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**CONSTRUCTION PHASE
HEALTH & SAFETY PLAN**

**As Required by
The Construction (Design and Management) Regulations 2015**

This Construction Phase Plan has been prepared for:

New Build Retail Unit

Undertaken at:

**Lidl Kirkby
Knowsley Cross Retail Park
Kirkby
Merseyside
L32 8RD**

Title Health and Safety Construction Phase Plan

Author Dromore Safety Services

Date 11th May 2026

Version	Date	Detail	Prepared By	Position	Checked By	Position
A	11.05.2026	First Issue	Dromore Safety Services Ltd	External H&S	Stuart Doyle	PM

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1.0 THIS HEALTH & SAFETY PLAN

This Construction Phase Plan has been developed from information provided by the client and Braithwaite Fit Out Ltd and will be further developed as the Project progresses through the construction phase.

This Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

This document will be clearly displayed and available to all persons working on/visiting the site.

1.1 PRINCIPAL CONTRACTOR

- Braithwaite Fit Out Ltd will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation.
- To develop the Construction Phase health and safety plan into a working project document, ensuring that it contains all the necessary information.
- Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and Braithwaite Fit Out Ltd site-specific rules. Project Safety information will be disseminated through site inductions and weekly briefs/talks with operatives and contractors' representatives.
- Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations particularly where they may impact on others.
- Maintain the Safety Notice Board and the display of all Statutory Notices.
- Advise the Principal Designer of any discoveries or proposals regarding design matters.
- Procure the appointment of competent designers or contractors as far as is reasonably practicable using the supply chain management process.
- Monitor the health and safety performance of persons and companies working on the Project.
- Secure all information that will be required for inclusion in the handover of CD and Health and Safety file so that the building owners / users can safely use and maintain the site.
- Maintain the provision of training and safety information to all on site personnel that may suffer risk to their own health, safety and welfare whilst working on the Project.
- Encourage an open-door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk /cause them harm will be underlined.

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1.2 CDM AIMS AND OBJECTIVES FOR THE PROJECT

Braithwaite Fit Out Ltd aims are:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction (Design & Management) Regulations 2015.
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected.
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the Project;
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction.

1.3 SAFETY STANDARDS AND OBJECTIVES FOR THE PROJECT

Braithwaite Fit Out Ltd will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

- Maintain the highest standards in health and safety.
- Comply with all current Health and Safety Legislation and Approved Codes of Practice.
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian).
- Identify and address all risks arising from both our and our contractors' activities to include fire.
- Police and co-ordinate, through our Site Health & Safety Co-ordinator (Site Manager) the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE).
- Work with the Clients direct contractors to maintain safety and site co-operation.
- Employ a Safety Manager/Advisor to carry out safety audits and inspections.
- Maintain adequate levels of welfare facilities for the work force, including contractors.
- Assess the impact of site activities on the environment and manage to minimise it.
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

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1.4 SITE SAFETY POLICY STATEMENT

Braithwaite Fit Out Ltd regards the provision of a safe and healthy working environment on the project as a principal objective. This objective can only be achieved by the co-operation of Braithwaite Fit Out Ltd, employees, subcontractors, the client and his representatives. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM).

Braithwaite Fit Out Ltd will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

Braithwaite Fit Out Ltd has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of our activities. Such procedures are devised to conform to the requirements of CDM.

It is the responsibility of Braithwaite Fit Out Ltd to:

- Sustain and carry out this policy at their disposal.
- Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate.
- Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
- Ensure that the operations of Braithwaite Fit Out Ltd are carried out without risk to the health and safety of third parties.
- Braithwaite Fit Out Ltd will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents which affect health and safety at work and to prevent any adjustment or damage to plant and equipment which may create a hazard.
- All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.
- Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.
- The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of Braithwaite Fit Out Ltd.
- All those involved in the project have a statutory duty to comply with this Construction Phase Plan and to provide Braithwaite Fit Out Ltd with any information which they have, which is needed to keep the Plan up to date.

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2.1 PROJECT/ CLIENT

Removal of Existing hardstanding followed by the Construction of a new retail store for Lidl GB and another retail unit.

2.2 PROJECT ADDRESS

Lidl Kirkby
 Knowsley Cross Retail Park
 Kirkby
 Merseyside
 L32 8RD

2.3 DESCRIPTION AND SCOPE OF WORKS

Removal of Existing hardstanding followed by the Construction of a new retail store and retail unit.

Works include.

- Demolition
- Excavation
- New foundations
- New drainage
- New slab
- New steel frame
- New block work
- New Stonework
- New cladding
- New roof
- New glazing
- New suspended ceiling
- New M&E install
- New painting
- New tarmac
- New white lining
- New landscape
- New fencing
- New ECV charging points
- New Substation
-

Proposed Start Date: 14.06.26

Expected Completion Date: 11.01.27

Normal working hours During the site works the BFO shall pay full regard to the best practicable means available in respect of the control of noise and dust from the site. In addition, no operations which are audible at the site boundary

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shall be carried out: (i) outside the hours of 0800 to 1800 weekdays(ii) outside the hours of 0800 to 1300 Saturdays, and (iii) at any time on Sundays or Bank Holidays

2.4 DUTY HOLDER DETAILS

CLIENT

Contact: Ilona Mazurek
Tel: 07968510839
E-Mail: Ilona.mazurek@lidl.co.uk

PRINCIPAL DESIGNER

Braithwaite Fit Out Limited
Contact: Laura Quinn
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Email: laura@braithwaitegroup.com

DESIGNER/ARCHITECT

HTC Architects
Contact: Matthew Holyrod
Tel: 07711900044
Email: matt@htcarchitects.co.uk

Principal Contractor Braithwaite Fit Out Ltd

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Liverpool
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STRUCTURAL ENGINEER

Toppings Engineers
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M&E

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hello@KDCH.co.uk
07850 427388

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Utilities Co-ordinator

Laura Barker
 Poole Dick
 0780220202
l.barker@pooledick.com

HEALTH AND SAFETY EXECUTIVE (HSE) Local Office

Redgrave Court,
 Merton Rd,
 Bootle,
 L20 7HS

2.5 FORM OF CONTRACT

The Principal Contractor shall produce a project programme that is to be agreed with the client prior to works commencing onsite. This is to consider the contents of any method statements and work sequences that may be required because of risk assessments.

