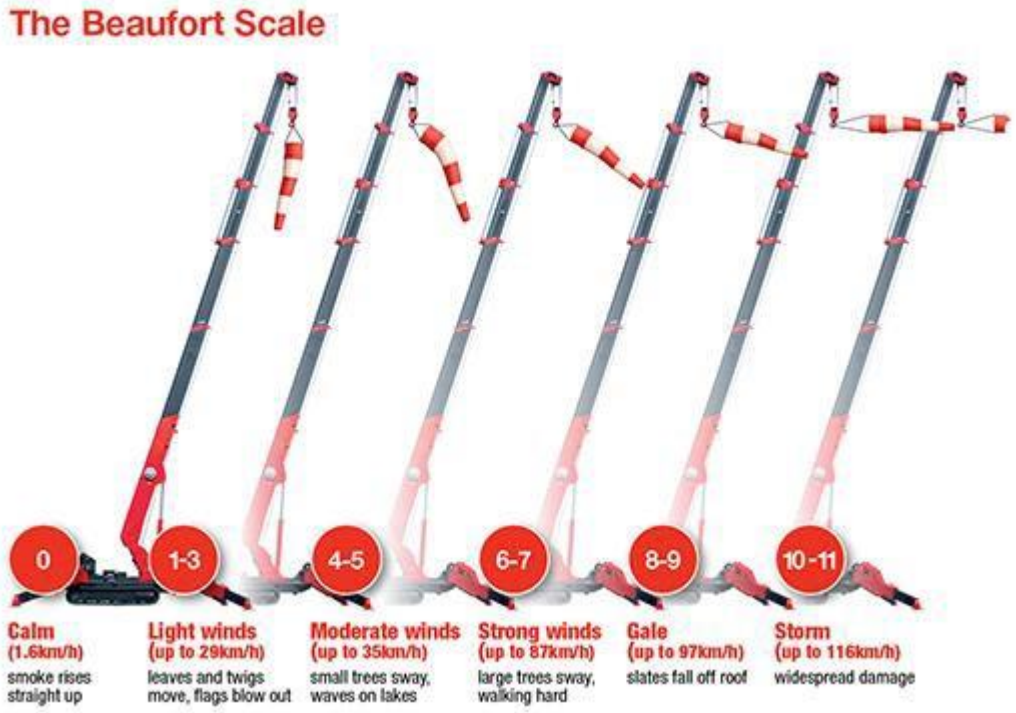
One of the main dangers from strong winds will be to people and loose material which is at a height, as it is likely to be more exposed and therefore more susceptible to high winds. Cranes and towers are particularly at risk. People working at height can be blown to the side, increasing the chances of them falling if there is insufficient fall prevention measures in place to stop them from falling. If the wind is strong, there can also be a risk of loose materials, such as roof tiles, boards, etc and other fast-moving debris striking a person. Also, the wind can whip up dust, which can damage or irritate eyes, as well as aggravating conditions, such as asthma

Strong winds can also make it difficult to hear clearly, so much so that workers may be oblivious to approaching vehicles / plant if they cannot hear them coming

The maximum safe wind speed for lifting operations using a mobile crane is generally considered to be:-

- 22 mph
- 36km/h
- 10m/s

If there is no wind speed measuring device (anemometer) available on site, the Site Manager can estimate the wind speed from looking at the environment around him and using the Beaufort Scale diagram below.



If the wind speed exceeds the safe working limits shown above, no lifting operations are to be undertaken.

If high winds are forecast, the Site Manager must takes such measures as he feels are appropriate to reduce the risk of any loose materials being blown about, or out of, the site. The Site Manager should also be mindful of the forecast weather conditions for upcoming weekends, holidays or other periods when the site will be unoccupied

TEMPERATURE

Extremes of temperature can directly or indirectly increase the probability of an accident. Work taking place in extreme cold runs the risk of poor visibility through frozen windscreens, as well as creating slip hazards from ice

In hot temperatures, workers may suffer from conditions such as dehydration and sunstroke, which can affect their judgement and reaction times, and is particularly perilous when driving a heavy vehicle or operating machinery. They may also be tempted to cool down by not wearing protective equipment, such as hard hats or high visibility clothing, which increases the risk of them being injured, or even killed, by a moving object or falling item. Along with causing issues for people, high temperatures or the intense glare from the sun, can cause overheating and fire risks to machinery and flammable materials on site

Extreme temperatures can also cause machinery not to operate correctly or break down completely. This not only costs time and money, but can also be extremely dangerous of the temperature were to damage or cause a failsafe feature not to function while in use

LIGHTNING

The abundance of metal on a construction site means that the risk of lightning strikes is very real, particularly for objects which are tall and higher up, such as cranes and scaffolding. Acting as conductors there is a chance they could be struck by lightning, causing electrocution, fires or explosions as a result

HEAVY RAIN

Apart from being unpleasant and uncomfortable to work in, the presence of heavy or torrential rain will severely reduce visibility for drivers of vehicles and may turn the ground into mud which poses its own risks to the health and safety of site workers

FOG

Fog can be particularly dangerous for the workers on a construction site as it greatly reduces the visibility for everyone. The drivers of vehicles and plant will not be able to see very far ahead, meaning that they may not be able to react in time if a person or object is in the roadway. The driver may drive off the road if they cannot see where the edge is, increasing the chances of them colliding with something or driving over the edge of a steep drop. Along with issues of visibility for drivers, workers on the ground will also find it difficult to see approaching vehicles and plant

3.1 (o) Lifting operations and equipment

All lifting operations related to the site, will be carried out strictly in line with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

All lifting operations will be planned to ensure that no person, either on site or in the vicinity, and no property is put at undue risk due to the activities of ourselves and our sub-contractors

At an appropriate time in the project programme a suitably competent, qualified and experienced person (the Appointed Person) will be employed to plan the significant lifting operations in accordance with the requirements of Regulations 8 of the Lifting Operations and Lifting Equipment Regulations 1998

All lifting operations will be supervised by a suitably competent, qualified and experienced person (the Lift Supervisor)

A detailed lifting plan and associated risk assessments will be developed at a suitable time prior to any lifting operations, which will be submitted to the Project Manager for review

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy Lifting

Operations

All lifting operations will be planned and carried out in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998** requires lifting equipment to be tested, examined and certificated before use and thoroughly examined:

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day
- Is such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to Work Equipment.

Reference should also be made to;

BS7121 **Code of Practice for Safe use of Cranes**
BS 5744 **Code of Practice Safe Use of Cranes (Overhead, Manually Operated, Light Cranes etc.)**
BS 5973 **Access and Working Scaffolds and Special Scaffold Structures in Steel**

All work involving lifting operations will be planned to take the above standards into account.

An Appointed Person should ensure that lifting operations are planned, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, ground conditions etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied; if necessary additional Risk Assessments should be undertaken. The lifting plan should clearly identify the above and also detail how the lifting operation is to be controlled.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Service and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for appointed persons, operators of lifting appliances and banksmen, slingers or riggers.

The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

The Site Manager will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

The Appointed Person should ensure that only authorised operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of 18 and be competent to carry out their duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager or Appointed Person must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Site Manager will stop operations until conditions improve.

The Site Manager will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults; and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs of other necessary action were carried out

The main hazards associated with lifting operations are: -

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper methods of use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets and high-visibility jackets; if necessary the banksmen or person controlling the lifting operation should wear a distinguishing high-visibility vest or jacket.

All lifting appliances must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.

Loose items must be secured, or fully covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the Company may be contacted immediately and the procedures detailed for dangerous occurrences in this Policy must be carried out.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy Lifting Gear

All lifting gear or tackle will be provided, maintained and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998.** These regulations require lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

British Standards apply to various items of lifting gear;

BS 3810	**Terms Used in Connection with Lifting Tackle BS**
6166	**Lifting Slings**
BS 6210	**Code of Practice for Safe Use of Wire Rope Slings BS 6968**
	Guide to Safe Use and Maintenance of Chain Slings

Reference should also be made to the following Health and Safety Executive (HSE) publications;

PM 16	**Eyebolts**
PM 39	**Hydrogen Cracking of Grade T(8) Chain and Components (Revised)**

The Contracts Manager will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

Training must be provided for slingers and supervisors.

