

H&S Cover Sheet Information
Wellington Way Shopping Centre

Site
Site Forman
Site Forman Mobile
Date
Client
Address

08/01/2024
Questmap
Drivers Wharf Business Park
Southampton
SO14 0PF
Leigh Seymour

By

Managing Director
Managing Director Mobile

Leigh Seymour
07867303134

Location of nearest Hospital

Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
PO6 3LY

02392 286000 (dial 999 in an emergency)

Hospital Telephone

Police Station

Hampshire & Isle of Wight Constabulary
Waterlooville South
Swiss Road, Waterlooville
PO7 7FX
dial 999 in an emergency dial 101 if non urgent

Tele

Fire Brigade

Waterlooville Fire Station: 19
Forest End
Waterlooville, PO7 7PS
023 80644000 (Headquarters)
Dial 999 in an emergency

Telephone Number

Site **Wellington Way Shopping Centre**

Index

1	Company Policy/Statement
2	Construction phase health and safety plan
3	Project directory
4	Site Rules
5	Site Emergency plan
6	Drawings
7	Programme of works
8	Site Method Statements & Risk Assessments Tick list
9	Method Statements
10	Risk Assessments
11	COSSHH Assessments
12	Certificate of Employers liability
13	Site Visitors log
14	Accident Report form
15	Site Induction Log
16	Weekly site audit checklist
17	Daily Diary
18	Blank method statements and risk assessments
19	F10 Notification
20	Hoarding Licence
21	Permit to Work
22	Variation site instruction
23	Goods received sheet
24	Completion notice certificate
25	Equipment and workplace inspection
26	Plant Off Hired

Recived by:

Print name:

On Behalf of:

Date:

Health & Safety Policy

Our primary concern is for the safety of our employees, contractors, clients and the general public. It is our policy to ensure we safeguard the health and welfare of all our employees at work and to provide an environment that is safe and with out risk to health.

We will endeavour to create the safest working environment that is practicable as we understand that without the confidence of our employees and clients we would have no business.

We are committed at all levels of our business to ensure that continous improvements are made to reduce the risk of accidents by constantly auditing our practices to ensure that every project is carried out to the highest standards.

Quality Statement

Highfield Construction has a commitment to continual quality and standards improvement for our products and services and is a trusted and proven supplier to the retail sector.

Customer satisfaction is of critical importance to our continued success, our processes, products and on site procedures are regularly audited to continuously monitor and improve in order to exceed these high standards that are already in place. We understand the demands of the retailers needs and take great pride in being a strong link in producing a quality product, delivered on time, and at the right cost.

Environmental Policy

We understand that the type of work we do and the materials we use has an impact upon the environment and society that we share. We aim to minimise the impact by continued development and research into new materials and methods of working. Our commitment extends to minimising the amount of waste and only using approved Environment Agency approved contractors, and where possible we will use suppliers that extend to replenishing resources for future generations.



Construction Phase Health & Safety Plan

Client

Questmap

Site

Wellington Way Shopping Centre

- 1 Project Directory
- 2 Description of Works
- 3 General Statement
- 4 Site Location Description
- 5 Project Management Structure
- 6 Health and Safety Standards
- 7 Information for Contractors
- 8 Communication and Co-operation
- 9 Activities with Risks to Health and Safety
- 10 Emergency Procedures
- 11 Welfare
- 12 Information for People on Site
- 13 Site Rules
- 14 Induction, security and on site training
- 15 Health and Safety File



Project Directory

CLIENT			Wellington Way Shopping Centre
Questmap	Contact: Tel: Fax: Email:	Peter Harding 023 8038 2800	
PRINCIPAL CONTRACTOR			
Highfield Construction	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:	Leigh Seymour 07867303134	
PROJECT MANAGEMENT & QUANTITY SURVEYORS			
	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:		
CDM CO-ORDINATOR			
N/A	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:		
DESIGNER			
RS Studio	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:	02382 542011 info@rs-studio.co.uk	

HEALTH & SAFETY EXECUTIVE		
	Contact: Tel: Fax: Mobile: Email:	
SIGNAGE		
TBC	Contact: Tel: Fax: Mobile: Email:	
PLUMBING		
TBC	Contact: Tel: Fax: Mobile: Email:	
ELECTRICAL		
TBC	Contact: Tel: Fax: Mobile: Email:	
AIR CONDITIONING & DUCTING		
TBC	Contact: Tel: Fax: Mobile: Email:	
Tenant Liaison Manager		
TBC	Contact: Tel: Fax: Mobile: Email:	



Construction Phase Health & Safety Plan

Wellington Way Shopping Centre

Description of Works

Demolition of first floor. Extension and reconfiguration to provide flats.