2.6 EXISTING ENVIRONMENT

Building drawings are available from the client. Safe access and egress for visitors must be always maintained and the work area fenced off. Access arrangements should be made via the designated site contact at all-time access MUST not be prohibited in any way.

2.7 PREVIOUS LAND USE

Currently occupied as a car park.

2.8 SURROUNDING AREA

As Principal Contractor, we will ensure that suitable and adequate measures are provided including Method and Risk assessments to ensure:

- Liaison with department personnel to ensure no risk of harm as a result of activities.
- The prevention of dust from work arising.
- Protection from and to vehicles and personnel using premises.
- The safety of all general public/store personnel during access/egress of contract personnel, vehicle movements, material deliveries, installation and any other activities arising during the works.

2.9 EXISTING SERVICES

The Principal Contractor will be responsible for locating and identifying all services which may be affected by activities in this contract. This information will be made know to employees and sub-contractors. Any isolation requirements of existing services will be confirmed and a permit to work issued prior to work commencing.

2.10 EXISTING STRUCTURES

The works are confined to the proposed site boundary.

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2.11 ASBESTOS

N/A

Asbestos Procedure before construction (if found)

- Operatives will be equipped in the correct equipment as per specific site rams from contractor
- Asbestos once identified will be covered in protective sheeting
- Litter pick across wider site to ensure everything is collected and pick up and careful placefuly within asbestos bag
- Asbestos will be fully bagged and air seal
- Asbestos will be removed and placed into a skip
- Skips will be air sealed
- Asbestos skips will be removed, and correct tickets will be issued
- Clear air test once removal has happened
- The above will be issued within 7 days to client

Emergency Asbestos Procedure during construction

- If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
- Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will stop until investigation has deemed is safe to continue.
- If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
- Upon notification of the discovery of suspected asbestos material, the Designated Responsible Manager/Supervisor should inform head office immediately--head office will then contact an Asbestos Consultant so that samples can be taken.
- If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
- If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required.
- In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos. Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment. Contact your site manager/supervisor for further advice.
- Braithwaite Fit Out Ltd will carry out any necessary investigations in association with the Asbestos Consultant.
- In every case of suspected release of uncontrolled asbestos, the Head Office must be contacted as soon as possible, and an incident report form completed as soon as practical.
- If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. A copy of this record should be given to the employee with instructions that it should be retained indefinitely. A copy should also be sent to the HR Manager to be placed on the individual's personnel/medical records. This will be kept for a minimum of 40 years.

NOTE: This procedure is to form part of the site induction and should be displayed on the safety notice board and accessible within the site file.

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2.12 GROUND CONDITIONS

As per the contract documents issued by the client. (site specific notes below)

- Soil samples tested in the laboratory did not exceed contamination limits. Contractor to remain vigilant any suspicious material is encountered during works, operations **must pause immediately** and further investigation carried out.
- For future site works, adequate lateral trench support will be required for excavations to prevent trench wall collapse or over-excavation, and to ensure a safe working environment below a depth of 1.20 metres. Excavations should remain open for the shortest time possible, as some of the underlying materials may deteriorate if exposed to the elements for extended periods.
- The report states hallow water ingresses are likely to occur within shallow construction related excavations and therefore provision should be made for the introduction of suitable groundwater control measures, in order to take care of any ingresses of groundwater which may occur, especially during the wetter periods of the year

2.13 EXISTING TRAFFIC SYSTEMS

The principal contractor is to note that access must be gate protected during the day with management for access. All escape routes shall be adequately illuminated during working hours in poor light conditions.

The Principal Contractor (Braithwaite Fit Out Ltd) will ensure that suitable and sufficient precautions are taken to prevent unauthorised access and to ensure the safe passage of vehicles and pedestrians past the premises.

Co-ordination of deliveries of materials and equipment will be necessary to reduce risks arising from the movement of existing site transport and the offloading, lifting and movement of that material and equipment.

Times of deliveries, number of vehicles, access and egress of materials to and from the work areas will need to be assessed and agreed between the Principal Contractor, contractors & client at the commencement of the Project and at progress meetings during the Project.

The Principal Contractor will ensure that site specific arrangements are in place to ensure:

- Safe manoeuvring vehicles around the site.
- Safety when vehicles enter and leave the site with particular care to pedestrians and vehicles using the existing buildings and main highway.
- Access routes are always maintained for emergency services.
- Full time gate and banksman on site