The Site Manager will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

Thorough examinations will be carried out more frequently if required to ensure health and safety standards are maintained and that any deterioration can be detected and remedied in good time.

Thorough examinations will also be required each time that exceptional circumstances that are liable to jeopardise the safety of the lifting equipment have occurred.

The Site Manager will arrange for proper storage of lifting gear. Only authorised slingers are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use, i.e. too wide an angle between legs of sling, use of eyebolt at an angle etc.
- Abuse, i.e. use of sling as towing rope etc.
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets. Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear. Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links, etc.
Sufficient materials for packing between sling and load must be provided.

3.1 (p) Work involving the demolition or dismantling of structures

Masters in Construction Ltd comply with all necessary legislation, guidance and best practice when carrying out works that include elements of demolition, dismantling and/or structural alteration. These works will be carefully planned and carried out in a way that prevents danger by personnel with relevant skills, knowledge and experience. Key issues related to these works include:

- Falls from height
- Injury from falling materials
- Uncontrolled collapse
- Risks from connected services
- Traffic management
- Hazardous materials
- Noise and vibration
- Fire
- Worker involvement

A safe system of work will be developed to reduce the risk of injury to all personnel. The safe system of work may include:

- The establishment of exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary
- The installation of covered walkways
- The use of high-reach machinery
- The use of machines with reinforced cabs to protect machine operators from injury
- Adequate training and supervision for all site personnel

All workers on site will be informed of the works that are taking place and the precautions that must be taken on site during those works.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Demolition

All Regulations which apply to construction work also apply to demolition work but in particular **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** (Regulation 29) applies to demolition work.

Reference should also be made the British Standard;

- **BS 6187 Code of Practice for Demolition** which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure is being demolished.

All work will be planned to take the above standards into account.

All preliminary procedures required by the code of practice will be carried out by the Contracts Manager in conjunction with the specialist contractor, if used, who will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

The Site Manager appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out.

The person appointed shall be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required by this Policy.

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention: -

- The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate Service Authority.
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.
- Where the building or structure to be demolished contains unusual, or possibly hazardous, design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire damaged building, cantilevered balcony, etc. then advice must be obtained from a qualified Consultant Structural Engineer.

3.1 (q) Dealing with discarded drug paraphernalia

Site procedure for dealing with discarded drug paraphernalia

Sharps (including needles and syringes) may be found discarded at workplaces (e.g. in disused buildings, public bathrooms or car parks). Sharps are a cause of skin penetrating (needle-stick or sharps) injuries, which can expose workers to blood-borne viruses such as hepatitis B, hepatitis C and human immunodeficiency virus (HIV). Skin penetrating injuries may also expose workers to other infection risks, such as tetanus

Preventing skin penetrating injuries

Masters in Construction Ltd undertake a four step risk management process in order to eliminate or minimise the risk of skin penetrating injuries caused by sharps, so far as is reasonably practicable.

Step 1 - Identify if there are sharps hazards at the workplace by:

- Consulting with workers, health and safety representatives and property owner / manager
- Conducting walk-through surveys to identify locations, tasks and activities where the hazard exists e.g. public toilets, emptying rubbish bins, etc
- Conducting workplace health and safety audits
- Analysing records and data e.g. injury records and registers of discarded needle collections
- Obtaining information from other organisations e.g. government authorities, clients and unions.

Step 2 - Assess risks by considering the:

- Frequency of exposure e.g. how often discarded sharps are found at the workplace
- Volume of materials e.g. the number of discarded sharps found at the workplace
- Number of workers who are required to handle sharps
- Environmental conditions such as inadequate lighting or poor housekeeping that contribute to sharps concealment and/or skin penetrating injuries
- Skills and experience of workers e.g. have workers received adequate training on safe work practices to prevent skin penetrating injuries?

Step 3 - Decide on the control measures to be used:

- Get rid of the harm or prevent the risk by:
  - stopping dangerous work practices e.g. recapping needles, and manually compressing rubbish bags which may contain sharps.

If you can't get rid of the harm:

- Change work processes or the physical environment for example:
  - install washroom features that deter sharps concealment e.g. concealed toilet cisterns in public washrooms
  - provide adequate lighting so that discarded sharps can be readily detected
- Apply administrative arrangements for example:
  - develop safe work practices which could include workers not:
    - recapping, bending or cutting discarded sharps
    - placing their hands or fingers into areas or objects where sharps may be concealed such as rubbish bins
    - manually compressing rubbish bags
    - holding rubbish bags close to their body
    - holding the base of rubbish bags
  - provide a sharps disposal kit for managing discarded sharps, and train workers in how to use it
  - arrange for the safe disposal of sharps containers
  - provide, and keep records of, information, training, instruction and supervision regarding:
    - infection risks
    - safe work practices
    - safe handling and disposal of sharps
    - managing skin penetrating injuries
    - sharps reporting
  - maintain good housekeeping practices so discarded sharps will not be concealed
  - undertake surveillance to ensure prompt detection and disposal of discarded sharps e.g. regularly inspect and undertake needle sweeps of high-risk areas
  - implement a sharps reporting system e.g. maintain a register of needle collections so that high-risk areas and new 'hot-spots' can be identified
  - have a system to manage skin penetrating injuries which includes:
    - instructions for first aid
    - prompt medical referral
    - counselling
  - investigate all skin penetrating injury incidents
  - provide appropriate personal protective equipment (PPE) and instruct workers on its use. PPE could include:
    - gloves, e.g. disposable gloves or puncture-resistant gloves
    - sturdy footwear
    - protective clothing
    - safety eyewear.

Step 4 - Review control measures to ensure they:

- Have been implemented as planned
- Are working
- Are being maintained
- Have not introduced any new problems.

PROCEDURE

1. PRINCIPLE

Used needles and syringes disposed of on building sites are an occupational health and safety hazard that must be removed immediately and in a safe manner.

2. FOCUS

a) A safe and effective means of removing syringes from building sites.
b) A procedure in case of needle stick injury.
c) Provision of education and resources regarding HIV/AIDS and other blood borne diseases, drug and alcohol use and the safe handling and disposal of used needles and syringes.

3. POLICY

a) If a needle or syringe is discovered on site it shall be treated in exactly the same manner as any other site safety issue.
b) No one shall work in the immediate area around a syringe until the syringe has been safely disposed of by the appropriate personnel.
c) The appropriate personnel for collection of syringes and arranging for their disposal shall be the person responsible for First Aid on site; or in case of that person not being available any person with First Aid or Safety Training shall be deemed appropriate.
d) The First Aid person or other appropriate person shall inspect the areas of the site deemed necessary daily before the commencement of work and remove any syringes discovered. Areas to be inspected daily will be determined by the Site Manager and Safety Officer.
e) When a syringe is discovered on site it will be removed by the appropriate person and recorded in the site accident book. The appropriate person shall then continue to inspect and monitor the site/work area.
f) All site inductions shall contain information on drug and alcohol safety in the workplace, and the basics of this policy.
g) On any site where a syringe or syringes are discovered, all efforts will be made to maximise and improve perimeter security and fencing.

4. INFORMATION ABOUT AIDS

HIV, the virus that causes AIDS dies quickly when exposed to air and light. The amount of blood left inside, or on the surface of a used needle or syringe is very small. There would probably not be enough to cause HIV infection if you were pricked. So the chance of being infected with HIV from a used syringe is extremely low.

There is however greater risks of being infected with Hepatitis C, which like HIV, cannot be vaccinated against. Other diseases that can be caught from dirty needles are Hepatitis A and B, and Tetanus. You can be vaccinated against these by your local doctor. So, be careful. By following these guide-lines you protect the safety of your co-workers, your family and yourself.

5. IF YOU FIND A SYRINGE ON SITE

Follow the site procedure.

a) Inform the Site Manager / Safety Officer.
b) Do not move the syringe yourself. This should be done by someone with either First Aid or Safety training.
c) Isolate the immediate area until it is removed.