- * Demolition of first floor
- * Construction of timber frame walls
- * Installation of truss roof
- * Weathering of walls and roof
- * Thermal Insulation
- * New Doors and Windows
- * First Fix Electrics
- * First Fix Plumbing
- * Stairs and Access
- * Internal Plaster Board and Skim
- * Carpentry
- * Second Fix Electrics
- * Second Fix Plumbing
- * Decoration
- * Flooring
- * External Works

The project consists of the redevelopment of existing shops, the works will be undertaken as programmed over 547 days.

The project uses traditional construction materials.

Programme:

Works begin – March 1st 2024

Duration – 18 months Provisional

Handover date is September 1st 2025



Construction Phase Health & Safety Plan

3 General Statements

Highfield Construction will ensure that Contractors and all persons at work on site, so far as is reasonably practicable, comply with the provisions of the Health and Safety Plan and the specified rules contained within.

All contractors / suppliers selected are suitable to provide the services required, based on quality, cost and health and safety competence.

Sub contractors are appointed after examining their safety approach / performances. Historic activities are considered and a sound safety approach to work methods, consideration of others and evidence of Health and safety training requirements. Contract terms must include, where necessary, the provision of COSHH and other necessary assessments by sub contractors prior to awarding the contract.

Suppliers of materials, in accordance with the requirements under the COSHH regulations, must submit data and hazard sheets for distribution to ensure safe use of those materials.



Construction Phase Health & Safety Plan

4 Site/Location Descriptions

Wellington Way Shopping Centre

Waterlooville

[PO7 7EB](#)

All deliveries to be booked in Via Leigh Seymour



Construction Phase Health & Safety Plan

Project Manager:	Leigh Seymour
Site Foreman:	Leigh Seymour
First Aider:	Leigh Seymour

Roles and Responsibilities

Project Manager Leigh Seymour

Operations Manager: Leigh Seymour
Mobile Number: 07867303134

Be satisfied with the competence of all persons and companies to undertake works on the project.
To provide adequate resource to ensure the project can be delivered safely within programme.
To ensure that the Construction Phase H & S Plan is sufficiently developed to allow the commencement of works by the CDM Coordinator.
To put in place a site safety strategy including adequate Site Rules, Fire Plans, PPE, Permits to Work and other items as required.

Site Manager

Site Agent/Foreman: Leigh Seymour
Mobile Number: 7867303134

To co-ordinate, monitor and ensure that all works are carried out in a safe manner.
To ensure that method statements and risk assessments are in place and adequate for all operations.
To enforce the Site Rules in place and ensure that all persons before entering site undergo the Site Specific Induction.
To liaise with the Project Manager and other applicable parties on programme,
safety and all other issues to maintain communication throughout the works.

Operatives

To fully co-operate and comply with all Rules/Procedures/Legislation to ensure a safe controlled work environment



Construction Phase Health & Safety Plan

6 Health & Safety Standards

To complete the building works to the required programme without causing any accidents, incidents or near misses to operatives, members of the public or any other persons.

To ensure the completed building works functions in an efficient and safe manner, can be maintained safely and eventually deconstructed or demolished without undue risk.

To ensure that due consideration is given to the health and safety issues related to the design prior to arranging to carry out the work.

Highfield Construction will notify the Employer of any changes to this Health and Safety Plan and shall notify (if appointed) the CDM Coordinator of any changes, which may affect the designer's considerations and/or require co-ordination of the designer's further considerations including the completion of all elements of design work by specialist sub-contractors or the appointed design team.

Highfield Construction will ensure that proper planning of the construction work takes place and that suitable management procedures are in place to safely control the works, with particular reference to the phasing of work and continued use of the retail area.

To ensure that the completed health and safety file provides relevant information.

To assess the health and safety implications of any Architects Instructions and advise the Contract Administrator, prior to execution, of any significant risks.

The CDM coordinator is to be informed of any unforeseen eventuality that occurs during the project execution that may result in substantial design changes, and which may affect the Health and Safety Plan.

All current legislation applies.

Construction Phase Health & Safety Plan

7 Information for Contractors

All operatives must sign in and out of the site morning and evening in accordance with site rules. A site induction will be carried out for all operatives working within the work area. This will outline means of escape, location of the first aid station, first aiders, etc. Permits to work, Site-specific rules and procedures.

8 Communications and Co-operation

Highfield Construction is fully committed to the Practical Management of Health and Safety on site. All contractors will be expected to participate pro-actively on all issues such as the production of and adherence to Risk Assessments, Method Statements etc. The Project Manager / Site Manager will carry out site audits randomly during the works.

All persons on site, or their representatives, will be given the opportunity to give their views on health and safety.

Where necessary, arrangements will be made to have monthly meetings between contractors to ensure co-ordination of views, particularly where high risk activities are being undertaken.