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Site Set Plan



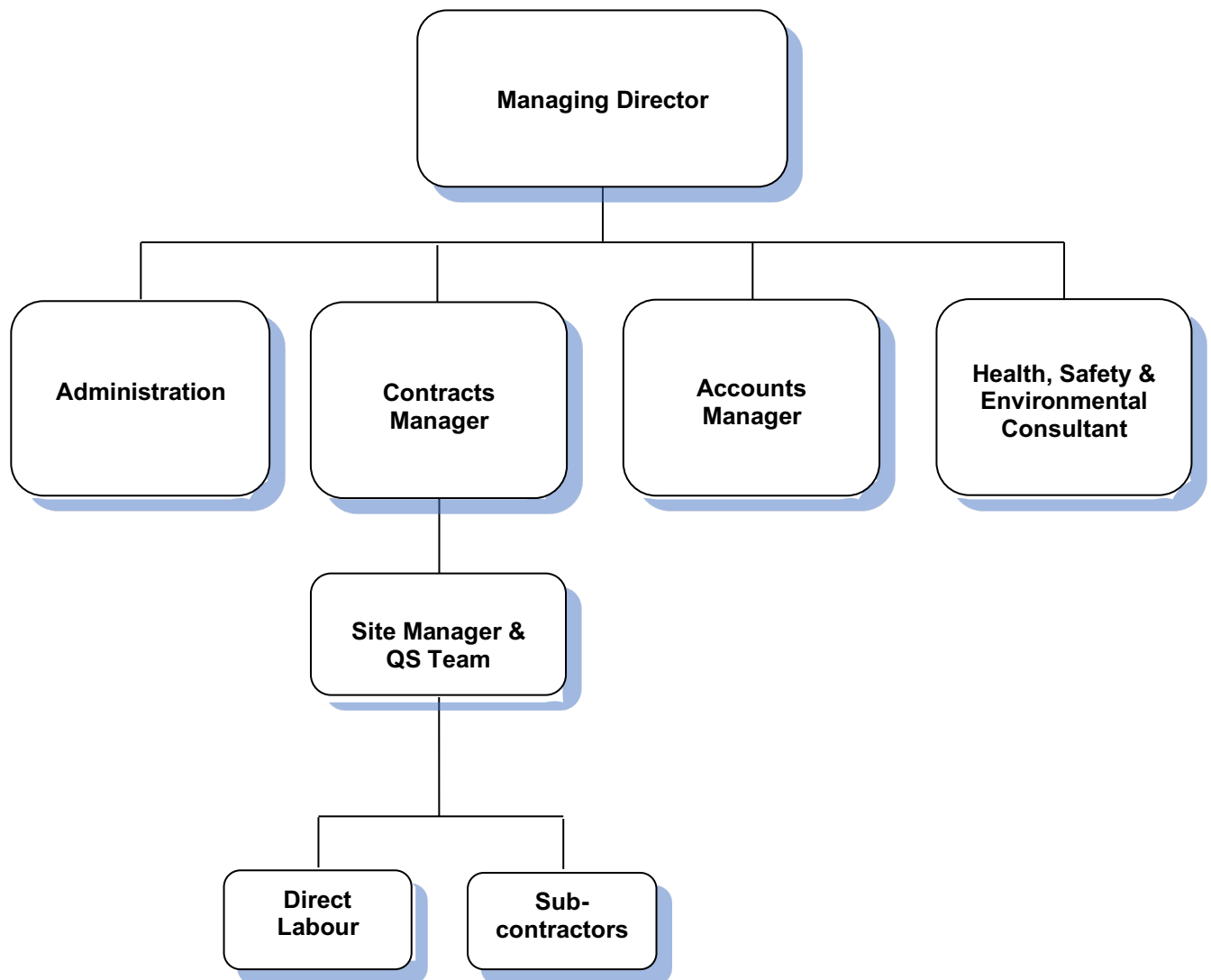
3.1 MANAGEMENT TEAM FUNCTION

Braithwaite Fit Out Ltd has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will:

- Consult with all stakeholders to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspirations.

3.2 PROJECT ORGANISATION AND PERSONNEL



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3.3 RESPONSIBILITIES

3.3.1 Managing Director

The Managing Director (MD) is responsible to the board for setting out the overall strategy for health and safety within Braithwaite Fit Out Ltd and ensuring the implementation of Braithwaite Fit Out Ltd health and safety management standard. Although the overall responsibility for health and safety management within Braithwaite Fit Out Ltd remains with the MD it is to be expected that certain tasks will be devolved to other employees such as, Fire Officer, Safety Representatives etc. In the event of such actions the MD will ensure that those employees will be competent through experience, knowledge, and training to carry out their roles effectively.

3.3.2. Consultant Health and Safety Advisor

Braithwaite Fit Out Ltd have taken the decision to appoint an external health and safety advisor to provide advice and assistance in the conduct of its health and safety programme. The advisor will work at two discreet levels:

Strategic level:

- Communicate changes in health and safety legislation or best practice to the Managing Director.
- Assist in the periodic review of health and safety operational policies.
- Attend meetings of the health and safety committee.

Operational level:

- Carryout periodic audits to assess the progress towards health and safety standards.
- Advise the Managing Director of areas of concern, recommending actions for improvement.
- Assist in the provision of training.

3.3.3 Contracts Manager

The contracts manager is responsible to the managing director, for the effective management of health and safety and the implementation of Braithwaite Fit Out Ltd health and safety management standard. Contracts managers will be proactive in cultivating and maintaining a positive health and safety culture promoting safe and healthy working through support, involvement and collective effort. Contracts Manager must ensure that all managers are made aware of their responsibilities for health and safety and for the maintenance of safe and healthy working conditions in the areas under their control.

The Contract Manager is responsible for the maintenance of a safe and healthy working environment within the areas under their control.

The Contract Managers responsibilities are:

- Assess the risks of work activities within their area and take appropriate and suitable action within their means to remove the hazards or to institute controls to minimise the risks.
- Ensure that all equipment and machinery within their areas is maintained in a safe condition and without risk to staff.
- Carry out regular safety inspections within their areas, initiating remedial action where appropriate.
- Prepare site rules and safe systems of work, ensuring that any applicable statutory regulations or professional safety standards are observed.
- Provide information, instruction, training and supervision as required to ensure the health and safety of staff for which they are responsible.
- Refer to and communicate with the Consultant Health and Safety Advisor to establish best practice.

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3.3.4 Site Manager

The Site Manager is responsible to the Contracts Manager for the day-to-day maintenance of safety standards with the site the principal tasks are:

- Fostering an understanding amongst all staff that injury prevention and damage control are an integral part of business and operational efficiency.
- Ensuring that assessments of risk as required by current legislation are carried out and suitably recorded and implemented at their site.
- Carrying out regular workplace surveys to assess compliance with safety standards and to identify potential hazards and to bring these to the attention of their Contracts Manager or the Consultant Health and Safety Advisor.
- Investigating the cause of any accidents or dangerous occurrences and recommending means to prevent recurrence.
- Supervising the recording of accident records, assessing trends and reviewing overall safety performance.
- Keeping up to date with safety legislation, recommended codes of practice and new safety literature.
- Assisting with training on health and safety matters.
- Liaison with sub-contractors on health and safety issues.

3.3.5 Members of Staff

All staff whether in supervisory or management positions have a responsibility to take reasonable care for their own and other's health and safety. All staff must co-operate in the maintenance of a safe and healthy working environment, and they must properly use any control measures, including engineering controls, protective equipment, other equipment or systems of work, provided for their safety or welfare. They should report any hazards identified or noted to the relevant manager. Ideas for improving the safety of workplaces are encouraged and suggestions should be put to line managers and/or supervisor.

- **Temporary Work Co-Ordinator** needs appointing and documenting, and the TW register will be maintained. This is still TBC and once confirmed certification will be provided.
- **Fire Warden** – needs appointing and certification will be provided once appointed.

3.3.6 Contractors

All contractors will operate in accordance with Braithwaite Fit Out Ltd procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation

- All contractors shall co-operate with each other to facilitate the safe operation of site activity
- All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

4.0 INFORMATION ABOUT RESTRICTIONS WHICH MAY AFFECT THE WORK

- Reference is made to the items given below, these sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.
- Section 5.0 of this document also details Risk Registers for the existing environment and the design; this information will be used as a basis for developing method statements.