6. SITE PROCEDURE FOR SAFELY DISPOSING OF USED SYRINGES

a) The appropriate person to remove discarded syringes from site is the person responsible for First Aid on site. If that person is unavailable any person who has had first aid or safety training shall be considered appropriate. Site workers with no training should not pick up discarded syringes.
b) Wear gloves, they will protect you from infectious material, but will not protect you from being pricked by the needle.
c) Before doing anything, have an approved sharps container ready to put the syringe into. If an approved sharps container is not available, an impenetrable container with a lid is the next best thing.
d) Place the container on a flat, stable surface - don't hold the container with your hands. Gently place the syringe, needle end first into the container.
e) Pick up the syringe either by using tongs or a mechanical hand. If you must pick it up by hand, make sure you are wearing gloves and hold it by the plastic barrel, with the needle end pointing away from you.
f) Never put the cap back on a needle used by someone else. Also never try to blunt the needle or break it off.
g) To arrange for collection of needles or if your syringe disposal bin is full and needs replacing, contact your local needle and syringe exchange or the local authority for the site. A spare empty disposal bin should be kept on site at all times.

7. IN CASE OF NEEDLESTICK INJURY

- Don't panic!
- Allow the wound to bleed a little.
- As soon as possible wash the wound with soap and cold running water.
- Cover the wound with a dressing.
- Attend the First Aid / Site Office and notify the Safety Officer.

3.1 (r) Dealing with unexploded ordnance

The site is in an area that is defined as LOW risk for the presence of unexploded ordnance

3.2 Health Risks, including:

3.2 (a) The removal of asbestos

Asbestos has been identified, or strongly presumed, in a small number of locations in the construction areas. Any works which involve contact with, damage to, or removal of asbestos containing materials, or suspect ACMs will be dealt with in accordance with the requirements of the Control of Asbestos Regulations 2012

A Refurbishment and Demolition Asbestos Report will be prepared for the areas being worked on. The initial phase of the report has been completed by Anchem Laboratories Ltd and the report has been passed to Masters in Construction Ltd. The second phase, which requires more destructive testing techniques, will be carried out prior to the commencement of the works.

Any asbestos containing materials (ACMs) identified within the buildings and surrounding areas will be removed by Phoenix Environmental Services prior to commencement of the construction phase (i.e. effective handover of the site to Masters in Construction Ltd)

Masters in Construction Ltd note that hidden asbestos containing materials may still be present which could be identified / exposed during the works

MIC will ensure that all work relating to asbestos containing materials are undertaken fully in accordance with the Control of Asbestos Regulations 2012 and HSE's recommendations and guidance, using licensed contractors, and in accordance with the HSE good working practice

Any asbestos based material or any other deleterious material exposed during the course of the works will be reported immediately to the Project Manager for further instruction

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".
General obligations are covered by the **Health and Safety at Work Act 1974.** Specific legislation regarding asbestos is defined in the: **The Control of Asbestos Regulations 2012 SI 632**

Reference should also be made to the following Health and Safety Executive (HSE) publications;

- **L127 The Management of Asbestos in Non-domestic Premises**
- **L143 Work with materials containing Asbestos**
- **HSG189/2 Working with Asbestos Cement**
- **HSG210 Asbestos Essentials Task Manual**
- **HSG 227 Managing Asbestos in premises**
- **HSG 247 Asbestos: The licensed contractors' guide**
- **HSG248 Asbestos: The analyst's guide for sampling, analysis and clearance procedures**
- **INDG223 Managing Asbestos in workplace buildings**

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All work will be planned to take the above standards into account.

Under the 2012 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site.

Should asbestos be known to exist, the Contracts Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH).

A method statement and risk assessment must be prepared before removal starts.

The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non- compliance in the procedures to the Site Manager immediately.

The Contracts Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

The employed specialist contractor will strictly carry out the supervision of the removal of asbestos only.

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager must be informed immediately and the procedures outlined in 'Planning' above will be put into effect. The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate / certificate of reoccupation has to be issued by the specialist licensed removal company.

Allowed activities

Most work with asbestos needs to be carried out by a licensed contractor. This includes work on asbestos coating and asbestos lagging; and work on asbestos insulation or asbestos insulating board (AIB) where the risk assessment demonstrates that the fibre release will be high, e.g. the material is badly damaged, or the work is not short duration work. 'Short duration' means any one person doing this type of work for less than one hour, or more people doing the work for a total of less than two hours, in any seven consecutive days. The total time spent by all workers must not exceed two hours. This includes time spent setting up, cleaning and clearing up.

Notifiable non-licensed work

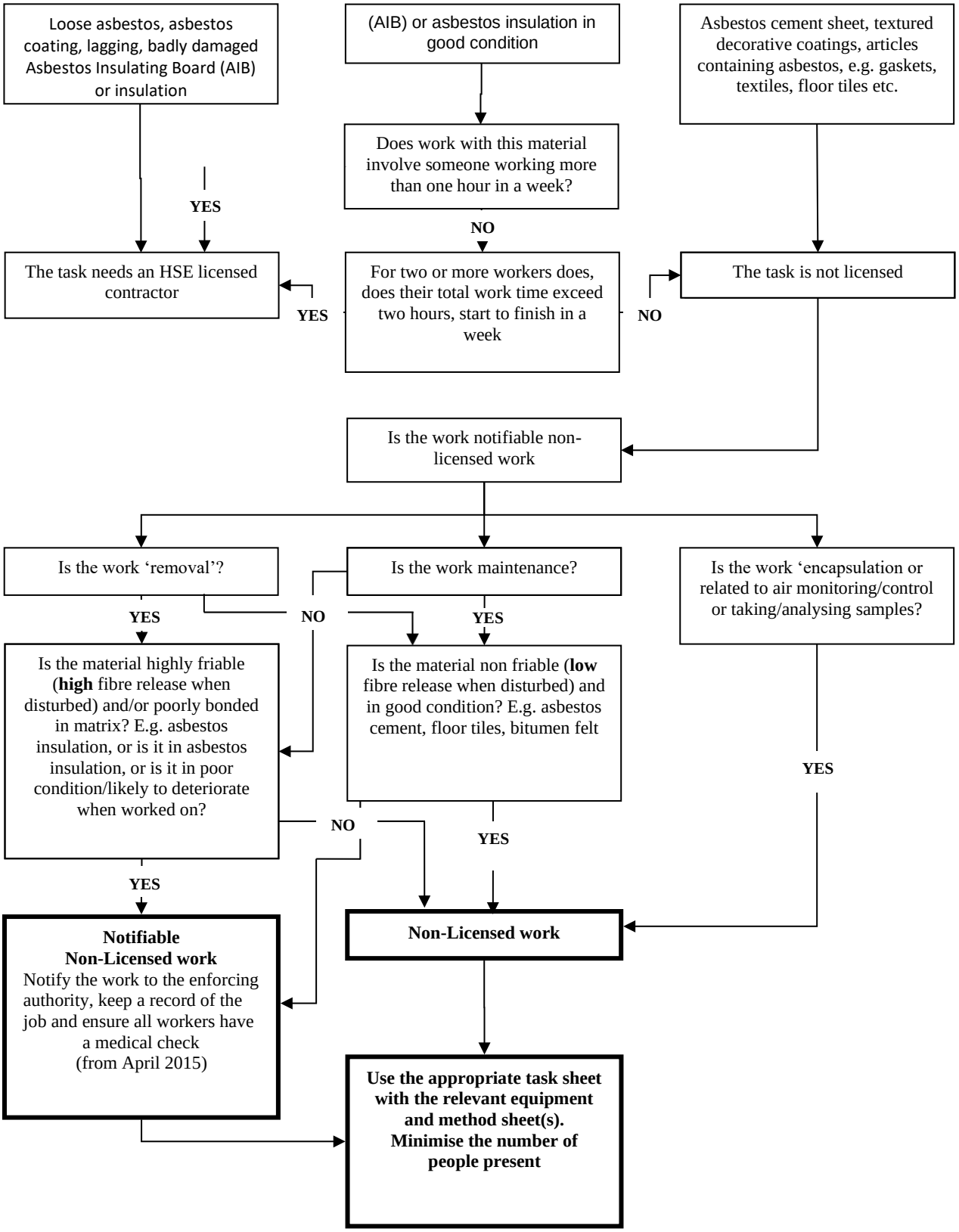
From April 2012, some non-licensed work, where the risk of fibre release is greater, is subject to three additional requirements – notification of work, medical examinations and record keeping (the requirement for medical examinations does not come into force until April 2015). This work is known as notifiable non-licensed work (NNLW).

