

CONSTRUCTION MANAGEMENT PLAN

WATERLOO PARK

WATERLOOVILLE

HAMPSHIRE PO7 7XW

January 2021

AMENDMENT SCHEDULE

Revision Number	Date of Revision	Reason for Revision	Amended by	Position

CONTENTS

1.0 PROJECT SUMMARY

1.1 Project Description

Summary of the works:

Construction of a new retail outlets and two fast food restaurants / drive-thru's with associated service yard, car parking together with hard and soft landscaping.

1.2 Project Programme

Construction Commence Date: Anticipated Summer / Autumn 2021

Construction Duration: 40 weeks

1.3 Location of Works

Site Address: Waterloo Park, Elettra Avenue, Waterlooville

1.4 Existing Environment and the works, Adjacent Land and Boundaries

The site is situated

Access, including temporary access:

The main approach route to the development will be via the existing site entrance off Elettra Avenue; highway works to form this access have already been undertaken such that there will not be the need for a further Section 278 Agreement.

Proposed Site:

Construction of new retail outlets and two fast food restaurants / drive-thru's with associated service yard, car parking together with hard and soft landscaping.

Planning Restrictions:

Refer to Planning Permission Notice when issued.

Existing Traffic System and Restrictions

Service vehicles will enter and exit the site from the existing road network.

Parking and Traffic Management:

All construction workers vehicles will be parked on the site to avoid congestion on the surrounding road network.

A designated area will be provided on site for all delivery vehicles, as identified on the logistic plan, to avoid congestion on the surrounding road network.

An area will be provided for washing vehicle wheels prior to leaving site, as identified on the logistic plan, to avoid carrying mud and debris on the highway. If required, we would also provide a visiting road sweeper.

All deliveries will be off loaded on the site to avoid any congestion on the highway.

Security:

The entire site will be secured with heras style fencing.

We will install secure vehicle and pedestrian gates at the site entrance and ensure these are kept closed at all times to prevent unauthorised access.

Our site management will carry out, and record, a visual inspection of the perimeter fencing and signage at regular intervals to ensure it is well maintained and safe.

Site Hours:

Site hours will be generally 07:30 hrs to 17:30 hrs Monday to Friday. There may be occasions when we are required to work outside of these hours i.e., when concreting the internal floor slab, this is however expected to be fairly minimal.

Nuisance:

We do not envisage creating a nuisance from noise or dust as the demolition and site clearance works are complete (by others).

Our Site Management Team will monitor the situation and act accordingly should the need arise.

Waste:

The existing building demolition is already complete (by others). However, there are concrete floor slabs and hardstanding to be broken up and crushed on site. The arisings from the crushed hardstanding's will be used in the permanent works.

General waste will be segregated on site using 8-yard skips and will be taken to an authorised and registered waste transfer station for disposal.

There are no existing services on the proposed site other than a sub-station. There are services in the existing public footpath.

Existing Structures:

There are no existing structures on the proposed site. The existing buildings have already been demolished to slab level.

Ground Conditions:

A full Phase 1 Environmental Report has been undertaken by Subadra in January 2021 and concludes "we do not consider further environmental site investigation or remediation to be necessary at this time".

Further the report identifies "in the event of any olfactory or visual evidence of contamination is encountered during the construction or foundation excavation in the future we recommend that we (Subadra) attend the site and complete verification sampling of underlying soils to confirm that no significant contamination is present". SI and GI has been carried out by Geo Environmental dated July 2020 and concludes that there is no contamination present on the site other than a couple of areas of low hydrocarbons which will require localised removal.

There are some tree removal and pruning works required to be undertaken before the end of February 2020 before the bird nesting season.

Any trees and scrub vegetation currently on the footprint of the site will be removed on commencement of the works.

Programme and Sequence

We attach an indicative construction programme that identified the key construction activities, sequence and timing of the works.

In summary:

Weeks 1 to 12	set up the site, earthworks and foundations
Weeks 11 to 15	steel frame
Weeks 14 to 27	cladding and roofing
Weeks 25 to 39	internal shell works

1.5 Notifications

Notification of Project

An F10 to be issued to Health & Safety Executive by the Client / Principal Designer prior to works commencing on site.

2.0 MANAGEMENT OF THE WORK

2.1 Principal Contractor's Responsibilities – Health and Safety

The appointed Contractor will have its own in-house H&S Advisory Team. Regular visits are carried by our H&S advisors who submit their Inspection Report to the site and Head Office which will become part of the Client Progress Report at Site Meetings.

