



Construction Phase Health and Safety Plan

**Land to North of 6 Emsworth House Close
Emsworth
Havant
PO10 7JR**





1. Description of the Project

a) Project Description and Programme Details

The project is a new build project of 1 detached, 3 bedroomed residential property on the site of open land to the eastern side of Emsworth House Close , Emsworth. The project includes all associated drainage, roadworks and landscaping.



Figure 1 – Arial view courtesy of Google May 2024

Commencement Date: **To Be Confirmed**

Site Manager: **To Be Confirmed**

The programme for the works is under constant review and the latest version will be available from the site office.

The F10 notification to the HSE will be submitted by the Principal Design Team Leader for a duration of 52 weeks work.



b) Details of Client, Principal Design Team Leader/Advisor, Designers, Principal Contractor, Other Consultants etc

Duty holders for this project are:

Client	Futuristic Home Developments Suite B19 Balfour Business Centre, 390-392 High Road, Ilford, Essex, United Kingdom, IG1 1BF	T: 01282 774586 E:	
Principal Designer	MC Architectural Design Ltd 33 Sapphire Ridge Waterlooville Hampshire PO7 8NY	T: 023 9298 4788 E: designers@mcadesign.uk	
Architects	MC Architectural Design Ltd 33 Sapphire Ridge Waterlooville Hampshire PO7 8NY	T: 023 9298 4788 E: designers@mcadesign.uk	
Principal Contractor	To Be Appointed	T: E:	

c) Extent and Location of Existing Records and Plans

Service information has not been made available at this stage of the project.

2. Management of the Work

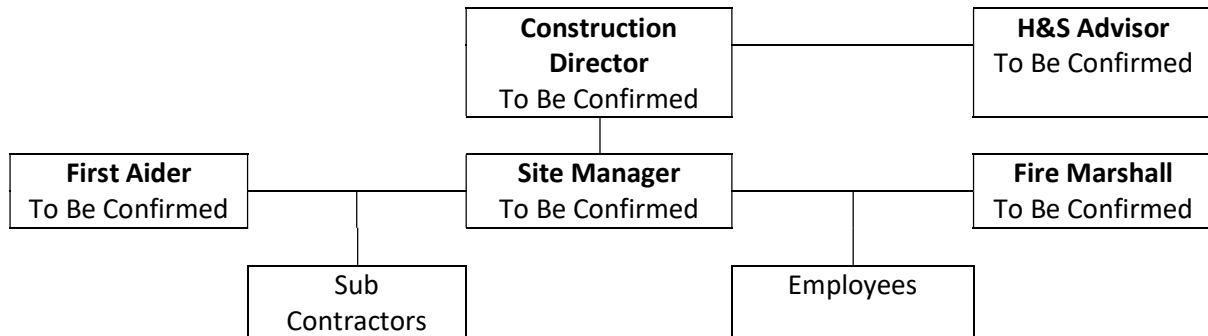
a) Management Structure & Responsibilities

The site manager is To Be Confirmed and will hold the 5 day CITB qualification and holder of a first aid at work qualification. The appointed site manager has overall managerial control over the site and the sub-contractors appointed. The appointed site manager is also responsible for ensuring and maintaining health and safety standards on the site during this project.



If an issue requires elevating past the appointed site manager, their direct superior will be consulted.

Reporting lines on site are shown below



b) Health and Safety Goals for the Project and Arrangements for Monitoring and Review of Health and Safety Performance

It is the aim of the Principal Contractor to complete this project without any accident or injuries occurring to any member of the public, their sub-contractors or their own employees.

Health and Safety on the site will be monitored periodically by external health and safety consultants.

All sub-contractors will be made aware of the health and safety responsibilities placed upon them and of the requirements of the client at the time of tendering.

A weekly site meeting will be held and chaired by the site manager which will address any health and safety concerns.

c) Arrangements For:

i) Regular Liaison Between Parties On Site

A sub-contractors site meeting will take place on a weekly basis.