To decide if the work is NNLW, you will need to consider the type of work you are going to carry out, the type of material you are going to work on and its condition:

- **Type of work:**
  - Maintenance – e.g. drilling holes to attach fittings or pass cables through, painting, cleaning etc. Maintenance includes some removal where it is incidental to the main task, e.g. removing an asbestos ceiling tile to allow inspection; or a safe system of work must be planned and clearly explained to the employees involved.
  - Removal – e.g. as part of a refurbishment or redesign project; or
  - Encapsulation – e.g. work to enclose or seal asbestos materials in good condition; or
  - Air monitoring and control, and the collection and analysis of samples.
- **Asbestos type:**
  - Is it friable? – the more friable a material is, the more likely it will release asbestos fibres when worked on and the greater the risk of exposure. Materials such as asbestos insulation are more friable than materials such as asbestos cement; and
  - How firmly is the asbestos bonded in a matrix? (For removal work only) – Asbestos containing materials (ACMs) where the asbestos is coated, covered or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix; and
- **The material's condition:**
  - Has the material been damaged or is it in poor condition? – e.g. badly flood or fire-damaged; and
  - - Will the materials' matrix be destroyed when worked on? – e.g. deteriorating textured decorative coatings ('Artex') with gel or steam.

Once these three elements have been considered, the decision flow chart below will help you to decide which category your work with asbestos is, or check the HSE website for more help before work starts.

In summary, most work with firmly bonded materials in good condition such as asbestos cement, bitumen, plastic, resin, rubber, roofing felt, paper linings, cardboard, textiles, gaskets, washers and rope etc will not need to be notified. Short duration 'maintenance' work involving AIB which is in good condition will also not normally need to be notified, NNLW will normally include short duration maintenance and removal work with asbestos insulation, removal of textured decorative coatings where the material is destroyed e.g. by scraping it off, and short duration removal of AIB as part of refurbishment.



ASBESTOS WORK DECISION CHART

3.2 (b) Dealing with contaminated land

There are no known areas of contaminated land within the site boundaries. If contaminated land is identified or suspected, then appropriate risk mitigation measures will be carried out by Masters in Construction Ltd in conjunction with the Estates and Facilities Department and the College's Health and Safety Manager

3.2 (c) Manual handling

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Manual Handling and Lifting

The following Regulations apply to the manual handling or lifting of materials:

- **The Manual Handling Operations Regulations 1992**
- **The Construction (Design & Management) Regulations 2015 (CDM 2015)**

Reference should also be made to the Health and Safety Executive (HSE) publication:

- **INDG143 Manual handling at Work**

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required? Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The Site Manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

The Company will ensure that all persons on site wear safety footwear and the Site Manager will caution any sub contractors employee wearing unsuitable footwear.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:-

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

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

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).**

Reference should be made to the Health and Safety Executive (HSE) publications:

- **L5 Control of Substances Hazardous to Health.** Approved Code of Practice and Guidance
- **EH44 Dust in the Workplace: General Principles of Protection**
- **L101 Safe Work in Confined Spaces.** Approved Code of Practice and Guidance
- **GS46 In-Situ Timber Treatment using Timber Preservatives**
- **IND(G) 297 Safety in Gas Welding, Cutting and Similar Processes**
- **IND(G) 233 Preventing Contact Dermatitis and Urticaria at Work**

No assessment should be carried out without reference to:

EH40/2005 Workplace Exposure Limits

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

All work will be planned to take the above standards into account.

The Company will provide written assessments for all those products that have been assessed as hazardous to health.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**, requires the Company to take the following steps to comply with the regulations:

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
    - The hazardous properties of the substance
    - Health affects as identified by the supplier
    - The level, type and duration of the exposure
    - The circumstances of the work and amount of substance involved
    - Limits on exposure from statutory guidance
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
    - The effect of preventative and control measures
    - The results of any health surveillance
    - The results of monitoring the exposure
    - Any other information relevant
- Implement the chosen method of solving the problem
- Check that the method is being implemented properly and monitor the outcome
- If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

The Company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.
The Company will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy Health

Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include for example:

- **The Control of Asbestos Regulations 2012**
- **The Control of Lead at Work Regulations 2002**
- **The Construction (Design & Management) Regulations 2015 (CDM 2015)**
- **The Personal Protective Equipment at Work Regulations 1992**
- **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**
- **The Work Place (Health, Safety and Welfare) Regulations 1992**
- **The Health and Safety (Display Screen Equipment) Regulations 1992**

Reference should also be made to the Health and Safety Executive (HSE) publications:

- **EH40/2005 Workplace Exposure Limits**
- **EH44 Dust in the Workplace: General Principles of Protection**
- **HSG170 Vibration Solutions**
- **HSG274 Legionnaires Disease – Technical Guidance**

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site Managers must ensure that all operatives engaged in any process involving the use of handling of any hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The Site Manager will ensure that:

- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy Health Surveillance

Health Surveillance may be required for harm caused by working with certain substances or process.

- **The Management of Health and Safety at Work Regulations 1999,**
- **The Control of Substances Hazardous to Health Regulations 2002,**
- **The Control of Lead at Work Regulations 2002,**
- **The Control of Asbestos Regulations 2012,**
- **The Control of Noise at Work Regulations 2005,**
- **The Control of Vibration at Work Regulations 2005**
- **The Health and Safety (Display Screen Equipment) Regulations 1992,**

Along with any Approved Code of Practice / Guidance, aim to protect people at work exposed to danger by controlling that exposure.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- **CoSHH G401 Health Monitoring for Chronic Obstructive Pulmonary Disease**
- **CoSHH G402 Health Surveillance for Occupational Asthma**
- **CoSHH G403 Health Surveillance for Occupational Dermatitis**
- **CoSHH G404 Health Surveillance for those Exposed to Respirable Crystalline Silica (RCS)**

Health Surveillance is required where there is the possibility of exposure causing harm. All work will be planned to take the above standards into account.

Unless there is no doubt that the exposure would cause harm all exposures will be treated as requiring Health Surveillance.

In the event of Health Surveillance being required, the following procedures and who can carry them out will be applied:

- Self Checks:- those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease
- A responsible person making basic checks for signs of disease:- Anyone trained to identify straightforward signs and symptoms caused by working with certain substances or process
- Enquires about symptoms, inspection and examination:- Usually an Occupational Health Nurse
- Clinical Examinations:- carried out or supervised by a doctor
- Biological Monitoring and Biological Effect Monitoring:- carried out or supervised by a doctor

The company accept that some medical surveillance has to be undertaken by HSE medical Inspectors, or doctors appointed by the HSE

Health Surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant regulations.

The company will carry out Health Surveillance e.g. those regulations governing certain chemicals, lead or work in compressed air which expressly state the interval between examinations.

The company will comply with regulations i.e. The Control of Asbestos Regulations 2012 that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employee's health being affected by their work appropriate action will be taken in the form of the following steps:

- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine the company risk assessment
- Improve control measures

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

The Health Surveillance will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor they will be required to keep the company representative informed at all times about the surveillance and how it is progressing. Where operatives are liable to receive significant exposure the employer is obliged under specific regulations to keep records for stated times i.e. of any air monitoring carried out for a period of at least 5 years for working with lead.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy Lead at Work

The Control of Lead at Work Regulations 2002 (As amended 2004) with their approved Code of Practice aim to protect people at work exposed to lead by controlling that exposure. Lead is defined as being lead (including alloys, any compounds of lead and lead as a constituent of any substance or material) that is liable to be inhaled, ingested or otherwise absorbed.

Reference should also be made to the following Health and Safety Executive (HSE) publications; **L132 Control of Lead at Work Approved Code of Practice**

Contact with lead or lead based products is likely to occur in processes which disturb old existing lead installations such as weather proofing or coated surfaces which may have been treated with a lead based product.

All work will be planned to take the above standards into account.

Unless there is no doubt as to the existing surface finishes, all surfaces will be treated as a potential hazard and samples will be taken for testing prior to work commencing.