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4.1 ACCESS/EGRESS

Braithwaite Fit Out Ltd will ensure that restrictions to premises are known by all operatives/contractors, their employees and visitors. The Site Manager will ensure that all contractors/employees/visitors attend a site induction prior to obtaining access to premises. A record of all inductions will be kept on site

Times of deliveries, number of vehicles, access and egress of materials to and from the work areas will need to be assessed and agreed between the Principal Contractor, contractors and Client at the commencement of the Project and at progress meetings during the Project.

Braithwaite Fit Out Ltd will ensure that site specific arrangements are in place to ensure:

- Safe manoeuvring vehicles around the site.
- Safety when vehicles enter and leave the site with particular care to third parties and vehicles using the existing premises
- Access routes are always maintained for emergency services.

4.2 DELIVERIES

- All deliveries will be met and reversed on site by a competent banksman.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum.
- Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager and Client.
- Deliveries or loads entering and leaving the site will have a fixed cover, suitable for the purposes of preventing materials and dust spillage. This will apply to the transport of materials by road, rail or waterway.
- Where “Just in Time” deliveries are not economic or practical, site storage of materials and plant will be very carefully controlled and restricted allocation of zones to trades will be applied.

4.3 TRAFFIC/PEDESTRIAN ROUTES

As Principal Contractor, we will ensure that suitable and adequate measures are provided including Method and Risk assessments to ensure:

- The Principal Contractor will ensure that site specific arrangements are in place to ensure:
- Safe manoeuvring vehicles around the site.
- Safety when vehicles enter and leave the site with particular care to pedestrians and vehicles using the existing buildings and main highway.
- Access routes are always maintained for emergency services.
- Site delivery will be only guided through the site for the main gates and by a gatekeeper
- Pedestrians will be only guided through the pedestrian designated gate and through the self-contained welfare area and must be inducted before entering the working area
- A wheel wash will be on site delivery gates to clean each vehicle before leaving
- A weekly road sweeper will be in place to maintain the street roads to the surrounding properties
- Full time gate and banksman will be on site for the duration of the project

4.3 ACCIDENTS, FIRE AND EMERGENCY SERVICE

Clear access for emergency personnel shall be always kept. All accidents will be reported, and details entered into the Site Accident Log; details will be forwarded in accordance with Braithwaite Fit Out Ltd Accident Reporting Procedure to the Health & Safety Advisor. Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Safety Notice board. Where required a designated Site Fire Warden will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

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4.5 ANY OTHER RESTRICTIONS NOTED IN THE PRE-CONSTRUCTION INFORMATION

These observances are to be continually reviewed and developed as the Project progresses. The dissemination of changes to Safety information shall be through the Site Health & Safety Co-ordinator to all site operatives/contractors.

5.0 SAFETY RISK REGISTER

As per the plan on site and will be updated as the project continues

5.1 THE EXISTING ENVIRONMENT

This Section highlights the significant hazards that will be inherited as a result of the existing environment.

Hazard/Risk	Description	Control	Principal Contractor
Public Safety			
Unauthorised Access	Unauthorised persons entering work area	Fencing or similar to be erected with signage to prevent access into the work area.	Principal Contractor
Vehicular Movement	Deliveries to site	All deliveries and on site movements are to be supervised	Principal Contractor /Contractors
Environmental			
Noise	Damage to Health Environmental Pollution Damage to Ecology	All operations to be planned in order to minimise the generation of dust. Regular monitoring to be carried out on the site boundaries. Strict 5 MPH speed limit to be enforced for all plant and vehicles on site. Dust to be damped down where possible. Collection at source procedure required in all subcontract RAMS.	Principal Contractor /Contractors
Vibration			
Dust and Mud			
Contaminated Water			
Waste Disposal			
Tree Protection	Damage to environmental and ecology	All tree protection will be in accordance with hillside tree services as part of the planning condition to avoid any damage to the trees.	Principal Contractor
Working in the sun	Exposure to Ultra-Violet (UV) radiation	Check the UV index from the weather forecast, and communicate information to relevant workers, along with prompts to use protective measures. Many weather forecast apps and websites include the UV index – you can also get monitoring devices that trigger action at certain levels. Action should be taken when the index is at three or above Avoid or minimise exposure to direct sunlight in the middle part of the day – 60 per cent of daily UV radiation occurs between 10.00 and 14.00. Many advise minimising exposure until at least 15.00	Principal Contractor

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		Regularly swap job tasks between workers to make sure everyone can spend time in the shade. Make sure rest breaks are taken in shaded areas or Indoors Raise awareness of solar radiation issues with workers, toolbox talks or training sessions – using a resource like IOSH's free 'Sun safety in construction' film will help get the message understood and encourage outdoor workers in any sector to take responsibility for their own health Encourage workers to check their skin for changes to moles or other changes. Detecting the early signs of skin cancer and undergoing early treatment can save lives Sun block to be made available in welfare block	
Buried Services			
Gas	Unplanned damage to live services	Strictly subject to Permit to work and method statement by fully competent and trained personnel i.e. electricians, Gas Safe registered etc	Principal Contractor
Electricity			
Telephone			
Water			
Sewers	Damage to Services Explosion Damage to Property Damage to Plant/ Equipment Flooding/Uncontrolled Sewage Environmental Pollution	All services known to be live are to be marked on site and fenced off. If required, hand excavation to be carried out to determine depth and exact locations. Any unknown services are to be deemed as live until proven otherwise. Area to be fenced off to protect workforce. Emergency Plan in place to cover potential risks from flood/uncontrolled release of sewage and environmental pollution. Refer to HSE Guidance GS6 47 – Avoiding Danger from Underground Services	Principal Contractor
Wells			
Services not plotted	Unplanned damage to live services	Obtain services drawing	Principal Contractor
Competence of contractors			
Emergency Services			
Fire Risk on site	Burning/Welding/ Grinding/Cutting Activities Storage of Flammable Materials/Liquids Accumulation of Waste	Controlled under a Hot Work Permit	Principal Contractor
Fire risk adjacent buildings		All flammable materials stored in secure steel containers Waste materials cleaned up on a daily basis and placed in respective waste skips	
Fire escape routes			
Fire Assembly point			

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Outside boundary works including utilities.