A site safety noticeboard is updated twice daily and details the work being undertaken on site. Details include the area of work, the hazards associated with the work, the control measures necessary and the sub-contractor responsible.

ii) Consultation of the Workforce

The workforce is consulted at the weekly site meeting. If there are issues between meetings the Principal Contractor will operate an open door policy where anyone on site is welcome to raise any issues they feel are affecting the standard of health and safety on site.



iii) The Exchange of Design Information Between the Client, Designers, Principal Design Team Leader/Advisor & Contractors on Site

All duty holders on the project will be required to share information as and when it becomes available. The Client will be responsible for distributing any information made available to them. An information review will be undertaken at every site co-ordination meeting between all duty holders to ensure everyone is working to latest revisions and everyone has the documentation they should.

iv) Handling Design Changes During the Project

The Principal Design Team Leader will be the central point for managing design changes.

On site design changes will be documented by the site manager. The engineers and architects will be consulted on any changes to ensure they are feasible and safe. The Principal Design Team Leader will be included in any consultation.

Architect or engineer led changes will be communicated to site via updated drawings and specifications. Again, the Principal Design Team Leader will be included in any consultation.

v) The Selection and Control of Contractors

All sub-contractors will be subject to the Principal Contractor's sub-contractor approval process. This ensures insurances are in place and that the sub-contractor has suitable and sufficient health and safety arrangements.

The day to day control of sub-contractors on site is the responsibility of the appointed site manager. All sub-contractors are required to submit their site specific risk assessments and method statements before work commences. Any sub-contractor found not to be working to their approved methods and control measures will be issued with a Sub-Contractors Notice of Non Compliance. An

agreed rectification will be required to be implemented in order to re-commence works.

vi) The Exchange of Health and Safety information between Contractors

On a site level this is managed using the site safety noticeboard.

Any documentation that is required to be passed between contractors will be done by facilitating the Principal Design Team Leader.



Security

The site will be secured by double clipped and footed Heras fencing.

The site will be kept secure during working hours by keeping all access points closed and controlled. All operatives, visitors and other persons on the site will have received the site specific site induction and will be required to sign in and out of the site.

vii) Site Induction

The Principal Contractor's site induction will be given to all site personnel and visitors. The induction will be delivered by the site manager. The induction is in the form of a flip chart presentation which is given to all visitors and site personnel.

viii) On Site Training

Any onsite training will be highlighted on the site safety noticeboard. Toolbox talks are given on a monthly basis on a topic relevant to the stage of the site. Any personnel who are due for refresher training will be given training either on or off site as required to keep their qualification valid.

ix) Welfare Facilities and First Aid

The welfare facilities will be provided by the Principal Contractor and will be housed in the compound area. The site induction informs personnel that they are only permitted to use the welfare provided for them.

The appointed site manager will be a trained first aider and first aid supplies are always available in the site office. If the site manager is not on site, first aid cover will be provided.

x) The reporting and investigation of accidents, incidents and near misses

All accidents, incidents and near misses must be reported to the site manager. This is stated in the site induction.

In the case of accidents, all details must be entered into the site accident book which the injured person must sign as an accurate account. An internal site accident investigation form must be completed and passed to the company's Health and Safety Advisors. It will then be ascertained if a full accident investigation will be necessary.

If the injury is reportable, or becomes reportable under RIDDOR then this will be undertaken by the Company's Health and Safety Advisors.

In the case of near misses, all site personnel are encouraged to complete a near miss form and pass to the site manager. This will then be reviewed by the site manager and the appropriate action taken to prevent recurrence.



The nearest Accident and Emergency department to the site is:

Queen Alexandra Hospital
Southwick Hall Road
Cosham
Portsmouth
PO6 3LY

Maps and directions from site to the hospital are displayed on the site noticeboard.

- xi) The production and approval of risk assessments and method statements**
All sub-contractors are required to provide site specific risk assessments and method statements for the works they are undertaking. These will be checked by the site manager prior to works commencing and works can only commence if they are found to be suitable and sufficient. The company's health and safety advisor will routinely check the sub-contractors site specific documentation during monthly site inspections. All sub-contractors health and safety paperwork may be subject to checking by the Principal Design Team Leader.

- xii) Site rules including drug and alcohol policy**
There is a zero tolerance policy on the use of drugs and alcohol on site. Any site personnel suspected of being under the influence of drugs or alcohol will be required to leave site.

All visitors and site personnel will be required to adhere to the site rules. The site induction covers all the site rules that personnel are required to adhere to.

