



Construction Phase Health & Safety Plan (CPHSP)

264 London Road, Waterlooville,
Hampshire. PO7 7HG.

Revision	Issue Date	Originator	Approver	Detail of change
A	10.08.21	Rob Sowden	Jack Sowden	
B				

This Construction Phase Health & Safety Plan will be reviewed on a monthly basis

Contents

1. Introduction	6
1.1 Initial Project Health and Safety Risk Assessment	6
1.1 Review of the Health, Safety and Environment Plan.....	6
1.2 Project Health & Safety Objectives and Goals.....	6
2.0 Description of the Project.....	7
2.1 Project Directory	8
2.2 Enforcing Authorities	9
2.3 Utilities.....	9
2.4 Emergency Services	10
2.5 Project Notification to HSE & Other Statutory Notices.....	10
2.6 Project Address	10
2.7 Project Key Dates.....	10
2.8 Hours of Work.....	10
2.9 Existing Records, Drawings & Information.....	10
2.9.1 Existing Services.....	11
2.9.4 Existing Ground Conditions	11
2.9.5 Current Use of Adjacent Sites.....	11
2.9.6 Proposed Temporary Works	11
2.9.7 Road and Traffic Systems Adjacent to the Site	11
2.10 Planning and other Restrictions Applicable to the Site	11
2.11 Client Health, Safety and Environmental Requirements.....	11
2.12 Traffic Management & Segregation of Vehicles and Pedestrians.....	11
2.13 Site Fencing and Security	12
3. Management Structure and Responsibilities	13
3.1.1 Organogram	13
3.1.2 Internal Directory.....	14
3.2 Consultation with the Principal Designer and Designers.....	14
3.3 Exchange of Health and Safety Information	14
3.4 Pre-Construction Health and Safety Meeting within the SAT Developments Ltd Team.....	14
3.5 Exchange of H & S Information between SAT Developments Ltd and Contractors	14
3.6 Controlling Designers	15
3.7 General Duties of Contractors.....	15
3.8 General duties of All Employees.....	15
3.9 Production and Acceptance of Risk Assessments and Method Statements	15

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

3.10	Permit to Work	16
4.	Information, Instruction & Training	16
4.1	Induction Training.....	16
4.2	Contractor Toolbox Talk & General Training	17
4.3	Non-English-Speaking Contractors.....	17
4.4	Contractor Competence.....	17
4.5	Consultation with Employees – Health & Safety Meetings.....	18
5.	Management of the Work.....	18
5.1	Health & Safety Monitoring.....	18
5.2	Communication Methods	19
5.3	PPE/ RPE	19
5.4	Direction and Co-ordination of others	20
5.5	Selection and Appointment of Supply Chain.....	20
5.6	Protection of the Public and Site Security	21
5.7	Welfare Facilities	21
5.8	First Aid	21
5.9	Accident Reporting, Recording and Investigation	21
5.9.1	RIDDOR Reporting	22
5.9.2	Action to be taken in the event of an Injury or Medical Emergency	22
5.9.3	Action to be taken in the event of the discovery of Asbestos Containing Material (ACM's) or a material which you suspect could contain asbestos	22
5.9.4	Near Miss and Hazard Reporting.....	22
5.10	Site Rules.....	23
5.11	Risk Assessment and Method Statements	24
5.12	Drugs and Alcohol.....	24
5.13	Mobile Phone Use	24
5.14	Fire and Emergency Procedures	25
5.15	Plant, Tools and Equipment	26
5.15.1	Competence	26
5.15.2	Inspection.....	26
5.15.3	Mobile Plant and Equipment	27
6.	Arrangements for Controlling Specific Project Risks	27
6.1	Significant Hazards Specific to This Project.....	27
6.1.1	Working at Height (preventing falls) (HS_CS_009)	27
6.1.2	Control of Lifting Operations	28
6.1.3	Demolition Works.....	28

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

6.1.4	Dealing with Services (HS_CS_002).....	28
6.1.5	Storage of Materials	29
6.1.6	Excavation Work	29
6.1.7	Construction of walls	29
6.1.8	Delivery and Removal of Materials (including Waste)	29
6.1.9	Services, Overhead and Underground Services	29
6.1.10	Temporary Works (structural stability).....	30
6.1.11	Working in Confined Spaces	30
6.1.12	Work on or Near Water/ Diving Operations/ Caisson etc. other risks of drowning.	30
6.1.13	Traffic Routes/ Segregation/ Public Interfaces	30
6.1.14	Storage Materials and Management.....	30
6.1.15	Health Risks	30
6.1.16	Other (Specify)	31
6.3	Precautions to be taken at the End of the Day	31
6.4	Housekeeping – Site Tidiness	31
7.	Health Risks.....	32
7.1	Health Surveillance	32
8.	Health and Safety File	32
9.	Record Cross Referencing	33
10.	Charter for Safe Working Practice – Covid 19.....	34

1. Introduction

SAT Developments Ltd are committed to ensuring the health, safety and wellbeing of their employees, contractors and any other person affected by the activities being undertaken is not put at risk. SAT Developments Ltd also recognise the need to operate in a manner consistent with sound environmental management practices, whilst balancing the business aims of the company and clients with the requirement to care about, manage and, so far as reasonably practicable, protect the environment and prevent pollution.

This Plan is a dynamic document demonstrating how SAT Developments Ltd will plan and construct the works, with due regard to safety, health and environmental matters. This plan will be developed and maintained as necessary as the project progresses.

1.1 Initial Project Health and Safety Risk Assessment

The identification of project specific SHE issues and the manner in which the construction phase will be managed must be set out within the Construction Phase Plan. This plan must set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. Specific risk assessments are addressed in section 5.11 of this plan. In addition, Site Management must consider the wider risks of the project such as public protection, segregation of vehicle and pedestrian routes etc in the production of an initial project health and safety assessment. This form should then be used as the first part of the initial assessment process to capture the relevant information, and identify where specific risk assessments are required, and who is responsible for their production.

1.1 Review of the Health, Safety and Environment Plan

The project management team, assisted by their contractors, will review the plan at regular intervals, not to exceed monthly. The review will take into account significant changes to the project such as:

- Any planning restrictions
- Changes to personnel appointments and responsibilities
- Phased completion/stage of project
- Emergency Arrangement updates
- Changes to site layout e.g. traffic management
- Changes in environmental aspects/impacts
- Changes to company procedures/processes and legislation

1.2 Project Health & Safety Objectives and Goals

It is the intention of SAT Developments Ltd (Principal Contractor) and the Client to ensure that health and safety is given due regard on this project. To achieve this, the co-operation of all contractors is essential along with good planning and adopting a risk assessment approach to identify hazards and put measures in place to control hazards if they cannot be eliminated.

