

Dunkil Developments Ltd

CONSTRUCTION PHASE PLAN

Halewood Leisure Centre

AGP Infrastructure Improvements

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DESCRIPTION OF THE PROJECT

Introduction.

The initial purpose of the Construction Phase Plan is to outline the health and safety issues relevant to the project so that those working on the project, supplying to, and designing elements of the project are aware of all the health and safety issue that might affect them during the construction. It is an on-going document throughout the construction phase, during which each sub-contractor and designer/consultant can explain their proposals for managing health and safety within their particular sphere.

The document forms the framework of the construction phase plan and general company procedures. Each heading will be expanded upon as is pertinent to the works and include all necessary control measures and procedures as is required.

In addition to this plan, this company will utilise a site management system that forms an addendum to this construction phase plan. The Site management system may not however, cover each aspect regarding pro-forma and systems and therefore, the site manager is instructed to contact the office or the health and safety advisor for further information.

This document and the information contained herein does not however exonerate anybody who worked on the design and construction of this project from their statutory health and safety responsibility to each other under the Health and Safety at Work Act 1974.

Description of the project.

The works are located on Halewood Leisure Centre grounds. The site address is Baileys Lane, Halewood, Liverpool, L26 OTY

The Employer wishes to make improvements to the infrastructure of an existing artificial grass pitch adjacent Halewood Leisure Centre to provide improved facilities for end users and to enable anchor club Halewood Apollo FC to meet the Football Associations Step 6 Ground Grading requirements.

The proposed improvements include the re-modelling of the perimeter fencing, Replacement and extension of an existing acoustic screen; the extension to and addition of new hardstanding; provision of covered spectator seating and standing; turnstile block; toilet block; and other ancillary improvements for benefit of players, match officials and spectators.

The contractor is to provide appropriate landscaping to accord with statutory Biodiversity Net gain Requirements.

These developments are part of a larger, site-wide masterplan to develop and expand the scope and variety of recreational and sporting opportunities at Halewood Leisure Centre.

The works are for the creation of a new Multi Use Ball Court and associated footpath.

The works will consist of:

Installation of new length of hardstanding to the eastern end of the AGP, complete with goal recess, perimeter fencing, crowd rail, double leaf gates and mowing strip.

Installation of 1no 50 person covered stand.

Installation of turnstile unit in SW corner of AGP.

The main issue in undertaking these works is safe access through the site, good communication with the appointed Principal Contractor and traffic management in the organisation of a safe and successful scheme.

The works consist of the following:

- Site set up and Compound with welfare facilities.
- Safe access route to the site through the carpark.
- Re-modelling of perimeter fence.

- Replacement and installation of new extended acoustic screen.
- Addition of new hardstanding.
- Provision of covered spectator seating and standing.
- Provision of turnstile block and toilet block.
- Ancillary improvements for the benefit of players, match day officials and spectators.
- Biodiversity Net Gain Landscaping.

Phasing dates and lead in times.

The project is subject to a 10 week programme and the client has given a 4 week lead in time for management arrangements of the project.

Start Date: TBC

Parties involved;

	<i>CLIENT</i>
Company Name	Knowsley Council
Name(s)	Tom Webster
Address	Sport Development Officer Knowsley Council Court Hey Park Roby Road Huyton Knowsley L16 3NA
Email	Tom.webster@knowsley.gov.uk
Telephone	07385 146 413
Mobile	07385 146 413

	<i>Principal Designer</i>
Company Name	Steve Wells Associates Ltd
Name(s)	Steve Wells
Address	Churchill House Mill Hill Pontefract, WF8 4HY
Email	steve@steviewells-associates.com
Telephone	01977 797 258
Mobile	07802 974 790

	CDM ADVISOR
Company Name	TBC
Name(s)	
Address	
Email	
Telephone	
Mobile	
	<i>PRINCIPLE CONTRACTOR</i>
Company Name	Dunkil Developments Ltd
Name(s)	Kevin O Shea
Address	10 Hayling Rd Sale Manchester. M33 6GW
Email	Info@dunkil.com
Telephone	0161 962 2380

Mobile	07970 798 494
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Company Name	
Name(s)	
Address	
Email	
Mobile	

	<i>HEALTH AND SAFETY CONSULTANTS</i>
Company Name	Construction Safety Ltd
Name(s)	Phil Johnson
Address	Unit 29 Blythe Park Cresswell Staffordshire St11 9rd
Email	mail@constructionsafety.org.uk
Telephone	01782 388672
Mobile	

Existing information and extent of verification;

<i>Preconstruction information;</i>
The pre-construction has been made available from the client and this has assisted with the creation of this construction phase plan. And these have been noted and itemised within this construction phase plan as to how those hazards will be dealt with.
<i>Health and Safety File.</i>
Dunkil Development will be issued at the end of the project, during the handover to the Client.

<i>Drawings, site layout, any existing structures and site survey plans;</i> All are available, and copies shall be retained on site.
<i>Asbestos survey;</i> Not applicable
<i>Soil and Contaminated land survey.</i> Client to issue site investigation report.
<i>Electrical and Mechanical information.</i>
<i>Any other relevant information.</i>

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MANAGEMENT OF THE WORK

Principal Management objectives.

It is the intention of this Construction Phase Plan to provide sufficient information regarding the safety management system employed by the principal contractor to demonstrate and assure the commitment to continuous improvement in health, safety and environmental performance and the maintenance of the highest possible standards.

By the impletion and execution of the procedures described herein it is our intention to strive for an outstanding example of a safe and environmentally aware construction project.

The principal contractor will monitor the health, safety, and environment performance of the project. It is our intention to work closely with the client, our contractors, and suppliers to develop and implement shared improved procedures and standards and to promote a safe working environment.

This Construction Phase Plan will be supplemented and supported by Health and Safety method statements from each of the sub-contractors, which will contain compatible safety management systems. Specialist contractors will comply with the respective parts of the overall construction phase plan.

The ownership of safety rests at all levels within the project with representatives of all main parties proactively contributing to the maintenance of the highest possible standards of health, safety, and environmental performance.

The site management team will ensure that all compulsory inspections are maintained, copies of which form part of the addendum of this document and will request and retain copies of training records of all contractors permitted to work on this site.

Project Personnel.