In the event of lead based surface finishes being present, the following principles of prevention will be applied:

- If possible work on the surface will be avoided
- If work has to be undertaken, the risks will be assessed
- Including:
  - Consideration of the hazardous properties of lead
  - Information of the health affects provided by the supplier
  - The level, type and duration of exposure
  - Circumstances o f work and amount of lead involved
  - Activities such as maintenance where there is a potential for a high level of exposure
  - Relevant exposure limits, action levels and suspension level
- The method of work will be planned to minimise exposure to the lead. Including preventative and control measures. The results of relevant medical surveillance and monitoring. Whether the exposure to lead is likely to be significant and any other relevant information.
- Use equipment or substances that reduce the exposure to lead, particularly if production of dust or fume cannot be avoided. E.g. Use of local extraction equipment and ventilation systems.
- Ensure that all workers are informed as to the control measures and procedures prior to work commencing. This will include compliance monitoring and health monitoring.
- Ensure the correct PPE and RPE is provided and correctly used. That it is removed on leaving the work area. That it is returned to any accommodation provided for it after use and that any PPE used is decontaminated and cleaned or, if necessary, destroyed after use.

Work will only be undertaken by operatives who have been trained in the processes to be carried out.

The following types of work are liable to result in significant exposure to lead and assessment of the risk and a competent person shall undertake control measures required.

- High temperature lead work above 500°C (including welding, burning and cutting)
- Work with lead compounds giving rise to lead dust in air
- Abrasion of lead giving rise to lead dust in air, e.g. dry disc work, grinding, cutting by power tools, sanding etc.
- Spraying of lead paint and low solubility lead compounds
- Removal of existing lead coated surfaces including lead paint
- Work with low solubility inorganic lead compounds

The work will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor he will be required keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor or operatives.

Where operatives are liable to receive significant exposure to lead the employer is obliged to keep records of any air monitoring carried out for a period of at least 5 years.
Employees exposed above this level must undergo medical surveillance, the health record of any such employee must be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

Hazards associated with working with lead are:

- Inhalation of lead dust, fume or vapour
- Ingestible lead in the form of powder, dusts, paints or paste
- Absorption of lead through the skin when it is in the form of lead compounds, paint or paste

Specialist contractors or suitably trained operatives will be employed to handle all cases where lead dust, powder, vapour or paint is likely to be created or disturbed.

In cases where lead does not exist as dust or a vapour but rather as solid material and its application is for roofing etc, Operatives will still be required to work in accordance with the agreed method of working and must be competent to do so. Protective clothing will be worn particularly coveralls and gloves. The requirements for monitoring and health surveillance will still apply.

Operatives will not be allowed to eat, drink or smoke whilst working with lead or afterwards until hands and face have been washed. No person will be allowed to eat, smoke or drink in areas contaminated with air borne lead or in the immediate vicinity of solid lead.
The Company will supply all the washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

3.2 (e) Reducing noise and/or vibration

As the construction site is located wholly within the boundaries of the main campus of the Site, which will remain fully operational throughout the construction phase, there is a requirement to reduce the impact on the staff, students and visitors to as low as reasonably practicable

To enable this, Masters in Construction Ltd will introduce a series of measures:

- All temporary buildings in close proximity to existing college buildings will be connected to mains services, including electricity, water and drainage to remove the requirement for temporary generators, as soon as is practicable
- The playing of radios etc will not be permitted on site at any time
- All site personnel will be advised that loud and/or abusive / foul language will not be permitted on site at any time

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Noise

Noise is covered by **The Control of Noise at Work Regulations 2005** and also by **The Health and Safety at Work etc. Act 1974.**

Reference should also be made to the Health and Safety Executive (HSE) publication;

- **L108 Guidance on the Control of Noise at Work Regulations 2005**

The Control of Pollution Act 1974 requires contractors to use the best practical means of controlling construction and demolition noise at the site boundary.

All work will be planned to take the above standards into account.

The regulations require that hearing protection is considered if the noise level averaged over an 8 hour day exceeds 80dB(A); and that hearing protection is mandatory for average noise levels over 8 hours exceeding 85dB(A). Also, the maximum exposure with hearing protection should not exceed 87dB(A) (averaged over 8 hours)

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant sub contractor required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the sub contractor or hire company, immediately.

The Site Manager will ensure that supplies of ear defenders, or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit.

These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

The HSE website www.hse.gov.uk/noise gives guidance and calculators for noise assessments and protection requirements.

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Hand Arm / Whole Body Vibration

- **Vibration is covered by The Control of Vibration at Work Regulations**
- **Provision and Use of Work Equipment Regulations 1998,**
- **The Health and Safety At Work Act 1974, and**
- **The Management of Health and Safety at Work Regulations 1999**

Reference should also be made to the Health and Safety Executive (HSE) publications:

- **HSG 170 Vibration Solutions**
- **INDG 175 Health Risks Advice from hand-arm vibration: Advice for employees**

Excessive use of hand held or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure limit values and action values

(1) For hand-arm vibration -
(a) the daily exposure limit value is 5 m/s2 A(8);
(b) the daily exposure action value is 2.5 m/s2 A(8),
(2) For whole body vibration -
(a) the daily exposure limit value is 1.15 m/s2 A(8);
(b) the daily exposure action value is 0.5 m/s2 A(8),

"daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependent upon:

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of-

(a) observation of specific working practices;
(b) reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions; and
(c) if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed; and
(d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

(a) the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks;
(b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure;
(c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
(d) any information provided by the manufacturers of work equipment;
(e) the availability of replacement equipment designed to reduce exposure to vibration;
(f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer;
(g) specific working conditions such as low temperatures; and
(h) appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level, 2.5 m/s^2 or the total daily dose of 5.0 m/s^2 (A8) (Average over an 8 hour day)
- Ensuring equipment is maintained in accordance with the manufacturers instructions
- Reducing the amount of time the operative uses the equipment for
- Use of suitable gloves
- Operator exercising the hands and fingers
- The operator being able to recognise the onset symptoms

A table of nominal values is available from Masters in Construction Ltd's Health and Safety Manager.

The Site Manager will ensure all work activities are planned to take the above standards into account.

The Site Manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant Site Managers and Operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturers instructions; are kept in good order and that any defects noted are reported immediately.

The Site Manager will ensure that supplies of suitable gloves are made available for any operations, where it is not practicable to reduce the vibration levels to a safe limit in other ways. These will be issued to Operatives as required and must be worn at all times when Operatives are exposed to high vibration levels.

- Carry out a written vibration assessment to establish levels and frequencies of vibration for individuals using items of plant and machinery.
- Give advice on vibration control measures
- Follow the control hierarchy to reduce the likelihood of exposure
- Plan to Regularly monitor vibration levels and frequencies for known high sources

3.2 (f) Exposure to UV radiation (from the sun)

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Working Outdoors

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, in particular Regulation 43 applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

In non-construction situations the generalities of the **Health and Safety at Work Act 1974** will apply.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- **INDG337 Sun Protection – Advice for employers of outdoor workers**
- **INDG147(rev1) Keep your top on – Advice to outdoor workers**

All work will be planned to take the above into account.

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sun screens and if appropriate the provision of the same

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.

3.2 (g) Any other significant health risks

Extract from Arrangements Section of Masters in Construction Ltd Health & Safety Policy

Stress in the Workplace

The company is committed to protecting the Health, Safety and Welfare of our employees. We recognise that workplace stress is a Health and Safety issue and we are committed to identifying and reducing workplace stressors.

- **The Health and Safety at Work etc. Act 1974,**
- **The Management of Health and Safety at Work Regulations 1999**
- **The Workplace (Health, Safety and Welfare) Regulations 1992.**

Along with any Approved Code of Practice, aim to protect people at work exposed to excessive pressure or demand placed upon them.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

- **WBK1 Tackling Work Related Stress using the Management Standards Approach**
- **INDG430 How to Tackle Work-Related Stress**

All work will be planned to take the following standards into account:

- The Company will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of the Company stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace.

Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

Managers are to take responsibility for implementation of company policy and the company will take responsibility for providing the necessary resources.

Managers and supervisors will ensure good communication with staff if there are organisational and/or procedural changes.