Project Specific Health, Safety & Environmental goals are:

- The project is to be delivered in a safe manner as far as reasonably practicable with the construction time frame and operational constraints.
- SAT Developments Ltd will act as coordinator for the various contractors working on site. All contractors are expected to comply with current legal requirements, good working practices and the site rules as detailed in Appendix 6 which will be brought to the attention of all employees, contractors and visitors on site.
- SAT Developments Ltd request that all subcontractors and their employees assist us in implementing this plan to ensure the health, safety and welfare of everyone. The company Health, Safety and Environmental Manager will regularly be visiting site so personnel will be able to voice any concerns or feelings regarding health and safety. Should an employee see an unsafe act or find themselves in an unsafe situation they should report it immediately to their Supervisor or the Site Manager.

2.0 Description of the Project

Change of Use and new structure to accommodate 4no new residential flats.

The front section of the property, at first floor, which currently houses storage space for the retail unit, is proposed to be converted to a single 2-bed flat split over two storeys through the addition of a mansard roof structure with dormer windows.

A further 3 new flats – comprising a 2 bed flat and 2no. 1 bed flats - are proposed at the rear of the property in a new structure that includes a single storey, that matches the size and location of the scheme already consented at the neighbouring 262 London Road, and a stepped second storey that reflects the mansard proposed to the front of the site and Louise Court, London Road in the wider street view.

The area between the two new 'sections' of development is proposed as amenity space for use of the flats. This area directly aligns to the amenity space consented and implemented at 262 London Road and also acts as a visual and massing buffer to the rear of 266 London Road.

In total therefore 4no. new flats are proposed on the site alongside the retention of the A1 retail unit at ground floor.

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

2.1 Project Directory

Role	Address Details	Contact Information	
Client	Jack Sowden, SAT Developments Limited, 7-9 The Avenue, Eastbourne, Sussex. BN21 3YA.	Name: Tel: E-mail:	Jack Sowden 07552 313637 jack@satdevelopments.co.uk
Architect	Primmer Olds B.A.S. 61 Cromwell Road, Southampton, Hampshire. SO15 2JE.	Name: Tel: E-mail:	James Fewtrell 02380 222292 jfewtrell@primeroldbas.co.uk
Principal Designer	Primmer Olds B.A.S. 61 Cromwell Road, Southampton, Hampshire. SO15 2JE.	Name: Tel: E-mail:	James Fewtrell 02380 222292 jfewtrell@primeroldbas.co.uk
Principal Contractor	SAT Developments Limited, 7-9 The Avenue, Eastbourne, Sussex. BN21 3YA.	Name: Tel: E-mail:	Jack Sowden 07552 313637 jack@satdevelopments.co.uk
Site & Project Manager	Rob Sowden. Sowden Project Management Ltd, Springdale, Main Road, Marchwood, Southampton. SO40 4UB.	Name: Tel: E mail	Rob Sowden 07831 226414 rob@satdevelopments.co.uk

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

2.2 Enforcing Authorities

All incidents are required to be reported in accordance with the SAT Developments Ltd Incident reporting procedure. Senior Management will be responsible for the notification of incidents to enforcing authorities as appropriate.

Authority/ Agency	Address	Contact Details	
Health & Safety Executive	151 Buckingham Palace Rd, Victoria, London. SW1 9SZ	Tel:	0330 303 0277
Local Authority	Havant Borough Council. Public Service Plaza, Civic Centre Rd, Havant PO9 2AX	Tel:	023 9244 6019
Environmental Agency	District Office: DEFRA - ENVIRONMENT AGENCY SOUTHERN WATERLOOVILLE OFFICE THE MEADOWS WATERLOOVILLE PO7 7XX	Tel:	023 9244 6019

2.3 Utilities

Body	Address	Contact Details	
Water	Southern Water: Southern House, Yeoman Rd, Worthing. BN13 3NX	Tel:	0330 303 0368
Electricity	SSE: 4 Penner Rd, Havant. PO9 1QH	Tel:	0345 071 9710
Gas	British Gas: Swan House, The Causeway, Staines. TW18 3BF	Tel:	0113 298 0900
Telecommunications	BT: 81 Newgate St, London EC1A 7AJ	Tel:	020 7356 5000

2.4 Emergency Services

Always dial 999 or 112 in an emergency.

2.5 Project Notification to HSE & Other Statutory Notices

On receipt of the (F10 Rev) a copy is to be displayed on the main site notice board.

The following information is also to be displayed on the main site notice board:

- The Health and Safety Law Information Poster (all information boxes to be completed where relevant)
- A copy of the company Health, Safety & Environmental Policy Statement.
- A copy of the company certificate for Third Party Liability Insurance.

2.6 Project Address

264 London Road, Waterlooville, Hampshire. PO7 7HG.

2.7 Project Key Dates

Item	Date
Issue of Pre- Construction Information to Principal Contractor	01.07.21
Time allocated by Client / CDM Coordinator for the planning and preparation of the construction work	6 Months
Site Possession	01.04.21
Construction Phase Start Date	01.09.21
Planned Completion Date	July 2022
Last date for contractors (including Principal Contractor) to submit information for Health & Safety File	31.08.21

Refer to Contract Program for further details.

2.8 Hours of Work

Site Construction hours will be:

Monday to Friday 08.00 – 17.00
Saturday 08.00 – 12.00 (if Required)

Any work to be undertaken outside of the above hours will be done with prior agreement with the Site Manager

2.9 Existing Records, Drawings & Information

All tender and pre-construction information is stored in the project folder.

2.9.1 Existing Services

Contractors are responsible for ensuring that existing services are traced, identified, protected and marked clearly prior to work commencing. The accuracy and detail of all service drawings is to be verified. When undertaking excavation work a 'Permit to Dig' must be obtained before breaking ground.

- ALL areas where the demolition activity and or cranes are to traverse shall be subjected to CAT/Genny scan prior to activity and or movement of plant
- ALL excavation activity shall be subjected to scanning with CAT/Genny on all modes prior to commencement of all digging activities.

2.9.4 Existing Ground Conditions

Not applicable as new Flats to be constructed above the existing Retail Unit.

2.9.5 Current Use of Adjacent Sites

Surrounding buildings on London Road primarily present A1-A5 usage to the high street at ground floor level.

At upper levels a number of surrounding properties have been converted/retained as residential (C3) usage.

The property at 262 London Road has recently received consent and is being converted to provide 3no new flats

2.9.6 Proposed Temporary Works

Temporary Works Register will be developed by Site Manager if required.

2.9.7 Road and Traffic Systems Adjacent to the Site

The access will be off Rockville Drive car park.

2.10 Planning and other Restrictions Applicable to the Site

All works are to be planned to minimise the impact and disruption to existing clients, tenants, neighbours, residents and members of the public; this should include road users. Construction activities that will be audible at the extremes of the site boundary may only take place between the hours of 07.30 – 17.00hrs Monday to Friday and 09.00 – 13.00hrs on a Saturday (if required).

2.11 Client Health, Safety and Environmental Requirements

None issued at the time of preparing this document.

2.12 Traffic Management & Segregation of Vehicles and Pedestrians

Working areas will be segregated/fenced off, so as to prevent unauthorised access. The type of fencing or barriers will be identified for each work area.

Temporary barriers and/or a watchman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site or in shared areas (for example, during loading and unloading).