Project Manager: Kevin O'Shea / Joe Warde

Site Manager: Joe

Warde Mob: 0781

3061302

General

Foreman: Gavin

D'Rozario

Mob:07973 731298

First Aiders & H&S: Kevin O'Shea (07970798494) Joe Warde (07813061302)

Out of Hours contact -Dunkil Developments Tel: 0161 962-0228

Roles and Responsibilities

- Provisions of competent staff
- Communication of site organisation and arrangements to all site personnel- Gavin D'rozario
- Preparation of risk assessments and method statement - Kevin O'Shea
- Implementation of suitable safe systems of work - Kevin O'Shea
- Provision and maintenance of suitable welfare facilities - Kevin O'Shea
- Implementation of site fire safety and emergency plan - Kevin O'Shea
- Management of health and safety documentation and records including those for the Health and Safety plan - Kevin O'Shea
- Overall programming of the works and co-ordination and co-operation of contractors-Kevin O'Shea / Joe Warde
- Provision and monitoring of site safety induction and training - Kevin O'Shea
- Provisions of systems for consultation with the workforce -Kevin O'Shea
- Appropriate security measures and authorised persons on site-Kevin O'Shea
- Liaison with enforcement authorities *Kevin O'Shea / Joe Warde*
- Monitor site operations and measures safety performance-Kevin O'Shea /Gavin D'rozario
- Complete and maintain all company documentation -Kevin O'Shea
- Updating Construction Phase Plan-Kevin O'Shea
- Responsible for Health and Safety on-site -Gavin D'rozario

Project Personnel (Continued);

Direction and Co-ordination of others and lines of communication:

All contractors and suppliers will be instructed and co-ordination regarding health and safety issues.

Lines of communication will be via employees, contractors, managers and supervisors, directors, Principal Designer, Designers, and clients. The principal contractor will therefore gather any information and bring this to the attention of the Principal Designer who in turn, will coordinate and communicate with the designer and client.

Formal communications will be written instruction, including letters, memos, faxes, minutes of meetings, risk assessments, method statement, permits etc.

Responsibilities generally:

All contractors are required to co-ordinate safety arrangements for all their employees or sub-contractors on the site. They are responsible for making all sub-contractors aware of the contents of this Health and Safety Plan including any subsequent amendment or addition.

All contractors and sub-contractors will produce a method statement for their operations on site and if necessary, any risk assessments prior to starting work on site

Responsibilities should be made clear to workers and employees from the start and should include Cooperation with employers; general site discipline; care for their own and others' safety; wearing of safety helmets if required and other protective clothing; proper use and care of common facilities; and reporting of defects and hazards.

Health and Safety Goals for the project.

The client has been advised by the Principal Designer as to the suggested health and safety goals to be achieved for the project. This company will therefore manage the hazards and risks on site based upon HSE and CITB guidance, with the aim for a zero accident/ incidence rate throughout the life of the project.

General

Dunkil Developments Ltd together with all contractors, designers and others involved with the design, management and construction of this project, will comply in all respects with current health, safety and welfare legislation, association regulations, codes of practice, and the joint code of practice 'Fire Prevention on Construction Sites'.

Principal Contractors Standards

The following standards are set down by the Principal Contractor as the minimum safety performance level required on site. All Contractors are required to comply with these standards.

Generally

All contractors are to ensure that they are familiar with and have allowed for working within the relevant standards contained within the following publications:

All relevant legislation, HSE current published guidance. Construction Health and Safety Manual published guidance.

Fire prevention on construction sites, the joint code of practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.

Relevant Health & Safety Guidance published by industry federations and associations.

Relevant British standards.

Monitoring Arrangements.

The responsibilities for monitoring will operate at various levels within both the project and the business organisational structure.

The following techniques will be used:

- Construction Phase Plan Reviews
- Contractors Safety Assessments
- Risk Assessments and Method Statements
- Site Safety Inspections
- Induction Training and training in general
- Use of PPE
- Operative and Plant certification, inspection, and maintenance records
- Welfare Facilities Inspections

All inspections will indicate the corrective actions required and provide an auditable trail to confirm close out actions. Liaison will occur between the relevant parties on identified hazards, changes in method statements or site conditions. Where necessary the principal contractor will amend and re-issue the Construction Phase Plan.

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ARRANGEMENTS

Liaison between parties/meetings.

Communication will take place daily on site for contractors and by planned project meetings with designers, principal designer, clients and any other interested party, the frequency and timing of the meetings will be agreed with the client, Principal designer, designers, and Principal Contractor.

- The format of the CDM review meeting is to include:
- Progress statement
- Contractors on site
- Significant design changes or modifications
- Significant changes to site risks with reasons
- Updates to the CPP
- Updated drawings
- Further H&S considerations including emergency arrangements for the care centre

Health and Safety information will be communicated in the following documents:

- Design risk assessments
- Risk action reports
- References on drawings
- Specifications
- Technical files for plant and equipment
- Machinery and plant department risk assessments
- Health and Safety plans and files

- Care home procedures including fire assessments and interface when connection works are carried out.
- Construction risk assessments and method statements

Site-specific considerations/amendments.

Site meetings shall be undertaken at least once a month on site. Communication between Client and Dunkil Developments will be via mobiles (number to be exchanged).

Consultation with the workforce.

There will always be the opportunity for employees/contractors to offer comments, which may be considered relevant towards health and safety. These comments will never be allowed to lessen safety standards, only to improve them.

The workforce will be informed of all lines of communications at the pre-start meeting and then through informal toolbox talks given by the site manager.

All personnel on site will be made aware that they should inform the immediate supervisor of any health and safety concerns, who in turn will pass on this information through to head office via projects managers and Health and Safety advisors. This will allow changes to be made, where required to any safe systems of work or assessments etc.

All personnel on site will be consulted on Health and Safety issues through the following means:

- Induction
- Safety Meetings
- Training
- Toolbox Talks
- Written Communications

Site Notice Board

Site notice boards will be located at suitable locations within the site compound at the main security point.

The notice will be used to display all relevant statutory notices and site rules. Additionally, the notice will be used to identify specific daily hazards or changes in procedures.

List of notices:

- Employers Insurance Certificate
- Health and Safety Law Poster
- First Aid Poster
- Fire Action Notice and Emergency Plan
- List of Emergency and Site Contact Numbers
- Daily Hazard Log
- Site Safety Rules
- Safety Performance Chart
- Employee Consultation Notices
- Safety Initiatives
- Safety Poster Campaigns
- F10

Design changes & Exchange of information.

When receiving design changes, the principal contractor's management team will assess such and advise designers, through the Principal Designer of any hazards highlighted by such changes. The designer will be expected however, to assess all hazards and work processes in the design and advise accordingly.