The Company will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.
The company will offer support to staff who are experiencing stress outside work e.g. bereavement or separation.

SECTION 4.0

The Health and Safety File

Extract from L153 Managing Health and Safety in Construction (HSE Guidance on CDM2015 Regulations)

Appendix 4 – The Health and Safety File

What is the health and safety file?

2 The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

3 The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

(a) a brief description of the work carried out;
(b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
(c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
(d) hazardous materials used (eg lead paints and special coatings);
(e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
(f) health and safety information about equipment provided for cleaning or maintaining the structure;
(g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
(h) information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

4 There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

What must dutyholders do? The

client

5 The client must ensure that the principal designer prepares the health and safety file for a project. As the project progresses, the client must ensure that the principal designer regularly updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred. The client should be aware that if the principal designer's appointment finishes before the end of the project, the principal designer must pass the health and safety file to the principal contractor, who then must take on the responsibility for the file.

6 Once the project is finished, the client should expect the principal designer to pass them the health and safety file. In cases where the principal designer has left the project before it finishes, it will be for the principal contractor to pass the file to the client.

7 The client must then retain the file and ensure it is available to anyone who may need it for as long as it is relevant – normally the lifetime of the building – to enable them to comply with health and safety requirements during any subsequent project. It can be kept electronically, on paper, on film, or any other durable form.

8 If a client disposes of their interest in the building, they must give the file to the individual or organisation who takes on the client duties and ensure that the new client is aware of the nature and purpose of the file. If they sell part of a building, any relevant information in the file must be passed or copied to the new owner. If the client leases out all or part of the building, arrangements should be made for the file to be made available to leaseholders. If the leaseholder acts as a client for a future construction project, the leaseholder and the original client must arrange for the file to be made available to the new principal designer.

The designer

9 Where it is not possible to eliminate health and safety risks when preparing or modifying designs, designers must ensure appropriate information is included in the health and safety file about the reasonably practicable steps they have taken to reduce or control those risks. This will involve liaising with:

(a) the principal designer, in helping them carry out their duty to prepare, update, review and revise the health and safety file. This should continue for as long as the principal designer's appointment on the project lasts; or

(b) the principal contractor, where design work is carried out after the principal designer's appointment has finished and where changes need to be made to the health and safety file. In these circumstances, it will be the principal contractor's duty to make those changes, but the designer must ensure that the principal contractor has the appropriate information to update the file.

This information should be provided to the principal designer and principal contractor as early as possible before the designer's work ends on the project.

The principal designer

10 The principal designer must prepare the health and safety file. They are accountable to the client and should liaise closely to agree the structure and content of the file as soon as practicable after appointment. In preparing the file, the principal designer should expect the client to provide any health and safety file that may exist from an earlier project.

11 The principal designer must also cooperate with the rest of the project team and should expect their cooperation in return. Cooperation with the principal contractor is particularly important in agreeing the structure and content of the information included in the file. Liaison with designers and other contractors is also important. They may hold information that is useful for the health and safety file, which may be difficult to obtain after they have left the project.

12 The principal designer, in cooperation with other members of the project team, must also ensure that the file is appropriately updated, reviewed and revised to ensure it takes account of any changes that occur as the project progresses.

13 The principal designer must pass the updated file to the client at the end of the project. In doing this, they should ensure the client understands the structure and content of the file and its significance for any subsequent project. If the principal designer's appointment finishes before the end of the project, they must pass the file to the principal contractor who must then take on responsibility for it. In doing this, the principal designer should ensure the principal contractor is aware of any outstanding issues that may need to be taken into account when reviewing, updating and revising the file.

The principal contractor

14 For the duration of the principal designer's appointment, the principal contractor plays a secondary role in ensuring the health and safety file is fit for purpose. They must provide the principal designer with any relevant information that needs to be included in the health and safety file.

15 Where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. At the end of the project the principal contractor must pass the file to the client. In doing this, they should ensure the client understands the structure and content of the file and its significance for any subsequent project.

The contractor

16 The contractor has no specific duties placed on them in relation to the health and safety file.

4.1 General

The file will contain information about the project which is likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the Health and Safety File, Masters in Construction Ltd will consider the following for inclusion:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs
- Hazardous materials used (e.g. lead paints and special coatings)
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services, etc
- Information and as built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

There will be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. however, the level of detail will be proportionate to the risks

4.2 Arrangements for the collection and gathering of information

Masters in Construction Ltd will compile and collate all information required, including all relevant data obtained from sub-contractors and suppliers

4.3 Storage of information

The information gathered will be stored in electronic format by Masters in Construction Ltd until such time as it is handed over to the Client.

SECTION 5.0

Significant Design and Construction Hazards

5.1 Suggested Work Methods, Sequences or other Control Measures

No specific work methods and/or sequences have been confirmed by the Design Team at this stage. It is envisaged that standard construction methods will be used for the duration of the project. Suitable and sufficient Risk Assessments and Method Statements will be developed and issued for each element of the project

5.2 Arrangements for Co-ordination of Ongoing Design Work and Handling Design Changes

Significant design changes will be brought to the attention of the Principal Designer and Client. This will include any material changes

5.3 Construction Materials

The following Prohibited Materials will not be incorporated into the works:

- High alumina cement in load bearing structural elements
- Woodwool slabs used as permanent formwork to structural concrete
- Calcium Chloride admixtures in concrete
- Asbestos or asbestos based products
- Aggregates for use on reinforced concrete which do not comply with British Standards Specification 882:1983 and aggregates for use in concrete which do not comply with British Standards Specification 8110:1985
- Urea formaldehyde foam or materials which may release formaldehyde in quantities which may be hazardous, with reference to the limits set from time to time by the HSE
- Calcium silicate bricks or tiles
- Concrete that might be susceptible to alkali- silicate reaction
- Any product which contains or uses in its manufacture Montreal Listed CFC gases
- Materials containing loose fibres less than 3 microns in diameter (materials containing fibres larger that 3 microns diameter will be sealed or otherwise stabilised to ensure that the fibre migration is prevented)
- Any other material generally known to be deleterious at the time of use

5.4 Information on Significant Risks Identified During Design

Ref	Hazardous Activity	Persons at Risk				Design measures for hazard elimination or risk reduction including alternatives not considered practical (give reasons)	Residual Hazard / Risk	Information provided by designer for residual risk control, during:	
		O	P	S	M			Construction	Building Life
1	Carrying out demolition and construction works on a site in an activity centre location with vehicle and pedestrian highways and in close proximity with existing buildings.	☐	☐	☐	☐	Site location issue - cannot be designed out. Contractor to manage site to ensure adequate and secure site boundary is maintained at all times during construction.	Risk of injury to the public and site operatives when construction or maintenance works are being carried out.	Adequately separate and protect public areas from construction areas throughout construction period. Crane lifts to avoid oversailing adjacent occupied buildings.	Adequately separate and protect public areas from construction areas when any external maintenance, redecoration, etc works are carried out.
2	External works around the site - below ground, hidden service routes.	☐	☐			Client has instructed survey of all above and below ground services within and surrounding the site by Landmark Surveys (Wales) Ltd and distributed to the design team	Risk of some service routes having not been picked up by survey.	Surveyor recommends works be undertaken with extreme caution and in accordance with HSE - "HSG47 Avoiding danger from underground services".	N/A

Ref	Hazardous Activity	Persons at Risk				Design measures for hazard elimination or risk reduction including alternatives not considered practical (give reasons)	Residual Hazard / Risk	Information provided by designer for residual risk control, during:	
		O	P	S	M			Construction	Building Life
3	Contractor's site deliveries, project waste removals and Contractor's operatives vehicle movements to site compound and/or contractor parking area.	☐	☐	☐		New building within existing activity centre so unable to alter design. Existing buildings around the site will remain operational during construction period.	Risk of collision with vehicles and pedestrians of other building occupants and site management team/operatives.	Comply with client site rules for vehicular movements around site, using only agreed routes. Install temporary directional signage to control contractor vehicles and employ banksman to manage vehicle and pedestrian movements as necessary	Agree clients instructions for deliveries and site instructions etc.
4	Non project pedestrians travelling near to construction project along predefined pedestrian walkways		☐	☐	☐	New building within existing activity centre so unable to alter design. Existing public routes through the centre will need to be maintained during the construction period. Client will incorporate alternative temporary routes for public access	Risk of injury to non project pedestrians caused by interaction with construction activities	Ensure adequate segregation and signage of construction site from rest of activity centre using	Not applicable. Hazard is removed when construction works complete

						where possible.		suitable boundary fences	
5	Working at height to underside of roof over dining space.	☐			☐	Timber, insulated cassettes to roof construction (and walls) have been designed for prefabrication off site so far as possible, but some zones for in-situ works remain due to the need to work around building steel frame - to steel frame braced bays. Ceiling finishes also to be applied to soffit of timber cassettes.	Risk of injury from falls.	Provide adequate and suitable temporary access platform during construction works.	Method of safe access to roof soffit in double height space for maintenance, cleaning and redecoration to be managed by Client.