- **Suitable RAMS will be produced for any works outside the site boundary and suitable segregation will be installed at that time and agreed with any necessary third parties.**
- **All works outside the boundary will be completed with debris netting to the fencing**
- **All works outside the boundary will have specific banks man in attendance to warn public and direct them around the works**
- **All operatives working outside the boundary will have task specific PPE as per working within the boundary**

5.2 THE DESIGN

This section highlights the significant hazards identified by Braithwaite Fit Out Ltd and the design team as a result of the design. Braithwaite Fit Out Ltd will manage these hazards during the construction process and will ensure that this Section is kept always to date.

Construction Risks	Description	Control	TMC/Contractor
Site set up	Unauthorised access to work area.	Fencing or similar to be erected with signage to prevent access into the work area	Principal Contractor
Working at Height	Fall of materials, plant and personnel	Working at height to be carried out in accordance with risk assessments and method statements.	Principal Contractor
Slips, Trips and Falls	People being injured following contact with debris and poorly stored materials	Maintain the highest standards of housekeeping on site	Principal Contractor
Manual Handling Operations	Injuries caused by moving and handling of materials or plant.	Manual Handling operations should be Risk assessed and mechanical aids provided where appropriate	Principal Contractor
Working on live surface	Death by electrocution	Strictly subject to Permit to work and method statement by fully competent and trained electricians	Principal Contractor
Control of Noise	Nuisance and damaged caused by noisy operations	Noise to be reduced as far as reasonably possible.	Principal Contractor
Control of Dust	Dust causes a general nuisance to both operatives and those nearby.	Use dust extraction units to reduce the probability of dust becoming airborne. Enclosing, shielding and provision of filters on plant likely to generate excessive quantities of dust and fumes beyond the site boundaries. Items such as dust extractors, filters and collectors on drilling rigs and silos will be used	Principal Contractor
Disposal of waste	Fire, vermin infestation and tripping hazards. Environmental considerations	Waste policy and appropriate arrangements to be in place	Principal Contractor
Fire Precautions	The risk to life and property of a fire incident and associated risk with flammable or explosive materials	A fire risk assessment should be carried out and appropriate arrangements be in place	Principal Contractor

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Plant / Equipment	Risk to life & property of untrained operatives operating equipment	All plant/equipment to hold valid test & examination certification. Only competent operatives to use plant/equipment. Weekly/before use checks to be carried out & records maintained.	Principal Contractor
Lifting Operations	Risk to life & property of untrained operatives operating equipment	All lifting operations will be undertaken by a competent person' undertaking the work in accordance with the Lifting Operations and Lifting Equipment Regulations, they will draw up a plan for the lifting operation and discuss and agree the method, timing and location with the Principal Contractor.	
Noise, Vibration, Dust and Mud	Damage to Health Environmental Pollution Damage to Ecology	- All operations to be planned in order to minimise the generation of dust. Regular monitoring to be carried out on the site boundaries. Strict 5 MPH speed limit to be enforced for all plant and vehicles on site. Dust to be damped down where possible. Collection at source procedure required in all subcontract RAMS. Noise – We will enforce hearing protection zones and provide suitable ear defenders, conduct noise assessments and maintain records as required. Silica Dust – Water suppression or tool extraction, appropriate RPE with face fit certificate, good house keeping with no dry sweeping Vibrations – HAVs register to be maintained, admin controls of job rotation, select low vibration tools	Principal Contractor /Contractors

All temporary works will be signed off the with site temporary works co-ordinater and full design approved prior to commencing off any temporary works.

6.0 IDENTIFICATION AND EFFECTIVE MANAGEMENT OF ACTIVITIES WITH RISKS

6.1 RISK ASSESSMENTS

For site wide elements these will be developed by Braithwaite Fit Out Ltd prior to commencement of any works as part of the establishment process to include:

- The storage and distribution of materials
- Access to the works
- Working at height (steps & ladders)
- Control and disposal of waste
- The provision and use of temporary services e.g. Electricity

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- Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- Exclusion of unauthorised people.

All Contractors will be required to submit an overall project method statement and details of high-risk activities / activities which will impact on others working on site.

All method statements and risk assessments will be accepted by Braithwaite Fit Out Ltd prior to contractors being allowed to commence works on the site. Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures.

The Site Manager shall be responsible for the issue of permits to work to include the following activities:

- Hot works
- Working within an area where openings in floors exist
- Electrical adaptations to existing live supplies
- Adaptations to existing surfaces under conservation orders.
- Working in confined spaces

6.2 SAFETY METHOD STATEMENTS

The Safety Method Statement should contain the following details as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.
- Supervisors: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public and Occupiers.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work. Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address in the above items which will be retained on site for information within the site safety filing system.

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Method statements and risk assessments for each contractor's works will be reviewed before their works commence. Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to Braithwaite Fit Out Ltd prior to works being undertaken.

Braithwaite Fit Out Ltd will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when a Risk Assessment/Method Statement has been agreed by Braithwaite Fit Out Ltd will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should Braithwaite Fit Out Ltd judge a contractor's method of work to be unsafe, then Braithwaite Fit Out Ltd will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

The following trade contract method statements will be produced with specific documents being produced for high-risk activities, (this list will be expanded as the Project progresses as part of the Project Risk Register)

6.3 REGISTER OF APPROVED SUB-CONTRACTORS FOR THIS PROJECT (UPDATED AS PROJECT PROGRESSES)

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7.0 ARRANGEMENTS FOR CO-ORDINATION OF OPERATIONS

Health and Safety issues will be dealt with in conjunction with other relevant issues as part of an integrated management approach. The co-ordination of contractors' activities will be planned by the Principal Contractor and will be set out in the project programme. Day to day co-ordination will however be achieved between contractors by daily morning meetings between the Principal Contractor's, Site Manager and Contractors. Records will be kept of these meeting. Weekly meetings between the Principal Contractor's, Site Manager, Contractors and Policy Holder will be held to discuss progress and plans for the following week and issues that have been highlighted during daily meetings to ensure all health and safety issues are being addressed.

7.1 SAFETY TRAINING

All Braithwaite Fit Out Ltd personnel will undergo both an induction on Company safety procedures and a site-specific induction before being allowed to work on site. All Braithwaite Fit Out Ltd personnel visiting site must undergo an induction on Company safety procedures and be escorted around the premises.