Upon receipt of approved design changes, the principal contractor will disseminate this information by requesting the attendance of the contractors affected by such changes to a site meeting, whereby all design change information will be forwarded.

The client will be offered every opportunity to liaise with the principal contractor either personally or through the principal designer with the aim to enhance the safety of all concerned.

Any changes in the design must be communicated through the Principal designer to the Principal contractor who in turn, will pass this information on to contractors however; the exchange of information can be agreed with all representatives attending meetings, (see previous heading, meetings/communication) and designers must utilise this opportunity to discuss proposed design changes with all concerned, including the Client, Principal Designer, Principal Contractor and any specialist contractors.

Contractors must pass on all relevant Health and Safety information, which they believe to be relevant to the project, including any method statements and risk assessments.

The project manager will continue to liaise with the principal designer with regard to the progress of the project. Unforeseen changes in design work or delays to project are to be discussed with the project team.

The co-operation, co-ordination and exchange of information should be always complied with.

Where information and design changes more than one contractor, a site meeting will be called, and all contractors asked to attend. Where necessary, the principal contractor will make the appropriate arrangements for periodic meetings with all parties under his control.

Site-specific considerations/amendments.

Selection of Contractors.

In accordance with the requirements of the Construction (Design and Management) Regulations 2015 all contractors and designers engaged by the principal contractor will be subject to a robust selection procedure to ensure that they have the appropriate competence and resources for the management of health and safety.

Contractors

All contractors will be required to provide details of their safety management system and performance record when being invited to tender. Where required this may be supplemented with the following information:

- References from previous clients
- Pre-qualification interview
- Feedback on previous performance
- Inspection of their works, previous or current contracts.

All contractors will be issued with Pre-Construction information and relevant sections of the construction phase plan as is pertinent to their works. They will be required to submit a project specific plan, which identifies the principal hazards likely to be encountered and details how the risk to health and safety will be minimised. This will include detailed risk assessment and method statements.

Contractors will be required to demonstrate that they have approved systems in place to assess the competence and resources of their designs and sub-contractors.

All main sub-contractors will be required to complete the pre-construction information questionnaire for contractors

Site security.

The works area will be secured with appropriate fencing or hoarding where possible. Correct signage will be in place throughout the site area.

Site containers / storage area will be within the site compound at an agreed location with the client beforehand. A short period of disturbance will occur during delivery of containers and again when being removed, due to the lifting operation required.

All pedestrian routes will be kept clear and free from debris, unless included in the works area, where closures are required. These will be clearly signed.

Where construction works require access onto vehicle routes, appropriate arrangements will be made for safe arrival and departure of vehicles and deliveries timed to ensure they do not clash with busy periods.

Unauthorised persons will not be permitted onto the site and the site will be left secured at the end of each day. All areas will be appropriately guarded with emergency exits left unimpeded.

All work will be carried out within the confines of a suitably fenced off or segregated area.

Tools and equipment will be removed from site daily or suitably stored within the confines of the locked building.

The storage of L.P.G. will be kept to an absolute minimum and whenever practicable L.P.G.

Cylinders will be removed from site.

Clear warning signs, e.g., KEEP OUT, etc., will be displayed together with the contractor's name and telephone number.

If necessary, consideration will be given to the use of a night watchman.

Site-specific considerations/amendments.

All tools machinery and materials shall be retained within the works area which will be always maintained. A banksman will be in attendance at all times to make sure there will be safe access and egress from site compound and entrances.

The site welfare will contain a fire extinguisher and an air horn and fire extinguisher will be on-site where the works are taking place. In the case of an emergency there will be use of a mobile phones to contact the Halewood Leisure Centre Site Manager.

Reference to boundaries and adjacent structures/neighbours will be mentioned in the arrangements for significant risks section.

Site induction.

Prior to starting on site all personnel must receive project specific induction training.

The principal contractor will be responsible for providing this training and for ensuring that site personnel attend. The indicative course content is as follows:

- Welcome
- Introduction
- Project Management structure
- Health and Safety plan objectives
- Legal responsibilities
- Project description and layout (parking /deliveries/ access routes / vehicles / pedestrians / security procedures)
- Project major risks/precautions
- Project standards and rules including lifting operations, mobile plant, working places, equipment, and portable tools, noise
- Risk assessments/method statement
- Toolbox talks
- Personnel protective equipment
- Accident reporting/first aid/individuals' significant medical history
- Fire and emergency evacuation procedures/use of extinguishers · Welfare facilities

Site-specific considerations/amendments.

Site inductions will be made and stored in the addendum to this construction phase plan entitled Site safety Manual and although the induction covers generic items, the specific additions in relation to the works are.

- Importance of been made aware of crossing a live site and traffic management to be via Chapter 8 barriers and signage which will demarcate the site access.
- Importance of always keeping footpaths and vehicle routes within the site clear.
- Importance of site access gate is kept closed.
- Properties adjacent to site (noise, dust)
- Leisure Centre Staff (noise, dust)
- General public (noise, dust)
- Interface with public, other contractors and traffic when entering and exiting the site.
- Other contractors working on site.
- Correct signage for access and egress to site.

On-site training.

General Health and Safety Training

All personnel on site either undertaking or supervising/managing construction activities will have attended and passed the Passport to Safety training scheme or recognised agreed equivalent.

Where project staffs are required to work on site for only short duration e.g., specialist commissioning staff, technical support etc., trained site personnel will accompany them.

Safety training certificates will be required for operatives appointed to operate plant and equipment and must be submitted to the principal contractor prior to commencement of operations.

Toolbox Talks

All contractors will be required to undertake regular toolbox talks as appropriate.

Typical topics will include:

- Housekeeping
- Scaffolding
- Ladders

- Fire
- Manual handling
- Portable electric tools
- Personnel Protective Equipment
- Electricity
- Noise
- Hand tools
- Excavations
- Demolition
- Lifting
- Welding
- COSHH
- Method Statements
- Environmental issues and waste disposal
- Site communication arrangements for reporting unsafe situations/receiving safety information

The principal contractor will maintain a training record of all project personnel. Sub-contractors on their own procedures and systems will undertake specific induction training.

Welfare.

Appropriate welfare facilities in accordance with The Construction Design & Management Regulations 2015 will be provided on site and all persons will be expected to maintain such in an orderly condition.

An 8–10-man Armadillo welfare unit will be on-site to provide the following:

Toilets and washroom facilities with hot and cold running water will be provided and maintained.

Canteen

Messing Facilities will be provided where food and drinks are available. The canteen will be non-smoking and cleaned daily.

The common facilities will be provided with potable water.

All electrical equipment connected in the rest facilities will be centre tapped to earth and a residual current device used where required.

A suitable supply of drinking water will be always maintained.

All appropriate signs will be displayed within the canteen to inform of the first aiders and appropriate emergency arrangements, including emergency contact numbers.

Drying room and Pre-Storage

A drying room will be provided which will also accommodate P.P.E storage.

The welfare facilities will be located adjacent to the site cabins in the designated area of the compound.

Site-specific considerations/amendments.

To be provided by the client

First Aid.

This company will assess the first aid needs and provide appropriately qualified first aiders and suitably stocked first aid boxes. A sign will then be displayed in accordance with regulation 4 of The First Aid at Work regulations 1981.

All main contractors are required to undertake an assessment of their own specific first aid requirements and provide a 3-day trained first aider on site at all times whilst activities are being undertaken (where appropriate/required) and additional first aid equipment may need to be provided. The principal contractor requires copies of training certificates.

First Aiders for this site: Kevin O'Shea (mob) 07970798494

Joe Warde (mob) 07813061302

Site specific considerations/amendments.

The nearest A&E Hospital is located:

Whiston Hospital
Warrington Rd,
Rainhill
Prescott L35 5DR
Tel: 0151 426 1600

The nearest Police Station is located:

Huyton Police Station
Lathom Rd
Huyton
L36 9XU
Tel: 0151 709 6018

The nearest Fire Brigade Station is located:

Kirkdale Community Fire Station
Derby Road
Liverpool

L20 8EQ
Tel: 0161 296 5445

ALL EMERGENCIES Tel. 999 or 112

The site manager will take control of accident recording and all accidents and incidents will be reported in accordance with the requirements of The Reporting of Incidents Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The on-site accident book will then be completed and sent directly to the head office and the accident will be reported to head office before the end of the shift. The appointed person within the company head office will then take control of the reporting procedures.

Additionally, the categories of accident/incident will also be recorded:

- Lost time incident resulting in more than one day's loss of work
- No loss time incident resulting in first aid treatment
- Near miss/minor incident

All accidents/incidents will be reported to the safety advisor and an investigation undertaken to determine any control measures required.

Records of all accidents will be recorded in the accident book (secured, in line with data protection requirements) Copies of all accident and incident books will be issued as required to the client.

Both the principal contractor and individual contractor will investigate all RIDDOR incidents. The client will be invited to accompany any investigations and will be issued with reports as required.

Emergency contact names and numbers will be posted throughout the site.

The client will be issued with copies of all reports and book entries.

Risk Assessments / safe systems.

Site wide issues

The principal contractor will develop logistics drawings, phasing strategies, environmental impacts, and method statements as appropriate to set out the overall arrangements for Health and Safety.

Risk assessments

On occasions, the principal contractor may make use of generic assessments; however, the site manager will be responsible for ensuring that these are pertinent to the works on site or otherwise, undertake a site -specific assessment. Should they feel that they are not appropriately qualified to carry out the assessments suitable qualified assistance will be sought.

The principal contractor will bring the outcome of risk assessments and safe systems to the attention of the relevant personnel and the contractors are required to follow the same procedure for their own employees.

All contractors risk assessments must be offered to the principal contractor prior to commencement of works and this will be assessed at the company head office. Where required, the assistance of our health and safety consultants will be sought to assess and approve contractor' documentation.

Logistics

Entry onto site will only be permitted to personnel who have attended induction training. Any person brought onto site as a temporary visitor, who has not attended the site induction course, will be always supervised by a competent person. No person may supervise more than four others who have not been inducted.

Method Statements

Comprehensive site- specific risk assessments must underpin all method statements.

All contractors will be required to address the following minimum standard to produce the safety and environmental component parts in a method statement:

- Title, revision No, and date
- Details
- Company carrying out the works
- Areas of work
- Works covered by this method statement
- Activity supervision
- Scope of work sequences

Site-specific considerations/amendments.

Site Rules.

A copy of the site rules is contained within the site manual, and these will be displayed on site in accordance with The Construction Design & Management Regulations 2015.

The site rules will be explained to all persons who require access to the site through the company induction or informed of the location of such and asked to make themselves familiar with the content.

The site rules in the site safety manual are generic and added to them to ensure they become site specific are the following.

- Work Hours

Monday – Friday 8am - 6pm Monday to Friday
(excluding Bank Holidays)

Saturday – 8am – 1pm

Fire and emergency procedures.

A fire risk assessment will be undertaken on the project that will be developed into a site Fire action plan and updated throughout the duration of the works in response to the construction program.

The site manager to ensure that appropriate escape routes are available without obstructing others. Where applicable this may include the provision of alternative or temporary escapes.

If required, the project manager and his delegated authorities will hold meetings with the HSE/local fire authorities and the client to review construction activities and the fire action plan as necessary.

Fire wardens nominated by each contractor and the principal contractors have specific duties identified. Inspections will be conducted weekly. Dependent upon the project, a fire safety audit will be undertaken every 3 months.

General Control Measures

Halogen lights will not be allowed on site unless rigidly mounted for general security lighting.

Petrol operated plants and tools are not permitted on site without the principal contractor's authorisation.

All fire hydrants adjacent to the site are to be kept free from obstruction.

Combustible materials, LPG cylinders and other flammable materials are not to be stockpiled on site and contractors are to operate a 'just in time' supply to the working areas. Fire resistant materials are to be used for the temporary protection of building finishes, materials, plant etc.

Unattended sources of ignition e.g. bitumen boilers, space heaters etc. are not to be permitted at any time.

All site storage and accommodation will be in accordance with the requirements of the client and principal contractor.

Fire Brigade

Access for the fire brigade and emergency services is to be always kept clear.

All escape routes and stairs are to clearly be signed and indicate fire assembly points and action to be taken. Emergency lighting levels will be maintained to the required standard.

Fire alarm and fire points

Fire points are to be located at suitable positions on the escape routes throughout the site and temporary accommodation.

The fire points will contain appropriate or combination of the following extinguishers relating to the fire hazard present:

- Foam
- CO2
- Water
- Dry powder

All fire points will also be fitted with:

- A site plan indicating the escape routes and assembly points
- Action in the event of fire
- Handheld air horn/or klaxons

It is recommended that temporary accommodation is to be fitted with smoke detectors.

Storage of highly flammable materials

All flammable materials and gases are to be stored in suitable containers external to the structures. Only minimum daily requirements are to be taken to the workplace. No storage will be allowed at the workplace.

No burning of materials allowed on site

Site-specific considerations/amendments.

In the event of a fire the alarm would be raised on site. The area would be cleared of all persons to a designated safe area and the emergency services would be contacted.

Dunkil Site Supervision would remain to supervise and keep area clear until the Emergency Services arrived.

Dunkil would notify Halewood Leisure Centre and would adhere to there procedures.

The site welfare will contain a fire extinguisher and an air horn and fire extinguisher will be on-site where the works are taking place. In the case of an emergency there will be use of a mobile phones to contact the Leisure Centre Site Manager.

Personal Protective equipment.

The following site rules regarding the use of personal protective equipment will be enforced by the principal contractor for the duration of the project: The standards may be applicable because of specific risk assessments.

- Safety helmets must be to BS EN 397
- All safety harnesses are used must comply with BS EN 361 and be full body 5 point fixing type.
- Where safety harnesses are used, as the primary means of fall protection and it is necessary to disconnect the lanyards to facilitate movement, then 2 lanyards must be used.
- Appropriate hearing protection to EN 352 will be always carried and worn in designated hearing protection zones as identified by the noise assessments. Earplugs should be avoided when reasonably practicable unless banded.
- General-purpose protective overalls will be worn by all operative where deemed necessary. Appropriate clothing will be always worn (no shorts etc).
- Safety boots will be to EN 345 with protected soles.
- Eye protection to BS EN 166 will be task specific as identified by the risk assessment.
- Dust masks to EN 149 are made widely available to all personnel.
- Operatives will wear protective gloves as specified by the risk assessment.
- All persons on site will wear high visibility jackets or waistcoats to BS EN 471 (incorporating reflective strips).

All PPE must be compatible.

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ARRANGEMENTS FOR SIGNIFICANT RISKS

Waste Control.

Where applicable, a Site Waste Management Plan will be undertaken, and the waste monitored to ensure we are aware of the waste created and procedures to be adopted in future to reduce waste.

All waste collection and delivery of skips will be undertaken as not to coincide with busy periods.

All waste to be removed from site will be undertaken by a licensed carrier to a licensed tip and transfer notes offered for each skip removed from site.

All suppliers will be requested to supply materials with reduced packaging and packaging will be returned where possible.

All contractors will be informed of the waste procedures, and should they remove waste from site, they must provide to the principal contractor, details of waste removal licenses and disposal.

All waste will be segregated and recycled where practicable and waste always kept to an absolute minimum.

Environmental Procedure

All environmental emergencies will be actioned in accordance with the Environmental Management Plan. This is summarised as follows:

In the event of a spillage of liquid pollution to land:

- If safe to do so, immediately prevent further spillage of substances · Prevent escape of substance to drains, watercourses etc.
- Soak up spillage using absorbent materials, or contain by bunding or catchments pit
- Block off nearby drains and discharges to watercourse
- Inform management
- Inform Environment Agency if pollutant has entered watercourse
- Call emergency services if appropriate
- Collect and dispose of contaminated material through licensed specialist waste disposal contractor

All environmental non-co formalities and complaints will be recorded and investigated in accordance with the requirements of the environmental procedures.

Site-specific considerations/amendments.

Where possible all top/surface soil shall be removed and stockpiled in a designated area for reuse during the works. The anticipated waste to be removed will be hard-core rubble, which shall be disposed of at a licenced tip.

Services.

The client will pass on all information to the principal contractor, and they will provide all details as are necessary to ensure the works can be carried out in a safe manner. This is to include drawings from utility companies identifying the location of underground services such as gas, water, electricity, fibre optics, telephone, and any other identifiable service. The details will then be retained on site as an addendum to this document.

Any contractor required to work on or near to services must provide appropriate safe systems of work in relation to such and all excavations must undertake CAT scans prior to commencement of works. See Excavations statement.

Overhead services will be identified in pre-commencement/hazard identification inspections and appropriate action taken in relation to isolation or protection.

All services supplying the site will be appropriately installed by competent personnel and subsequently tested and inspected periodically.

Site-specific considerations/amendments.

Identified Services.

Overhead

Underground

All services have been identified as per the utility drawings issued by the Client, but exiting ground shall be CAT scanned prior to commencement to confirm no services are evident.

Adjacent land use.

Where the works are in the vicinity of neighbouring properties or businesses, the owners will be contacted via the Client by letter and informed of the intending works; however, the works are not anticipated to affect any direct neighbours. All arrangements will be made to ensure the works do not affect the public, pupils, school personnel or adjoining businesses. This will then be undertaken on a periodic scale and the public or businesses offered contact details to enable them to air any concerns.

Where the construction works require access onto vehicle routes, appropriate arrangements will be made for the safe arrival and departure of vehicles and deliveries timed to ensure they do not clash with busy periods.

Traffic will then be managed by a site-specific management plan.

All fuels and substances are to be stored in suitably bunded and protected areas away from occupied areas and water courses and arrangements made to control contamination and spillage. See waste statement.

Site-specific considerations/amendments.

There are residential properties and school close by and the contractor must take all necessary precautions to minimise noise, dust, nuisance, and risks to health & safety to all site users and neighbours.

Dust controlled measures:

All Operatives to wear appropriate PPE (correct dust masks)

Water suppression for handheld tools that create dust.

Site dust to be controlled by damping down with water sprayed from a site bowser.

Stability of Structures.

Prior to commencement of works and during pre-start planning,

All ground conditions and structures will be assessed in accordance with company procedures to ensure all hazards have been identified and remedial action taken where required. All reports will then be brought to the attention of the contractors concerned during pre-start meetings and by the issuing of the construction phase plan.

All vehicle operations will be undertaken on level ground where practical and where this is not possible i.e steep slopes, appropriate arrangements will be made to prevent machines and plant from rolling over. This will be aided by stop bars where tipping, appropriately made-up roads and edge protection where possible. All vehicular movement will be assessed and form part of the vehicle plan.

Site specific considerations/amendments.

A Watching Brief will be undertaken during all groundwork excavations and some redesign may be required.

Tree protection will be in place so protective temporary barrier will go around the trees to keep site traffic a safe distance away from the trees identified.

Work on or near fragile materials.

Not anticipated however, the principal contractor will assess the project during initial inspections and assessment of pre contractual documentation and the site manager will be responsible for assessing risks whilst on site.

Control of lifting operations.

All lifting operations will be planned and assessed by way of lifting plans and all lifting equipment must be accompanied by up-to-date test and maintenance certificates prior to being permitted onto any construction site controlled by this company.

Lifting plans will be submitted to site managers who will ensure they are suitable for the lift and have taken into consideration ground conditions and any overhead obstructions. This will also be undertaken by ensuring crane operators have been invited to site to ensure the lift plan takes all conditions into consideration and

The site manager will have overall responsibility of ensuring lifting equipment brought on this company's construction sites is suitable and appropriately tested. Copies of test certificates will be retained on site as proof of such.

Maintenance of plant and equipment.

Inspection requirements

The minimum inspection regime should be set by the owner/supplier of the equipment based on the manufacturer's information and other statutory obligations. The principal contractor, however, will ensure that all plant & equipment is inspected, and records retained on site.

Responsibility for inspection

As the Principal Contractor, it is our responsibility to ensure that the inspections are carried out. It is acceptable to include sub-contractors forms for inclusion in our file but remember, it is our responsibility to ensure the regulations are complied with and not necessarily that we are the persons responsible for inspection.

Several parties will have responsibilities for ensuring the work equipment is safe to use and that it has been inspected in accordance with the inspection regime. Records will therefore be required from contractors to ensure the equipment is tested and maintained.

Hired equipment

The Hire Company must ensure that equipment they hire out complies with PUWER 98.

When using hired equipment, we will agree with the hire company who will carry out the inspections and when they will be carried out

Maintenance of plant and equipment (Continued);

If the equipment is provided on site for common use, i.e. a compressor or abrasive wheel, the site manager must establish who will take responsibility for the equipment and ensure it complies with PUWER 98.

"Certain types of equipment are required to be inspected under specific regulations, i.e. scaffolding under the Work At Height regulations 2005

Types of inspection

Visual Check

Low risk equipment used for low-risk activities will not always require a formal inspection. The user may require a visual check before each use to ensure it is in good condition, e.g., a hammer should be checked to ensure that the head is not loose. The person carrying out these checks must be competent. There is no need to record the results of the visual check by operative.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check, e.g., a screwdriver used for testing on isolated electrical equipment or a torch that is taken into a confined space.

Equipment that is of a higher risk and equipment with moving parts should have a visual check of the equipment before each use and may require a more formal check at specified intervals, e.g., petrol driven disc cutter. A competent person should ascertain how often these formal checks should take place.

Inspection

Equipment that poses a significant risk, i.e., Dumpers, ride on roller, etc., will need to be assessed by a person competent to determine a suitable inspection regime. These inspections are in addition to the daily checks by the operator and must be carried out by a competent person.

Electrical equipment

All electrical equipment including portable equipment must be tested and visually inspected by the user before use. The period between inspections and testing will be in accordance with current HSE guidance.

For most of the equipment, the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections, e.g., equipment used in confined spaces may require an inspection before each shift.

Excavations.

Where excavations are required, the principal contractor will ensure that appropriate shoring systems are available prior to commencement of works and the excavations only permitted following the completion of this companies permit to dig system.

Every part of any excavation, shaft, earthwork, or tunnel where persons are employed shall be inspected by a Competent Person at the start of every shift during which persons are employed therein; and the face of every tunnel and the working end of every trench and the base or crown of every shaft shall be inspected by a competent person at the commencement of every shift

NOTES TO OTHER REGULATIONS

A competent person **must make an inspection** of every part of an excavation, shaft, earthwork, cofferdam, caisson, and tunnel at the start of the shift. The competent person must also make an inspection:

- After any event likely to have affected the strength or stability of the excavation or any part thereof.
- Where any timbering or other support may have been damaged; and
- Where there has been an unexpected fall of rock or other material.

A report of the results of the inspection must be made every 7 days or following any of the events mentioned above. It must be in a written form and include the particulars shown in the following page of this manual and signed by the person who made the examination. The inspection forms must then be kept on site and retained at the company head office for a further three months from the end of the project.

The daily inspections must include:

- Safe means of access to and egress from the work place
- adequate fencing of excavations etc.
- Site boundary fencing and temporary gates to site are in good order.
- Material, plant or equipment is not stacked or placed near the edge of an excavation so as to endanger persons employed:

- Adequate ventilation is available to maintain a healthy atmosphere in any excavation, shaft, tunnel, cofferdam or caisson.

The site manager will hold all records of method statements, risk assessments and inspections within the site office and an inspection form is contained within this document.

Work will not be allowed to commence until all safety equipment is readily available, the site manager has access to all training and maintenance certificates and the ground has been scanned and permits completed.

Site specific considerations/amendments.

A Watching Brief will be undertaken during all groundwork excavations.

Work on wells, underground earthworks, and tunnels;

Not applicable to this project.

Work on or near watercourse.

Not applicable to this project.

Works on Halewood Leisure Centre AGP:

All works involving machinery to be carried out on Halewood Leisure Centre will follow safe working practices:

Planning of work

Assess ground conditions

Weather conditions

Trained machine operators

Safe working zones put in place when machinery in operation

Work on steep slopes:

Planning of work

Assess ground conditions

Weather conditions

Trained machine operators

All machinery (dumpers / rollers) to be fitted with “anti-roll bars”

Safe working zones put in place when machinery in operation

Diving operations;

Not applicable to this project.

Work involving explosives; Not applicable to this project.

Traffic management:

Introduction.

The site is to be accessed from Baileys Lane (L26 0TY) through the carpark to Dunkils compound and via site access gates.

Banksman will escort deliveries through the carpark. (Deliveries will be instructed to ring 1 hour ahead so this can be put in place)

Dunkil must cross a live carpark site to their storage areas this route will be clearly marked with chapter 8 barriers and signage.

Traffic will then be managed by a site-specific management plan this includes a banksman to be in attendance for any site traffic crossing the car park to the Dunkil compound.

A safe working zone and correct signage will be put in place in accordance with chapter 8. (Traffic Safety Measures and signs for road works and Temporary situations)

Appropriate arrangements will be made for the provision of timed deliveries.

The contractor is to ensure the existing edgings, kerbs, surfacing's, drains, and trees are not damaged during the works. Any damage is to be reinstated at the Contractors expense on completion. No mud or debris is to be carried from the site to access road, footpaths, or highway.

Tyres will be checked before departure and a jet wash will be available at the exit to wash down if required.

Vehicular Movement including deliveries.

Where necessary, vehicle movement will be controlled using a banks man and reversing operations will be kept to an absolute minimum.

Appropriate arrangements will be made for the provision of timed deliveries (i.e lorry deliveries to be phoned through to site supervisor 1hr before arrival).

No reversing will be permitted onto major traffic routes.

All site deliveries will always have a banks man in attendance.

All construction traffic within the site boundary will always have a banksman in attendance.

Wagons will access the site from Baileys Lane through the carpark, Driver will then wait until the gate is shut, then they will be chaperoned all the way to the Dunkil compound and wait till the gate is unlocked and then proceed through the gates which will then be closed Then the wagons will then wait to be tipped, unloaded, or loaded with materials to be removed from site.

Tyres will be checked before departure and a jet wash will be available at the exit to wash down if required.

Then they will follow the instructions of the banksman to leave site.

Signage to assist traffic management.

At the vehicular entrance to the site and in strategic locations throughout the site, signs must be displayed and include:

- Report to the site office.
- Visitors report to the site office.
- Warning signs regarding pedestrian segregation and vehicle movement on site.
- Site speed limits
- Warning signs regarding two crossing points

Additional signs may be required, and the traffic movement must be assessed as the site progresses.

Site visitor procedure

- All site visitors report to site office
- All visitors to sign in/out
- All visitors have site induction
- Correct PPE must be always worn on site

Personal Protective Equipment.

All personnel working on this construction site must wear high visibility jackets or clothing and hard hats as required.

All employees of this company will be issued with personal protective equipment as required. Employers are reminded that they must provide free of charge all personal protective equipment as is required to help enable such employees to carry out the tasks required of them in a safe manner.

Any person found not wearing the appropriate personal protective equipment will be asked to leave the site.

A provision of personal protective equipment may be retained in the site office and issued to visitors at the site manager's discretion.

Storage of materials.

Prior to commencement of works a storage area will be created.

All fuels stored on site must be in a suitably bunded and protected container situated away from all sources of ignition and a suitable distance from the perimeter.

Materials will be ordered as required and not in bulk as to hinder access/egress and contractors will be made aware of the company procedures prior to commencement of works.

Work at height.

In accordance with this companies Health and Safety Policy, the following applies to all work at Height.

Prior to any work at height being undertaken, an assessment of the risk must be carried out to ensure that all reasonable precautions are taken to minimise the risks and to justify the selection of the means of access. The risk assessment must also seek prevent work at height and to minimise the risks of falling from height.

No work at height must be undertaken on any project under the control of this company unless an assessment has been undertaken and the appropriate control measures implemented.

In all cases of work at height, appropriate information, instruction, and training must be offered and Contractors and Sub-contractors must provide proof of training.

When carrying out the risk assessment for work at height, this company will ensure the work is properly planned, supervised, and carried out in a safe manner. The weather conditions and rescue procedures should also be considered.

When planning work at height, this company will follow the hierarchy listed below:

- Avoid the work at height where possible.
- Avoid falls by providing work platforms with appropriate edge protection.
- Use collective fall arrest such as nets.
- Use fall arrest equipment.

- Ladders and stepladders are not permitted unless an assessment deems otherwise.

When using the for mentioned for planning and assessing work at height, this company will consider firstly if the work at height can be avoided, can the work be assembled at ground level? If not look at using existing means of access ensuring it is suitable for the work to be carried out (do not work from fragile surfaces).

Where existing access is not available, we will determine the safest method available considering the following:

- The duration of the work.
- Number of persons.
- Ground conditions.
- Space available.
- Effect that it may have on other trades.

In short, the equipment for work at height must:

- Be suitable for the work required and any loadings.
- Allow safe access/egress.
- Is the most suitable work equipment given the risks.
- Avoid the risk of falling objects.

Contractors and sub-contractors must supply all assessments for work at height and work from ladders and stepladder's is not permitted unless the site-specific risk assessment permits.

All equipment for work at height must be inspected accordingly and in line with current statute.

Weather conditions must always be considered when working at height, be they high winds, heavy rain, snow or ice, and work must be stopped should this create a risk to health and safety.

The site manager is to have control of the working activities on site and must therefore monitor all work at height, assess work at height if the appropriate assessments are not available from the Contractor or sub-contractor, prevent work at height wherever possible and always provide appropriate edge protection.

Site-specific considerations/amendments.

Electrical safety.

Competent electricians, who hold the appropriate qualifications to the I.E.E. 17th Edition and within the limitations of their training and knowledge, are only permitted to carry electrical installations on behalf of this company.

All electrical tools brought onto any site under the control of this company must be appropriately maintained and tested and proof of P.A.T. testing must be available that is in line with this companies' procedures and HSE guidance.

All temporary distribution systems including site power supplies and office set-ups will be designed and installed by an appropriately qualified person. Upon completion, the system must be checked and tested, and an inspection certificate obtained, the systems must then be subject to periodic inspections that are to be monitored by the site manager.

All electrically powered hand tools shall be down rated for use at 110-volts. The use of 240volt Domestic supply is forbidden. The Contractor or Sub-contractor shall ensure the provision of all necessary transformers required to comply with this. Where works are carried out within completed and occupied premises then the use of 110-volt equipment should still be maintained.

All leads and connections provided in conjunction with the tools must be without defects and the site manager or safety advisor may request the removal immediately of any tools, leads or connections that are found not to comply with these requirements.

All trailing electrical cables must be stored appropriately and run-in positions where they cannot become a source of injury to others.

Before commencing work on any of this company's sites, employees and contractors must satisfy themselves that the electrical supply is safe and conforms to the following.

- Site supply is 110v or mains voltage under special protection.
- All elements of the electrical installation are clean and dry and in good serviceable condition.
- The supply has been installed, inspected, and certified by a qualified electrician.
- The electric installations and equipment have been tested, and then at the appropriate intervals.
- Distribution units are protected.
- Electrical installations are appropriately earthed.
- All cables and leads are protected and positioned as to prevent damage.
- Check your work equipment prior to use and report any damaged or faulty equipment to your supervisor and do not continue to use the tools or equipment.

- Identify all electrical services before attempting to work on them.
- Do not work on any “live” electrical supply, ensure this has been isolated and follow correct “lock off” procedures and permit to work systems.
- Risk assessments must be carried out prior to any work on electrical systems and safe systems adopted.

ONLY SUITABLY QUALIFIED ELECTRICIANS ARE PERMITTED TO CARRY OUT ANY ELECTRICAL WORK FOR OR ON BEHALF OF THIS COMPANY.

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Any other significant hazards.

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HEALTH RISKS

Asbestos.

This company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed.

Prior to commencing work on any property, other than new build, we would expect the client to present us with an asbestos register to ensure all sources of asbestos have been identified and removed where possible. We expect all premises to be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. The amount and condition of the asbestos-containing material must be assessed, and measures identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

Control of Access to Asbestos-containing Materials:

Access to asbestos-containing materials must be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. A plan or register showing the location of all asbestos-containing materials and presumed asbestos-containing materials must be made available. Systems must be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

Procedures for Dealing with Health and Safety Issues:

Where an employee raises a health and safety problem related to work with asbestos, the organisation will:

- Take all necessary steps to investigate the circumstances.

- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises relating to the condition of asbestos-containing material on the premises or during work with an asbestos-containing material, the employee must:

- Inform a responsible person immediately, usually a supervisor or manager.
- In the case of an accident or emergency, respond quickly to ensure effective treatment.

Site-specific considerations/amendments.

Asbestos products are not anticipated

Contaminated Land.

We will request from the client, if not included in the pre-tender plan, all information on ground and soil surveys and where contaminated land has been identified, we would employ competent contractors to remove such and request appropriate documentation for retention in the health and safety file.

All waste will be removed in accordance with the waste policy, i.e. by a licensed carrier to a licensed tip, waste transfer notes would be retained as proof of said waste transfer.

Site-specific considerations/amendments;

Not Anticipated

Manual Handling;

It is the policy of this company that, wherever possible, we will make use of mechanical means to lift and transport items around or to the places of work. Where mechanical means is impracticable a manual handling assessment will be undertaken and when assessing the manual handling implications consideration must be given to:

- Avoiding the manual handling.
- Mechanising the task.
- Automating the task.

The provision of mechanical means for moving loads must always be considered over manual handling.

Contractors will be expected to assess manual handling accordingly and offer appropriate training to all employees.

The fitting of kerbstones, flags, concrete based materials or any other loads must be done so using appropriate mechanical means.

With regard to the aforementioned, the use of mechanical means must be given precedent for all lifting operations.

Site-specific considerations/amendments;

TILE' Risk Assessments to be submitted for movement of materials. Use of mechanical means where possible

Hazardous Substances;

Any substance that is considered hazardous to health must be appropriately assessed before being permitted onto this company's sites. If the substance is to be acquired and used by this company then an assessment will duly be undertaken and professional assistance obtained where required.

Where the client or contractor provides substances for use on site it must be assessed accordingly, the assessments must then be offered to this company and be accompanied by suitable data sheets.

Contractors and sub-contractors will be required to brief their own employees on the contents of the assessments.

No substance must be brought onto this company's workplaces unless an assessment has been made available to the relevant personnel and approved.

Substances must be substituted for a less harmful substance where practicable.

All actions identified in the assessment must be implemented.

All substances must be checked prior to purchase.

Where required, company records are to be completed for substances procurement to ensure they are suitable.

Noise and Vibration;

Noise,

As the risk from over exposure to noise can cause incurable damage, Dunkil Developments recognises that it has a duty to protect anyone who could be affected by such noise levels, to reduce noise to the lowest level reasonably practicable and undertake an assessment of the noise where it appears to be excessive.

When purchasing or hiring work equipment, we expect suppliers to supply us with information in relation to the work equipment, including the noise emissions, this should then be used to determine the equipment used.

The work equipment must then be maintained to ensure the work equipment does not deteriorate to the extent where it would put employees at risk due the noise levels.

Where noise levels cannot be controlled by other means, a hearing protection zone must be identified and suitable signs erected. Information must be offered to any person regarding the hazards associated with exposure to excessive noise and everyone within the hearing protection zone must wear hearing protection.

In short:

- Noise levels must be identified and appropriate control methods adopted.
- Identify who may be exposed to noise and give clear responsibilities.
- Provide appropriate information, instruction and training.
- Appropriate hearing protection must be offered and guidance on the safe use of such.
- Signs and warning notices displayed.

Vibration:

Dunkil Developments recognises that certain procedures, tools and equipment have the potential to create vibration that could affect the health and safety of employees. To assess the work process or equipment we would do the following:

- Observe the work process and tools used and ensure the operators are using the equipment as instructed.
- Assess how many employees use the tools and equipment, on what and where.
- Ensure enough breaks are available.
- Ask the operators of the work equipment of any health effects.
- Check accident/incident reporting to ensure operatives are not complaining of numbness or tingling in their hands or fingers.

We would then:

- Check to see if the process could be re-designed.
- Check to see if lower vibration processes are available.
- Check to see if the operation could be mechanised. When this is considered, we would check that this would not create further problems,

such as whole body vibration, when switching a manual operated breaker onto a machine fixed breaker.

When purchasing or hiring equipment, an emphasis will be placed upon obtaining the appropriate tools for the job, used by trained operatives and maintained accordingly.

Protective equipment will be offered and whilst gloves may not reduce the vibration exposure, keeping the hands warm will improve circulation and can protect the hands from sharp or flying particles. The gloves however must fit correctly to ensure grip.

We expect contractors working on any site controlled by Dunkil Developments to abide by these rules.

Site-specific considerations/amendments;

Exposure to UV Radiation;

All employees will be informed via toolbox talks, literature displayed in site welfare areas and during inductions, of the risk of exposure to sunlight.

The site manager will then control personnel on site and advise all to cover up when working in direct sunlight.

Trained qualified personnel who have access to all necessary protective equipment must undertake all welding operations. Welding screens must also be erected to protect others in the immediate vicinity.

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HEALTH AND SAFETY FILE

Layout and format;

To be agreed with the Principal Designer

Arrangements;

During the project the principal contractor with the project team will develop the health and safety file.

The designers, contractors and principal contractor will provide information to be included within this file. Milestone dates will be set within the project programmed for the delivery of information.

General contents will include (specific contents are detailed in the Pre-construction Information section of this document):

- A brief description of the work undertaken
- Any residual risk that remains (asbestos, contaminated land, buried services etc.) · Key structural principles, safe working loads for structural members, floors and roofs.
- Hazardous materials used - lead paint, pesticides, special coatings etc. · Operation and maintenance (O+M) manuals for installed plant and equipment · Information regarding the removal / dismantling of installed plant.

- Health and safety information regarding equipment for cleaning / maintenance purposes
- Nature, location and markings of services, including underground cables, gas supply and fire fighting services
- Fire strategy documentation
- Information and 'as built' drawings of the structure, plant and equipment ·
Planned schedule of maintenance

Storage of information;

The principal contractor will store all necessary information at the company head office and pass this on to the Principal Designer at the end of the project.

The timescale for submissions will be agreed during pre-start meetings and may form part of contractual agreements.