Consultation will also take place with the project CDM Co-ordinator or lead designer for the project, where it is necessary to alter or change designs.

9 Activities with risks to Health and Safety

All activities with risks to health and safety identified by Highfield Construction will require a risk assessment and a method statement developing to show how they will be effectively managed to reduce the risk. Contractors will be unable to commence works if relevant risk assessments and method statements have not been produced.

The risk assessments and method statements may be specific to a particular trade or cover site-wide issues.

All risk assessments and method statements **should be clearly communicated** to those who are to undertake the works and also those who may be affected by the works.

Construction Phase Health & Safety Plan

10 Emergency Procedures

Fire

A works plan is enclosed with this file and fire exits and routes are to be marked on to this plan on site.

A Site Fire Plan will be displayed within the site clearly showing the emergency exit routes and assembly point in the event of a fire. Leigh Seymour will be given responsibility to act as the Fire Warden on site and ensuring fire safety is maintained. This will be communicated to all persons entering site at Induction stage and the persons' name will be displayed on the Site Fire Plan.

Accidents/First Aid

All accidents should be recorded on an Accident Report Form.
The name of the First Aider is: Leigh Seymour

In the event of an incident requiring hospital treatment

The nearest hospital is:

Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
PO6 3LY

Always Dial 999 in an emergency

02392 286000 (dial 999 in an emergency)

Please see the enclosed map on a separate page.



Construction Phase Health & Safety Plan

11 Welfare

Toilet Facilities

Existing toilet facilities to be used .

Washing Facilities

Existing on site washing facilities established.

Water is provided on site

Rest Facilities

site manager will designate an area on a daily basis

12 Information for people on site

All staff and Visitors entering the premises will be required to sign in and out.
All staff and visitors are to make their presence known to the site Foreman before proceeding through the site.
A copy of Highfield Construction's Employers Liability Insurance Certificate will be displayed.

Other signage will be displayed as required and in accordance with The Health and Safety (Safety, Signs and Signals) Regulations 1996.

13 Site Rules

The Site Rules in force will be brought to the attention of those who will be affected by them prior to entering site. All persons will be expected to follow the Site Rules.

Should the Site Rules not be followed it may result in eviction from site.

Construction Phase Health & Safety Plan

14 Site induction, Security and on site training

Induction to site is a legal requirement under the health and safety at work act 1974 and also under supporting legislation.

A site induction will be carried out by a member of the site management team. Every operative who receives an induction to site must sign the site induction log to verify that he/she has understood the instructions, will agree to abide by the conditions stated and has seen and understood their own (where applicable) risk assessments and/or method statements.

Emergency procedures for site are an integral part of the induction process and all persons will be made aware of alarms, exit routes and assembly points to allow safe evacuation from site.

Short term visitors must be aware of the site rules; hence an abridged induction procedure will be undertaken that will include emergency procedures. Where short term visitors are not inducted they must be escorted at all times. Records of inductions can be found in the induction log within this health and safety file and available for inspection on site at any time, upon completion of the project it will be archived with the health and safety file for future reference if required.

Prior to commencement of any work, all operatives will participate in a formal site induction training course, which will include details of all site rules and the procedures for operatives passing information regarding health and safety matters.

15 Health & Safety File

All method statements, risk assessments etc from sub-contractors working for Highfield Construction are included within this document, as per the requirements of the pretender health and safety plan.



Project Directory

CLIENT		The Fragrance Shop
Questmap	Contact: Tel: Fax: Email:	Peter Harding 023 8038 2800
PRINCIPAL CONTRACTOR		
Highfield Construction	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:	Leigh Seymour 07867303134
PROJECT MANAGEMENT		
	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:	
CDM CO-ORDINATOR		
	Contact: Tel: Fax: Mobile: Email: Site Manager: Mobile:	
DESIGNER		
RS Studio	Contact: Tel: Fax: Mobile: Email: Site Manager:	02382 542011 info@rs-studio.co.uk

	Mobile:	
Architect		
RS Studio	Contact: Tel: Fax: Mobile: Email:	02382 542011 info@rs-studio.co.uk
SIGNAGE & FLOORING		
TBC	Contact: Tel: Fax: Mobile: Email:	
ELECTRICAL		
TBC	Contact: Tel: Fax: Mobile: Email:	
AIR CONDITIONING		
TBC	Contact: Tel: Fax: Mobile: Email:	
Acoustic consultant		
	Contact: Tel: Fax: Mobile: Email:	Shaun De La Rue
Structural engineer		
Hamill Davies Ivydale Dale Lower Chase Road Southampton SO32 2PB	Contact: Tel: Fax: Mobile: Email:	Brian Hamill 01489 893596
Building Control		
MC Plan and Site Services Unit J3 The Fulcrum Vanatge Way, Poole BH12 4NU	Contact: Tel: Fax: Mobile: Email:	01202 744966





SITE RULES

**All Personnel must undergo a site induction
Strictly No Smoking.**

Always wear safety boots/or shoes, hard hats and other safety equipment as required

Do not operate any plant or equipment unless you are trained and authorised

Only competent persons, who are authorised to do so, may erect alter or dismantle scaffolding, false work or excavation support.