- xiii) Fire and Emergency Evacuation Procedures**
Fire points will contain a site layout showing escape routes, a hand operated fire bell/air horn, a water fire extinguisher, a foam fire extinguisher and they will be clearly marked with a FIRE POINT sign.

All fire extinguishers are numbered and logged on the site noticeboard so maintenance can be undertaken annually. Visual checks of extinguishers will be undertaken on a weekly basis and recorded on the site noticeboard.

All site personnel and visitors will be instructed what to do in the event of a fire during their induction training. No fire bigger than a waste paper basket should be tackled by an individual.

Should a fire occur, personnel are inducted to raise the alarm by ringing the handbell and shouting "FIRE FIRE FIRE" at which point the Fire Marshall will attend and the site manager will obtain the signing in sheet from the site office. Whilst doing this, the fire brigade will be called on 999. An evacuation will be performed with all personnel mustering on the car park. Any missing personnel will be reported to the fire brigade when they arrive on site.



3. Arrangements for Controlling Significant Risks on Site

a) Safety Risks

i) Delivery and Removal of materials (including waste) and work equipment

All deliveries will be in accordance with the traffic management plan and all vehicle movements will be undertaken with the assistance of a trained and competent banksman.

Delivery times are:

08:00 – 17:30 Monday to Friday

08:00 – 14:30 Saturday

No deliveries permitted on Sunday

The site is situated in a residential area and is accessed off Emsworth House Close.

Deliveries will need to turn into Emsworth House Close just before the bend in the road and wait for the gates to be opened to access the site. The site management team will then arrange for banksmen to assist in signalling the wagons into the site. The site manager's contact number should be communicated with all orders to each supplier.

The site manager will adopt a 'just in time' delivery system. Materials will be brought to site as they are required. Larger components (such as floor beams) will be delivered on a 2 hour pre-booked system, and no other deliveries will be booked for that day. Bricks, blocks and timber will be scheduled for am or p.m delivery slots.

Delivery will be dropped off at the kerb and moved to the storage location in the rear garden. Deliveries will be restricted as far as reasonably possible to avoid peak traffic flow periods.

ii) Dealing with Services

A permit to dig system is in place to ensure the safety of those breaking ground. All digging works will be preceded by a CAT scan for cables and if any services are found, works will cease until the site manager makes suitable arrangements to enable works to continue.

iii) Accommodating Adjacent Land Use

The site is fully self contained and of a good size for the construction to take place. However, consideration must be given to residents in the surrounding areas and access must not be blocked.

iv) Stability of structures including temporary structures and unstable structures

There are no existing structures on the site and the temporary cabins will be sat on a prepared stoned base. All temporary works will be recorded in the temporary works file.



v) Preventing falls

All sub-contractors are required to provide working at height risk assessments for any activities they are undertaking which may present a potential fall.

All excavations will be fenced when not in use and all scaffolding will be erected by trained and competent personnel.

vi) Work with or near fragile material

There are no fragile materials on the site and works with fragile materials are not anticipated other than window fitting which will be covered by the sub-contractors method statement and risk assessment.

vii) Control of lifting operations

All craneage will be hired in with a competent and trained driver and operator. The site manager will check the qualifications and the test certificates of the operator, the crane and the lifting gear.

The Principal Contractor will provide, or appoint a sub-contractor as, an Appointed Person to co-ordinate the crane movements. The Appointed Person will also complete the lifting plans. All banksmen and slingers will be trained and competent.

viii) Maintenance of Plant and Equipment

All plant and equipment is hired in and certification is checked upon receipt.

ix) Work on Excavations and work on poor ground conditions

If poor ground conditions or contamination are found, the site manager will make arrangements with the engineers as to how works can progress.

x) Work on Wells, underground earthworks and tunnels

There are no works on wells, underground earthworks and tunnels in the scope or works.

If any wells or tunnels are found during the course of the works the site manager will make arrangements with the engineers as to how works can progress.

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

There are no water courses or bodies of water in the vicinity of the works.

xii) Work involving diving

There are no works involving diving on this project.

xiii) Work in a caisson or compressed air working

There are no works in caissons on this project.
There is no compressed air working planned for this project.



xiv) Work involving explosives

There is no works with explosives on this project.

xv) Traffic Routes and segregation of vehicles and pedestrians

The traffic management plan is displayed in the site office and canteen alongside the permitted delivery times.

On-site parking will be available at the front of the site, where the existing front garden is located, and in the rear garden through the new hardstanding side parking bays. Both areas will be re-landscaped and restored before the completion of the job.

On site parking for site personnel will be limited towards the end of the project. All site personnel not parking on site are asked to park considerately and to not restrict surrounding residents' access.

There should be no day time or overnight parking of lorries within the vicinity of the site.

For contractors and visitors to the site in smaller vehicles, there are a number of different parking spaces available (1) Bridge Road Car Park & (2) 10 North St Parking.

xvi) Storage of Materials (particularly hazardous materials) and work equipment

All materials and work equipment will be stored in the compound area.

No petrol or other flammable substance will be stored inside containers or buildings.

All large items that could roll, such as cable drums will be chocked to prevent unintended movement.

Bricks will be stacked no more than two packs high and be kept on the original pallet with the banding where possible.

xvii) Other significant safety risks

There are no special safety risks associated with this project.

b) Health Risks

i) Removal of Asbestos

There are no structures on site or buried asbestos.

ii) Dealing with Contaminated Land

The ground investigation report is awaited. If there is a suspicion that contaminated land is discovered, works will cease until testing proves or disproves contamination and corrective action can then be taken.

iii) Manual Handling



Manual handling will be kept to a minimum. A fork lift truck and qualified driver will be on site to mechanically lift wherever possible.

Each sub-contractor is required to submit manual handling risk assessments as part of their site specific documentation. They are responsible for keeping manual handling to a minimum.

If the Principal Contractor feels that excessive manual handling is being undertaken by a sub-contractor, the sub-contractor will be required to cease works until a solution is reached.

iv) Use of Hazardous Substances

All sub-contractors are required to submit CoSHH assessments as part of their site specific documentation.

v) Reducing Noise and Vibration

Noise will be kept to a minimum on this project so as not to cause environmental nuisance to surrounding residents.

Plant will be switched off when not in use and ear protection will be available from the site office.

Any sub-contractor using vibrating equipment will be required to provide a work equipment assessment detailing the time permitted for one member of staff to use vibrating equipment.

vi) Work with Ionising Radiation

There is no work with ionising radiation on this project.

vii) Exposure to UV radiation (from the sun)

The Principal Contractor has a policy of “tops on” during hot weather.

A toolbox talk is given to all site personnel during the summer months to emphasise the dangers of working in the sun and the importance of wearing an appropriate factor sun cream.

viii) Other significant health risks

All operatives are required to wear long trousers to reduce the risk of dermatitis.



Appendix One:

Service Information (TO BE ADDED)



Appendix Two:

Site Rules and Restrictions

In the interests of Health and Safety, the following rules will apply to this project.

- All persons must report to the site manager on arrival and sign in
- All site personnel will attend a site-specific induction and confirm that they understand the requirements of their safety method statement and risk assessment
- All personnel at all times when on site will wear hard hats, safety footwear and high visibility clothing
- Plant operators will be trained and competent in the use of the plan and hold the necessary certificates of competence and/or licence
- All site traffic and deliveries must move on site with the assistance of a banksman
- It is strictly forbidden to ride on plant as a passenger (e.g. dumper trucks)
- Equipment will only be used by operators who are trained and competent
- Damaging or misusing plant or equipment will not be tolerated
- Site personnel must report any defects to plant or equipment to the site manager/their manager immediately
- The consumption or possession of alcohol or drugs on site is strictly prohibited. The site manager must be notified of any drugs prescribed for medical purposes that may affect a person's work.
- All access and emergency routes will be kept free from obstruction
- All site personnel must familiarise themselves with the emergency procedures, site assembly point and first aid arrangements
- All site personnel must co-operate in keeping the site tidy and clear away debris and rubbish as work progresses. The burning of materials/fires is not permitted on site
- The canteen, toilets and drying room must be kept clean at all times
- Smoking is only permitted in designated areas
- Lone working will not be permitted on site
- Site personnel must not interfere, damage or abuse any safety sign or item provided in the interests of site safety. Offenders will be dismissed from the site
- All persons on-site are required to co-operate with the site management on all matters concerning Health and Safety