- Contractors will undergo a site-specific induction before being allowed to work on site and must take responsibility for the safety and task specific training of their own personnel.
- All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.
- All contractor and visitor site inductions will be size restricted, social distanced and all individuals will be temperature checked in accordance with Braithwaite Fit Out Ltd COVID-19 site operating procedures.

7.2 SAFETY INSPECTIONS

- Braithwaite Fit Out Ltd Health & Safety Advisor will carry out random site inspections and audits and produce a report. Action on all non-compliances will be agreed with the Site Manager as part of the visit and shall be closed out by the Site Manager.
- Both the Health & Safety Advisor and the Site Manager will monitor the activity of Contractors; non-compliance identified by the latter will result in the issuing of a notice requiring immediate action. Anyone found not to be working safely will be removed from site.

7.3 SAFETY MEETINGS

Safety matters will be on the agenda of the following meetings:

- At Tender meetings, safety aspects of the project will be discussed, and contractors' proposals considered.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractor's proposals for monitoring safety will be agreed.
- Site based daily meetings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements with their own Team and other interested parties on site.
- Site based, Contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by Braithwaite Fit Out Ltd staff where it is deemed necessary to hold a talk on a particular aspect of safety.

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7.4 COLLABORATION WITH WIDER PROJECT TEAMS

All Braithwaite Fit Out Ltd site management team will liaise with the developers site management teams when necessary and will liaise directly to coordinate safe deliveries as well as sharing welfare facilities. All operatives onsite will undergo an induction and toolbox talk from both site management teams to ensure health and safety and site rules are strictly followed. Also, both site management teams will issue RAMS and other site-specific documents to one another should they encounter any interfacing works. The site managers office and welfare facility will include a list of direct lines for both site managers for operatives and any visitors to view.

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8.0 ARRANGEMENTS FOR ASSESSING SUB – CONTRACTOR COMPETENCY

If we need to use a contractor who is not on our Selected Contractors list then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

8.1 CONTRACTORS

Competency checks will include the provision of the following information, as a minimum:

- Health and Safety Policy.
- Insurance details.
- Management structure.
- Risk and COSHH assessments and Site-Specific Method Statements.

Confirmation that they will comply with the Braithwaite Fit Out Ltd Health & Safety Plan.

- Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- Confirmation that equipment to be used is properly selected and maintained.
- Confirmation that plant/equipment operators are properly trained.
- Evidence of CSCS accreditation
- Training details
- Accident/incident/enforcement notices and court action details.

All contractors will prior to being accepted to carry out any works for Braithwaite Fit Out Ltd will complete Braithwaite Fit Out Ltd contractor competency paperwork.

8.2 PLANT

Hired equipment must hold valid certification to demonstrate it is fit for purpose and be tagged and inspected.

8.3 MACHINERY

It is Braithwaite Fit Out Ltd policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER). Wherever there is any significant risk to health and safety due to the work equipment the company will:

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions.
- Before allowing any plant/equipment to be used on site the site manager is required to obtain certification of plant to ensure it is fit for purpose (test and examination certificates) which are held in a site file.

8.4 NOISE

All Trade contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

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8.5 COSHH ARRANGEMENTS

Any Contractor bringing onto site any hazardous substance must notify the Site Manager and be in possession of a suitable COSHH assessment and material data sheet.

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturer's health and safety data sheets.

All containers on site must be labelled.

9.0 MANAGEMENT MEETINGS AND INITIATIVES

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor and discuss how the contractors works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative/Principal Designer:

Type	Frequency
Contract prestart meetings	1 per Contractor prior to start on site
Contract Meetings	Weekly
Progress Meetings	Weekly
Client Meetings	Weekly Informal/ Fortnightly Weekly.
Management Review	As necessary
Design Team	As necessary
Utilities Co-ordination	As necessary

All meetings will be logged in the site logbook/diary and signed off by the site manager.

10.0 DESIGN WORK CARRIED OUT DURING THE CONSTRUCTION PHASE

Braithwaite Fit Out Ltd will ensure that contractors who will be carrying out design work comply with their obligations under the Construction (Design & Management Regulations) and that the outcome of their assessments which are relevant to the project are communicated to others.

Whenever there is a design element in work to be carried out by any of the contractors, they must provide Braithwaite Fit Out Ltd with all details pertinent to health and safety, associated with the design, before work starts.

Braithwaite Fit Out Ltd will in turn, pass this information to the Principal Designer and confirm this is in the Health and Safety Plan.

Any deviation from the original design criteria revealed during the execution of the work must be communicated to the Principal Designer.

10.1 SITE SECURITY ARRANGEMENTS

Security threats to construction sites include the loss of valuable machinery, workers possessions and even loss of life should trespassers disrupt areas of wiring or hazardous materials so at Braithwaite Fit Out Ltd will take efficient measures to ensure our sites are safely guarded. We often install temporary CCTV towers which can be configured quickly onsite, providing instant security for large open spaces. Our CCTV systems are set, by default, to record 24/7 and can be viewed via a mobile device or PC from any location this allows our site management and head office team can always monitor. We

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also employ static guards to protect our sites, assets and people and in most cases, this acts as a huge deterrent for perpetrators. We will also enlist mobile patrols which can act as a first of call service, they can also liaise with emergency services and control rooms for fast acting response to a location, should any incidents occur.

11.0 Emergency Arrangements

- The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
- This site will have a dedicated Site Supervisor, First Aider(s) and Fire Warden.
- A site Emergency can be one or more of the following: fire, accident or any other incident deemed an emergency by management,
- In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.
- As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the Site supervisor have a duty to bring this to the attention of site operatives and Contractors,
- In the event of any of the emergency services being required to attend site, the Site supervisor must make available the details of any flammable chemicals stored on site,
- Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the building, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management,
- Site-specific Emergency arrangements are appended in site file and displayed on notice board.