Deliveries of materials for use on site will be controlled according to the nature of materials to be delivered and the type of delivery vehicle.

Access will be maintained for emergency services at all times.

The Project Manager will prepare a traffic management plan if required, providing a marked-up site drawing – **to be displayed on Site**.

Pedestrian and traffic routes will be separated wherever it is reasonably practicable to do so.

All vehicles will be booked into and off site and a check will be made to ensure that they are clean and free of mud and that they are sheeted when carrying materials that could dislodge.

All drivers will be required to wear full PPE and fall protection must be in place.

2.13 Site Fencing and Security

The site boundary will be protected by Heras fencing. Each working area will be left in a secure state at the end of each day.

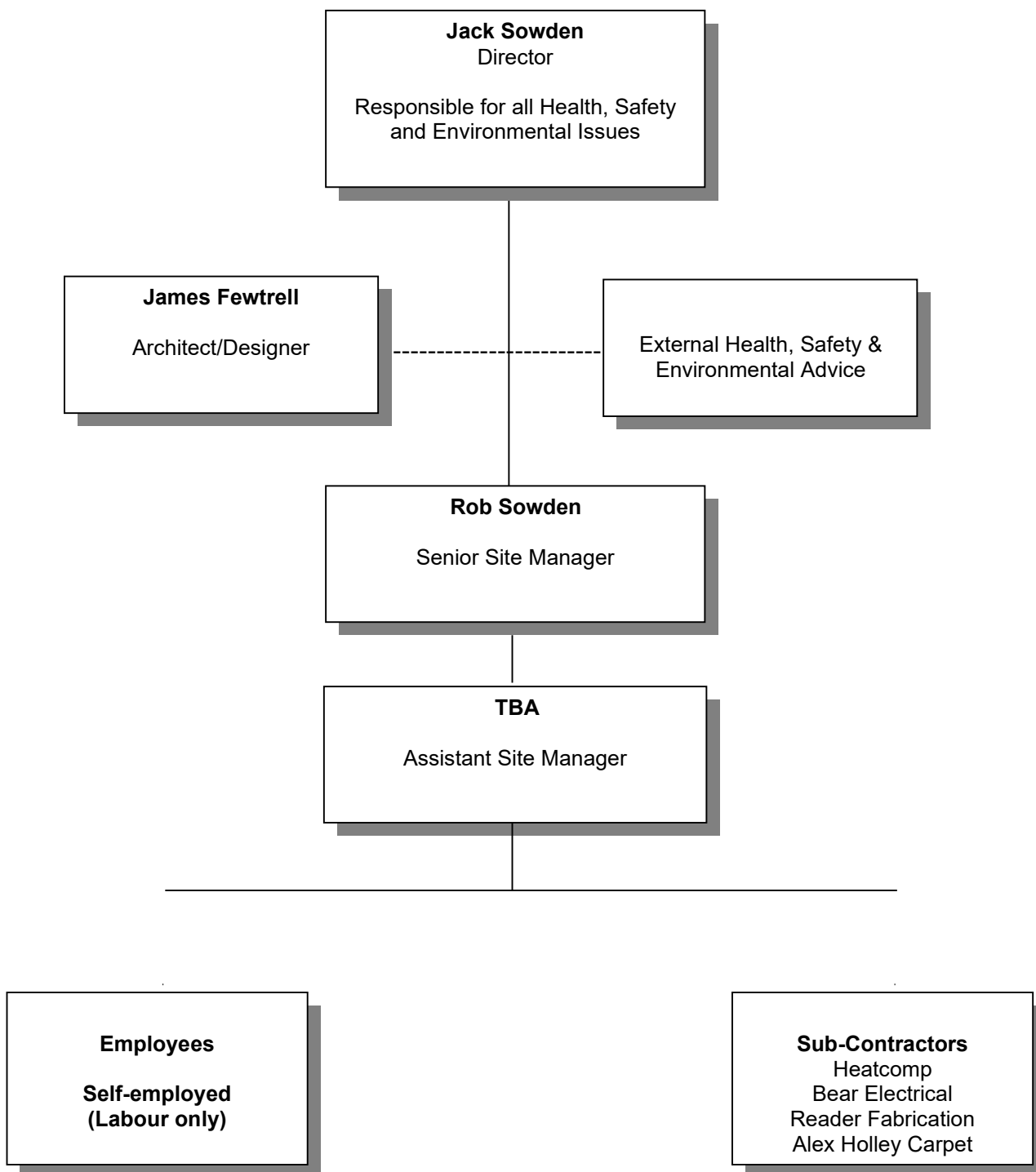
All equipment and materials will be safely stored within containers when not in use. Mobile and other plant will be immobilised with covers fitted.

During working hours, regular monitoring of the site will take place to ensure that no unauthorised persons are present. A site register will be in place and all contractors and visitors are required to sign in and out of site.

Work areas will be segregated from the adjacent premises by hoardings, fencing and visible barriers, according to specific requirements. Refer to our Site Plan.

3. Management Structure and Responsibilities

3.1.1 Organogram



3.1.2 *Internal Directory*

The duties and responsibilities of all duty holders are detailed in the company's Health and Safety Policy document. A copy is available on site or by request from Health, Safety and Environmental Manager.

3.2 **Consultation with the Principal Designer and Designers**

SAT Developments Ltd will liaise with the Principal Designer as required according to the work in progress and difficulties experienced. This will be a standard item on the agenda of progress meetings.

3.3 **Exchange of Health and Safety Information**

SAT Developments Ltd as Principal Contractor will be the on-site point of contact for all significant information flow between the Principal Designer, Architect and Contractors.

The Project Manager will lead with regards to on-site Liaison and the senior Supervisor for each contractor will be nominated as the Liaison Officer for that contractor.

The Project Manager will act as the liaison between project organisation and personnel.

3.4 **Pre-Construction Health and Safety Meeting within the SAT Developments Ltd Team**

The Project Manager shall arrange a pre-construction health and safety meeting with the Site Manager/Supervisor plus other essential team members in attendance. The purpose of this meeting is to ensure all relevant health, safety and environmental information has been obtained and that the project will be properly planned. Once SAT Developments Ltd team are briefed the site manager should arrange pre-start meetings with the various selected trade contractors. Minutes of all meetings are to be taken and copy held on file/site.

3.5 **Exchange of Health and Safety Information between SAT Developments Ltd and Contractors**

This plan will be updated as the project progresses if the need arises. Information from third parties, Principal Designer and Architect has been included in the appendices of this plan and this information forms part of the overall plan. In addition, details of site specific hazards will be outlined to contractors at tender stage, in particular the hazards relating to particular package being tendered by the contractor, together with any special precautions or control measures the Principal Contractor feels should be applied. Contractors should evaluate this information during the planning of their work and shall clearly state the control measures they will be applying in their risk assessments.

All construction work will be subject to a detailed method statement which must be submitted to Project/Site Manager for review prior to work commencing.

SAT Developments Ltd will co-ordinate the activities of contractors on site and if any contractor has any health, safety or environmental concerns or there is a co-ordination problem with other contractors this should be referred to Site Manager as soon as possible. If a contractor becomes aware of a hazard that has not been foreseen, they should bring this to the attention of SAT Developments Ltd and discuss precautions that can be adopted to minimise the risk.

3.6 Controlling Designers

If a problem arises which questions or may require a change or review of the existing design, SAT Developments Ltd will ensure this is formally raised with the designers, and in addition in the case of significant changes the Principal Designer will also be notified. Any changes in design will be evaluated and where appropriate the designer will complete a design change form and add to the design register. All interested parties will be advised are to be advised of the changes with revised drawings and/or information being issued.

3.7 General Duties of Contractors

To achieve a safe and healthy site the Principal Contractor will need the co-operation of all contractors. As well as their legal duties, contractors are required to assist the Principal Contractor by:

- Informing the Site Manager of any significant risks that have not been foreseen and ensuring that appropriate precautions and control measures are put into place.
- Ensure that their employees have received the relevant information, instruction and training as is necessary to ensure their own health and safety.
- Provide the appropriate Personal Protective Equipment
- Provide well maintained plant, tools and equipment.
- Ensure that employees adhere to the site rules and their own safe systems of work/method statements and risk assessments.
- Only carry out tasks within their scope of work for which they are competent to do so.
- Co-operate with others and co-ordinate the work so as to ensure the health and safety of other workers who may be affected by their work.
- Report any unsafe conditions/acts to the Site Manager.

3.8 General duties of All Employees

The Health and Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts of omissions, and to co-operate with their employer by observing the company's policies, procedures and the site rules.

3.9 Production and Acceptance of Risk Assessments and Method Statements

Contractors must undertake risk assessments and method statements for the work they will be undertaking and in control of. Generic assessments or model assessments must be re-evaluated to confirm that they are applicable to the specific work being undertaken on the site. Similarly, with regards to method statements, these must be site specific. Where a model statement is to be used it must be adapted to reflect the conditions and arrangements of the site.

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

Risk Assessments and Method Statements must be submitted a minimum of 5 working days in advance of the planned commencement of the work to allow the Project/Site Manager sufficient time to review and assess what impact the work will have on other contractors and site activities.

3.10 Permit to Work

A permit to work system is in operation for the following work practices:

- Hot Works
- Confined Space
- Work on electrical installations
- Digging and excavation work
- Crane and lifting operations

The Site Manager will be in overall control of the permit system; where the requirement for a permit has been identified through a risk assessment it is the contractor's responsibility to follow the procedure. Permits are issued for one day or shift (whichever is shorter). All permits are to be returned with all sections completed to the Site Manager/permit controller on completion of the works, at end of day or shift.

4. Information, Instruction & Training

4.1 Induction Training

All personnel who work on site will receive a site induction on the morning of their first day prior to commencing work. Visitors to site (delivery personnel etc.) will receive inductions covering those topics relevant to their activities. Visitors will be accompanied at all times. Where necessary, measures will be taken to ensure that foreign workers receive suitable inductions. (This requirement is not anticipated but not ruled out).

The induction will be carried out by the Site Manager or their appointed representative. The course must cover the following topics:

General

- Site Rules
- Site Management Team
- Project Health & Safety Objectives
- Site Specific hazards/risks at time of induction to include the location of Asbestos Containing Materials
- Site operational hours and arrangements for access and security
- Location of First Aid personnel and boxes and reporting procedure
- Emergency procedures
- Safety equipment
- Arrangements for welfare and Hygiene
- Location of the health and safety plan and relevant Risk Assessments and Method Statements
- Arrangements for reporting unsafe acts/conditions or any concerns
- Traffic Management plan

Site Hazards

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

- Access/egress to site
- Plant, Machinery and Craneage – Lifting procedures
- Scaffolding
- Power Tools & Hand Tools
- Ground Works – excavations, piling etc.
- Housekeeping

Occupational Health Concerns

- Noise
- Vibration
- Manual Handling
- COSHH
- Leptospirosis

Environmental Aspects

- Environmental Emergency Arrangements
- Waste Management & Disposal
- Noise, Dust, Vibration, light and traffic movement nuisance
- Local Archaeology
- Wildfire
- Wildlife

4.2 Contractor Toolbox Talk & General Training

All contractors are expected to undertake job specific training in the form of method statements, risk assessments, pre-start briefings and regular briefings and toolbox talks as required. Contractor Supervisors/Foremen are to maintain records of all training completed and these should be available when requested.

4.3 Non-English-Speaking Contractors

SAT Developments Ltd endeavors to be an equal opportunities employer and accepts that more and more contractors are entering the UK mainland construction industry. It is possible that there will be instances on site where English is not the first language and communication on site becomes increasingly difficult.

- Contractors are responsible for ensuring that all non-English speaking personnel are capable of receiving and understanding all verbal and written communications and instructions through a dual language supervisor or employee at site.
- Where personnel speak, understand or read limited English the employer is responsible for ensuring the information has been fully understood by the employee.

4.4 Contractor Competence

All contractors will be required to provide proof of training and competence prior to commencing work on site. Any operative arriving on site without an industry recognised training scheme card will not be permitted to work. Where this is not available the Site Manager must assure themselves of the competence of the contractor or operative. Registration and or affiliation to CSCS is the minimum standard for all SAT Developments Ltd personnel and sub-contractors.

A Minimum 20% verification check for authenticity with the issuing body will be carried

out.

CITB online check for following cards: CSCS, CPCS, CISRS, CCDO, SICCS, Utilities Engineering and Refrigeration. - <https://www.citb.co.uk/en-GB/Cards-testing/How-do-I-check-card-details/Online-Card-Checker/>

Personnel with a management or supervisory responsibility will be required to submit personal CV Port Folio or similar to further demonstrate experience in appointment.

Contractors are responsible for maintaining their training records on site.

4.5 Consultation with Employees – Health & Safety Meetings

The workforce will be encouraged to consult with site management at every opportunity (i.e. during inductions, briefings, toolbox talks and other site meetings).

An 'open door' policy is in place. All site operatives are able (and encouraged) to approach site management with their queries and observations.

Suggestion boxes will be placed in the welfare facilities so that operatives can make constructive suggestions.

If sub-contractors bring to site any personnel who may not consider English to be their first language, the Project Manager will consider whether special measures will be necessary to ensure they can be provided with suitable and sufficient information, instruction, training and supervision. They may seek advice from the company H&S Consultants as appropriate.

The company produces regular Safety Alerts and guidance information brochures that must be displayed and shared with all operatives.

5. Management of the Work

5.1 Health & Safety Monitoring

SAT Developments Ltd will undertake the following monitoring system:

- Daily checks by the Site Manager regarding general Health & Safety standards
- Contractors Supervisors will be expected to undertake daily checks of the work areas under their control
- The statutory inspections will be undertaken and recorded in the registers located in the site office or where a contractor is undertaking their own inspection on their equipment a copy of the register must be on site and readily available for checking and auditing.
- Inspections undertaken by external safety consultants
- Random inspections by SHE Manager and senior management team.