Principal Contractor's Responsibilities – Site Management

The appointed Contractor will appoint a Site Manager to oversee the project during construction of the works.

2.2 Health and Safety Objectives

(The purpose of this section is to clearly define the Health and Safety Objectives of the Project, both in terms of Temporary and Permanent Works. The Objectives set must be achievable within the circumstances of the Project. A list of standard objections is shown below).

Construction Phase Objectives:

- To exclude unauthorised persons, especially children, from the work site.
- To have no accidents on site due to the construction work.
- To have no occupational ill-health arising from the construction work.
- To ensure no Environmental damage arises from the construction work.

Permanent Works Objectives:

- To provide a workplace that is, as far as is reasonably practicable, healthy and safe for persons at work or affected by the work.
- To minimise Manual Handling Operations.
- To minimise Noise in the Workplace.

- To enable the Employer / Occupier to comply with their Statutory Duties.

2.3 Safety Monitoring and Review

The appointed Contractors, Site / Project Managers are responsible for the day-to-day Health & Safety monitoring on site. The Head of Health & Safety and the Health & Safety Team are responsible for the general monitoring of Health & Safety, dealing with Health & Safety Policy reviews and ensuring any changes in legislation are passed on to all staff and that CDM Regulations are adhered to.

We hold the current ISO 9901 accreditation certificate and within the structure of this quality standard auditing of all Health & Safety procedures will be carried out on an annual basis or as necessity dictates.

Weekly Health & Safety meetings are held and recorded on site with our management team and the supply chain.

We employ our own in-house Health & Safety advisory team who carry out health and safety inspections on all our construction sites on a monthly basis. These inspection reports are discussed, and any issues addressed at our health and safety meetings.

2.4 Health and Safety Arrangements for the Construction Phase

a) Regular liaison between parties on site:

This is achieved in Client monthly progress meetings with will include a health and safety item on the agenda. These meetings will be attended by the Client or his representative, the Principal Contractor, the Architect, the Structural Engineer and the Principal Designer.

The discussions and actions arising from each meeting will be noted and distributed to all interested parties for further dissemination within their respective organisations.

Prior to any work starting on site Risk Assessments and Method Statements must be received issued a minimum of 7 days prior to the commencement of operation which will be reviewed by the Site Manager and the Contracts Manager and commented / approved.

As part of the Contractors on site procedure, all site inductions take place with all operatives with specific reference to gangers/working foremen. Dissemination of information on a daily basis will be to gangers/working foremen and they are expected to liaise with their own operatives. This is particularly important when high risk days are involved i.e. craneage on site.

The Site Manager will carry out toolbox talks on site on the topics listed below as a minimum

1. Site Safety Rules
2. Fire Plan
3. Accident Reporting
4. Safe Practices and Site Tidiness
5. Protective Clothing

6. Vehicle & Plant
7. Electrical Tools and Equipment
8. Noise
9. Excavations
10. Confined Spaces
11. Buried Services
12. Scaffolds
13. Ladders
14. Hoists
15. Roofwork
16. Safe Material Handling
17. Hazardous Substances
18. Asbestos
19. Fire Extinguishers
20. Use of Gas Cylinders
21. Not Working
22. Work Permits

The Site Manager will consult directly with subcontractors and suppliers.

b) Consultation with the workforce

Consulting employees on health and safety is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by the Company involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks Site Managers discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with contractors, problems with plant or working practices etc. Any particular concerns relating to the Main / Principal Contractor should also be raised so that actions can be taken.

An open-door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company and if an employee does not want to discuss an issue with their direct line manager, they can contact the Head of Health and Safety or a member of the Health and Safety Team.

Staff will be fully expected to co-operate with the Company Health and Safety Policy to ensure successful implementation. They will be made aware of this document and any changes made to it, through induction training and toolbox talks. Copies will be placed on notice boards / displayed on site / given to each employee

Prior to any work commencing all sub-contractors will be inducted into Company procedures. Regular meetings will be held with the Client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

c) Handling design changes:

Regular design meetings are held throughout the project with the Architect, Structural Engineer, Principal Designer, Principal Contractor and relevant sub-contractors. All design changes are recorded via minutes of the meetings. Meeting minutes are then distributed to all relevant parties with action points for designers to update drawings.