11.1 ACCIDENT PROCEDURE INCLUDING REPORTING

- All accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure, advising Braithwaite Fit Out Ltd Health & Safety Advisor where appropriate so that we are compliant with RIDDOR. The Site Manager will oversee all entries made in the Site Accident Log which will be kept in the site office.
- The person discovering the accident will raise the alarm verbally by operation of the nearest air-operated horn or by use of mobile telephones.
- In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.
- Braithwaite Fit Out Ltd Site supervisor will check the total.
- Braithwaite Fit Out Ltd Site supervisor will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- Braithwaite Fit Out Ltd Site supervisor shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent Braithwaite Fit Out Ltd Personnel as detailed in the Accident Reporting Procedure together with the Principal Designer and the Client.
- Following an accident or dangerous occurrence a complete investigation will then be carried out by the safety advisor along with Braithwaite Fit Out Ltd which would be conducted in accordance with the procedures highlighted in RIDDOR. The HSE will be informed using the appropriate online F2508 form and using the Incident Contact Centre Website.

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11.2 Emergency Contact Details

A list of emergency contact telephone numbers included below. These details will be displayed in a prominent position in the site office adjacent to the telephone.

Emergency Service or Contact Person	Emergency Number	Action to be Taken
FIRE	999	Contact site fire officer and follow emergency procedure
POLICE	999	Contact directly
AMBULANCE	999	State clearly the condition and current status / nature of injury
TRAFFIC POLICE	999	Ask specifically for the traffic police
HOSPITAL Accident & Emergency	132 St Chads Clinic 132 St Chads Drive Kirkby Liverpool L32 8RE	General Enquiries and A & E
HSE or EHO	HSE Redgrave Court, Merton Rd, Bootle, L20 7HS	All reportable incidents to COSLA Tel: 0845 300 99 23 Fax:0845 300 9924 Email: riddor@natbrit.com
Employment Medical advisory Service (EMAS) Doctor	St Chads Clinic	Medical Attention
Safety Advisor	Dromore Safety Services Ltd Tel: Contact: M. Healy	In the event of any emergency Lost time accident or reportable occurrence contact the named person giving details of incident.
Site Manager	Stuart Doyle	
First Aider	Stuart Doyle	
Local Gas Board	National Gas Emergency	0800 111 999
Local Electricity Board	National Grid	0800 40 40 90

12 Welfare Facilities

Braithwaite Fit Out Ltd will provide welfare facilities, for all contractors and employees working on the Site. That is the provision of clean well-maintained toilets, hot and cold washing facilities, clean towels or hand dryers, hand sanitizers available for operative use and canteen facilities. The maintenance of the visitors, workers toilets and changing rooms will be maintained to a high standard by a logistics contractor to ensure hygiene of the facilities. Operatives can only access the site working areas after receiving induction training and passing through the gate. Site notice boards will be displayed at the site entrances and will display the project particulars, contact details, access and egress procedure, site rules, 24hour contact number for queries and emergencies including all necessary health and safety information. All employees working on site will strictly follow COVID-19 safety procedures which includes staggering breaks this will ensure no more than four operatives are within the site cabins at one time. All the above is to ensure Braithwaite Fit Out Ltd meet the requirements of the Construction (Design & Management) Regulations 2015.

Phase 1 will have a self contained ground hog unit provided all of the above and meeting the requirements of the Construction (Design & Management) Regulations 2015.

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13 INFORMATION AND TRAINING

13.1 Induction Briefing

All employees, sub-contractors, visitors or any other person will be given a site-specific safety induction before commencing work on the site. All those receiving induction will sign for them and records will be kept on site with the Health and Safety Plan. Inductions will be staggered and size restricted, with a maximum of three operatives inducted at once in accordance with COVID-19 procedures.

13.2 Information and notices

The Principal Contractor will ensure that the appropriate statutory notices and signs are displayed on site in accordance with the Health & Safety (Safety Signs and Signals) Regulations 1996 Regulation 28.

13.3 Management/Supervisor Competence

The Principal Contractor will obtain evidence that management and supervisors have the necessary training, skill and experience to carry out their responsibilities in relation to the work undertaken as required by the Construction (Design & Management) Regulations 2015.

13.4 Workforce Competency

Personnel designated specific tasks such as plant driving, operating lifting equipment, fork-lift trucks; first aid, etc will provide evidence of formal certificate of competency. The Principal Contractor will keep records of certification in the site office, which will be available for inspection.

13.5 Toolbox Talks

The Site Manager will use the medium of 'toolbox talks' for tasks where communication and co-ordination of the workforce is important. They will also be used to highlight any relevant information, from site specific risk assessments including appropriate measures to prevent exposure to risks, to instruction on the 'permit to work' system or to re-enforce site rules. Records will be kept of 'toolbox talks, and participants will sign that they have received them.

13.6 Site Registers and Documentation

The following will be available on site:

- (a) Accident Log (book)
- (b) Record of inspections - Site Inspection / Plant Inspections / Equipment Inspection etc.
- (c) Record of scaffold inspections as required by the Work at height Regulations 2005.
- (d) Waste transfer notes.
- (e) COSHH hazard data sheets, risk assessment.
- (f) Risk assessments.
- (g) Method Statements.
- (h) Health surveillance.
- (i) Emergency procedures.
- (j) Manual handling assessments.
- (k) Record of toolbox talks.
- (l) Record of Site Inductions.
- (m) Braithwaite Fit Out Ltd COVID-19 Site Operating Procedures Operatives Handbook

Copies of the following Braithwaite Fit Out Ltd information notices will be displayed on site.

- Inductions of inductions for all operatives – Direct Inductions from H&S on Day 1
- Emergency Detail (hospital directions etc)
- Health & Safety Policy Statement
- Site Rules
- First Aid details

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14.0 Site Rules

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly always displayed. Site Rules can be found in Appendix 2 of this document. Braithwaite Fit Out Ltd operates a zero-tolerance stance on many safety related issues.

- If you have not signed in, you are not here for FIRE, FIRST AID or FINANCIAL PAYMENT. Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules. All inductees will be issued with an induction sticker valid for this site only. Failure to comply will result in removal from site.
- Persons suspected of being under the influence of Drugs/Alcohol WILL be asked to leave site.
- Persons displaying racist, sexist, violent or threatening behaviour WILL be asked to leave site and not return.
- You must not trespass upon adjoining areas except where permission has been granted, to facilitate the execution of your work. Compliance with safety signs always.
- You must comply with method statements/risk assessments written for your activity and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.
- Suitable and sufficient PPE must be worn as appropriate, provided by your Employer. All areas on site are deemed to be hard hat, hi-vis and protective footwear areas unless designated otherwise by the Site Manager.
- Eating and drinking is only permitted in the designated areas.
- You may only operate plant and equipment that you are trained/authorised to use and carry out tasks for which you are authorised and competent.
- If you suspect that plant/equipment/scaffold is unsafe, please notify the Site Manager immediately.
- Do not block routes for access/egress/escape or fire exits on the site.
- Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.
- No person may work from height other than from a secure platform with guardrails and toe boards. All mobile work platforms must be locked down when in use. You should not erect a mobile tower unless you are either competent to do so /are supervised by a competent person.
- You are requested to declare to the Site Manager, details of any physical condition and or the taking of medication, if you feel that this would influence your work. A separate form is available and required to be filled in for this and any information given will be kept in the strictest confidence and returned to you/destroyed when you leave site.