Ref	Hazardous Activity	Persons at Risk				Design measures for hazard elimination or risk reduction including alternatives not considered practical (give reasons)	Residual Hazard / Risk	Information provided by designer for residual risk control, during:	
		O	P	S	M			Construction	Building Life
6	Access to roof mounted wind catchers and PV array.	☐	☐	☐	☐	Hard standing areas included to part of the building perimeter allows access for occasional use by a small MEWP, Spider or similar, or by mobile/tower scaffold. Fall arrest system included in design for access to and around wind catchers.	Risk of injury from falls	Provide adequate temporary edge protection during construction works.	Client to agree and put in place method statement for access arrangements when carrying out maintenance.
7	Substances likely to be hazardous to health			☐		COSHH store, with a cleaner's sink, is to be included within the kitchen design.	Potential to cause harm if they are inhaled, ingested, or come into contact, or are absorbed through the skin.	N/A	Client to keep and update safety sheets for all COSHH related materials kept in secure store.
8	Risk of Asbestos Containing Materials (ACMs) throughout the existing building to be demolished, including MEP services installations and equipment.	☐		☐		R/D Asbestos surveys to be carried out by Anchem Laboratories under instruction from client and any ACMs identified removed by Phoenix Environmental Services prior to contractor taking possession of the site.	Health risks associated with asbestos dust.	Contractor to review R/D reports noting surveyor's advice and any areas excluded from survey. Prepare RAMS to cover operations and to take suitable precaution s.	Risk removed once any ACMs discovered have been removed.

9	Access to roof, eaves and gutters and walls at high level.	☐			☐	Hard standing areas included to part of the building perimeter allows access for occasional use by a small MEWP, Spider or similar, or by mobile/tower scaffold	Risk of injury from falls	Provide adequate temporary edge protection during construction works.	Method of safe access to roof for maintenance and cleaning and for redecoration of timber cladding to be managed by Client.

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Ref	Activity / Element	Potential Hazards	Persons at Risk	Risk Rating L/M/H	Action at Design Stage	Possible Control Operations (Contractors
1.0	Site Strip and Clearance	Unknown contamination within arising Generally sloping site over assumed shallow rock head causing local slips	Site Personnel	L	None	
1.1	General Site Access and Deliveries to Site	Limited site offload area to be segregated from other site wide uses Area to be maintained for general use during construction HGV access along roads leading to site is limited	Site Personnel General Public	L	Suitable locations for site set up and logistics of segregating public from site personnel to be identified and agreed prior to commencement	
1.2	Excavations	Striking live services Level of rock head unknown, shallow rock could provide difficulty to excavate minimum depth of foundation. Lower rock head could increase excavation depth	Site personnel	M	Survey existing site services and identify which are to be kept live throughout construction to allow existing facilities continued use Trial pits have identified rock head at few selected locations	

Ref	Activity / Element	Potential Hazards	Persons at Risk	Risk Rating L/M/H	Action at Design Stage	Possible Control Operations (Contractors
1.3	Global Stability	Substructure concrete columns rely on blockwork substructure walls for stability. All substructure walls should be constructed prior to erection of steelwork frame above Steelwork erection – stability during construction. Lateral stability of structure in long direction is provided solely by vertical bracing at the low end of the structure, phases of erection should suit constructing braced end first or the contractor must make allowances for their own assessment and the design of temporary propping	Site personnel	**M**	CDM notes on relevant drawings make recommendations for the order of construction in general terms to be substantiated by the contractor in their erection method and RAMS issued for review by designer	
1.4	Outstanding design items to be resolved by the main contractor	Information required to finalise designs has been expressly itemised on the relevant structural drawings. This information must be confirmed and reported to the engineer with adequate time o confirm or revise designs. Risk of site personnel proceeding with incorrect information Items include but are not limited to: • Roller shutter to kitchen servery – design of supporting steelwork tbc • Platform lift loads – design of hollow core planks and their supporting walls tbc • Ty-Unnos superstructure – design of raft foundations tbc	Site Personnel	**L**	Notation to relevant design drawings	

version 1.01

Ref	Activity / Element	Potential Hazards	Persons at Risk	Risk Rating L/M/H	Action at Design Stage	Possible Control Operations (Contractors
1.5	Site Wide Drainage	Proposed schemes assume capacity of the existing drainage is adequate for additional load	Client	**M**	Client to assess existing capacity and identify possible issues	
1.6	Drainage Constructio n Constructio n phases	The phased plan of construction requires the existing kitchen / dining block o remain in use throughout the construction of the proposed kitchen / dining block Existing drainage passes beneath the proposed structure and therefore must be identified and kept live until such time it becomes redundant. Existing drainage is at shallow depth and protection may be required under site traffic loadings	Site Personnel Client Maintenance Operatives	**L**	Propose new scheme requirements. Refer contractor to the site phase plan Contractor may make proposals to divert existing drainage prior to construction of proposed kitchen / dining block	
1.7	Drainage Constructio n Foundation stability	Proposed drainage runs will pass beneath landscape retaining walls and structure retaining walls. Protection of this drainage should be provided during construction activities	Site personnel	**M**	To be identified on drawings	
1.8	Drainage Constructio n Sub void access	Setting out of drainage should be coordinated with the precast plank designers. Internal drainage runs will be inaccessible, all fittings should be fully welded and pipe thrust blocks to be provided to all downpipe radical bends with concrete	Site Personnel	**M**	Notation to highlight to contractor the potential risks arising from reduced access	

version 1.01

SECTION

Coronavirus (Covid-19) Precautions

6.1 Background

A novel (new) coronavirus that has not previously been seen in humans was identified in December 2019. The virus is called Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) and the disease that it causes is called Coronavirus Disease 2019 (COVID-19).

New information is becoming available every day as doctors and scientists study the virus and how it affects people. The situation is evolving

In order to protect our workers as far as is reasonably practicable, Masters in Construction Ltd will be putting into place a number of measures across all of our sites.

- Many sites have been closed to protect our employees and sub-contractors where suitable and sufficient control measures could not practicably be put in place
- The numbers of workers on other sites have been significantly reduced, with many people being placed on "furlough" under the Coronavirus Job Retention Scheme
- There will be strict restrictions on the number of people permitted to work in any one area of the site (e.g. no more than 2 persons in any room at the same time)
- Practice social-distancing at all times, including in the site welfare facilities (i.e keep 2m apart at all times)

The health and safety requirements of ANY construction activity must not be compromised at this time. If an activity cannot be implemented safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it MUST NOT take place

6.2 Precautionary Measures

In order to protect our workplace, site visitors and the general public, Masters in Construction Ltd have introduced a number of measures, including revised working practices and enhanced precautions for travelling to and from work

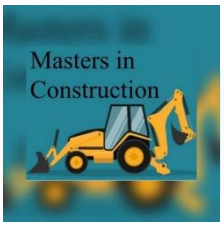
6.3 Covid-19 Site Management Policy

COVID-19 RESPONSE

Site Management Policy

Version - 04

Date – 15/04/20



The Site Management Policy is based on the information and guidance issued by Public Health England and the UK and Welsh Governments and the Site Operating Procedures issued by the Construction Leadership Council, Build UK and others.

PHE guidance for construction states "*where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission*".

When to Travel to Work

The guidance issued by the UK Government with regard to travel to work during the coronavirus pandemic has been adopted by WB Griffiths & Son Ltd "*that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer's advice*"

Social Distancing	Workers in the construction industry should follow the guidance on Staying at home and away from others (social distancing). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.
Self-Isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation.
Person at Increased Risk	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
Persons Defined on Medical Grounds as Extremely Vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
Living with a Person in One of the Above Groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If Someone Falls Ill	If a worker develops a high temperature or a persistent cough while at work, they should: • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

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Travel to Work and Travel at Work

WB Griffiths & Son Ltd have developed a Travel to Work policy to protect our workforce as far as is reasonably practicable. The Travel to Work policy has been communicated to all Site Managers for onward dissemination to their teams. All personnel have been informed of the control measures that have been put in place to protect their health while travelling to and from their workplace, including travelling while at work

The basic requirements of the Travel to Work policy are:

1. Where possible, staff should use their own vehicle to travel to and from work, and to travel alone
2. If own vehicle use is not possible, for whatever reason, then where possible, WBG will allocate a company vehicle to allow that person to travel to and from work, alone
3. If it is not possible to provide a vehicle for lone use, then a larger vehicle will be provided for no more than 2 persons to vehicle share. There are a number of provisos with this arrangement, including:
    a. No more than two people to vehicle share in the same vehicle
    b. The same two people must share, i.e. no changing of sharers
    c. Sharers to position themselves as far apart from each other as physically possible within the passenger cab, i.e. diagonally opposite each other on different seat rows
    d. Where practicable, only vehicles with at least two rows of seats to be used for vehicle sharing. Where this is not possible, vehicle must have at least three seats across the vehicle
    e. Sharers must wear disposable gloves and face masks when travelling together
    f. Weather permitting, journey should be made with the windows wound down to increase the airflow in the vehicle
    g. Common touch points on vehicle (internal and external) must be wiped down with antibacterial wipes before and after every journey

Site Access and Egress

All sites are closed to all but essential visitors. Those who need to access the site MUST make arrangements with the Site Manager prior to arriving on site. Any person who arrives unannounced will not be permitted access

The number of personnel on site at any one time has been drastically reduced in an effort to maintain social distancing measures required by UK and Welsh law

Where large numbers of people are likely to arrive on site at the same time, the **Site Manager must introduce measures to assist in maintaining the "2-metre" rule,** including consideration of staggered start times, floor markings to indicate required spacing between people, etc

All workers arriving on site must wash their hands, using soap and water, for at least 20 seconds. If soap and water are not readily available then 60% hand sanitiser must be provided

All common contact surfaces must be cleaned with detergent frequently throughout the working day and especially during peak arrival / departure times

Site inductions, toolbox talks and briefings should, where practicable and weather permitting, be conducted in the open air

Deliveries and Collections

Site Managers, where practicable, should create a sterile loading / unloading area at the entrance to the site.

Delivery drivers should, where practicable, remain in the cab of their vehicle and the materials off-loaded by site staff within the sterile zone.

Where this is not practicable, the delivery driver should off-load the materials within the sterile zone, alone. The delivery driver should wash or sterilise his hands before handling any materials

Hand Washing

The Site Manager will allow additional time during the working day for site personnel to wash or sterilise their hands at regular and frequent intervals

The Site Manager will place additional hand wash / sanitisation stations around the site to facilitate the additional hand washing

The Site Manager will carefully monitor supplies of soap and hand sanitiser and raise orders for additional supplies when necessary to ensure sufficient quantities are always available

The Site Manager will provide additional waste bins for hand towels and arrange for frequent collection and removal

Toilet Facilities

In order to maintain social distancing, the Site Manager will restrict the number of people using the toilet facilities at any one time and will consider employing an attendant to manage this, he may also consider staggering break times

All site personnel ware encouraged to wash their hands before and after using the facilities

The facilities will be cleaned frequently throughout the day especially after break times and before site closure at the end of the day

Waste bins will be emptied frequently

Where sites are using portable toilet facilities, these will be cleaned and emptied more frequently

Changing Facilities, Showers and Drying Rooms

In order to maintain social distancing, the Site Manager will restrict the number of people using the changing / drying facilities at any one time and will consider employing an attendant to manage this, he may also consider staggering break and start / end times

The facilities will be cleaned frequently throughout the day especially after break times and before site closure at the end of the day

Waste bins will be emptied frequently

Canteens and Rest Areas

Site personnel will be encouraged to bring their own, pre-prepared food into work. They should not be permitted to leave the site to buy food from local shops

The capacity of the canteen should be identified at the entrance and, where necessary, the Site Manager will employ an attendant to ensure that the capacity is not exceeded at any time

Where necessary, break times will be staggered to reduce the number of personnel attempting to use the facilities at any one time

All surfaces in the areas will be cleaned frequently throughout the day, especially after breaks and before the end of the working day

Hand washing / sanitising facilities will be provided at the entrance to the facilities and all workers will be strongly encouraged to wash / sanitise their hands before and after their breaks

All **persons using the facilities are to maintain the "2-metre" rule within the facilities,** as afar as is practicable

All rubbish must be placed in the bins directly, not leave it for someone else to do

Cleaning

Enhanced cleaning regimes will be introduced across all sites, particularly in communal areas and on touch points, including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases / corridors
- Machinery and equipment controls
- Telephone equipment
- Keyboards, printers and other office equipment
- All areas used for eating must be thoroughly cleaned at the end of every break and shift, including chairs, tables, door handles, fridges, kettles, etc
- Rubbish collection and storage points will be increased and emptied regularly throughout, and at the end of, every working day

Work Planning to Avoid Close Contact

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, we will consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within this policy.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate	• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) • Avoid skin to skin and face to face contact • Stairs should be used in preference to lifts or hoists and consider one ways systems • Consider alternative or additional mechanical aids to reduce worker interface ***Site Meetings*** • Only absolutely necessary meeting participants should attend • Attendees should be at least two metres apart from each other • Rooms should be well ventilated / windows opened to allow fresh air circulation • Consider holding meetings in open areas where possible

Reduce	Where the social distancing measures (2 metres) cannot be applied: • Minimise the frequency and time workers are within 2 metres of each other • Minimise the number of workers involved in these tasks • Workers should work side by side, or facing away from each other, rather than face to face • Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times • Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment
Isolate	Keep groups of workers that have to work within 2 metres: • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible
Control	Where face to face working is essential to carry out a task when working within 2 metres: • Keep this to 15 minutes or less where possible • Consider introducing an enhanced authorisation process for these activities • Provide additional supervision to monitor and manage compliance
P.P.E.	Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. • Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. WB Griffiths & Son Ltd encourage an open and collaborative approach between workers and managers on site where any issues can be openly discussed and addressed.

Daily Checks and Reporting

All Site Managers will carry out regular checks of their sites to ensure they continue to meet the requirements to manage this pandemic as far as is reasonable

The Site Managers will carry out frequent checks on their stock of PPE required to protect their workforce

The Site Managers will complete daily reports which will be retained on site and at Head Office for reference by interested parties to show ongoing compliance. The reports will include the following:

Has a daily site Covid-19 briefing been given to all site personnel?
Has the site perimeter been checked and is secure?
Is the site gate kept locked shut at all times?
Is the "2-metre" rule being adhered to at all times, unless controlled by a suitable and sufficient risk assessment?
Are the toilets cleaned regularly and frequently throughout the day and in particular after breaks and before the end of day?
Is the canteen, drying rooms and other welfare facilities cleaned regularly and frequently throughout the day and in particular after breaks and before the end of day?
Are there sufficient face-masks available on site for the number of personnel who may require them?
Are there sufficient latex / nitrile gloves available on site for the number of personnel who may require them?
Are there sufficient safety box goggles / wrap around safety glasses available on site for the number of personnel who may require them?
Is there sufficient hand sanitiser (minimum 60% alcohol content) available on site for the number of personnel on site to use at least 5 times per day?
Is there sufficient amounts of soap / hand wash available on site for the number of personnel on site to use at least 5 times per day?
Is there sufficient supplies of disinfectant solution available on site to meet the requirements of the enhanced cleaning regime?
Is there sufficient quantities of disinfectant wipes available on site to meet the requirements of the enhanced cleaning regime?