Revised drawings are then received, registered and checked to ensure that design output now corresponds to revised design input, then revised drawings are forwarded to relevant design team members and sub-contractors.

d) The selection and management of the sub-contractors

Contractors shall not be appointed unless a completed Contractors Safety Questionnaire and a completed Quality Competency Questionnaire has been received by the Principal Contractor and been declared adequate by the Manager responsible.

Sub-Contract tender packages shall contain details of that company's Health & Safety Policy and any Health and Safety issues that the Tenderer will need to make specific provision for. Upon return of Tenders, the Manager responsible shall check the adequacy of the proposals.

Sub-Contractors must also submit evidence of their competence by submitting details of their organisation and arrangements and training / qualifications. They should include two references as assessment of the Company's experience and track record in order to establish that it and its employees are suitably competent to carry out the level and quality of work required for the project. Insurance details must be provided separately.

e) The exchange of health and safety information between contractors:

The Principal Contractor will provide a site safety handbook and a copy of the Site Safety Rules will be issued to all operatives arriving on site who will sign to agree that they will comply with these rules at all times.

The company encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to employer our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to the employee's attention through the use of

- Consultation (see Consultation section of H&S Policy in appendix 1)
- Safety Notices including posters
- Toolbox talks held regularly on site
- Informal communication

The Health and Safety Law poster (Health & Safety Information for Employees Regulations HSIER) is displayed on each site, at Head Office and the yard.

Health and Safety Advice is always available from the Health and Safety Team or from our Company Health and Safety Advisor.

f) Arrangements for site security:

It is our intention to Hera Panel fence the perimeter of the site, this will be double clipped and braced in accordance with the manufacturer's instructions.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas shall be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

g) Site Induction:

The Site Manager will carry out a site safety induction with each set of sub-contract operatives new to the site. As a record of this induction, operatives must sign the Induction Register. Each sub-contractor will carry out Induction Training for their own employees and self-employed person working for them before starting any construction work. Sub-Contractors must complete an Induction Training Record Sheet and pass it to the Site Manager. A record of induction will be held in the Health & Safety file on site. An Induction Checklist and Induction Register Form are shown in Appendix 9. The Induction Training shall include, but is not restricted to, the following:

- Details of hazards and risks associated with the construction work, the site environment and details of the control measures in place.
- Details of the relevant sections of the Construction Phase Health and Safety Plan.
- The Site Rules.
- Details of Emergency Procedures.
- Details of the Principal Designer and the Principal Contractor.

h) Onsite training:

On site all employees and subcontractors are required to complete induction training prior to proceeding onto the site, and as appropriate may be required to confirm their understanding of specific safe system of work.

Where appropriate, on the job training will be given under the supervision of a competent person. Details of training will be recorded and held both within the site office

i) Welfare facilities and first aid arrangements:

From day one of the project a fully serviced "Oasis" unit will be provided to include the following provisions:

- Hot and Cold running water
- Office accommodation
- Provisions for rest and shelter
- Means of boiling water
- Flushing Sanitary conveniences
- Drinking water

It is anticipated that within 5 weeks of starting more permanent facilities will be available as stated below.

The welfare facilities required for general use on the site are listed below. Special welfare facilities required for specific work activities are detailed in the Method Statement for the activity.

Item Required	Facility Provided	Date
Toilet 3 + 1	Porta cabin	From approx. week 5
Canteen	Porta cabin	From approx. week 5
Office / Meeting	Porta cabin	From approx. week 5
Drying Room	Porta cabin	From approx. week 5

The cleaning and maintenance of the above listed units will be done with s/c cleaning company on a daily basis and ensure that all units are fully serviced.

The First Aider for the site will be appointed

The named First Aiders will provide first aid treatment as and when required, stay with the casualty until either recovered if minor injury or the emergency services relieve the First Aider.

The duty to provide first aid supersedes ALL other duties of the First Aider until treatment is complete.

The first aid boxes are located at the following locations:

Site Office

Any usage of the contents of the box is to be replaced as soon as possible by the owner of the box.

The nearest Hospital with A&E Facilities is:

j) Reporting of accidents and incidents:

All Contractors on the site will comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2013.

Additionally, **ALL** Contractors shall provide details of injuries, diseases and dangerous occurrences to the Principal Contractor using a copy of the relevant forms as described below.