With regards to the monthly inspections carried out by our external consultants, a formal written report is submitted to the Site Manager and copied to the SHE Manager and senior management team (including the Director) for their information.

All activities or contractors which are present on site for more than 6 weeks from commencement of their works must provide a safety advisors report by their appointed safety advisor within 2 weeks of the 6-week point.

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

5.2 Communication Methods

Company methods of communication that the project must comply with, as applicable, are clearly laid out in the Internal Participation and Consultation Process.

- The project shall have a Health and Safety notice board established in accordance with Site Layout and Signage Guidance.
- Toolbox Talks and method statement briefings are important methods of consultation and communication with the workforce. Toolbox talks and method statement briefings will be recorded and located in the Project Filing Structure. SAT Developments Ltd also operates an “open door” policy on all projects.
- Additional meetings will be held as deemed necessary throughout the project. Contractors will be invited to these additional meetings as appropriate where the issues will be discussed and copies of relevant/ revised documents will be made available.

The following methods of communication (not generic) are applied on this project for the following:

Client:	{Information requested by the Client to be provided as required. Regular Progress Meetings to include relevant Agenda items covering Health & Safety issues. Reports and minutes will be held in the Project Filing Structure}
The exchange of Health and Safety information between contractors:	{Information regarding Health and Safety will be exchanged on the project in a number of ways: - 1. Health & Safety Plan; 2. Method Statements; 3. Risk Assessments; 4. Safety and Environmental Alerts; 5. Daily Briefings; 6. Safety Forums; 7. Toolbox Talks; 8. Panel of Enquiries; 8. Correspondence (letters, memos); 9. Minutes of meetings}
Third Parties:	{The project team will deal with all communications from Third Parties promptly and make a record of all actions taken to deal with complaints regarding Health & Safety. Records will be held in the Project Filing Structure}.
Handling Design Changes:	{Design Change will be managed and communicated in accordance with the SAT Developments Ltd Design Change Process. Any specific arrangements for this project will be outlined in the Design Plan.}
Include any other project specific methods as appropriate:	

5.3 PPE/ RPE

Standard PPE/RPE of Hard Hat, High Visibility Clothing, Safety Footwear and Gloves must be worn by all personnel. Additional PPE/RPE to be issued to specific personnel based on the Risk Assessment produced for a specific task.

5.4 Direction and Co-ordination of others

All Suppliers and Sub-contractors are informed of their SHE responsibilities, and their capabilities are checked as part of the subcontractor approval process, prior to them arriving on site, which includes the requirement to complete a pre-start meeting as part of the order placement process.

The Supplier and Sub-contractors are responsible for ensuring their own work meets the required standards in health and safety. If the Supplier is found to be lacking in this regard then they must be informed, at first verbally and then if it continues in writing. Further transgressions will result in a prohibition notice being issued.

The Principal Contractor will ensure that the Sub-contractors on the project conform to all necessary regulations, legislation and processes.

Prior to carrying out work, all employees and subcontractors are required to attend Site Inductions. Once on site they are required to attend co-ordination/progress meetings as defined by the site team.

5.5 Selection and Appointment of Supply Chain

Sub-contractors appointed by SAT Developments Ltd will be selected after consideration of previous experience and/or answers provided in completed competence questionnaires and formal interviews. We will follow up references and additional background checks with the HSE and other relevant bodies.

The criteria for assessing contractors, as described in the CDM ACoP, will be followed where appropriate. This condition also applies to sub-contractors who may let the work themselves (but only after prior agreement with us).

Where sub-contractors are involved in design work, their names will be forwarded to the CDM coordinator.

The Site Manager is responsible for ensuring adequate co-ordination and control of all contractors; this will be achieved by:

- Only employing contractors from companies approved contractors list.
- Ensuring all essential health, safety and environmental information is provided to all contractors.
- Ensuring contractors written safe systems of work meet with the company's standards.
- Ensuring that contractors produce risk assessments and method statements and inform their employees of the precautions and control measures that need to be implemented via a tool box talk. The Project/Site Manager must review and accept the Risk Assessment/Method Statement prior to work commencing.

Contractors are reminded of their duties to co-operate with the Principal Contractor and other contractors as defined in the CDM Regulations and the Management of Health and Safety and Work Regulations.

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

5.6 Protection of the Public and Site Security

Security of the site is paramount both in terms of protecting the public and securing the site from trespassers and intruders. The Workplace Risk Assessment identifies and considers the proximity of the general public to the works being undertaken; this is located in the Project Filing Structure.

5.7 Welfare Facilities

SAT Developments Ltd will provide and maintain the following central facilities on site when designated as Principal Contractor for the project:

- Toilets and washing facilities; including soaps, hand-cleansers, sanitizers and towels or hand drying facility.
- Facilities for making warm drinks, heating food and consuming food and drinks.

The washing facilities will consist of sinks or bowls of sufficient size, together with running hot and cold water, soap and paper towels. In the early stages of the project temporary facilities may have to be provided until service connections are completed and made available. The standard of temporary facilities must be as close as practicable to the above-mentioned standards.

All contractors and site personnel may use the facilities providing they are used in a sensible manner and kept in a clean and orderly condition. The consuming of food outside of the welfare facilities is strictly forbidden.

Any contractor found to be abusing the facilities will be prohibited from using them and they will be expected to provide their own facilities at their cost. Smoking is not permitted anywhere on site.

5.8 First Aid

SAT Developments Ltd or Sub-Contractors will have one trained First Aider on site (this may be revised based on the First Aid Risk Assessment). The First Aid post is located in the site office along with an HSE approved First Aid box and an eye wash station.

Contractors must satisfy their own duties under the First Aid at Work Regulations and have their own trained First Aider and a first aid box available to their workforce at all times.

The list of First Aid trained personnel will be on display in the site office health and safety notice board.

All incidents must be reported to the SAT Developments Ltd Site Manager, Project Manager and SHE Manager as soon as possible and the Accident/ Incident Notification Form to be completed and sent to the SHE Manager. This process is in addition to sub-contractors own procedures.

5.9 Accident Reporting, Recording and Investigation

5.9.1 RIDDOR Reporting

All accidents and incidents will be reporting in accordance with SAT Developments Ltd Accident Incident and Near Miss reporting and Investigation.

All contractors and personnel will be made aware of the reporting procedures for accidents and dangerous occurrences as detailed in RIDDOR Regulations. All RIDDOR reportable incidents and injuries will be reported to Project Manager, Directors and SHE Manager.

All incidents are required to be reported in accordance with the SAT Developments Ltd Incident reporting procedure. Senior Management will be responsible for the notification of incidents to enforcing authorities as appropriate.

5.9.2 *Action to be taken in the event of an Injury or Medical Emergency*

Access the situation and ensure that the person is not in danger due to local environment. If there is a risk of danger leave the injured person where they are and make the area safe by isolating any equipment or plant and stopping any unnecessary vehicle movements or persons entering the area.

Contact the nearest First Aid trained personnel. The First Aider will take charge of the affected person. First Aid box to be located and handed to First Aider.

Where required the emergency services should be contacted as soon as possible.

Site Manager to be informed of all Injuries and incidents as soon as possible prior to leaving the site.

5.9.3 *Action to be taken in the event of the discovery of Asbestos Containing Material (ACM's) or a material which you suspect could contain asbestos*

- **STOP WORK**
- Inform Site Manager
- Erect barriers and signage to warn others where safe to do so
- Do not re-enter the area until authorised to do so
- Contact SAT Developments Ltd SHE Manager

5.9.4 *Near Miss and Hazard Reporting*

A near miss is defined as 'an event not causing harm but has the potential to cause injury or ill health'. It is an incident where only for good fortune someone was not injured, killed, damaged their health or a significant environmental incident. It can include incidents where material damage or losses occur, or merely incidents which had the potential for all of the above.

A hazard report is where something is identified that has the potential to cause harm to people or the environment.

SAT Developments Ltd is proactive in encouraging site operatives to report such incidents to the Site Manager. The Site Manager should investigate each report and Near Misses must be reported using the company's internal Initial incident report form.

By investigating and evaluating the causes of near miss situations many valuable lessons can be learnt and the necessary corrective actions can be implemented to prevent re-occurrence which could result in harm or injury to personnel or the environment.

5.10 Site Rules

All contractors, employees and visitors will be required to comply with the requirements of the Construction Phase Health, Safety and Environmental Plan. The site rules poster (Appendix 6) will be displayed on the Health & Safety notice board in site office and will be explained during site induction.

Any breach of the site rules will be treated as serious. Serious breaches may result in disciplinary action including the removal from site.

- Always book in and out of site
- Ensure that you wear the correct PPE Hard Hat, Boots and Hi Vis vest at all times
- Use pedestrian walk ways
- No Smoking other than the designated Smoking Area
- Do Not Leave Plant Keys in Plant
- Seat Belts must be worn when operating ride on plant
- All tools to be 110v supply and PAT Tested (records of PAT testing to be available)
- Do Not operate any machinery or tool that you are not trained for
- Always obtain a Hot Work Permit for hot work
- Always obtain a Permit to Dig if you intend Digging or Excavating
- Only use ladders or steps if you have authority to use them
- Never use a scaffold if it is out of use
- Never attempt to adapt or adjust any scaffold
- Report anything that you consider to be unsafe
- When cutting, Grinding, drilling, breaking etc always use the appropriate PPE including eye protection, face mask and always cut wet
- Always check the vibration magnitude levels of all vibrating tools
- Always record use of vibrating tools
- Always wear ear protection in noisy areas
- Keep welfare clean and tidy and report faults to the site manager
- Keep work area clean and tidy

Site Working Hours:

Monday to Friday
SATURDAY
SUNDAY

08:00 to 17:00hrs
08:00 to 12:00hrs (if required)
No Work

5.11 Risk Assessment and Method Statements

All known SHE hazards and risks will be reviewed at the pre-start meeting. Risk assessments, method statements and safe working practices are to be prepared and approved in advance of commencement of all operations on site. Risk assessments and method statements will be recorded and retained on site. Where information is insufficient the contractor must be contacted urgently and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the design team and which generally affect the site or its proposed works are:

Ref No	Operation	Risk Assessment	Method Statement	Date Required	Date Issued	Date Checked
1						
2						
3						
4						
5						
6						
7						
8						
9						

Ongoing hazards will be managed using a live Risk Assessment and Method Statement Register. This will be developed and retained on the project to ensure the timely completion of required documentation.

5.12 Drugs and Alcohol

It is a condition of employment by the Company and in respect of any person attending our sites that they will not: -

- i). Report, or endeavor to report, for duty whilst under the influence of alcohol or drugs.
- ii). Report, or endeavor to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
- iii). Be in possession of alcohol or non-prescribed drugs during working hours.
- iv). Consume alcohol or non-prescribed drugs during working hours or at lunch times.

To comply with the above, all site personnel will avoid: -

- i) Consuming alcohol or non-prescribed drugs in the twelve hours immediately preceding attendance at work.
- ii) Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii) Consuming alcohol or non-prescribed drugs during working hours.
- iv) Consuming alcohol or non-prescribed drugs whilst not in work but on call.

5.13 Mobile Phone Use

The use of mobile phones is permitted if safe to do so.

5.14 Fire and Emergency Procedures

A site Fire Management Plan will be developed to include arrangements for means of raising the alarm and means of escape.

A Fire Risk Assessment will be carried out and the details displayed on the site notice board; the Site Manager (or Supervisor) will act as the Fire Safety coordinator and will put in place procedures as required in the risk assessment.

A Fire drill will be carried out and recorded within 7 days of site set.

A fire extinguisher will be provided and located in convenient areas throughout the site. All operatives will receive information about the nature and location of extinguishers during their site induction training.

A means of raising the alarm will be provided; these must only be used in an emergency. The Fire Assembly point will be located at a safe place as identified in the risk assessment.

All hot works being undertaken on site will be carried out under the control of a 'Permit to Work – Hot Works'. Any contractor who has to work with naked flames i.e. welding, propane torches must have a fire extinguisher with them at the work location and must have discussed the work and had permission prior to commencing from the Site Manager. No Fire Extinguisher, No Permit.

Acetylene cutting gas will only be permitted where a specific risk assessment and emergency plan has been produced and submitted to Site/Project manager. In some locations SAT Developments Ltd reserves the right to prohibit the use of acetylene gas.

All gas welding or burning will be undertaken using suitable well-maintained equipment. Training certification will be required for those undertaking the work. Flash back arrestors will be fitted to equipment and hoses will be in good condition and not perished or damaged. Gauges will be undamaged and functional. A shut off key to be attached to the gas bottles for immediate use in an emergency.

Gas bottles to be stored and used in an upright position (under no circumstances should they be stored or used whilst they are laying down). The gas bottles will be secured to prevent them falling over and a suitable fire extinguisher will always be present.

Action to be taken in a Fire Emergency

Upon discovery of a fire, the Project Manager or his deputy will follow the following procedure: -

- Sound the alarm and shouting 'FIRE, FIRE'.
- Ensure that all personnel immediately evacuate the site (or individual houses) and assemble at the Fire Assembly point.
- If it is safe to do, establish the precise location, type and extent of the fire.

If necessary, call the emergency services giving the following information as

appropriate:

- Full site address
- Type and extent of emergency
- Details of missing persons
- Presence and location of hazardous, flammable or explosive substances

The person who telephones the emergency services will remain on the line until the operator specifically instructs that all necessary information has been received and understood.

Ensure that a responsible person is designated to meet the emergency services on their arrival in order to direct them to the location of the fire and provide any other requested information such as isolation points and last known location of any missing persons.

