

Construction Phase Health and Safety Plan

For

PROPOSED NEW RESIDENTIAL
DEVELOPMENT

At

FORMER PRESCOT POLICE STATION
8-10 DERBY STREET
PRESCOT
L34 3LG

For



By



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1. Introduction

Wellcare will be the Principal Contractor, as defined in the Construction (Design and Management) Regulations 2015, and will comply fully with the requirements of the Regulations.

Wellcare will provide all information during the Construction Phase and provide all information required by the PD for inclusion in the Health & Safety File.

This Construction Health & Safety Plan has been prepared for use in connection with this specific project by Wellcare in accordance with the Construction (Design & Management) Regulations 2015.

This Safety Plan is not intended to be a substitute for any legislation which governs the use, design, construction, maintenance or demolition of buildings. All parties involved in the project, including the Employer, Project Designers, Principal Contractor, Contractors, Principal Designer, etc shall be responsible for ensuring their work and actions comply with all relevant statutory requirements, whether express or implied.

Wellcare have targeted a nil reportable incident project.

This Safety Plan amplifies requirements that all site works be planned and executed in such a manner so as to avoid the risk of danger to site personnel, that all such operations are performed in accordance with the Regulations in force at that time, and that in the event of an accident, tested procedures are in place to provide adequate response.

The Safety Plan is a live document and will be reviewed and updated at regular intervals to keep it current with the progress of the works and changing legislation.

All Sub-Contractors who are engaged on this project do so agreeing to the safety management, arrangements and control measures detailed in this plan. If they do not agree with any of the points as detailed they must make their concerns known to the project manager.

1.1 Brief Description of Works

The works covered by this Construction Management Plan are anticipated to be carried out as a single project.

The project consists of refurbishment of existing police station into 7 apartments and refurbishment of 2 outbuildings. Build 4 new build houses in existing car park together with associated infrastructure, hard and soft landscaping.

Mapping indicates a strong probability that the site lies over an area of coal mining as defined on the Knowsley District Plan of Coal Mining Development Referral Area, & Knowsley District Specific Coal Mining Risk Plan. Careful consideration of final foundation proposals will be carried out.

A ground investigation has been carried out and a summary is at Appendix 14.

Unexploded Bomb (UXB) risk map - Risk is designated "High" with previous UXO finds in the area. Additional surveys will be carried out prior to any proposed excavations.

The programme to complete all the works ready for operational use is anticipated to take approximately 68 weeks.

The access road and car parking areas are existing and can be used for the initial parking requirements of the project. Measures will be implemented to mitigate dust and mud on vehicle wheels for the majority of the remaining works.

The main activities include:

- Make safe site and protect any underground services; check for needles, get rid of legionnaires risk; remove bird spikes; remove all asbestos.
- The site is surrounded by high brick walls and a gate so no temporary fencing will be required. We will use the existing gate.
- Set up site welfare compound internally

New dwellings

- Reduced level excavation
- Excavate the foundations and concrete
- Substructure brickwork
- Suspended ground floor slab with insulation
- Commence superstructure brickwork / blockwork to 1st floor level
- Install pot and beam flooring
- Erect scaffolding and commence brickwork / blockwork to 2nd floor level
- Install pot and beam flooring
- Erect scaffolding to roof level and brickwork / blockwork as necessary
- Roof construction in trusses with infill timber members
- Roof coverings and flashings
- Install windows and doors

Refurbishment

- Removal all old horse hair plaster by approved contractors
- Structural alterations including all temporary works
- Remodelling including partitions and ceilings
- 1st first joinery
- 1st fix MEP
- Plastering
- 2nd fix MEP and joinery
- Sanitary & kitchens
- Decoration
- Flooring

Hard and soft landscaping to be undertaken to suit the programme.

Planned Start Date of Contract:- TBC
Planned Contract Duration:- 68 weeks

The following document assesses as far as is currently known, the elements that effect the health & safety aspects of this contract. We have also identified some general principals which need to be developed along with the package. No hazardous materials have been specified.

1.2 Existing Structure:

Existing CDM Health & Safety File: No CDM H & S File has been made available.

1.3 Health and Safety Principals

Wellcare as Principal Contractor will construct this project to standards of superior quality and specification. To achieve this Wellcare aim to establish and maintain a management system that will control the construction work on the above project. The intention of the safety management system to be employed throughout the project is to ensure, so far as is reasonably practicable, the health and safety of all the individuals associated with the project.

This includes those either directly or indirectly employed by Wellcare, our neighbours and visitors to the site.

1.4 Restrictions

There shall be no construction work within the application sites on Sundays or Bank Holidays without prior approval from the Client.

We will not block emergency access.

There are no known ecological issues on the site

Where possible operatives will park near to site; however, if there is too much traffic operatives will use other facilities in the surrounding area.

Any LPG will be removed from site each day.

1.5 Social sustainability

- A sustainability strategy will be developed for the construction phase of the project including:
 - Inspiring the next generation (education)
 - Inclusion (health and wellbeing)
 - Creating a pipeline of future talent (apprentices) where we will review the requirements for onsite, offsite and heritage
 - Supporting economic growth (employment and supply chain)
 - Enhancing sense of place (community)

1.6 Project Directory Included at Appendix 2

1.7 Extent and location of existing records and plans

No existing main services information has been provided. We will use dial before you dig and scanning.

2. Management

2.1 Management structure and responsibilities

- The Managing Director has overall responsibility for the Company's health and safety but has delegated responsibility for its implementation to the Project Manager as shown on the organisation chart in the Wellcare Health and Safety Policy and supported by documentation. (See Appendix 11 for organisation chart)
- The Project Manager and Site Manager who are responsible for ensuring that the entire works are executed in a manner consistent with the terms and conditions of the contract with the client and all regulatory and legal requirements as are applicable to the design and construction of the project.
- The Project Manager and Site Manager shall ensure that the Client's specified requirements have been incorporated into the relevant work procedures and that site documentation is compatible with contract requirements.
- The Project Manager and Site Manager are responsible for co-ordination of all matters arising to the application for permits and licences as may be required to be issued by statutory and local authorities with respect to health, safety, environmental and waste disposal matters.
- The Fire Marshals on the site are the Site Manager and one other senior operative on duty.

2.2 Responsibility of all personnel

All employed persons are responsible for the following:

- To take reasonable care of their health and safety.
- To co-operate with and assist Wellcare or their agents so far as is necessary to enable this Health and Safety Plan to be successfully implemented and to enable the duties placed upon Wellcare by relevant legislation to be discharged effectively.
- To comply with site safety rules and procedures.
- To correctly use the protective equipment provided.
- To report all Health and Safety concerns to a responsible supervisor and as appropriate to the Project or Site Manager or the Health and Safety Consultants.
- Not to interfere with anything provided in the interests of health, safety and welfare.

2.3 Co-ordination & Consultation with workforce

Wellcare will ensure effective co-ordination between the various Sub-Contractors on the project. This will be achieved through a variety of means as detailed:

- All Sub-Contractors will receive a site induction at head office where the contents of the Safety Plan and the contents of the management structure will be explained.
- We will ensure workforce are consulted on all H & S matters. All people engaged on the project can express their views either directly to the Wellcare Site Manager or Project Manager.

2.4 Regular liaison between parties on site

Site meetings will be arranged at appropriate intervals once the contract programme has been finalised.

Operatives will be briefed in content of this H&S Plan as part of site induction.

'Site Diary' to be maintained on – this can then be used to identify the forthcoming areas of work and any particular issues that may need managing or crop up in the near future.

2.5 Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

Health and Safety Goals

Client Goals - No accidents, injuries or ill health to anyone i.e. 'Zero Harm'.

- To develop the design of the project in accordance with the CDM Regulations and elimination or control of hazards.
- Compliance with the Health & Safety at Work Act, resulting in NIL injuries; ill-health; disease and dangerous occurrences and near misses.
- The project shall not receive any HSE Improvement or Enforcement Notices.
- Minimise the disruption to the adjacent building occupiers, and members of the public, both pedestrians and vehicular traffic.
- To avoid public nuisance and environmental damage.
- Promote an incident and injury free environment on the construction site.

Weekly site inspections / visits to be carried out by site manager

2.6 Exchange of design information (client, designers, PD and contractors)

Where elements of design are carried out by the Principal Contractor or his Subcontractor – the Principal Contractor should advise the PD

Design hazard/risk information

See appendices – Risk Register

2.7 Handling design changes during project

All instructions to be written and agreed with PM prior to works commencing. Any H & S issues arising will be fully discussed by the PD & entire project team implications costed and actioned. Revised / new RAMS to be issued for the design changes. Issues to be discussed at design team meetings with information recorded on the CDM Risk Register

2.8 Selection and control of contractors

Wellcare will only use specialist sub-contractors they become acquainted with or who are appointed / designated by the Client. All contractors are taken from approved supply list.

All sub-contractors are subject to the conditions stated above, they must also complete a health and safety competency questionnaire to satisfactory standards.

Plant and Equipment

All machines and plant supplied will be sourced from reputable companies. Wellcare will discuss with the suppliers of such equipment the detail of the requirements of the plant. This will enable the supplier of the equipment to specify appropriate plant.

2.9 The exchange of health and safety information between contractors

Relevant sections of this Construction Phase Plan are to be briefed to operatives at induction and throughout project as required. The Site Manager is responsible for review, updating and amending this Plan on an ongoing basis.

Development of the Construction Plan will be ongoing and available onsite for inspection.

2.10 Site security and access

Security arrangements will ensure unauthorised access is prevented at all times to the work areas.

The site will be secured and monitored with CCTV when deemed applicable outside working hours which will be linked to a monitored control centre.

All site lighting will be LED energy efficient and kept low level and angled to point into the site. Lighting will be switched off outside of working hours.

Any temporary site lighting will be located and positioned so that it does not cause a nuisance or annoyance to nearby businesses / residents.

The site boundary with the adjacent property will be secured so no one can readily access their land.

The fire escapes will be kept safe & clear at all times.

2.11 Site induction

Wellcare through the Site Manager will carry out a site induction highlighting the site wide rules and information. Copies of the registers will be maintained in this file.

2.12 On site training

N/a

2.13 First aid First aider will be the site manager.

2.14 Reporting and investigation of accidents & incidents

See Section 8

2.15 Production and approval of risk assessments & written systems of work

See Appendices 3, 4, 5, 6 & 7

2.16 Permit-to-work systems

A permit-to-work system will be adopted for works on:

- Excavations
- Confirmation that electrical services have been disconnected:
- Hot works:
- Works in confined spaces
- Asbestos removal as applicable
- Any other high risk activities identified.

Daily 'hot work permits' will be provided where welding, cutting, grinding and the use of naked flames are undertaken. Plant, equipment or flammable materials must be covered with flame retardant materials (or removed) in areas where 'hot work permits' are in operation. In this case, continuous flammable atmosphere monitoring may be required and a fire watch maintained both during and for a period after the hot works have ceased.

3.1 Safety Standards

The standards of health and safety performance to be employed on the project are as detailed in the following Regulations, Guidance and Approved Codes of Practice:

- **The Health and Safety at Work etc Act 1974**
- A Guide to the Health and Safety at Work etc Act 1974 (L1)
- Young People at Work – A Guide for Employers (HSG165)
- Managing Health and Safety on Work Experience (HSG119)
- Protecting the Public – Your Next Move (HSG151)

- Preventing Violence to Staff
- Tackling Work Related Stress (HSG218)
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Management of Health and Safety at Work Regulations 1999**
- Management of Health and Safety at Work Regulations (L21)
- Successful Health and Safety Management (HSG65)
- **Provision and Use of Work Equipment Regulations (PUWER) 1998**
- Safety in the Use of Abrasive Wheels (HSG17)
- PUWER 1998 Open Learning Guidance (C100)
- Safe Use of Work Equipment (L22)
- Using Work Equipment Safely (INDG229)
- **Lifting Operations and Lifting Equipment Regulations (LOLER) 1998**
- **Manual Handling Operations Regulations 1992**
- Back Care at Work – An Ergonomic Guide to Manual Handling
- Backs for the Future (HSG149)
- Manual Handling Solutions you can Handle (HSG115)
- Manual Handling Operations Regulations (L23)
- **The Control of Asbestos at Work Regulations (CAWR) 2012**
- Asbestos Essentials (HSG213)
- The Control of Asbestos at Work (L27)
- The Management of Asbestos in non-domestic premises (L127)
- Work with Asbestos that does not Normally require a Licence (L27)
- **Control of Substances Hazardous to Health Regulations (COSHH) 2002**
- COSHH ACOP (L5)
- Controlling exposure to Masonry Dust (HSG201)
- Control of Substances Hazardous to Health - 4th ed (L5)
- A Guide to the Work in Compressed Air Regulations 1996 (L96)
- Occupational Exposure Limits 2002
- **The Health and Safety (Safety Signs and Signals) Regulations 1996**
- Safety Signs and Signals (L64)
- **Personal Protective Equipment at Work Regulations 1992**
- Personal Protective Equipment Regulations (L25)
- **Noise at Work Regulations 1989**
- Reducing Noise at Work (L108)
- **The Confined Spaces Regulations 2000**
- Safe Work in Confined Spaces (L101)
- **Construction (Design and Management) Regulations (CDM) 2015**
- Health and Safety in Construction (HSG)150
- Managing Contractors – A Guide for Employers
- Managing Construction for Health and Safety
- Managing Health and Safety in Construction ISBN 0-7176-0755-0
- Electrical Safety on Construction Sites (HSG141)
- Safe Use of Vehicles on Construction Site (HSG144)
- Safety in Working with Lift Trucks (HSG6)
- Safety at Street works and Road works
- Safe Manual Handling in Construction HSG149
- Avoiding Danger from Underground Services (HSG47)
- Health and Safety in Excavations (HSG185)
- Health and Safety in Roof Work (HSE33)
- Health Risks from Hand-Arm Vibration (INDG126)(Rev1)
- Upper Limb Disorders in the Workplace (HSG60)
- The Absolutely Essential Health and Safety Tool Kit
- **The regulatory reform (Fire Safety) Order 2005**

- Fire Safety – An Employers Guide (C1000)
- Fire Safety in Construction Work (HSG168)
- **The Health and Safety (Consultation with Employees) Regulations 1996**
- **The Safety Representatives and Safety Committees Regulations 1977**
- A Guide to the Health and Safety (Consultation with Employees) Regulations 1996 (L95)
- **Health and Safety (First-Aid) Regulations 1981**
- First Aid at Work *2 (COP42)
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**
- A Guide to RIDDOR 2013 (L73)
- Reducing Error and Influencing Behaviour (HSG48)
- Work Related Deaths – A Protocol for Liaison
- The Control of Lead at Work Regulations 2002

These will be supported by any other standards or guidance published or distributed by the HSE or CITB.

3.2 Availability of Standards

Guidance published by other groups or specialist bodies will be used as a benchmark for Sub-Contractors and their sub-contractors. In the event of conflict with other operations on site, the system of work defined in writing by Wellcare will be used. Copies of the above documents are maintained at the main head office and are available to all Sub-Contractors to use for research.

4. Information for Contractors

Only using Wellcare operatives.

4.1 Pre Construction Health and Safety Plan (See Appendix 1)

The Health and Safety Plan is available on site to all trade package contractors to help achieve this. The Sub-Contractors will make the contents of the plan known to all relevant personnel in their own organisation and to sub-contractors they may wish to use.

All updates to the controlled copy of the Health and Safety Plan communicated verbally to Sub-Contractors.

5 Communications and Co-Operation

Wellcare has set in place a means for passing information between the Principal Contractor and Sub-Contractors on site and others who may be affected by the project.

5.1 Conferences and Recording

Each meeting is recorded in the site diary maintained by the Wellcare Site Manager on the project.

5.2 Signage

Wellcare will provide appropriate warning and construction safety signage during the works. Clear signage at the front entrance area that works are being undertaken within the site.

5.3 Memorandums

When deemed necessary by the site manager he will forward a memorandum to ensure a safety message, concern or contract information is received and recorded.

6. Risk Assessments and Method Statements

Wellcare has undertaken various risk assessments and specific risk assessments as attached to this Health and Safety Plan.

6.1 Evaluation

The Site Manager will examine these method statements. Observations and comments on their content are recorded on the Method Statement Comment Sheet, a copy of which is attached to this plan. These are returned to the Sub-Contractor for update or further information if required. Copies of these are maintained at the Wellcare office.

6.2 Control Measures

The various risks identified through assessments will have highlighted the need for control measures. These control measures will be effective and auditable either through inspections on the project or via an auditable document trail.

7. Emergency Procedures

Procedures will be developed in due course that will detail the action to be taken in the event of an emergency. and will be communicated and maintained by Wellcare.

There will be procedures developed for the following emergencies:

- Fire
- Accident / Injury

7.1 Fire Prevention

Wellcare will take all necessary steps to reduce fire risk during construction and will instruct our operatives and subcontractors in the Fire Evacuation procedures and routines.

Wellcare will provide all Sub-Contractors with the means for them to ensure all flammable materials such as solvents and adhesives are stored overnight in sealed containers.

Wellcare encourage a tidy site and will make every effort to ensure all rubbish is cleared away promptly and regularly.

Waste materials are **never** burned on site.

Where flammable atmospheres are present or hot works are taking place a, “fire watcher,” employed by the Sub-Contractor carrying out the work is to monitor the area, which surrounds the task to observe any ignitions, which may occur. He is to have an appropriate fire extinguisher to hand. This will be provided by Wellcare.

Any hot work is to cease at least 45 minutes before the fire watcher makes his final check of the work area and any zone where sparks or transient heat may have ignited flammable material.

All persons on site abide by the site rules on smoking. We note there will be NO Smoking of E-Cigarettes on site.

7.2 Preparation for Fire if it happens

Fires can grow rapidly. Wellcare primary aim is to ensure that all those on site reach safety as soon as possible if a construction fire occurs. It must be realised by all those engaged on the project that delay can be fatal. Site staff may need to tackle a fire to enable their escape, but tackling larger fires is the fire brigade’s task.

7.3 Raising the Alarm

Typically:

As soon as a fire breaks out the person who discovers the fire will raise the alarm using the procedures set in place for the site.

7.4 Means of Escape

All fire exit routes & common areas within each house will be maintained throughout the contract works.

All personnel upon hearing the alarm should stop what they are doing and make all equipment safe in which they are using. If working inside of the building all site operatives will exit the building in an orderly fashion. Contractors will then take the shortest route to the perimeter of the site and walk to the assembly point for roll call. Pavement in front of the site.

7.5 Fire-Fighting Equipment

Wellcare will provide, at the appropriate time, fire fighting equipment located in the property where works are being undertaken.

7.6 Providing Information

Fire Action notices are clearly displayed about the site in appropriate locations.

7.7 Accident / Injury

In the event of an accident occurring that results in physical injury.

- Do not attempt to move the injured person unless they are in immediate danger.
- Summon a first-aider to the scene as quick as practical or if they are able to walk without pain, take them to a first aider.
- Inform the Site Manager.
- Phone for an ambulance if appropriate.
 - If this is done send a person to the site entrance to guide the ambulance. Clear a route to the injured person.
 - Keep the injured person as comfortable as practical until medical help arrives.
- Report the incident to the appropriate Sub-Contractor management and ensure the injury is entered on their accident records.
- Do not disturb the scene of the accident until Wellcare Management authorise such action.

8. Reporting of Accidents

All accidents are to be reported in accordance with the following Incident Reporting Flow Chart.

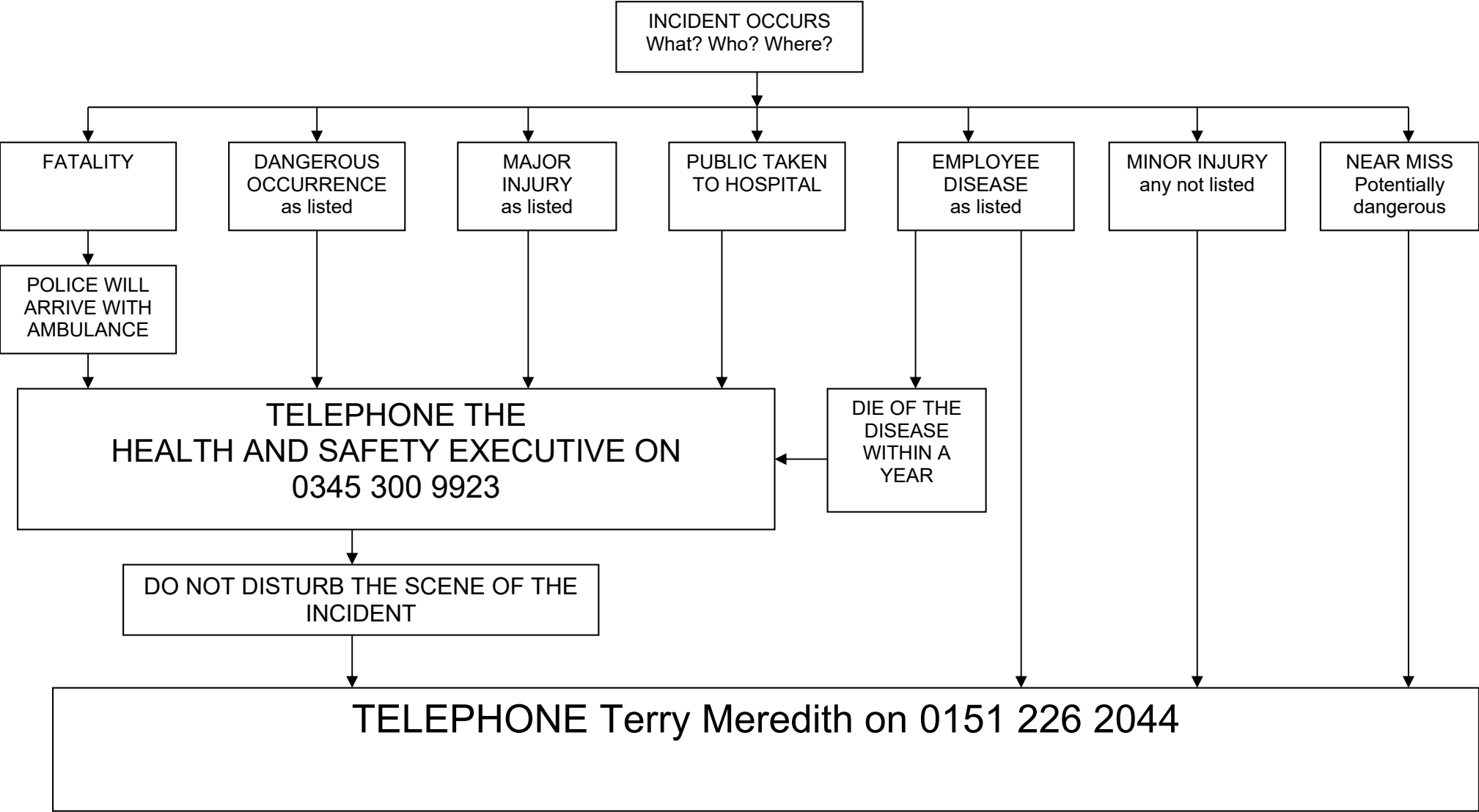
The details on the Flow Chart can be further defined by the requirements as stated in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.

The arrangements as stated in this plan do not alter the duties placed on employers by the above regulations or any other legislative requirements.

8.1 Notification

Copies of Notification of all reportable instances to the HSE whether this has been via electronic mail or other means and Accident Reports or Investigations are to be forwarded to Wellcare who may wish to undertake their own investigation. In the event of Wellcare carrying out an investigation, a report will be published and distributed as deemed appropriate by the Project Manager.

8.2 Incident Reporting Procedure



9 Mains Services

Will be installed to suit programme

10. Information & Training for People on Site

None planned

10.1 Training

Wellcare will provide induction training.

10.2 Written Instruction

Wellcare will examine Method Statements and assessments to identify necessary training standards that are required and then seek evidence of suitable training before operations commence on site.

Wellcare will display statutory notices and other relevant safety information in prominent locations.

10.3 Continual Improvement

Wellcare will seek evidence of continual training of health and safety training throughout the project by Sub-Contractors. A register for recording these sessions is attached to this Plan.

11. Site Rules

This sheet provides a brief summary of general Health & Safety rules as related to this project. For hazardous operations each Sub-Contractor through their on site supervision will give specific instructions.

We will ensure all Sub-Contractors and their operatives and sub-contractors are aware of and understand these site rules and any breach may result in immediate expulsion from the project or prosecution as deemed appropriate.

11.1 Site Safety

- All operatives engaged on the project must have attended a site induction and signed the attendance register
- All operatives in construction areas will wear suitable PPE as risk assessment.
- Only 110V electric hand tools will be used on the site. Battery will be encouraged.
- Only authorised personnel will operate plant and equipment.
- Smoking (and Vaping) are not permitted on site except in designated areas on a project specific basis.
- Fighting, foul or abusive language will not be tolerated.
- Abuse of equipment or facilities will not be tolerated.
- All personnel will co-operate with safety rules set in place by Wellcare or any other Sub-Contractor on the project.
- No eating or drinking is permitted in construction areas of the project.
- Any defects or unsafe acts are to be reported to Wellcare or a Sub-Contractors foremen or managers.
- Transistor radios and personal audio equipment will not be used in the construction area of the project.

- Materials must be used and disposed of as detailed on COSHH assessments.
- Wear suitable eye and ear protection when a specified hazard has been identified
- All personal protective clothing/equipment must be kept in good condition and maintained. Report any problems to your supervisor.
- Do not use any plant unless you have been trained and authorised to do so.
- Do not use any plant/equipment that is defective and report any defects to your supervisor.
- If you are undertaking 'hot works' a fire extinguisher must be available adjacent to your work location. If required see your supervisor.
- Keep your work area tidy and remove your rubbish daily to the company van. A clean site is a safe and environmentally friendly site.
- No Burning of materials will be allowed on site.
- No person will be allowed on site if it is suspected that they have consumed any alcohol or any drugs unless prescribed by their GP.

Safety of third parties

- All employees will be made aware during site induction of any risks their work can impose on others in the vicinity. Work will only be undertaken when residents have been relocated by care home staff and will not return until the task has been completed

12. The Health and Safety File

- O & M manual information applicable to our works will be provided at the end of the project to the Principal Designer.

13. Monitoring

13.1 Inspections

The Client will be responsible for site inspections to ensure arrangements are maintained. Wellcare will keep H & S up to date.

13.2 Monitor

The Wellcare site management team will monitor performance by all personnel on site to ensure the site rules and the agreed systems of work are complied with.

13.3 Investigation

All accidents resulting in injury, damage to property or near miss and including complaints from whatever source will be investigated by the Wellcare management team. We will report (in writing) to the Project Manager details of ALL accidents & near misses during the contract works.

13.4 Development

To ensure and develop a co-ordinated approach to safety management performance all safety officers or advisors to Sub-Contractors are welcome to attend the contractors progress meetings.

Appendix 1

Pre Construction Health and Safety Plan

Omitted

Appendix 2

Project Directory

Client

Prima Housing Group
Pier Head Housing Ltd
8 Columbus Quay
Liverpool
L3 4DB
robbie.mannion@primagroup.org
07885 366588

Lead Designer, Principal Designer (both CDM and BR)

KWL Architects Limited
Poplar House
Hazell Drive
Newport
South Wales
NP10 8FY
Contact: Rob Sheward
Tel: 01633 817171 | m 07968 436501

Principal Contractor

Wellcare Construction
The Stables Business Park
Larkhill Lane
Liverpool
L13 9BR
tmeredith@wellcareconstruction.co.uk
0151 226 2044

Engineer

Bob McKenzie
Trident House
31-33 Dale Street
Liverpool
L2 2HF
mckenzieassocs@hotmail.co.uk
07970 442597

Appendix 3

RISK ASSESSMENTS AND METHOD STATEMENTS

CONTENTS

INITIAL METHOD STATEMENT

SUMMARY OF CONSTRUCTION STAGE HAZARDS

HAZARDOUS MATERIAL RISK ASSESSMENT - COSHH

GENERAL BUILDING WORKS RISK ASSESSMENT
ENVIRONMENTAL RISK ASSESSMENT

POWER TOOLS RISK ASSESSMENT
EXTERNAL ENVIRONMENT RISK ASSESSMENT

GENERAL HEALTH AND SAFETY POLICY
WELFARE ASSESSMENT

APPENDIX A - WORKING AT HEIGHTS

APPENDIX B - WORKING IN CONFINED SPACES

APPENDIX C - SERVICES POLICY

APPENDIX D - ENVIRONMENTAL POLICY

APPENDIX E - RISK ASSESSMENT POLICY

APPENDIX F - MANUAL HANDLING POLICY

Construction Method Statement for initial works

All employees and self-employed labour will comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant health and safety legislation; our own safety policy, risk assessments and method statement, together with any specific site rules and, where applicable, the requirements from the principal contractor's safety policy and construction phase health and safety plan.

This method statement covers a majority of the day-to-day details of carrying out work as a principal contractor. However, for every job, the site conditions, type of work and materials to be used should be considered prior to commencement. If the site-specific risks are different to those included in this statement a supplement to the method statement may be added.

1. Nature of the project

The project consists of refurbishment of existing police station into 7 apartments and refurbishment of 2 outbuildings. Build 4 new build houses in existing car park together with associated infrastructure, hard and soft landscaping.

Mapping indicates a strong probability that the site lies over an area of coal mining as defined on the Knowsley District Plan of Coal Mining Development Referral Area, & Knowsley District Specific Coal Mining Risk Plan. Careful consideration of final foundation proposals will be carried out.

Unexploded Bomb (UXB) risk map - Risk is designated "High" with previous UXO finds in the area Additional surveys will be carried out prior to any proposed excavations.

The programme to complete all the works ready for occupation is anticipated to take approximately 68 weeks.

The access road and car parking areas are existing and can be used for the initial parking requirements of the project. Measures will be implemented to mitigate dust and mud on vehicle wheels for the majority of the remaining works.

Proposals:

The detailed design is expected to show traditional brick and block external walls with blockwork internal partitions for structure and fire requirements.

We plan to use precast concrete pot and beam for floor construction to all floors, stairs and landings.

We will use transient craneage sized to suit the component they are required to lift. Each operation will have the appropriate lifting plan in place.

The lift shaft will be constructed from suitable blockwork.

The external envelope and roof works will be accessed via a traditional scaffold with integral stairs as practicable and applicable. The scaffolding will be covered in protective sheeting.

Roof construction will be using traditional truss and infill timber.

Roof covering will be undertaken from scaffolding externally and internally and loaded using a portable loading machine.

Windows will be fitted making use of the scaffolding.

External works

The external works will include hard landscaping with "block" paving. The construction strategy will involve commencing the external works as soon as the areas are available and to the agreed programme.

Working hours

Proposed hours of construction (Condition 5 Planning approval states: "08.00 to 1800 Monday to Friday, 0800 to 1300 Saturday and not at all on Sundays/Public Holidays).

Some work outside of normal working hours may be required at times; this will be agreed in advance in writing. An out of hours emergency number will also be posted.

2. Location of temporary site accommodation

Accommodation will initially internal using existing facilities. The areas will be kept clean and serviced daily – no food waste will be accumulated and bins will be emptied daily and removed from site so we do not envisage any issues in that respect.

We do not envisage the necessity for generator power during the works and certainly nothing that would continue past normal site working hours. For the personnel on site, this will be designed for an average of around 40 operatives at the peak of construction.

We do not envisage any major issues with pests and there is no history of this issue known with this site. Obviously, when drainage is being undertaken there is always the possibility and if that happens we will employ a specialist company to resolve the issue for us.

3. Access

The main logistics route will be via the existing entrance in Derby Street which is a two-way adopted highway. The gates are existing and allow clear access and egress. This is set back sufficiently to allow a wagon to be clear of the road and pavement.

Part of the induction advice will include being considerate to our neighbours in respect of noise, when site operatives arrive and leave site. The location is the same as previously parked larger commercial vehicles so disruption to our neighbours is not anticipated to be an issue. On foot visitors will have secure pedestrian access.

All egress will always be controlled by a banksman and will be front facing.

The existing pavement at the point where we will be accessing the site is already a dropped kerb crossing. This has been used extensively in the recent past, using significantly sized vehicles similar to those that will be used during construction. We therefore do not see any of our construction activities affecting the existing highway.

A dilapidation survey will be undertaken prior to works commencing and condition will be continually monitored. Clear access / egress will be maintained to all existing adjacent properties at all times and is to provide all necessary protection / security measures as required.

24 Hour access for emergency vehicles will be maintained and we shall ensure proper control and co-ordination of all plant and materials movement with all subcontractors.

The contractor shall take all reasonable precautions to prevent unauthorised access to the properties during the course of the works. Access to the immediate work area is to be determined and agreed prior to the works commencing. Site access and egress arrangements are to be included within the contractor's Construction Phase Plan.

Contractor parking arrangements

Initial parking will be made available on site to suit the agreed programme. Operatives will be able to access the site parking on the existing concrete surfaces. On foot visitors will have secure pedestrian access as marked on these plans.

Managers, operatives & subcontractors are all actively encouraged to walk, use public transport, or cycle to work. We will encourage this and public transport now that Covid 19 issues have eased. Cycle stands will be provided.

Deliveries

Will be allowed access to the site via the access point identified but are to depart immediately after any unloading has been completed. Drivers will receive familiarisation training ahead of delivery and be required to ring ahead for access. We will take care when loading/unloading materials and plant to minimise drop heights. Deliveries will be undertaken during working hours only.

No vehicle, plant or materials shall block any access/egress route at any time

4. Storage of plant and materials

Will be in the area identified as the compound on the attached plan and comprise steel containers suitable for secure storage of joinery, electrical, plumbing and sanitaryware.

All raw materials will be appropriately stored on site to minimise damage by vehicles, weather or theft.

Secure storage will be provided for items of high value, materials which are hazardous, or which are easily damaged.

Packaging will be retained on goods until the materials are required. Once removed, packaging materials will be stored and returned to the supplier for reuse/ recycling wherever possible.

Goods will be delivered on an "as needed/ just in time" basis to reduce stockpiling on site, damage from vehicles and other causes of wastage.

Storage and transport of materials to the south of the site will not be allowed to enter the railway protection zone.

5. Environmental controls

Every effort will be made to keep noise, dust and waste levels to a minimum, and to ensure that they do not cause a hazard or become a nuisance to others. Working areas will be tidied regularly and waste removed.

6. Noise

Noise created during construction work

- *Where practicable machinery will be fitted with silencers or other noise reduction measures.*
- *Where there is residual noise then exposure to operatives must be controlled by appropriate PPE, as identified in the task specific risk assessments*

The planned operations as currently known and envisaged comprise excavator digging to nominal depths for drainage and foundations. The nearest property to these works is over 3m away and we do not envisage any foundation depth to be below their foundation level. We do not therefore anticipate any activities which will cause noise or vibration above acceptable construction site levels.

This will of course be monitored during the works and if proposals change during design development.

In general, water table levels are not considered to be an issue. Minor encounters we plan to pump but none will be left running overnight.

Source noise control measures:

Avoid unnecessary revving of engines and switch off equipment will be put in place

Demolition will involve deconstruction rather than heavy breakers where possible

Any ground obstruction clearance will involve bored techniques rather than mechanical breakers where appropriate

Tools/plant to be fitted with silencers where possible

Quietest plant selection will be adopted

Power supply to be established as soon as practicable to minimize reliance on generators

Monitoring equipment calibration certificates

Vibration

The size and quantity of machinery that could cause vibration will be minimal.

Operatives exposed to vibration emitting equipment will be protected by suitable controls identified through the risk assessment.

Deposition of mud and general dust from vehicles

We will regularly monitor the highway and footpaths and clean as necessary.

Control measures and dust suppression techniques will be adopted

Wagons and skip vehicles leaving the site will be covered to reduce dust generation

Regular checks will be undertaken to monitor dust levels on and off-site.

Any stockpiles of potentially dusty material will be stored away from the boundary with existing dwellings / businesses, within enclosures and damped down using suitable water sprays during dry weather.

Emissions

We will ensure appropriate selection and maintenance of construction vehicles, plant and equipment (eg using vehicle and plant which produce less emissions and are regularly serviced)

Plant and equipment will not be left running for long periods when not directly in use

Vehicles used regularly on site, for example forklift trucks / JCB's, must have white noise / broadband reversing alarms fitted.

Electrically powered plant will be selected instead of petrol or diesel, where possible

Waste

Construction waste will be generated during all stages of the construction programme. However, this will be carefully managed and cleared to prevent nuisances such as litter, dust, odour and pests, and to maintain a 'clean' working and site environment, for the benefit of all parties.

Major sources of waste within the construction process are anticipated to include:

Surplus soils from construction

Packaging – plastics, pallets, expanded foams, etc

Waste materials generated from inaccurate ordering, poor usage, badly stored materials, poor handling, spillage

Liquid wastes, other than surface water run-off and foul drainage, such as waste oils and chemicals

Any person removing waste from the site will hold a current waste carrier licence, and all waste will be received at an authorised waste treatment or disposal facility. The nominated person(s) with responsibility for waste will ensure that all relevant authorisations are in place prior to removal from site.

To prove the correct depositing of waste material and prevent the occurrence of fly-tipping, removal of any non-hazardous waste from the site will be accompanied by a waste transfer note, signed by the producer and carrier of the waste, and correctly completed in accordance with the Environmental Protection (Duty of Care) Regulations 1991 (as amended).

Concrete washout

The water used to clean concrete wagon discharge chutes carries two issues: high pH and high suspended solids content. Therefore, concrete washout waters will be treated using Siltbuster's roadside concrete washout (RCW) unit (or similar) with automatic dosing CO2 gas to bring the pH to within neutral limits. The system also uses a geotextile bag to remove the suspended solids from the water. The unit is mobile and can be deployed to concrete pour areas, providing ease of use and access. The recovered solids will be sent off for recycling/reuse off site.

General

Low energy lighting with fluorescent bulbs will be used wherever possible.

Where timers are fitted to the heater circuits, they will be set to turn off at 18:00hrs and come back on at 07:00hrs, except for the drying room and reception where the heaters will be set to a lower setting when not in use.

External flood lighting will be fitted with PIR (passive infra-red) movement detectors for night security.

Plant will be kept maintained and switched off when not in use.

Fuel used by subcontractors will be recorded on a spreadsheet from delivery tickets.

Energy and water sources will be metered where possible.

Thermostats will be fitted to heaters within the site accommodation and welfare facilities.

Appliances will be fitted with timers or energy saving settings

wherever possible and will be switched off when not in use.

Hosepipes will be turned off when not in use.

7. Welfare

We will be using existing facilities located in the existing building:

Toilets:

Washing facilities:

Rest Area and drying room

Hot and cold running water:
Drinking water:

8. Services:

We await confirmed that site is clear from utilities.

9. Structural

We will comply with structural engineers requirements

10. Supervision, controls and monitoring

All work will be directly controlled by the on-site joiner / foreman, who will ensure a safe means of working.

11. Operator training and plant

All operatives will be required to comply with the requirements of any site induction training given by this company.

Plant and machinery will be operated only by those competent and adequately trained in its use.

Power tools will be checked at regular intervals and a visual inspection carried out before use. They shall be used at 110 volts or less and shall be subject to portable appliance testing at required intervals.

12. Safety of third parties

All employees will be made aware during site induction of any risks their work can impose on others in the vicinity. Work will only be undertaken so as to minimise these risks or when adequate protection is in place.

13. Personal protective equipment, first aid and emergency procedures

i) PPE. All employees and sub-contractors will wear protective footwear at all times whilst on site.

Other PPE such as gloves, eye protection, hearing protection, respiratory protection and protective clothing will be used as required.

ii) All operatives will be made aware of first aid and emergency procedures at the site induction on their first arrival.

14. Non-standard activities

Should any work be non-standard, either in regard to the materials used or the type of activity to be carried out, an Appendix will be added to this method statement. This will include necessary risk and COSHH assessments and changes to the method statement. It will ensure that the work is carried out safely in accordance with the construction phase health and safety plan and any site rules.

15. Asbestos

As asbestos has been identified within the soils on site and within the buildings; we will ensure that an Asbestos management Plan is adopted during construction work. The report does not identify any other measures necessary for personal protection other than current good practice.

All excavated material will be disposed off-site by a licensed carrier.

16. Fire

The site manager will be the competent person appointed to act as a fire marshal and his details will be displayed on site.

17. Fire Plan:

We will implement a suitable policy when the superstructures are completed.

18. Means of escape

Will be available to front and rear. These routes will be kept clear and exits will be signposted on site and form part of the induction.

All means of escape will be re-assessed daily to ensure they are not compromised by our works.

19. Permit-to-work systems

Any other high risk activities identified. None

20. First Aid

First aider on this project will be site manager. First aid box in welfare area.

21. Supervision, controls and monitoring

All work will be directly controlled by the on-site foreman, who will ensure that the safe means of working are complied with. The foreman will liaise with sub-contractor concerning any overlapping issues with the residents.

22. Summary of significant risks:

- Known asbestos
- Danger of UXO's
- Ground contamination
- Unknown mains services locations
- Construction dust and fumes
- Construction Dust will be adequately controlled and we will use as applicable:
- Cutting timber - industrial vacuum & filter equipment connected up to electric timber cutting machines.
- All cutting / chasing of concrete / masonry will be controlled by appropriate water suppression apparatus connected to saw / drills chasing equipment or we will use appropriate vacuum & filters.
- No dry sweeping up of the site will take place and we will use an industrial vac
- We will use appropriate dust masks which have been professionally 'Face Test Fitted' for each site operative if necessary.
- Noise
- Loading and unloading / movement of equipment
- Manual handling / heavy lifts / handling of materials and equipment

23. Emergency. Location and telephone number of local hospital A&E department

Whiston Hospital

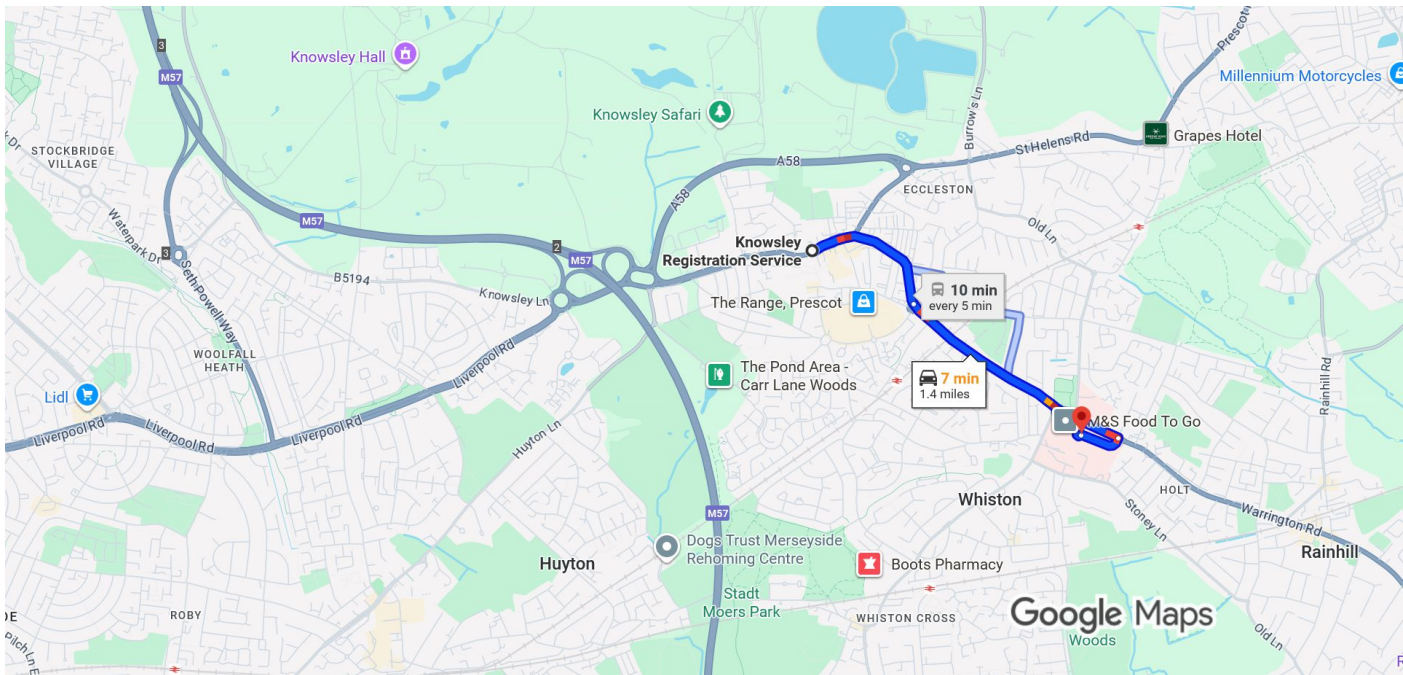
Warrington Road, Prescott, Merseyside, L35 5DR

Phone:0151 426 1600

1.1 miles away



Knowsley Registration Service, 11 High St, Drive 1.4 miles, 7 min
Prescot L34 3LD to Whiston Hospital



Map data ©2025 Google 500 m

 **via A57 and Warrington Rd/A57** **7 min**
Fastest route, despite the usual traffic 1.4 miles

 **via Warrington Rd/A57** **7 min**
1.6 miles

 **5:54 PM – 6:04 PM** **10 min**
 **10A** **61** **89** > 

Explore nearby Whiston Hospital

- 
Restaurants
- 
Hotels
- 
Petrol stations
- 
Car Places
- 
More

Activity

Vibration

Severity	Likelihood	Severity X Likelihood = Risk Factor
5 - Fatal	5 - Almost Certain	
4 - Major injury or illness causing long term disability	4 - Quite Likely	Risk factors
3 - Serious Injury, possible short hospital stay	3 - Possible	Risk Factors of 16 - 25 - avoid wherever possible
2 - Minor Injury or illness causing short term disability	2 - Quite unlikely	Risk Factors of less than 4 may be ignored
1 - Very minor injury or illness	1 - Very unlikely	Risk factor All other values, control or minimise risk 4 x 3 = 12

Employees are at risk from vibration generated by equipment and vehicles used on site such as chainsaws, powered sanders and breakers.

Those with back or neck problems are more likely to be at risk.

People at Risk: All site personal.

Potential Risks:

There are a number of hazards that can occur to employees through vibration.

Hand and Arm Vibration Syndrome (Vibration White Finger) is caused by repeated and frequent use of hand held vibrating tools when the hands are exposed to the cold.

Whole Body Vibration is caused by shaking and jolting of the body through a supporting surface such as a chair or floor, and has the potential to cause back injury or make existing back more painful.

Risk Control at Construction Phase:

Adapting alternative working methods (non-vibration)

Ensuring all tools used are low-vibration and well maintained

Adapting work patterns

Preventing operatives exposed to vibration getting damp or cold

Provide employees with appropriate PPE

Required:

- Hard Hat
- Boots
- Hi Vis
- Gloves

Hand-arm vibration at work

A brief guide



This is a web-friendly version of leaflet INDG1/5(rev3), published 11/12

Introduction

This leaflet explains what you, as an employer, may need to do to protect your employees from the risk of hand-arm vibration. It will also be useful to employees and their representatives. The leaflet will help you identify when exposure to hand-arm vibration may cause harm. It introduces practical steps for controlling the risks and will help you understand what you need to do to comply with the Control of Vibration at Work Regulations 2005 (the Vibration Regulations).

What is hand-arm vibration?

Hand-arm vibration is vibration transmitted into workers' hands and arms. This can come from use of hand-held power tools (such as grinders or road breakers), hand-guided equipment (such as powered lawnmowers or pedestrian controlled floor saws) or by holding materials being worked by hand-fed machines (such as pedestal grinders or forge hammers).

Why is hand-arm vibration an issue?

Regular and frequent exposure to hand-arm vibration can lead to two forms of permanent ill health known as:

- hand-arm vibration syndrome (HAVS); and
- carpal tunnel syndrome (CTS).

Symptoms and effects of HAVS include:

- tingling and numbness in the fingers which can result in an inability to do fine work (for example, assembling small components) or everyday tasks (for example, fastening buttons);
- loss of strength in the hands which might affect the ability to do work safely;
- the fingers going white (blanching) and becoming red and painful on recovery, reducing ability to work in cold or damp conditions, eg outdoors.

Symptoms and effects of CTS can also occur and include:

- tingling, numbness, pain and weakness in the hand which can interfere with work and everyday tasks and might affect the ability to do work safely.

Symptoms of both may come and go, but with continued exposure to vibration they may become prolonged or permanent and cause pain, distress and sleep disturbance. This can happen after only a few months of exposure, but in most cases it will happen over a few years.

What the law says

The Vibration Regulations require you to:

- make sure that risks from vibration are controlled;
- provide information, instruction and training to employees on the risk and the actions being taken to control risk; and
- provide suitable health surveillance.

The Vibration Regulations include an exposure action value (EAV) and an exposure limit value (ELV) based on a combination of the vibration at the grip point(s) on the equipment or work-piece and the time spent gripping it. The exposure action and limit values are:

- a daily EAV of $2.5 \text{ m/s}^2 \text{ A(8)}$ that represents a clear risk requiring management; and
- a daily ELV of $5 \text{ m/s}^2 \text{ A(8)}$ that represents a high risk above which employees should not be exposed.

Preventing disability

Your duties are to reduce the risks from vibration to the lowest level reasonably practicable and to reduce exposure to as low as is reasonably practicable if it is above the EAV. You must not allow exposures to exceed the ELV.

If you comply with the Vibration Regulations you will prevent disability from HAVS and vibration-related CTS. Some people will develop early signs and symptoms of HAVS or CTS even at low exposures (for example, if they are susceptible to vibration injury and are regularly exposed to vibration at around the exposure action value, usually for some years). Your health surveillance should identify any harm early on, so appropriate action by you at this point will prevent disability.

Make sure you consult your trade union safety representative or employee representative on your proposals to:

- control risk; and
- provide health surveillance.

Certain cases of HAVS and all cases of vibration-related CTS must be reported to HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – see ‘Find out more’.

Duties of manufacturers and suppliers

Manufacturers and suppliers have duties under the Supply of Machinery (Safety) Regulations to provide health and safety information in equipment handbooks.

They also have a duty to list the vibration emission in literature describing equipment performance. This should be, but is not always, suitable for estimating vibration exposure – check, for example, with the manufacturer or your supplier.

When you buy work equipment you should expect your supplier to provide the following:

- warning of any vibration-related risks from using the equipment;
- information on safe use and, where necessary, training requirements;
- information on how to maintain the equipment;
- information on the vibration emission of the equipment.