Reporting of an Injury or Dangerous Occurrence

The employer of the injured person or, in his absence, the Principal Contractor's representative on site will complete the accident form immediately it has been reported and send it to the relevant parties.

k) Production of approval of risk assessments and method statements:

A full project Risk Assessment from design through construction will be carried out. Any design Risk Assessment that has been brought forward will be detailed in the Designers Risk Assessments.

All Sub-Contractors working on the site are required to carry out Risk Assessments in accordance with the Management of Health & Safety at Work Regulations 1999 and other legislation. The risk assessment should be a consideration of the Sub-Contractor's working methods, either in response to the risks identified in the Pre-Construction Information, or as part of on-going management health and safety throughout the construction phase.

Some legislation details when a circumstance is a risk, e.g., the Noise at Work Regulations, will identify the measures required. The Principal Contractor must incorporate these measures into their control system.

When the risk assessments have been completed, the Sub-Contractor should prepare a Method Statement, Safe System at Work. These are all to be submitted to and approved by Contracts Manager who will provide Site Manager with a copy prior to work commencing on site. Refer to Appendix 2 of this plan for example of a completed Risk Assessments and Method Statements.

Although Risk Assessments are carried out by Sub-Contractors to cover the general work to be carried out on site, the Site Manager will carry out Risk Assessment as necessary for specific tasks.

Project:

Title and job number of the project to which the risk assessment refers.

Contractor:

Name and address of Contractor.

Discipline:

Nature of the work of the Contractor being assessed, e.g., bricklaying, glazing etc.

Assessor, Signature and Date:

Name and signature of assessor and date of the assessment.

Activity / Element:

The work element to be assessed, e.g., site survey, excavation.

Potential Hazards:

The hazards associated with the activity/element being assessed.

Population at Risk:

The persons exposed to the hazard. Each group of persons is to be assessed separately e.g., children, workers, pedestrians etc.

Priority:

Each risk is assigned a priority rating, using the following rating system:

Risk Factor	:	Low Priority (L)
Risk Factor	:	Medium Priority (M)
Risk Factor	:	High Priority (H)

Control Measures Required:

The required control measures to be employed are to be detailed.

Sources of Information:

The sources of information used to develop the control measures must be listed here, e.g., Approved Codes of Practice, Industry Guidance, etc.

This may include risk assessment prepared by others that may have effect on the choice of control measures, effectiveness etc.

Method Statements:

Method Statements must be prepared by Sub-Contractors for each work package, major work element and/or complex operation. These must be received by Contracts Manager and approved and forwarded to Site Manager prior to work commencing on site.

l) Site Rules

The Principal Contractor must ensure that the relevant Site Safety Rules are passed to Contractors to enable them to comply with their duties. Disciplinary action will be taken against person and/or organisations who fail to comply with the Site Safety Rules for whatever reason.

m) Fire and evacuation procedures:

Site Access and Egress

The access/egress points to be used by the Emergency Services are shown on the site plan. In the event of an emergency, the emergency vehicle/s will be met at the site entrance and escorted to the scene of emergency.

Fire Procedures

The Fire Plan is initially produced by the Site Manager on his arrival on site and is adopted as the site/building develops and will be displayed in all mess huts, site huts, etc.

The "Action in the Event of a Fire" Form will be displayed in all mess huts, site huts and other conspicuous positions.

3.0 Arrangements for controlling significant site risks**3.1 Safety Risks****a) Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, e.g., during access to or egress from the site:**

Construction site waste will be managed by a competent waste disposal contractor. There will be no risks to the public.

b) Dealing with services – water, electricity and gas, including temporary electrical installation;

Underground Services: Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution, and service location drawings must be a pre-start priority.

Electricity: Underground services should be located utilising existing drawings and cable, locating devices, the excavation of services must be by Safe hand digging techniques.

Underground Cables (other than electricity):

This provides guidance relating to communication cables (television, telephone etc.)

Gas, Water Mains and Sewers: Locating gas and water mains as well as sewers needs the same care as locating electric cables. Existing drawings must be requested, a visual survey of the area should be made to locate manholes, stop cock covers, hydrants, buried valves and so on. Cable locating devices may be used to confirm locations; however, they will not locate plastic pipes. Final confirmation must be by safe “hand digging”.

c) Dealing with services – water, electricity and gas, including temporary electrical installations:

These services will all be procured and brought onto site.

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

Undermining Nearby Structures: Make sure that excavations do not undermine the footings of scaffolds, or the foundations of nearby railway line. Where necessary the Site Manager should seek the advice of a structural engineer.

e) Preventing falls:

Work at Height: As all work at height presents a risk of injury unless suitable precautions are put in place to control it. This Company will pursue safe systems in all work at height activities.