15.0 The Health and Safety File

Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in their O&M file - O&M Health & Safety File to Braithwaite Fit Out Ltd. Braithwaite Fit Out Ltd will collect and collate the requisite information from each Contractor/subcontractor and issue it to the Principal Designer two weeks prior to practical completion.

16.0 Monitoring of Health and Safety Performance

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16.1 Monitoring

Feedback from the experience of a construction project is important so that clients, designers, Principal Designers, principal contractors and contractors can evaluate the adequacy of the health and safety management systems and procedures and adapt them for future projects.

Learning from project reviews enables organisations to develop and maintain their ability to manage risks more reliably.

The monitoring of the project will take place on the following basis:

- The Site Supervisor will carry out weekly health and safety inspections of site. The reports of these inspections will be kept in the site office with the Health and Safety Plan. He will, if necessary, issue a Safety Warning to contractors and may ask the contractor to leave site should they fail to work safely and in accordance with site rules.
- The Health and Safety Adviser for the Principal Contractor may visit site on occasions to review the Health and Safety Plan and to undertake site safety inspections. Copies of these inspection reports will be kept in the site office with the Health & Safety Plan.
- At the end of the work undertaken, a review meeting will be held. The project team members will attend this meeting and a copy placed in the Health and Safety Plan.
- Project Team members for the purpose of review meetings, including the Principal Designer, a representative of the Principal Contractor namely the Site Manager and the Site Supervisor of the sub-contractors. The meeting will be minuted and a copy of the minutes placed in the Health and Safety Plan and a copy given to the Principal Designer for the Safety File.

16.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those achieved in order that any shortcomings can be addressed in future projects. Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention given to safety compared to standards set out within this Plan

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17.0 Appendices

17.1 Permit to Work—Work at Height

PERMIT TO WORK - WORK AT HEIGHT

This permit to work is to be applied to any work at height involving the use of a scaffold, scaffold tower, mobile elevating work platform or work on a roof (except for a flat roof with suitable edge protection to effectively eliminate the work at height risk).

Part 1 - Job details	To be completed by the authorised permit issuer		
Permit reference no.:			
Nature of job:			
Site location and address:			
If a subcontractor, please give full details:			
Work to be carried out by: <i>(name all workers)</i>			
Confirm that there is a risk assessment covering the tasks involved.	Yes		
Part 2 - Precautions	To be completed by the permit issuer after obtaining confirmation of precautions from the work supervisor		
	Yes	No	N/A
Is work at height the only reasonably practicable way of completing the work?			
Are methods of fall prevention, e.g. guard railing, being used where possible in preference to other precautions, such as nets?			
Is the specified access equipment apparently suitable for the job and is it to be used within its rated capacity?			
Are ladders only to be used for access or light, short-duration work?			
Are access ladders tied and positioned so that they extend above the landing point by more than one metre?			
Is there a written method statement or safe system of work?			
Does the method of work appear to take into account the full range of hazards to which workers may be exposed, e.g. fall from height, falling objects, overhead power lines, weather, hot work, unauthorised access and fragile surfaces?			
Does the method of work specify the weather conditions which would be unsafe?			
Are the ground conditions suitable for access equipment to be used?			
If necessary, are areas below to be cordoned off/protected?			

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Part 1 - Job details	To be completed by the authorised permit issuer		
Permit reference no.:			
Are there safe means of taking waste to ground level, e.g. a properly attached and enclosed chute?			
Is there evidence that workers are suitably qualified to erect/use access equipment or fall arrest equipment involved, e.g. IPAF, PASMA, Competent Scaffolder card?			
Is there a rescue plan in place for injured workers, with equipment readily to hand and workers trained? <i>(Needed for use of nets, air bags, fall protection harnesses.)</i>			
Are harnesses to be worn and attached to a secure point by an inertia device or by a short line to prevent a fall? <i>(Required for areas at height without edge protection, or if access cradles or cherry pickers are to be used.)</i>			
For mobile elevating work platforms, is there a current certificate of inspection and test under the Lifting Operations and Lifting Equipment Regulations 1998?			
In the case of scaffolding and scaffold towers, is there a record of inspection by a competent person prior to use?			
Are there arrangements to re-inspect scaffolds every seven days and at other times following adverse events?			
Is the work to be supervised?			
Is personal protective equipment available as specified in the risk assessment/method statement?			
Will there be adequate lighting?			
Has a copy of this permit been provided to staff involved in the work?			
Note. For a valid permit to be issued only unshaded "Yes" or "N/A" boxes may be ticked			
Arrangements for summoning emergency assistance:			
Name of person in charge of the work (print):			
Signature:		Date:	
Part 3 - Authorisation (To be completed by the permit issuer)			
I authorise the work to be carried out and have notified the relevant personnel.			
Signed:		Date:	
Permit commences:		<i>(Insert time and date)</i>	
Permit valid until:		<i>(Insert time and date)</i>	
Note: A new permit will be required if the work does not commence within the specified period.			
Part 4 - Receipt - to be completed by person in charge of the work			
I've read and understood the conditions of this permit and am familiar with the risk assessment for the work.			
Signature:		Date:	
Part 5 - Hand back - to be completed by person in charge of the work			

Title Health and Safety Construction Phase Plan

Author Dromore Safety Services

Date 11th May 2026

Part 1 - Job details	To be completed by the authorised permit issuer
Permit reference no.:	
I certify that the work has been completed and the work area left in a safe condition.	
Signature:	Date:
Part 6 - Cancellation - to be completed by the permit issuer	
I certify that the work has been satisfactorily completed and the work areas left in a safe condition. This permit is hereby cancelled.	
Signature:	Date: