

Construction Method Plan/Statement

CMP for North Street House, 6 North Street, Emsworth, PO10 7DD

Change of use of former Grade 2 listed doctors surgery and construction of new 2 storey building.



December 2024

This Construction Phase Plan has been prepared by Helyer Davies Architects for Napolo Construction (Principal Contractor) in order to comply with the CDM Regulations 2015, other health and safety legislation and planning application ref: APP/23/00249.

This plan shall apply to all personnel on the project, including the client, employees, contractors and any other persons working on the project.

The purpose of this plan is to ensure that the project is undertaken safely and without risk to health and the environment, and to protect the public or anyone who may be affected by the work activities.

The plan sets out the means by which health and safety will be co-ordinated and controlled.

This plan will be reviewed and updated as necessary from time to time during the project, particularly if circumstances or the design changes.

Project Information

Work:

Refurbishment, part demolition and new build elements for change of use for former Doctors Surgery.

Project Start Date & Duration: January 2025

Working Hours: 7:00am to 6pm Mondays to Friday 8:00am – 1pm Saturday.

Weekend work only with the permission of the Principal Contractor

Client: The John & Hilary Pritchard Trust

Architect: Helyer Davies Architects,

Principal Contractor: Napolo Construction Ltd

Principal Designer: CDM Principal Designer : Helyer Davies Architects Ltd.

Description of Work

Works to Include:

- Disconnection of services and Demolition of part building
- Site preparation – hoarding and H&S etc
- (Phase 1) Repair works to Listed Building
- (Phase 2) Construction of new side section.
- (Phase 3) Fit out of buildings for new use.
- Hard Landscaping

Responsibilities

Project Manager's Responsibilities

- Ensure there are effective arrangements for planning, organisation, control and monitoring for health and safety on the project
- Provision of adequate resources and funding to meet the requirements of this plan
- Overall management of the project
- Ensure compliance with Health and Safety at Work Act 1974, CDM 2015 regulations, all other relevant regulations and approved codes of practice
- Monitor the effectiveness of the plan and ensure revisions are implemented as necessary
- Ensure sub-contractors are aware of the plan and individual responsibilities
- Ensure competent sub contract companies are engaged
- Report any notifiable accidents / incidents to the HSE
- Attendance at Weekly Project Meetings

Site Manager's Responsibilities

- Organise and co-ordinate site work with minimum risk to Health and Safety and to comply with the company safety policy and relevant regulations
- Ensure agreed methods of work, codes of practice, risk assessments and method statements are adhered to and all registers and records are kept up to date
- Ensure sub-contractors comply with the health and safety plan, risk assessments and method statements
- Ensure the storage of materials and substances are safe and comply with statutory requirements
- Ensure the safety plan, emergency procedures, insurance certificate, names of appointed first aiders and other statutory notices are displayed in prominent locations
- Ensure only authorised persons are allowed on site
- Ensure Form 10 is issued to HSE by Principal Designer and copy of F10 is displayed in a prominent position at site
- Maintain a tidy site with safe access and egress to places of work and the site accommodation
- Meet and liaise with visitors and inspectors to the site and appoint a competent person to take charge during temporary absences and maintain a record of all site visitors
- Discuss with safety advisor any site problems relating to health and safety

- To co-operate with statutory authorities (ie HSE Inspector)
- To set a good example of behaviour with regard to health, hygiene and safety
- To listen to site operatives concerns in relation to health & safety and act accordingly
- To ensure combustible materials are not burnt on site
- To act as fire marshal in the event of a fire alarm
- Forward “as built” drawings, manuals etc to the Principal Designer for inclusion in the health and safety file

Safety Advisor’s Responsibilities

- Prepare and assist in the implementation of the health and safety plan while ensuring compliance with health & safety legislation
- Assist in the preparation of risk assessments and method statements
- Offer health & safety advice to the Site Manager and operatives as required
- Conduct site inspections and produce safety reports, as required
- Monitor the safety performance on site, as required
- Report dangerous situations which would warrant the stopping of any operation
- Carry out investigations and report on dangerous occurrences and serious accidents

Site Operative Responsibilities

This section applies to employees, self-employed subcontractors and subcontract company employees.

- Comply with their own company safety policy (where applicable), this health and safety plan, risk assessments and method statements
- Comply with the site rules
- Use the appropriate tools and equipment for the job and not misuse
- Keep tools, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the site manager
- Take all reasonable steps to ensure the safety of himself and others
- Raise any health & safety concerns with the site manager
- Avoid improvised arrangements and suggest safe ways of reducing risks
- Observe all warning notices and follow instructions

- Ensure that guards are in position whilst plant and portable tools are in use
- Wear appropriate clothing, footwear and PPE conducive to the work
- Report defective plant and equipment to the site manager and do not use until repaired
- Inform the site manager if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do manual handling tasks

Subcontract Company's Responsibilities

- Ensure compliance with Health and Safety at Work Act 1974, CDM 2015 regulations, all other relevant regulations and approved codes of practice
- Ensure compliance with the health and safety plan and their company safety policy
- Review site specific hazards and provide health and safety information including suitable site specific risk assessments and method statements prior to commencing work
- Ensure operatives are aware of the requirements of this plan
- Adhere to site rules, co-operate with and follow instructions from Napolo Construction Ltd
- Issue risk assessments and method statements to operatives before commencing work
- Where applicable, before work commences on hazardous operations a permit to work procedure will be prepared as required
- Report any accident, dangerous occurrence or condition to the site safety representative
- Provide "as built" information (drawings, manuals, data sheets etc) to Napolo Construction Ltd for inclusion in the Health & Safety File.

Safety Management

Construction Materials

Napolo Construction will, whenever possible, procure materials/substances which are known to be safe to handle and free from acute and chronic health effects.

All materials/substances will be used in accordance with CoSHH assessments, Building Contractor Industry Advisory Committee Hazard Information Sheets, and HSE Guidance Notes.

Construction Design and Design Changes

The design work has been undertaken by the Designers (see section 3).

The Principal Designer has ensured that the design process includes design risk assessment and has ensured that the design does not introduce significant hazards to the health and safety of those persons undertaking the work or using the premises after completion of the work.

Any changes to the design during the construction work will be reported to the Principal Designer as soon as possible to ensure that the changes to the design do not introduce new health and safety risks.

Selection of Subcontractors

Napolo Construction will ensure that subcontractors have adequate health and safety arrangements in place and good health and safety performance. These checks will be undertaken a) through experience of working with the subcontractor or b) through a health and safety competency questionnaire. Records of completed health and safety competency questionnaires will be kept on file in the health & safety file in the office.

Project Control and Communications

The Project Manager is the prime focal point for all internal and external communications on key matters. They will communicate with workers/subcontractors on site on a day to day basis as required.

A Napolo Construction representative will be present on site or on call all of the time. All staff members are First aid and Fire Marshall trained and will perform these roles.

Communications with subcontract companies will be achieved through formal orders and telephone/email communications. All subcontractors will receive detailed instructions, drawings and induction prior to starting work on site.

Subcontractors will be supplied with key information about Health & Safety Management prior to work commencing on site.

A notice board on site will provide key health & safety information.

Third Party Liaison and Co-operation

The Project / Site Manager will communicate with the immediate neighbours and local residents who are affected by the construction activity as required. In particular, the immediate neighbours will be kept informed of progress during the early stages of the project on a frequent basis.

Safety Consultation

The management view consultation and good communications as a crucial aspect for successful health and safety management on site. All site personnel, including subcontractors, will be encouraged to raise any safety issues with the Site Manager at any time, during site visits or via the telephone.

Site Rules / Induction

All personnel working on the site will receive a site safety induction prior to the commencement of any work on site. Records will be kept of completed inductions.

Information

A copy of this plan will be available at the site and positioned in a prominent place.

The following information will be also displayed in a prominent position at the site:

● F10 Form

- Site Rules
- Emergency Procedures
- Contact Details (Principal Contractor, Contractors, Principal Designer, Emergency telephone numbers)
- Copy of employer's liability insurance certificate
- Copy of Health & Safety at Work poster
- Site Plan

Safety Monitoring & Surveillance

Napolo Construction management and/or the safety advisor will undertake period safety inspections to:

- Ensure that operatives are working with control measures identified in risk assessments
- Ensure operatives are wearing PPE as required
- Assess whether there are any uncontrolled hazardous situations which are not covered by risk assessments and method statements
- Ensure safety records are being maintained

The Site Manager and Site Foreman will undertake informal inspections on a daily basis.

The Site Manager will undertake formal fortnightly site inspections using a checklist.

Records of general safety inspections will be filed in Appendix H.

All scaffolding and excavations will be inspected weekly in accordance with statutory requirements by a nominated competent person. A copy of completed scaffolding inspection reports will be filed in Appendix I while excavations inspection reports will be filed in Appendix J.

Risk Management

Risk Assessments

Napolo Construction and subcontract companies have a duty to ensure that suitable and sufficient risk assessments are undertaken. The risk assessments must consider those hazards which have a significant risk to health and safety, the persons affected, the potential severity of the risks and the implementation of suitable control measures to reduce the risks to the lowest level reasonably practicable. The Site Manager will review risk assessments before work is commenced. Copies of the site specific and generic risk assessments produced by Napolo Construction Ltd are attached in appendix B and appendix C.

Site inspections will be undertaken by the Safety Advisor to identify any additional hazards that may not have been identified by the risk assessments. Additional risk assessments will be produced accordingly.

CoSHH Assessments

Napolo Construction and sub-contract companies who are using materials or substances which are potentially damaging to health will prepare CoSHH assessments for the substances to determine the level of risk, the persons at risk and suitable control measures.

General CoSHH assessments for the project are included in appendix D.

Control Measures

Napolo Construction Ltd site management will ensure that control measures identified in the risk / CoSHH assessments are implemented.

Safe Systems of Work

Napolo Construction site management will ensure that all operatives working on site, including sub-contractors, are competent and trained in the safe system of work where a safe system of work is identified as a control measure in a risk assessment.

Method Statements

Method Statements will be produced by subcontractors where detailed planning is required to control significant risks exist i.e. lifting operations, working at height, deep excavations.

Napolo Construction will ensure that all operatives are conversant with the relevant method statements before they start work. Subcontractors Risk Assessments / Method statements are attached in appendix E or a separate file.

Emergency Arrangements

Fire Precautions and Emergency Procedures

Site fire and emergency arrangements will be displayed on the notice board in a prominent location in the site. Site Fire Safety Coordinator – Nicu Fechete 07870 568 426

The Site Fire Precautions and Emergency Procedures will be organized in accordance with the site specific Fire Risk assessment and the recommendations within, and the STA 16 steps to fire safety.

Fire Extinguishers:

- A fire point with a Water Gas and a CO2 Extinguisher will be positioned in the site office and at the entrance to the working area
- Other fire points will be added as the job progresses, particularly during any timber construction and subsequent work until plasterboard complete. This will be reviewed at every stage
- Fire extinguishers will either be new or have been tested by a fire extinguisher servicing company annually

Assembly point:

- Next to entrance gate on pavement outside site

Fire Alarm System:

- Use of verbal alarm and fire alarm bell at entrance to building Procedure in the event of a fire or emergency:
- The person discovering a fire is to immediately raise the alarm by shouting FIRE, FIRE, FIRE
- On hearing the alarm the Site Manager or his Deputy will operate the Fire alarm bell to alert all site operatives
- On hearing the alarm all persons will evacuate through any available external doorway and assemble at the designated assembly point
- Extinguishers will only be used to fight minor fires or to help escape
- The Project / Site Manager or Site Foreman will call the fire brigade
- The Project / Site Manager or Site Foreman will check that all persons have evacuated the site
- The Project / Site Manager or Site Foreman will alert the neighbours if there is a risk to their properties
- No-one will re-enter the site until the fire service have authorised that it is safe

Signing In Procedures

A Signing in book will be used to sign in/out. This will be positioned at the entrance to the site. The site administrator will be responsible for ensuring the booking in system is maintained.

Flammable substances will be only stored on site where there is a ventilated and secure area away from buildings and escape routes.

Hot Works Permit

Activities on site necessitating the use of a hot works permit system:

It is envisaged that Plumbing and mechanical works using brazing / soldering will be required. Where this is necessary a hot works permit will be carried out as described below.

It is envisaged that some roofing work (lead welding and joining single ply roofing membrane) will require Hot work. Where this is necessary a hot works permit will be carried out as described below.

Anyone undertaking "hot work" will be required to work under a "hot work permit" and make available suitable fire extinguishers in the vicinity of the work. Blank forms are available in appendix K of this plan. Completed forms will be retained in the rear of Appendix L. The Site manager will be responsible for administering the hot work permit system.

First Aid

A suitable well stocked first aid kit will be available at site at all times.

There will be at least one person on site with a first aid qualification.

First aid arrangements on this site:

- All Napolo Construction Ltd employees first aid trained
- A first aid kit will be available in the site office and at the entrance to the work area

- The first aid book will be available in the site office

Information about first aid provisions will be provided to site workers during induction and details of first aiders and location of first aid box will be posted on the notice board in the site accommodation.

Emergency Contact numbers

Napolo Construction - 07870 568426

Health & Safety Executive 0845 345 0055

Emergency Services 999

Local Police (non emergency) 101

Defib Location – Co Op opposite.

A&E Address St Richard's Hospital Spitalfield Lane Chichester West

Sussex PO19 6SE. Telephone: +44 (0)1243 788122.

Accident / Incident Procedures

The Site Manager will record any accident in the accident book kept in an accessible place in the site office. Site operatives are encouraged to report incidents and near misses so that they can be recorded and the information used to help prevent re-occurrence of the event.

Arrangements will be made, if necessary, for the safety advisor to visit the site to investigate and report any incident/accident.

Reportable Accidents / Incidents

In the case of a fatality or specified injury to worker the Site Manager will ensure that the HSE Incident Contact Centre is notified as soon as possible by phone on 0845 3009924 or using the online reporting facility www.hse.gov.uk/riddor/report.htm . In the case of notification by telephone, a report must be submitted within 10 days.

In the case of an over 7 day injury the Site Manager will ensure that the HSE Incident Contact Centre is notified using the online reporting facility www.hse.gov.uk/riddor/ within 15 days of the incident.

In the case of a dangerous occurrence or injury to the public involving treatment at a hospital, the Safety Co-ordinator will ensure that the HSE Incident Contact Centre is notified as soon as possible using the online reporting facility www.hse.gov.uk/riddor/report.htm .

Any RIDDOR reports will be filed in the health and safety file in the office (See H&S Policy).

Site Set-up

Public Protection and exclusion of unauthorised persons Heras Fencing installed to cordon off site from existing property and public access during demolition – timber hoarding with metal gates constructed on boundary with public highway to secure site during construction. Heras fencing used where no permanent boundary feature in place (timber fence/brick wall) to secure site from neighboring properties.

Site Entrance

Site entrance – existing vehicular access will be widened

Signage

Suitable construction site safety signs will be positioned on the front gate. The signs will include mandatory instructions for site workers / visitors and warnings to the general public.

Construction site warning signs will be positioned on the gate at the main entrance to the site.

There will be suitable signs for directing visitors through safe areas to the site office.

Vehicular Access and Movements

We will have different Vehicular access needs at different stages of construction.

Demolition: Demolition machines / grab lorries These will be backed onto site using a banksman to supervise and unloaded on site.

Other waste will be removed in Large bins collected by 8 wheel rigid vehicles. We anticipate 10 movements.

Groundwork: Ready mix concrete lorries attending site during this phase. We anticipate needing circa 10 vehicle trips to remove spoil from reduced dig and bring in additional crushed concrete as required.

Construction – Other construction materials will be delivered on rigid vehicles. The frequency will vary but we anticipate an average of 4 deliveries per week during construction.

Vehicular access will be through the A259 Access, where possible vehicles will enter and exit in forward gear, turning on site. Larger vehicles will be reversed onto site using a banksmen to supervise.

Site will be hardstanding after initial demolition phase and piling mat installed. Wheel washing facilities will be in place adjacent to main entrance during this initial phase and vehicles wheels cleaned as necessary before they exit site.

Parking for site workers

There will be limited parking for site workers on site (2 vehicles) as shown on attached site set up plan. Operatives will be encouraged to lift share or cycle to and from work where possible. There is parking available in nearby car parks.

Materials Delivery and Unloading

Deliveries to be scheduled outside of peak hours where possible (particularly avoiding school drop/pick up), temporary signage displayed on highway warning of vehicle movements on and off site. Suppliers asked to schedule deliveries with Site manager wherever possible. Delivery vehicles to be reversed onto site – supervised by banksman, and then offloaded either using hi-ab or site forklift, whichever is most appropriate. Materials to be stored in area marked on attached site set up plan.

Storage of Material / Equipment

All material will be stored in such a manner to prevent injury to workers, visitors or anyone gaining access to the site. Consideration will be given to safe stacking to prevent collapse. Material storage area marked on plan in Appendix A

The methods of storage will take into account possible unauthorised access onto the site by children or other individuals.

Materials will generally be delivered as required.

The Site Manager will allocate space for storage as the project progresses.

Fuel will be stored in locked bunded containers, and other Chemicals will be stored in locked chemical storage container on paved ground.

A spill kit will be kept with these containers.

Removal of Waste

A general waste skip will be located on site. Hardcore/spoil during demolition and groundworks will be collected by grab lorry. All waste to be removed by licensed contractors and disposed of at licensed facilities. All loads to be sheeted.

Bins will be provided in welfare/offices and around site, and these will be regularly emptied.

Burning of any waste/materials on site is strictly prohibited.

Existing Topsoil to be stockpiled on site and re-used

Arrangements will be made to dispose of any special waste using a specialist contractor in accordance with the regulations under the Environmental Protection Act 1990.

Waste containers will be removed from site before they become overfull.

Waste disposal records will be retained by the Site Manager as required by the Environmental Protection Act 1990.

Site Lighting

Reliance on natural light whenever possible. However, temporary interior task lighting will be used inside the premises if required.

Site Welfare Facilities see appendix A for location

Facilities Proposed Equipment / Method

Toilets A portaloo will be provided

H & C Water cold water, (including drinking water) washing facilities including Hot water, soap and a means to dry hands will be provided in welfare cabin

Cold water will be provided from a standpipe located adjacent to site

Boundary Rest Area Welfare container provided. The rest facilities will include tables and chairs with backs.

Drying Facilities In Welfare container

Site Office Site office container on site

Drink & Food Making

Facilities

Use of kettle, fridge and microwave.

Power for welfare facilities will be provided from the temporary site supply.

The Site Manager will take all reasonably practicable steps to ensure the welfare facilities are maintained and kept clean.

All contractors on site will be encouraged to report any concerns with the welfare facilities.

Management of Specific Site Risks

Electrical Supplies

Isolation Arrangements:-

There is existing power to the site, electrician to safely isolate prior to demolition work and provide temporary supply for use during construction.

Temporary Supply Arrangements:-

A temporary RCD protected site supply will then be provided at the site. The temporary supply will provide 240 volts for site equipment and for chargers, kitchen equipment etc.

All site electrical supply work will be undertaken by a qualified electrician.

All temporary electrical supplies will be installed in accordance with the requirements of BS7671.

The temporary electrical supply will include integral RCDs.

Gas Supplies

Isolation and commissioning arrangements:

There is no existing Gas supply to site, there will not be a new connection made to Gas supply

Demolition / Dismantling Activities

All demolition / dismantling work will be planned and undertaken under the supervision a competent person.

Activity Proposed Equipment / Method

Demolition RAMS to be provided by demolition contractor

Uncontrolled Collapse of Structures

Risks of collapse on this project:

Activity Proposed Equipment / Method

During Demolition Demolition contractor to supply RAMS

During Construction as required.

Excavations

Excavation work on this project:

Activity Proposed Equipment / Method

All excavations will be continually assessed for risk of collapse. Excavations will be shuttered or battered back whenever necessary depending on ground conditions. Plant will be kept back from the edge of excavations.

Excavations will be inspected in accordance with statutory requirements

- At the start of each shift
- After any collapse of part of the excavation
- After accidental fall of material into the excavation

Records of inspections will be retained at the site in Appendix J.

All excavations will be protected to prevent persons or plant from falling in. This will be achieved by either erecting additional barriers around open excavations or covering them over with shutter board.

The company will have on site a suitably qualified person to supervise all ground works activities.

Contact with Hidden Services

Plans have been obtained from each of the service providers and services will be disconnected prior to commencement of work. Exposing services for disconnection will be done by hand digging.

Working at Height

The scope of work will necessitate working at height. All work at height will be undertaken in accordance with the Work at Height Regulations 2005.

The activities involving work at height include:

Activity Proposed Equipment / Method

External Works:-

Construction on roof. Use of external scaffolding to all four sides of the building.

Construction of roof / 1 st floor rooms on open joists Floor area fully boarded out on joists before any work on them commences, scaffolding to form edge protection on outside. Scaffolding to be netted and have brick guards installed. Any openings for stairs etc boarded over or edge protection provided

Access to scaffolding Tied in Class 2 ladder

Internal Works: –

General internal works up to 2.8m Use of pop up mobile scaffold towers

General internal works up to 2.4m Use of hop ups

Use of suitable stepladders

Working in internal areas on open joists Floor area fully boarded out on joists before

work commences – during boarding air bags used below joists

Open edges at stair well and at side of stairs Temporary top and mid guard rails installed

Control of falling objects on this site

Brick guards to be installed on scaffolding where materials are stored over the height of the toe boards

or where materials might fall over the boundary of the site to either side.

Gated loading bay on the scaffolding.

Toe boards to be used on all scaffolding and mobile towers.

Tool belts to be worn by operatives.

The Company will ensure suitable, well maintained equipment is provided for working at height. The equipment will be provided with the means to prevent falls, so far as is reasonably practicable. (i.e. Scaffolding, access towers, guardrails etc).

Ladders and stepladders will only be used subject to risk assessment. The risk assessment will take into consideration the duration of the task, the potential fall distance and surrounding environment, surface conditions, the forces required during the task, the weight of any materials and equipment, other people or trades in the area etc.

All operatives using equipment for work at height will be competent in the use of the equipment.

All work at height will be planned before work starts – risks assessments and method statements will be provided by contractors before work commences.

Scaffolding

Suitable scaffolding will be designed, erected, altered, maintained and inspected by a competent scaffolding contractor. The scaffolding will be erected in accordance with the NASC Guide to Good Practice for Scaffolding with Tubes and Fittings. A completion certificate will be issued by the scaffolding contractor to the site manager after installation or any alterations.

Loading bays will be designed for the planned loadings on the loading bay. The Safe Working Load will be established and clearly displayed on the loading bay.

The scaffolding will be inspected at least once every seven days by the scaffolding contractor, after any modifications and after any event likely to have affected its strength and capability. Records of inspections will be retained at the site in Appendix I.

Arrangements to prevent unauthorised access to the scaffolding outside normal working hours:

Site left secured at end of day - Gate locked.

Mobile Scaffold Towers

All access towers will be suitable for the job and erected in accordance with the manufacturer's instructions by a competent person.

Towers will be erected on firm, level, clear ground and the height to base ratio must not exceed manufacturer's recommendations. Outriggers /stabilisers will be used in accordance with tower manufacturer's recommendations.

All towers will be provided with guard rails and toe boards. The safe working load must not be exceeded.

Hop Ups / Trestles

All hop ups / trestles will be suitable for the job and used in accordance with the manufacturer's instructions. Hop ups / trestles will be used on firm, level, clear surfaces

All trestles with platform height above 400mm will be provided with guard rails.

The safe working load of the access equipment must not be exceeded.

Ladders / Step Ladders

All ladders / step ladders will be class 1 or EN131 equipment, suitable for the job, of adequate height/length and be in good condition.

The equipment will be inspected before use.

Ladders will only be used for access (ie onto the scaffolding).

Ladders will extend at least 1m above the step off point, be erected at a suitable angle (1:4) and be tied in at all times.

Concreting Operations

There are risks associated with mixing, pouring and contact with concreting operations on site, the risks varying depending upon the methods employed.

Arrangements for Concreting Operations on this project:

All concrete for the foundations will be supplied ready mixed and poured into prepared foundations.

Sub-Contractors will produce their own detailed risk assessments and method statements for this work.

The mixing of mortar will be carried out using cement mixers hired from reputable hire companies.

When knocking up cement dust is to be kept to a minimum, operatives are to wear FFP3 dust masks, be clean shaved and have been face fit tested.

All mixing of cement will be carried out in designated areas agreed with the site manager. The appropriate control measures identified in the COSHH assessments will be implemented.

Mobile Plant Operations

Mobile plant used on this site includes:

Excavator, telehandler, 3 ton dumper, Mobile Crane

All mobile plant will be hired from a reputable hire company. The mobile plant will be suitable for the type of work being undertaken, the ground conditions and the environment.

It is crucial that the mobile plant is supplied with a suitable certificate of conformance or proof of thorough examination and test.

Only authorised operatives with suitable experience will be allowed to drive the mobile plant.

Operators will be required to carry out daily inspections of the plant in accordance with the plant manufacturer's recommendations.

Where possible all mobile plant will be supplied with a flashing light and a reversing horn.

All mobile plant will be operated in accordance with the recognised safe systems of work. Where necessary, and in particular where there is a risk to operatives or site visitors, a banksman will assist in guiding or overseeing mobile plant operations.

All site operatives will be warned about the presence of mobile plant, its areas of operations and the need to keep away from the plant whilst operating.

Lifting Operations

Lifting Operations to be undertaken on this site include:

Activity Proposed Equipment / Method

Lifting Block and beam/prefab elements into position for walls and roof.

Block and beam/prefab units moved by Telehandler or crane. work directly planned and supervised by the Site Manager. In case of crane operations contract lift used with appointed lift supervisor overseeing operations.

Unloading of materials from large delivery vehicles onto site.

Use of Hi-Ab or tail gate supplied and operated by the delivery company – work directly planned and supervised by the Site Manager.

The company will ensure that any lifting equipment used on site is suitable for the site and the loads being lifted.

All lifting equipment and lifting accessories will not be used unless there is documentary evidence that the equipment has been subjected to statutory examinations.

A risk assessment and method statement must be prepared for the lifting activity. The ground conditions, weather and type of load must be taken into account.

When using a crane, an appointed person must plan and control the lifting operations. The crane driver will have a recognised certificate of competence and competent banksman must be available to assist the lifting operations.

Manual Handling

Manual handling operations will be assessed and risk assessments will be prepared where significant

risks to health exist. The following tasks will be taken into consideration:

- Vehicle unloading
- Moving material from unloading area through to workplace storage areas
- Lifting of heavy/awkward items into position
- General handling of material
- Removal of waste from workplace to skip/vehicle loading area

Where possible, manual handling will be avoided and suitable equipment used instead.

Significant manual handling risks on this site include:

Activity Proposed Equipment / Method

Moving and handling general materials on site Tele handler where possible, wheel barrows, sack trolleys, team lifting Offloading deliveries Hi-Ab/hydraulic tail gate delivery vehicle, delivery as close as possible to site.

Where it is not possible to use suitable equipment, safe manual handling techniques must be applied (i.e. two man lift). No one person must lift more than they feel comfortable with. The HSE recommends a limit of 25 kg.

Hot Works

Activities on site necessitating the use of a hot works permit system:

Brazing capillary joints and soldering of copper pipes.

Lead working with OXY-Acetylene welding equipment

Flat roofing - use of hot air gun to weld

A Hot Works Permit will be issued by the site manager to the operatives undertaking hot work to reduce the risks of fire after any activity that could potentially lead to a fire. Blank permits are available in appendix K and completed permits will be filed in appendix L.

Asbestos

Potential asbestos on this site:

R+D Asbestos survey to be carried out

Still potential for asbestos to be uncovered during demolition phase, site manager to keep watching brief

Removal of asbestos on site:

It is still possible that additional ACMs may be encountered during the works. Should any person believe they have discovered asbestos then work will cease immediately, the area will be evacuated and the management informed immediately.

The management will then take steps to arrange for an additional survey and removal of ACMs as required.

General Health & Safety Arrangements

Personal Protective Equipment (PPE)

It will be mandatory for all self-employed contractors, subcontract company employees, visitors etc to wear PPE as specified in the site rules, in the risk assessments/method statements, or as instructed by Napolo Construction Ltd .

All subcontract companies will be expected to provide suitable PPE for their employees.

Self-employed contractors will supply their own PPE.

Napolo Construction Ltd will ensure that PPE is available for visitors at site.

It is a mandatory requirement that the following are worn on the site at all times.

- Safety footwear
- Head protection (when risk of head injury or overhead work being undertaken)
- High visibility clothing when banking or unloading materials from vehicles, or working around plant
- All other PPE to be worn as required by a Suitable Risk Assessment

No person will be allowed to work on site unless properly clothed / protected / equipped for the tasks they undertake or will be exposed to – if necessary the site manager is authorised to exclude site workers without appropriate PPE.

General Plant and Equipment

Napolo Construction Ltd and its subcontractors shall ensure that any plant and equipment is:

- Suitable for the job
- Operated correctly by competent persons
- Regularly maintained and inspected

The Provision and Use of Work Equipment Regulations 1998 will apply.

All plant and equipment shall be properly tested and records of testing made available. The company and its subcontractors will ensure risk assessments are provided for use of plant and equipment.

All operatives of plant and equipment shall, where necessary or appropriate, hold relevant

Certificates of Training e.g. CITB or the Approved Trade Body. Copies of relevant certificates / licences will be filed in Appendices N and O.

Portable Electrical Equipment

Portable electrical equipment used on site will be 110 volts or less.

All 110 volt site equipment will have been subjected to combined inspection and test (ie Portable Appliance Tests (PAT)) on a regular basis, preferably at least once every 3 to 6 months. All Portable Electrical Appliances shall have a label showing date of inspection and date for renewal.

The site manager will check that portable electrical equipment has been PAT tested at induction and will inform operatives that the equipment will be removed from the site or from service until tested.

Abrasive Wheels

All activities involving the use of abrasive wheels are regarded as high-risk activities. If abrasive wheels are to be used on this site, risk assessments will be required indicating the necessary precautions.

All persons using abrasive wheels will have had suitable training in the use and maintenance of abrasive wheels. Guards will be used at all times.

Woodworking Machines

Woodworking machine cutters can inflict very serious injuries and it is essential that the regulations for guarding the cutters are strictly observed. Risk assessments will be required indicating the necessary precautions.

There are numerous types of machines under this category including circular saws, band saws, grooving machines, planning machines etc. Consideration also needs to be given to the hazards with wood dust (i.e. Fire, Respiratory problems etc). Ideally the equipment will include Local Extraction Ventilation (LEV) systems. If not then ventilation and suitable PPE must be available together with good housekeeping.

All guards, where supplied with the equipment, will be fitted, operational and well maintained so that they are always fully functional and effective.

The equipment must be used with good lighting, on a firm level floor and with adequate working space.

All persons using woodworking machines will have had suitable training in the use and maintenance of the equipment

Hand / Arm Vibration Syndrome (HAVS)

The Company will take all reasonably practicable steps to reduce the likelihood of any employee contracting the condition known as Hand / Arm Vibration Syndrome.

The Company will select vibrating equipment with preference given to equipment with the lowest published vibration emission levels.

Vibrating equipment will be well maintained to ensure that the levels of vibration do not increase over time and use.

The Company will assess the use of vibrating equipment and ensure that operatives are not exposed to daily exposure levels in excess of 5.0 m/s² (A8) so far as is reasonably practicable.

Equipment manufacturers or hire companies are legally obliged to provide data relating to level of vibration produced by the equipment. In this case the vibration calculator on the HSE

(www.hse.gov.uk/vibration/hav/hav.xls) will be used to calculate the daily exposures for each individual using vibrating equipment.

Where vibration levels are not known for particular equipment, a look up chart will be referenced to establish the approximate vibration levels for that equipment. The chart will be provided with the risk assessments.

The Company will ensure that operatives using vibrating equipment are provided with suitable equipment, suitable gloves, have adequate rest breaks and a place for warming hands in cold weather.

Operatives will be provided with information on recognising symptoms of HAVS and informed about the measures required to reduce the risks.

Operatives will be instructed to report any signs of HAVS or any concerns with the equipment being used.

Noise & Statutory Nuisance

All practicable means shall be taken to minimise noise on site through selection of appropriate equipment and procedures.

Where risk assessments specify the use of hearing protection, all operatives working in the vicinity of the noise must wear suitable ear defenders. Ear defenders will be supplied by the respective employers and maintained by the operatives.

It is unlikely that the noise levels will exceed the action levels as defined in the Control of Noise at Work Regulations 2005.

In the situation where the level of noise appears to be excessive and suitable control measures are not in place, then any person affected should contact the safety advisor with a view to undertaking a noise assessment. It may be that the level of sound exposure exceeds statutory requirements, and as such, professional assistance may be required to measure the sound levels.

Dust Hazards

Dust is a particular concern during demolition – damping down of existing building during demolition of masonry to be undertaken to reduce the dust. Water suppression to be used during crushing of masonry.

High dust activities which may have a harmful effect include the cutting of blocks, this will be reduced by dust suppression equipment, damping down using running water, and in addition FFP3 masks will be worn by operatives undertaking the work. These individuals should be clean shaved and have had face fit test carried out.

There is a minor risk of dust being created during the construction phase. If necessary, airborne dust will be reduced by dust suppression equipment, damping down or removal by vacuum cleaner. Dust will be removed by vacuum cleaner on a regular basis. Suitable respirators will be worn and windows kept open for natural ventilation.

Prohibitions

Alcohol and drugs will be prohibited from use on the premises. Smoking will be permitted in designated external areas. No loud radios. Appropriate language and dress codes to be followed. No use of personal mobile phones whilst operating plant and equipment