A range of works at low height and short duration or of a minor nature such as inspection or minor maintenance will not normally present a risk of personal injury, however, all will be required to have undergone risk assessment consideration and where it is appropriate, suitably recorded, with relay to the personnel involved.

The choice of work equipment will be critical to the work activity and the safety of the persons carrying it out. In the event of use of work equipment for access or as a safeguard it will be essential to confirm proof of instruction in its safe installation and use.

Wherever reasonably practicable, works will be carried out other than at height, and under controlled means, which does include the setting up of danger zones and as appropriate means for preventing unauthorised access to areas and the display of approved notices.

Work at height requirements rightly extend to prevention of not only falling of persons, but also the falling of objects and items. The Company will pursue all reasonably practicable means to prevent the risk of any item falling.

Inspections of work at height equipment and of the place of work will be kept available on site to record the diligence of the competent person(s) to check suitable before use, the adequacy of use and the maintenance of the suitability of the workplace during use.

f) Control of lifting operations:

This will be done by contract lifting by the Appointed Contractor.

g) Work on excavations and work where there are poor ground conditions;

Excavations: Almost any excavated ground will collapse under certain conditions; unless it is temporarily supported, or safely battered back, or is in geologically stable horizontally bedded rock. If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. For excavation work, employees must follow the guidelines to achieve and maintain a safe working place. A Permit to Dig is to be completed and issued to the operatives carrying out the work prior to their commencement.

Collapse of the sides: Prevent the sides from collapsing by battering them to a safe angle or supporting them with sheeting or proprietary support systems. Support MUST be installed without delay as the excavation progresses. Employees must never work ahead of the support system.

A competent person must inspect the excavation at the start of each shift and after any event that may have affected its strength or stability or after a fall of rock or earth. The inspection will be recorded each day in the appropriate register.

Materials Falling into Excavations: Do not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations. The extra load can make the sides of the excavation more likely to collapse. Loose materials may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

People and Vehicles Falling into Excavations: To prevent people from falling into excavations they should be guarded. Excavations Deep should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them (a physical barrier type).

Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running. (The blocks must be anchored).

h) Traffic routes and segregation of vehicles and pedestrians;

Refer to Traffic Management Plan

i) Storage of materials (particularly hazardous materials) and work equipment:

A chemicals and materials containing chemicals – are used on all construction sites.

Accidents can be prevented where employees know what the chemicals are, the hazards they pose, and observe the established safe practices in handling them. All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervisions/management and employees have the necessary information to effectively control any associated hazards and keep a record (COSHH Assessment).

COSHH assessments will be undertaken by Site Managers.

All relevant employees shall be informed about the assessments.

COSHH assessments will be reviewed on a regular basis.

j) Temporary Works: The Company will ensure that all temporary work is designed, co-ordinated and supervised in accordance with Temporary Works Register and Design.

3.2 Health Risks:

k) Manual Handling:

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company carries out a Risk Assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

When manual handling is necessary, the Company prevents injury by:

- Identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive operations.
- The Company will, where reasonably practicable, find ways of either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling
- Heavy or awkward loads that have to be lifted by hand should be carried out in teams
- All employees are to receive training in safe manual handling, kinetic lifting techniques and sensible handling of loads
- All employees/operatives to have details of the Risk Assessment made known to them.

l) Reducing Noise / Vibration

Noise

Each Sub-Contractor will assess which of its activities will involve noisy equipment. Assessment of how much noise from this work is going to affect employees working at the site and members of the public will be considered and measures taken as appropriate.

Information will be requested from manufacturers and suppliers of equipment to

ascertain the likely noise problem. Wherever possible the Company shall choose low noise tools and equipment.

To control noise emissions the company shall wherever practicable:

- a. Choose the quietest model when buying or hiring equipment.
- b. Move works not involved out of a noisy area.
- c. Erect signs to keep people out of noise areas
- d. Try and quieten the noise at source e.g., fit mufflers to breakers, drills etc.
- e. Make sure the exhausts of compressors, generators and other plant are directed away from work areas.

Wherever it is not possible to eliminate or reduce the noise at source the Company will provide employees with earplugs or defenders and information about the effects of excessive noise on their hearing. In situations of prolonged exposure, the company will consult Occupational Health Specialists and employ Health Surveillance.

Employees must take proper precautions to protect their hearing and before working with noisy plant or in a noisy environment, study the items within this section.

Vibration

The Company will endeavour to meet the requirements of the Control of Vibration at Work Regulations in reducing the risk of HAVS.

To control vibration emissions from tools and equipment the Company will action the following:

- i) Seek from the manufacturer or supplier the vibration exposure that those using the tool or equipment will be exposed to.
- ii) Carryout a Risk Assessment to identify if there is a likelihood of a significant risk to hand, arm vibration
- iii) Assess if the employee is likely to be exposed to above the Daily Exposure Action Level (EAV) or the daily Exposure Limited Value (ELV) e. g. trigger time. If so, provide health surveillance and regular health checks. If necessary, take immediate action to reduce their exposure to below the limit values.
- iv) Provide information and training to the employees in the use of operating vibrating tools/equipment.
- v) Look to alternative work methods to eliminate or reduce exposure to vibration:
- vi) Provide employees with suitable protective clothing to help keep them warm and dry to help provide good blood circulation. The provision of gloves will help keep hands dry, warm and help from developing Vibration White Finger (VWF).

The Company will periodically reassess their Risk Assessment and working methods in relation to Hand Arm Vibration Syndrome

m) Exposure to UV Radiation (from the sun)

It will be a site rule that minimum dress code is long trousers and t shirt. In addition, Sunscreen of SPF ≤ 50 will be provided in the welfare facilities in the summer months.

Finally, all workers exposed to the sun will be given toolbox talks to advise them of the risk of UV rays i.e., melanoma and other skin conditions.

n) Control of Dust and Fumes

The Company recognises its responsibilities to protect employees from harmful dusts such crystalline silica which occurs as a natural component of many construction materials that could cause serious health issues.

The health hazards of crystalline silica and other dusts come from breathing in the dust, work activities which can expose workers or members of the public to dust include cutting, drilling, cleaning or demolition.

The Company will undertake specific Risk Assessment on all construction activities that may produce dust and convey all findings and requirements to its workforce, through safe systems of work e.g., Method Statements.

To control the risk of exposure may be as simple as changing working practices or substituting equipment/tools.

The Company will supply and encourage the use of all types of dust suppression i.e., water fed, local exhaust ventilation etc. In addition, the company will provide Respiratory Protective Equipment (RPE) when required.

All employees will receive a Face Fit Test and be issued with the appropriate Face Dust Mask or any other respiratory equipment, also training on the maintenance and storage of such equipment.

o) Dermatitis

All Contractors, whose work involves risk of worker contracting dermatitis, i.e., those working with cement-based products amongst others, will ensure that skin contact is kept to a minimum. Furthermore, they will be asked to undertake regular visual monitoring of their workers and toolbox talks. The wearing of appropriate PPE, i.e., gloves will minimise the risks, however, surveillance will be required by contractor's supervision.

4.0 Health and Safety File Arrangements

4.1 Layout, format and content

Information for the health and safety file will be agreed with the Principal Designer at the start of the construction project

4.2 Arrangements for collecting and gathering information

Information for the Health and Safety file will be gathered in accordance with the requirements of the Contract Documents and in consultation with the Principal Designer and forwarded to the Principal Designer for collation.

Procedures	Notify parties of information required Monitor and collate information received Assess for conformity Store in presentation folders, clearly indexed Present to Principal Designer for assembly
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4.3 Storage of Information

When the project is finished and the Health and Safety File has been handed over by the Principal Designer, the client should keep it available for those who need to use it. Usually this will include maintenance contractors, the Principal Designer and contractors preparing or carrying out future construction work.

Ideally, the Health and Safety File should be kept available for inspection on the premises to which it relates. It may be useful to store the Health & Safety File in two parts. One part will be more relevant for more day-to-day use, e.g., operational and maintenance manuals. The other part will be for longer term use e.g., drawings which will only be required when major alteration work is carried out. In addition, the Health and Safety File could be stored electronically. In whatever form it is stored, it should be easily accessible.

On a project which involves work on part of a structure for which there is no Health and Safety File, a file only has to be created in relation to the construction work carried out and not for the whole of the structure. Eventually, as further work is carried out on that structure, the Health and Safety File will be added to and amended.

If the client sells all or part of the structure, the Health and Safety File, or the relevant parts of the Health and Safety File, should be passed to the new owner.