5.15 Plant, Tools and Equipment

5.15.1 Competence

Subcontractors shall ensure that SAT Developments Ltd is provided with formal confirmation of competence and HSE training relating to key plant, equipment and activities including but not limited to the following:

Plant Operatives – Excavators, Dumper trucks, cranes, forklifts, teleporters, MEWPS, Bucket quick hitch systems

Activities - Confined space entry, erection of mobile scaffold towers, use of cartridge operated tools, use of grinders

5.15.2 Inspection

The Site Manager shall ensure that:

- Mobile plant and equipment delivered to site shall be checked to ensure that statutory requirements with regards LOLER Regulations are met and the plant has arrived to site in a suitable condition for safe use.
- A competent and authorised plant operative will inspect the plant prior use on site. All mobile plant will be checked daily and weekly by a competent and authorised operative and check sheets to be completed on weekly basis.
- The site manager or designated person/contractor will review and file the daily and weekly checklists for future reference.

The Subcontractor shall ensure that:

- A safe system of work is in place to regularly inspect tools and equipment
- No modified equipment is to be brought on site
- Records of inspections are maintained. Copies of inspection and test records are available for inspection and audit purposes.
- Equipment deemed unfit to be used on site is to be tagged as defective and removed from use.
- 110v supply to be used on site.

5.15.3 Mobile Plant and Equipment

All mobile plant and equipment to be operated in line with guidance set out in the manufacturers operating instructions and training. Mobile plant will not be utilised in any role it was not specifically designed to be used for.

- Plant will not be left unattended with keys in the ignition or with engines running.
- Mobile plant will be fitted with seat belt or lap strap
- Mobile plant will not be operated on the highway unless specifically designed and fitted with equipment to allow road going legislation to be met
- Plant will only be utilised as lifting equipment or as an item of lifting equipment when fitted with appropriate safe working load indicators and warning devices such as audible alarms or flashing lights
- Wheeled mobile plant when used as a static lifting device will deploy stabilisers to aid stability. When utilised as a mobile lifting device axle locks will be used
- When mobile plant is used in any lifting operation a suitable and sufficient lifting plan and permit will be in place
- Mobile telephones are not to be used whilst operating plant or in the seat position of any mobile plant
- The movement of plant around site will be done with a suitably trained banksman to assist the plant operative

6. Arrangements for Controlling Specific Project Risks

6.1 Significant Hazards Specific to This Project

6.1.1 Working at Height (preventing falls)

Work at height is unavoidable.

The Project Manager will supervise work and will determine, in consultation with contractors, which methods of access and protection from falls are to be used for each operation. The following equipment will be provided as necessary: -

- (a) Timber pole ladders or Metal
- (b) Step-ladders (internal only, restriction on use)
- (c) Tube & fitting scaffolding
- (d) Purpose built access equipment (such as podium steps)
- (e) Soft landing system ('bean bags').

Ladders

- Ladders will be correctly secured or footed when in use and extend at least 1.05m past their landing point.
- Ladders will be set at an angle of 75 degrees (1 in 4).
- Ladders and stepladders will only be used for access or as a workplace after the Project Manager has assessed the matter and determined that no suitable alternative is available.
- Where their use is necessary, it will only be permitted if three points of contact can be maintained (i.e. at least one hand will be holding the ladder at all times).

Construction Phase Health & Safety Management Plan @ 264 London Road, Waterlooville, Hampshire. PO7 7HG.

Scaffolding

- Tube & fitting scaffolding will be erected and maintained by recognised contractors and conform SG4:10, and will conform to BS EN 12811-1, TG20:13 and the Work at Height Regulations 2005.
- The Project Manager will carry out all statutory inspections of the scaffolding as required by the Regulations. Records of inspections will be retained on site.
- Additionally, the scaffolding will be inspected on a daily basis to ensure that the structures are safe for use. Any concerns will be notified to the scaffolders and addressed prior to anyone being permitted onto the scaffolding.
- Scaffolding Load bays must be fitted with a SWL sign.
- All scaffold will be load class 4 with 1.8m spacing at the standards
- All scaffold will be formally handed over by the contractor and accepted only after the site manager has checked it.
- All adaptations must be authorised by the site manager only who must ensure that once adapted, the scaffold is only used by those for whom it has been adapted.
- Any scaffold that is out of use must be closed out with a physical barrier and sign "Scaffold not in use".
- All scaffold will be held on a register using the form found in the site managers Health and Safety Manual.

Roofing

- Roofing works shall be undertaken in accordance with the guidance contained in the HSE publication, HSG33 - 'Health and Safety in Roof work'.

6.1.2 Control of Lifting Operations

A Lifting Plan will be prepared for all lifts in accordance with current H&S regulations.

Lift plans for all lifting operations will be prepared and implemented as set out in the Company Standards

6.1.3 Demolition Works

Demolition will be undertaken in accordance with current H&S regulations. .

6.1.4 Dealing with Services

The Project Manager will ensure that at the commencement of the construction phase, all information has been gathered about existing services.

The services to the existing property will be formally disconnected and certified as such. Water should not be completely disconnected but left on a stop at the point of the incoming rising main.

If there are overhead power lines running through the main site prior to them being re-directed, measures will be incorporated in the site safety arrangements to fully mitigate any risk of any contact.

6.1.5 *Storage of Materials*

We will set up storage areas throughout the site.

Materials stored at the work area will be placed so as to avoid causing obstruction and will be stored safely.

All ISO containers will be locked when not in use and the keys held with the site manager.

6.1.6 *Excavation Work*

All works will be conducted in accordance with current H&S regulations.

All excavation work will require a permit. This is found in the project managers Health and Safety Manual.

We will CAT survey all areas prior to breaking the ground.

Mechanical excavation will be carried out to within 500mm of any known service.

Details of the safe working measures will be as per the appropriate risk assessment and method statement prepared by ourselves and/or our subcontractors.

6.1.7 *Construction of walls*

Bricks and blocks will be laid in a controlled manner.

Where necessary, we will temporarily support newly laid work, particularly during windy weather conditions.

Brick and block off-cuts will be cleared frequently.

Mechanical cutting will be via abrasive wheels. Water will be used to suppress dust (control of silica).

6.1.8 *Delivery and Removal of Materials (including Waste)*

Delivery and removal of materials will comply with Traffic Management Plans and also delivery procedures

6.1.9 *Services, Overhead and Underground Services*

All works will be conducted in accordance with SAT Developments Ltd Company standard

All services will be identified before any works proceed. Overhead services will be highlighted using "Goal Posts". Underground Services will be located accurately by trial pits and when found will be plotted and marked clearly by posts. Utility companies have been contacted to confirm.

6.1.10 Temporary Works (structural stability)

All works will be conducted in accordance with SAT Developments Ltd Company standard

Site Manager will be prepare a Temporary Works Register.

6.1.11 Working in Confined Spaces

All works will be conducted in accordance with current H&S regulations.

Confined Space will only be carried out by trained, competent operatives. This operation will be carried out under the control of Specific Risk Assessment and Method Statement. It is also will be a permitted operation.

6.1.12 Work on or Near Water/ Diving Operations/ Caisson etc. other risks of drowning

All works will be conducted in accordance with current H&S regulations.

Not applicable on this contract

6.1.13 Traffic Routes/ Segregation/ Public Interfaces

All works will be conducted in accordance with SAT Developments Ltd Company standard.

Not applicable on this contract.

6.1.14 Storage Materials and Management

All works will be conducted in accordance with current H&S regulations.

6.1.15 Health Risks

All works will be conducted in accordance with SAT Developments Ltd Company standard.

Health screening will be undertaken as well as recording daily HAVS. Noise, assessments of all tools and operations will be made prior to any work being undertaken and noise levels will be taken during operations.

During operations that will or have the possibility of causing a dust nuisance the following steps will be taken. Vacuum extraction or damping down where will be carried out and operatives will wear appropriate dust mask. Face Fit testing will be carried out on anyone wearing masks.

6.1.16 Other (Specify)

No other risks identified

6.3 Precautions to be taken at the End of the Day

At the end of the working day all plant should be positioned and immobilised so that it is safe and will not interfere or obstruct other contractors. Smaller items of plant should be isolated and stored in safe position.

Electrical items are to be turned off and the plug removed from the power supply. Compressed gas cylinders must be isolated at the valves.

Contractors Supervisors must check their job sites to confirm the areas are safe, especially regarding fire safety.

All hot works are to cease 30 minutes from the end of the working day to ensure there is no risk of fire. Site Manager to check work area prior to closing the permit.

All fuel points and bowsers are to be secured and positioned to reduce the risk of theft or vandalism.

All high value items to be secured or removed from site i.e. electrical hand tools or cable drums.

Site Gate to be closed and secured at end of every working day.

6.4 Housekeeping – Site Tidiness

Good housekeeping on site is essential to maintain a safe site. All contractors will be expected to keep their work area tidy and 'clean as you go'. It is the responsibility of the contractor to dispose of all waste they generate on site according to the Site Waste Management Plan. If contractors fail to do this SAT Developments Ltd reserve the right to arrange clean-up of the contractor's area but will counter charge the contractor.

Contractors are reminded that the sites can be very tight for space with limited or no space for vehicle access/movements therefore careful planning will be required with regards to the storage and removal of waste.

7. Health Risks

7.1 Health Surveillance

SAT Developments Ltd is aware of their responsibilities for ensuring the long-term health and well-being of its employees and those contractors under their control.

Where health surveillance has been identified as being required either by a risk assessment for hazards such as vibration, noise, welding, or by specific legislation such as Asbestos or COSHH, health surveillance will be undertaken and monitored by a registered Occupational Health Practitioner.

8. Health and Safety File

The Health and Safety File should contain the information needed to allow future construction work including cleaning, maintenance, alterations, refurbishment or demolition to be carried out safely. Information contained in the file should alert those carrying out such work to the risks and should help them identify how the work can be done safely.

The file should be useful to:

- Clients who have a duty to provide information about their premises to those who carry out any work there.
- Designers during the development of any further designs or alterations
- Principal Contractors and Contractors preparing to carry out or manage such work
- Principal Designer for preparing for construction work.

Clients, designers, Principal Contractors, other contractors and the Principal Designer all have legal duties in respect to the Health and Safety File.

When putting together the Health and Safety File, the level of detail should allow the likely risks to be identified and addressed by those carrying out the work.

The layout and format of the Health and Safety file will be determined by the Principal Designer in the Pre-Construction Information Pack.

The Project Manager will collect and gather the information for the Health and Safety File, where that information is available on site.

Contractors will each be provided with a list of information required for inclusion within the Health and Safety File.

Information for the Health and Safety file will be stored on site and at SAT Developments Ltd Head office.

9. Record Cross Referencing

All projects maintain a suite of health and safety files which hold all health and safety records generated on the project, in line with the requirements of the construction phase health and safety plan. Below is a matrix of the records that will be maintained on this project.

Section Ref.	Health and Safety Records
11.1	Construction Phase Health & Safety Plan
11.2	Risk Assessment & Method Statements
11.3	Accident, Incident and Near Miss Reporting Records
11.4	Induction Records
11.5	Training & Appointments
11.6	Briefing and Toolbox Talks Records
11.7	Emergency Records
11.8	Inspections & Audit Reports
11.9	PPE Records
11.10	First Aid
11.11	Permits (subdivided by type of permit)
11.12	Vibration (HAVS) Records
11.13	Temporary Works Records
11.14	COSHH Records
11.15	Occupational Health Records
11.16	Noise Records
11.17	Manual Handling Records
11.18	Lifting Records (LOLER)
11.19	PUWER
11.20	Confined Spaces Records
11.21	Ladder records
11.22	Scaffolding Records
11.23	Control of Diseases
11.24	Electrical Equipment Records
11.25	Asbestos Records
11.26	Traffic Management Records
11.27	Fire Records
11.28	Close Down Information

10. Charter for safe working practice – Covid 19



CHARTER FOR SAFE WORKING PRACTICE – COVID-19

During the coronavirus pandemic the health and wellbeing of our workforce, visitors to site and the local community is our number one priority.

Home-building has a major role to play in helping our economy recover from the impact of coronavirus. The Government is supportive of construction activity continuing **where it is safe to do so**. Home building supports hundreds of thousands of jobs and thousands of businesses. It also provides billions of pounds to improve local infrastructure in the areas where new homes are built.

We all share the responsibility to ensure that this site can operate safely and in accordance with Government advice.

We will do that by:

- ▶ Working with our workforce, subcontractors and suppliers to develop and share detailed safe working practices
- ▶ Only undertaking operations, we know can be carried out safely
- ▶ Establishing safe access and egress to the site
- ▶ Providing safe shared facilities
- ▶ Giving all site visitors a safety induction to ensure they fully understand the measures in place on the site to protect them and others
- ▶ Ensuring measures are in place to enable anyone on site to abide by social distancing guidance and taking mitigating action to reduce the risk of transmission where not possible
- ▶ Having clean welfare facilities and hand washing points and sanitisers across the site
- ▶ Developing detailed policies that allow customers to visit sites and view homes safely and in accordance with all social distancing guidelines

We are asking all visitors to our site to:

- ▶ Register with the site management team upon arrival for a coronavirus briefing
- ▶ Stay at home if they have any coronavirus symptoms or are living with someone who has
- ▶ Apply government guidance for safer travel, including the avoidance of use of public transport where possible
- ▶ Take time to understand and comply with all guidance provided, in particular with regards to social distancing
- ▶ Report any concerns to the site manager/coordinator named below

[Insert NAME, CONTACT NUMBER, and EMAIL ADDRESS].

Rob Sowden - robsowden50@gmail.com

Our trained site management and sales teams will be able to answer any questions workers and visitors may have.

- ▶ Communicating with our neighbours so they are aware we are working to Government guidelines
- ▶ Ensuring that compliance with these rules is monitored very closely. **Any person found to be breaking these rules will be removed from site and may not be allowed to return.**

Stewart Baseley
Executive Chairman HBF



Robert Jenrick
Secretary of State for Housing



Further guidance for site working can be found here:



If you are working on this site, or are a member of the community and have any concerns please contact us in confidence on

robsowden50@gmail.com

*The Home Builders Federation (HBF) is the representative body of the home building industry in England and Wales.

STAY ALERT, CONTROL THE VIRUS, SAVE LIVES