Keep your working area clean, tidy and free from tripping hazards, placing any waste in the skips/bins provided.

Do not work at any edge from which you could fall more than 2 metres, unless edge protection or fall arrest equipment is in place.

Make sure you have sight of the COSHH assessment for any hazardous substances you may come into contact with.

Report any defect or unsafe practices to your foreman/site manager.

Report any accidents or near misses to the site manager and ensure they are logged

Co-operate with your employer and the safety requirements of the principal contractor.

Request to see the method statement and risk assessments for any activity you are required to undertake.

All food and drinks must be consumed in the welfare area and not at the workplace – wrappers/containers to be disposed of accordingly.

Leave the welfare facilities in a clean and tidy condition.

Understand the fire and emergency procedures.

Clear up and report all spillages of fuel, oil and other hazardous substances.

Do not tamper with, alter or remove any plant or equipment unless you are authorised to do so.

Any electrical connection to an existing supply must be made by a competent and trained operative through the site manager. All electrical equipment to be tested.

All operatives will comply with the requests/instructions given/instructed by the site manager.

A permit must be obtained prior to commencing any hot works.

Only 110v, or lower power tools are allowed on site

Keep everyone's safety first.

If in any doubt speak to the site manager.

No Radios on Site

FAILURE TO COMPLY WILL LEAD TO REMOVAL FROM SITE AND YOUR EMPLOYER INFORMED



SITE METHOD STATEMENTS & RISK ASSESSEMENTS TICK LIST

Wellington Way Shopping Centre

[illegible]



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Wall openings	
1	Survey holes for bulkhead works
2	Cut walls /Floors with masonry hand tools power drills
3	Remove fittings from walls, keep tidy
4	Ensure all waste is bagged
5	Use scaffolding to access high areas

Subcontractor undertaking the work	
Name	Role
Site Operatives	Joiners & Labourers

Plant or equipment used	
Plant/Equipment	Trained Operatives
SDS Hammer drill, Masonry Saw, Cordless Drill/Driver/Sledge Hammer	Joiners & Labourers

What PPE should be worn?	
PPE	Activity
Hard Hats	Cutting materials
Safety Footwear	Manual handling
Hi-Vis Vests	
Eye Protection	

Are work permits or other requirements required?	
Requirement	Detail
Hot work permit	Required prior to commencement of any works that may produce heat or sparks

Protection of the public	
Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules visitors to sign in/ brief H&S induction

Site Specific Rules	
Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
Area or people	Location

Systems or procedures eg Security and Alarm System	
System affected	Detail

Copy of method statement	
Name	Notes
Site File	
Highfield Construction	
Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024
Client: Questmap
Site: Wellington Way Shopping Centre
Prepared By: Leigh Seymour

Works to be completed: Decorations

1	Emulsion of walls & Ceilings a apply base coat to required area and allow to dry, all as manufacturers instructions b apply filler to any imperfections in wall, level off, and allow to harden c sand off excess filler, ready to receive further coat d Apply further coat to required area e repeat b,c & d until satisfactory result (usually a further 2 coats)
2	Undercoat and Gloss of all Woodwork / Metal work a Sand required area with abrasive paper b apply base undercoat to required area and allow to dry, all as per manufactures instructions c lightly sand area with abrasive paper and apply gloss - allow to dry d repeat c until satisfactory result (usually a further 2 coats)

Subcontractor undertaking the work

Name	Role
Site Operatives	Decorators

Plant or equipment used

Plant/Equipment	Trained Operatives
Paint Brushes, paints, thinners and cleaners	Decorators

What PPE should be worn?

PPE	Activity
Hard Hats	Cutting materials
Safety Footwear	Manual handling
Dust Masks	
Hi-Vis Vests	
Eye Protection	

Are work permits or other requirements required?	
Requirement	Detail

Protection of the public	
Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
Area or people	Location

Systems or procedures eg Security and Alarm System	
System affected	Detail

Copy of method statement	
Name	Notes
Site File	
Highfield Construction	
Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Removal of waste material

- | | |
|----|---|
| 1 | All operatives undertaking the removal of waste are to report to the site manager for induction and toolbox talk. |
| 2 | All materials will be carefully removed from the site and disposed of at a licenced tip. |
| 3 | The storage of materials in the skip/bins will be in such a manner as to reduce any risk of injury to site personnel |
| 4 | All waste specific to each task will be cleared from the working area upon completion |
| 5 | The removal of equipment containing hazardous substances (CFC's etc) will be undertaken by approved agencies in accordance with the specific Risk and Method Statement provided by the relevant contractor |
| 6 | All fixings through redundant or removed materials, such as screws and nails etc, will have these removed or flattened prior to handling. |
| 7 | All operatives will wear the appropriate PPE (hardhat, protective footwear, high vis vests, gloves. Dust masks if required |
| 8 | All waste will be removed from the site when any storage facility is full. |
| 9 | Exit routes are to be maintained at all times. |
| 10 | Any loose or lightweight debris within the skip/bins will be covered or tied down to avoid wind disturbance |
| 11 | Under no circumstances are any hazardous waste liquids to be poured away through gulleys or drains. Any waste liquids are to be contained and removed from site by an approved contractor or as described in the relevant contractors specific Risk and Method Statement. |
| 12 | Any hazardous waste that cannot be removed from site at the end of a shift is to be placed in a secure locked container within the shop store area. Shop staff are to be informed at handover |

Subcontractor undertaking the work	
Name	Role
Site Operatives	Joiners & Labourers

Plant or equipment used	
Plant/Equipment	Trained Operatives
Skips etc	Joiners & Labourers

What PPE should be worn?	
PPE Hard Hats Safety Footwear Gloves Hi-Vis Vests Eye Protection	Activity Removal of waste materials

Are work permits or other requirements required?	
Requirement	Detail

Protection of the public	
Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
Area or people	Location

Systems or procedures eg Security and Alarm System	
System affected	Detail

Copy of method statement	
Name	Notes
Site File	
Highfield Construction	
Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Installation of joinery works

	Set out following items as floor plan
1	Install Doors and Frames
2	Fix skirting & Architrive
3	Stud partitions
4	Kitchen Units
5	Cills and thresholds
6	
7	

Subcontractor undertaking the work

Name	Role
Site Operatives	Joiners & Labourers

Plant or equipment used

Plant/Equipment	
	Trained Operatives
SDS Hammer drill, Jig Saw, Chop Saws, Router, Cordless Drill/Driver	Joiners & Labourers

What PPE should be worn?

PPE	Activity
Hard Hats	Working at height
Safety Footwear	Cutting materials
Hi-Vis Vests	Manual handling
Eye Protection	

Are work permits or other requirements required?

Requirement	Detail
Hot work permit	Required prior to commencement of any works that may produce heat or sparks

Protection of the public	
Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
Area or people	Location

Systems or procedures eg Security and Alarm System	
System affected	Detail

Copy of method statement	
Name	Notes
Site File	
Highfield Construction	
Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Installation of stud walling

1	Set out walls as floor plan
2	Fix sole plate as setting out
3	Plumb and fix studs & fix top rail
4	Cut wall panels using saw with dust extraction
5	Lift cut boards to correct position, fix one elevation only to allow access for M&E etc. Scaffolding to be used to access high level fixings.
6	Fix doors and frame as schedule through metal partition to back of frame - no visible fixings.
7	Fit 2nd elevation panels (where necessary) once all M&E, electrical works connected
8	Cut and fix cover trims to wall panel joints as required
9	Tape and fill any plasterboard joints ready for decoration
10	All waste materials to be placed in skip/bins provided

Subcontractor undertaking the work

Name	Role
Site Operatives	Joiners & Labourers

Plant or equipment used

Plant/Equipment	Trained Operatives
SDS Hammer drill, Jig Saw, Chop Saws, Router, Cordless Drill/Driver	Joiners & Labourers

What PPE should be worn?

PPE	Activity
Hard Hats	Working at height
Safety Footwear	Cutting materials
Hi-Vis Vests	Manual handling
Eye Protection	

Are work permits or other requirements required?	
--	--

Requirement	Detail
Hot work permit	Required prior to commencement of any works that may produce heat or sparks

Protection of the public	
--------------------------	--

Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
---------------------	--

Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
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Area or people	Location

Systems or procedures eg Security and Alarm System	
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System affected	Detail

Copy of method statement	
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Name	Notes
Site File Highfield Construction Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Strip out works	
1	Works to be completed in accordance with scope of works Dismantle walls (partitions and Blockwork) as floor plan.
2	Dismantle ceilings - remove ceiling tiles, internal track sections and wall tracks
3	Removal of floor coverings
4	Works area to be kept clean and tidy
5	Ensuring all waste material are placed in skips/bins provided

Subcontractor undertaking the work	
Name	Role
Site Operatives	Joiners & Labourers

Plant or equipment used	
Plant/Equipment	Trained Operatives
SDS Hammer drill, Jig Saw, Chop Saws, Cordless Drill/Driver/Sledge Hammer	Joiners & Labourers

What PPE should be worn?	
PPE	Activity
Hard Hats	Working at height
Safety Footwear	Cutting materials
Hi-Vis Vests	Manual handling
Eye Protection	

Are work permits or other requirements required?	
Requirement	Detail
Hot work permit	Required prior to commencement of any works that may produce heat or sparks

Protection of the public	
--------------------------	--

Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
---------------------	--

Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
----------------------------	--

Area or people	Location

Systems or procedures eg Security and Alarm System	
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System affected	Detail

Copy of method statement	
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Name	Notes
Site File Highfield Construction Client	



METHOD STATEMENT

Company Name: Highfield Construction Date: 08 January 2024

Site: Wellington Way Shopping Centre

Prepared By: Leigh Seymour

Works to be completed: Tiling works

1	Works to be completed in accordance with scope of works & Tiling drawings Set out starting point of tiles as per drawing information provided and where possible cordon off the working area from other trades
2	apply adhesive to area in Meter squared sections ensuring levels are adhered too
3	Lay tiles (as point1) with spacers 2-3mm, gently tapping to ensure tiles are bedded to adhesive
4	Any cut tiles should be cut with the appropriate equipment provided and the relevant PPE and laid as point 3
5	Allow adhesive time to dry, remove spacers from joint lines
6	Grout joint lines with specified grout and rub in
7	Clean down tiles with the relevant specified cleaner
8	Ensure all waste material are placed in skips/bins provided

Subcontractor undertaking the work

Name	Role
Site Operatives	Tilers & Labourers

Plant or equipment used

Plant/Equipment	Trained Operatives
Tile Cutters, Tile Saws, angle grinder	Tilers & Labourers

What PPE should be worn?

PPE	Activity
Hard Hats	Working at height
Safety Footwear	Cutting materials
Hi-Vis Vests	Manual handling
Eye Protection	

Are work permits or other requirements required?	
--	--

Requirement	Detail
Hot work permit	Required prior to commencement of any works that may produce heat or sparks

Protection of the public	
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Activity	Detail
Contractors and Visitors to site	PPE to be worn at all times as per site rules

Site Specific Rules	
---------------------	--

Site Rule	Detail
	Refer to Health & Safety File - Section 9 - Site Rules

Area/Other people affected	
----------------------------	--

Area or people	Location
other trades	cordon off area where ever possible

Systems or procedures eg Security and Alarm System	
--	--

System affected	Detail

Copy of method statement	
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Name	Notes
Site File Highfield Construction Client	

RISK ASSESSMENT

Site Location:-

Date

08 January 2024

Wellington Way Shopping Centre

Operation

Fire Risks

Hazard

Discarded Cigarette Ends
 Poorly Maintained Electrical Equipment and Faulty Sockets/Wiring
 Areas Allowed to Gather Dust Debris and Combustable Material
 Lack of Staff Training
 Faulty Fire Fighting Equipment
 No Fire Plan Action

SEVERITY POTENTIAL

3	MAJOR	2	SERIOUS	1	SLIGHT
---	-------	---	---------	---	--------

LIKELIHOOD

3	HIGH	2	MEDIUM	1	LOW
---	------	---	--------	---	-----

RISK LEVEL = SEVERITY X LIKELIHOOD

3	M	H	H
2	L	M	H
1	L	L	M
	1	2	3

Controls

Works to be undertaken as per site rules
 Appropriate PPE for task to be used
 No Smoking Policy in Operation Through out the Building
 All Equipment Checked on a Regularly & and Any Faulty Items are Taken out of Service and Repaired

Any Faulty Electrical Sockets/Wiring are Immediately Isolated, & a Qualified Electrician is Called
 The Building is Regularly Cleaned to Avoid Build up of Dust and Debris
 All Combustable Material is Removed from the building
 Staff Have Been Given Full Training of Their Required Action in Event of a Fire
 Fire Fighting Equipment is Serviced on a Annually Basis
 Fire Plan of Action Has Been Made Aware to All Staff

Monitored by:

All



RISK ASSESSMENT

Site Location:-

Wellington Way Shopping Centre

Date

08 January 2024

Operation

Hot Works

Hazard

Power Tools
Manual Handling
Hand Tools
Fire

Electric Shock
Moving Machinery Parts
Sharp Objects

SEVERITY POTENTIAL

3	MAJOR	2	SERIOUS	1	SLIGHT
---	-------	---	---------	---	--------

LIKELIHOOD

3	HIGH	2	MEDIUM	1	LOW
---	------	---	--------	---	-----

RISK LEVEL = SEVERITY X LIKELIHOOD

3	M	H	H
2	L	M	H
1	L	L	M
	1	2	3

Controls

- 1 At least 2 suitable portable fire extinguishers will be available for immediate use within the area of hot work operations and all person involved and undertaking fire watch duties to be trained in their use. Any automatic fire detection systems should be isolated only in the area where works are undertaken and only for the period of the work.
- 2 Combustible materials and flammable liquids should be removed from an area within 10 metres of the hot work adjacent areas which may be in danger of ignition either directly or from conducted heat
- 3 If there are any combustible material that cannot be removed, any holes, gaps in walls, floors or ceilings where sparks could pass through they should be covered in incombustible material.
- 4 Floors of combustible material in the designated area should be covered with sheets of incombustible protective material or wetted and covered with sand
- 5 Where work is carried out on building panels, an assessment should be made on insulating or other materials behind or forming the core of the panels.
- 6 Allow adequate ventilation
- 7 Identify any gas or other services adjacent to or below the area of hot work and isolate and protect them.
- 8 All persons carrying out the hot work and undertaking the fire watch should know how to raise the fire alarm and be aware of any emergency procedures
- 9 Confirm all other contractors/operators on site are aware that hot work is being undertaken and that there is no application of paints or flammable solvent based substances
- 10 A 1 hour fire watch to be maintained after all works are completed

Monitored by:

ALL



RISK ASSESSMENT

Site

Wellington Way Shopping Centre

08 January 2024

Operation

Material cutting & finishing/fixing

Hazard

Power Tools
Slips, Trips and Falls
Manual Handling
Hand Tools
Fire

SEVERITY POTENTIAL

3	MAJOR	2	SERIOUS	1	SLIGHT
---	-------	---	---------	---	--------

LIKELIHOOD

3	HIGH	2	MEDIUM	1	LOW
---	------	---	--------	---	-----

RISK LEVEL = SEVERITY X LIKELIHOOD

3	M	H	H
2	L	M	H
1	L	L	M
	1	2	3

Controls

Works to be undertaken as per site rules
Appropriate PPE for task to be used
All tools to be Pat Tested
Equipment to be visually checked each day
Good housekeeping - clear walkways
Cutting of materials which could give off sparks or generate extreme temperatures should not take place unless hot works permit has been issued.
Designated areas to be set up for recurring operations such as use of chop saws and routers and the cutting of sheet materials

Monitored by:

ALL



RISK ASSESSMENT

Site Location:-

Wellington Way Shopping Centre

Date

08 January 2024

Operation

Working at height

Hazard

Falling objects
Falling people

SEVERITY POTENTIAL

3	MAJOR	2	SERIOUS	1	SLIGHT
---	-------	---	---------	---	--------

LIKELIHOOD

3	HIGH	2	MEDIUM	1	LOW
---	------	---	--------	---	-----

RISK LEVEL = SEVERITY X LIKELIHOOD

3	M	H	H
2	L	M	H
1	L	L	M
	1	2	3

Controls

Works to be undertaken as per site rules
Appropriate PPE for task to be used
Ladders to be tied & footed
Working platform to be clear & tidy and appropriate to task
Ensure barriers are present

Monitored by:

ALL



RISK ASSESSMENT

Site Location:-

Wellington Way Shopping Centre

Date

08 January 2024

Operation

Portable Power Tools

Hazard

Electric Shock
Moving Machinery Parts
Sharp Objects

SEVERITY POTENTIAL

3	MAJOR	2	SERIOUS	1	SLIGHT
---	-------	---	---------	---	--------

LIKELIHOOD

3	HIGH	2	MEDIUM	1	LOW
---	------	---	--------	---	-----

RISK LEVEL = SEVERITY X LIKELIHOOD

3	M	H	H
2	L	M	H
1	L	L	M
	1	2	3

Controls

Works to be undertaken as per site rules
Appropriate PPE for task to be used
Power tools to be used by competent person
Equipment to be visually checked each day
Equipment to be pat tested

Monitored by:

ALL



SITE VISITORS LOG

Site Location

Wellington Way Shopping Centre

[illegible]

ACCIDENT REPORT FORM

Date _____

Time _____

Please give location of accident:

Site

First Name _____ Surname _____ Age _____

Address _____

_____ Postcode _____

Did the person go back to

Work ☐ Hospital ☐ Home ☐

Please tick as appropriate

Please give details of accident and what caused it.

Give details of the injury and what parts of the body were injured

Details of person filling in this form

First Name _____ Surname _____

Signature _____ Date _____



SITE INDUCTION

FOR ALL PEOPLE WORKING ON SITE WITH NO EXCEPTIONS

Site: Wellington Way Shopping Centre

I confirm that I agree to comply with the site rules and regulations and have been made aware of the health and safety file, emergency plan and fire exits

These include :

Key Personnel
Project Outline
Hours of work
Arriving on site
Welfare facilities
No Smoking
Tower Scaffolds
Permits to Work

Senior Management H&S Commitment
Work Method Risk Assessments
Hazardous Substances
Traffic Routes
High Risk and Out of Bounds areas
Buried Services
Abrasive Wheels
Protective Clothing/Apparatus

- Accident and near miss reporting
- Responsibility and horseplay
- Fire Procedure
- First Aid
- Alcohol and drugs
- Tidiness on site (Housekeeping)
- Security arrangements
- Toolbox talks (on site training)

[illegible]



Highfield Construction

WEEKLY SITE AUDIT CHECKLIST

Site Location:-

Wellington Way Shopping Centre

Date: 08/01/24

No	Item	Yes/ No	Comments/Action
1	Are all risk assessments available?		
2	Are there method statements for significant risks?		
3	Have all sub contractors been inducted?		
4	Are first aid facilities and appointed person available?		
5	Is the fire plan displayed and assembly point clearly indicated?		
6	Are fire extinguishers in position?		
7	Is a permit to work used for all hot works?		
8	Is the entrance free from obstruction?		
9	Are working areas clearly identified?		
10	Are rest and welfare facilities acceptable?		
11	Is PPE being worn?		
12	Is COSHH information available?		
13	Are flammable substances being stored safely away?		
14	Has electrical equipment been tested?		
15	Where electrical works are not from a 110V supply has a method statement been provided?		
16	Is scaffolding tested?		
17	Are steps and ladders in good condition?		
18	Is the height suitable to work safely?		
19	Are ladders being used on firm level surfaces?		
20	Are ladders tied and footed?		



PERMIT TO WORK

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps and other equipment producing heat or naked flames or other high risk activities

Details of Operation

Location of work:

Details of work:

Start Date: Completion Date:

General Precautions

Hot Works should only be undertaken where a safer method of working is not available

Wherever possible items to be subjected to hot works should be removed to a safe area designated for that purpose

A trained person, not directly involved with the work, should provide a continuous fire watch during and for at least 1 hour following the hot work completion to ensure that the working area and all adjacent areas are free of smouldering materials.

Checklist Before Hot Work Commences

Tick once check is complete

- | | | |
|---|---|--------------------------|
| 1 | At least 2 suitable portable fire extinguishers should be available for immediate use within the area of hot work operations and all person involved and undertaking fire watch duties to be trained in their use. Any automatic fire detection systems should be isolated only in the area where works are undertaken and only for the period of the work. | ☐ |
| 2 | Combustible materials and flammable liquids should be removed from an area within 10 metres of the hot work adjacent areas which may be in danger of ignition either directly or from conducted heat | ☐ |
| 3 | If there are any combustible material that cannot be removed, any holes, gaps in walls, floors or ceilings where sparks could pass through they should be covered in incombustible material. | ☐ |
| 4 | Floors of combustible material in the designated area should be covered with sheets of incombustible protective material or wetted and covered with sand | ☐ |
| 5 | Where work is carried out on building panels, an assessment should be made on insulating or other materials behind or forming the core of the panels. | ☐ |
| 6 | Allow adequate ventilation | ☐ |
| 7 | Identify any gas or other services adjacent to or below the area of hot work and isolate and protect them. | ☐ |
| 8 | All persons carrying out the hot work and undertaking the fire watch should know how to raise the fire alarm and be aware of any emergency procedures | ☐ |
| 9 | Confirm all other contractors/operators on site are aware that hot work is being undertaken and that there is no application of paints or flammable solvent based substances | ☐ |

Authorisation to proceed

I hereby declare that the above has been made known to the person in charge of the work.
I consider the above mentioned area is safe for operations to commence.

Signed on behalf of Highfield Construction _____ Print _____

Date _____

Acceptance by competent person

I acknowledge receipt of this permit and understand the precautions/comments above.
Neither I nor the persons under my control will work on any other activity or location than those specified.

Signed _____ Print _____

Name of Company _____ Date _____

Clearance following Completion of Works

- A All hot waste materials should be removed and disposed of safely
- B All equipment, including gas cylinders, should be removed
- C Blow lamps and gas cylinders should only be fitted/changed in the open

Final Check

Maintain fire watch and regular inspections for a period of 60 minutes after completion of the hot works
as specified under General Precautions

I hereby declare that the work described above is complete and the precautions noted
above have been complied with. The area has been inspected and is free of risk and
all tools/equipment have been withdrawn

Signed _____ Print _____

Name of Company _____ Date _____

Cancellation

I hereby declare this permit cancelled. I have received the copies of the permit back and the area has
been inspected and is free of risk

Signed on behalf of Highfield Construction _____ Print _____

Date _____