Activity

Risk of Dust from cutting, drilling etc

Severity	Likelihood	Severity X Likelihood = Risk Factor
5 - Fatal	5 - Almost Certain	
4 - Major injury or illness causing long term disability	4 - Quite Likely	Risk factors
3 - Serious Injury, possible short hospital stay	3 - Possible	Risk Factors of 16 - 25 - avoid wherever possible
2 - Minor Injury or illness causing short term disability	2 - Quite unlikely	Risk Factors of less than 4 may be ignored
1 - Very minor injury or illness	1 - Very unlikely	Risk factor All other values, control or minimise risk 4 x 3 = 12

People at Risk:

All operatives

Sub- Contractors

Site Visitors

Potential Risks:

Inhalation of dangerous particles – which could lead to respiratory problems.

Irritation to eyes.

Risk Control at Construction Phase:

Provide adequate protective clothing and RPE.

Damping the materials before cutting, drilling etc.

Work in a well ventilated area.

If problem is severe, introduce forced ventilation or dust extraction.

Water bottle to be used where applicable.

Health surveillance in place.

PPE to be worn:

- Hard Hats
- Safety Boots
- High – Visibility Vest
- Gloves
- Safety Goggles
- RPE

Dust in the workplace

General principles of protection

Guidance Note EH44 (Fourth edition)

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Introduction

1 This environmental hygiene guidance note describes how to control exposure to dust at work to avoid ill health. It will help you understand what you need to do to comply with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and gives advice on the precautions that may be needed to prevent or adequately control exposure.

2 It does not deal with the fire or explosion hazards which some dusts present. Exposure to lead and asbestos and exposure to dust in mines is also not covered in this guidance.

3 This guidance is aimed at employers and managers, but employees, health and safety representatives and health and safety professionals may also find it useful.

Where is dust likely to occur?

4 **Dust can be a problem in almost any industry.** The hazards of dusts like silica and wood are well recognised, and HSE produces specific guidance for these dusts, but there are many more substances that generate dusts which are hazardous to health. Exposure to all such dusts needs to be prevented or, where this is not reasonably practicable, adequately controlled.

Different forms of the same substance may present different hazards. A large piece of a solid may present a negligible hazard, but when ground into a dust it may become hazardous; wood and sandstone are obvious examples.

5 Many work activities can create dust. Some examples are:

- filling bags or emptying them into skips or other containers;
- weighing loose powders;
- cutting, eg paving stones;
- sieving and screening operations;
- conveying materials by mechanical means or by hand;
- stockpiling large volumes of processed materials;
- crushing and grading;
- milling, grinding, sanding down or other similar operations;
- cleaning and maintenance work;
- feeding livestock from bags or conveyor systems;
- clearing up spillages.

Do you have a problem with dust at work?

6 Some simple checks may help in identifying whether a problem exists:

- Is the material naturally dusty?
- Does the work you do create dust by mechanical or other means?
- Is dust liable to be disturbed?

Visible dust on pipes, surfaces, ledges etc may indicate the presence of airborne dust. However, many dust particles are too fine to be visible under normal lighting conditions. A dust lamp, which provides a powerful beam of light, can be used as a quick method to show whether a fine dust is present, and helps to pinpoint the sources and movements of such dust. Further information on using dust lamps is available in *The dust lamp* MDHS82.

What are the effects on health?

7 Exposure to any dust in excessive amounts can create respiratory problems.

8 The harmful effects of dust can vary, from skin irritation to lung cancer, depending on the composition of the dust and the type and degree of exposure.

9 Dust is not always an obvious hazard because the particles which cause the most damage are often invisible to the naked eye and the health effects of exposure can take years to develop.

Inhalation

10 Dust that can enter the nose and mouth during breathing is referred to as '**total inhalable dust**'. Some dust may consist of larger or heavier particles that tend to get trapped in the nose, mouth, throat or upper respiratory tract where they can cause damage.

11 Dust particles that are small enough to be breathed into the lungs are called '**respirable dusts**'; these dusts can build up in the air spaces in the lungs and can lead to lung damage.

12 The build up of any dust in the lungs could produce lung damage with inflammation and eventually fibrosis (scar tissue). This could lead to breathing impairment. These conditions usually develop slowly, so symptoms may not appear until severe irreversible changes have taken place.

13 Some dusts are well known for their ability to produce serious lung diseases of this type, eg respirable crystalline silica (RCS) can cause silicosis and also lung cancer. Chronic effects of dust in the lungs are usually permanent and may be disabling, so prevention of the onset of disease should be given the highest priority.

14 Certain dusts, eg dusts from grain, flour, wood, reactive dyes and proteolytic enzymes are respiratory sensitisers which can cause occupational asthma (attacks of coughing; wheezing and chest tightness), rhinitis (runny or stuffy nose) and extrinsic allergic alveolitis (symptoms can include fever, cough, worsening breathlessness and weight loss).

Skin contact

15 Some dusts can cause ulceration of the skin and irritation or skin sensitisation can be caused by dusts such as epoxy resins, rubber processing chemicals, wood dust and fibreglass and can lead to dermatitis.

Eye contact

16 Dust particles produced during the cutting, grinding and drilling of materials can cause eye damage/irritation, and some dusts may cause eye damage/irritation due to their chemical nature.

Ingestion

17 Some inhaled dusts can become trapped in the mucus that lines the respiratory tract. This mucus tends to be either spat out or swallowed. Inhaled dusts can get into the digestive tract, where they can cause local effects such as gastrointestinal tract irritation. Alternatively, they can enter the bloodstream and produce effects in other organs and tissues.

Dusts may also find their way into the digestive tract via hand-to-mouth contact so ensure that employees maintain good standards of personal hygiene, and consider whether eating and drinking should be prohibited in the workplace.

What the law says

18 Dust will be a 'substance hazardous to health' for the purposes of COSHH if it is a substance:

- which is listed in Table 3.2 of part 3 of Annex VI of the CLP Regulation; and
- for which an indication of danger specified for the substance is very toxic, toxic, harmful, corrosive or irritant; or
- if it is a substance to which a workplace exposure limit (WEL) applies.

19 If not falling within any of the above categories, paragraph (d) of the definition of 'substance hazardous to health' in regulation 2 of COSHH states that any dust when present in the workplace at a concentration in air equal to or greater than 10 mg/m³ of inhalable dust or 4 mg/m³ of respirable (as a time-weighted average over an 8-hour period) is considered to be a substance hazardous to health.

20 If the dust falls within the definition of 'substance hazardous to health' then the requirements of COSHH will apply, including the need to assess the risk to workers and to ensure exposure is prevented or adequately controlled.

Workplace exposure limits (WELs)

21 Many substances that can create dust have been given a WEL under COSHH.

22 Not all dusty materials have a WEL; however, the lack of a limit does not mean that the substance is safe. Where dusts do not have a WEL but there is evidence of potential hazards to health, employers should consider setting their own in-house standards, taking into account good control practice.

23 Where dust contains components which have their own WELs, compliance with all of the relevant individual limits is required.

COSHH assessment

24 The COSHH Regulations require employers to assess the risk to their employees, and to prevent or adequately control the exposure of employees to substances hazardous to health. You should:

- make a suitable and sufficient assessment of the risks to health from the dust(s) concerned and of the steps that need to be taken to meet the requirements of COSHH; and
- implement those steps before the work begins.

25 Sometimes air sampling may be needed to find out the level of exposure. These measurements should be made under normal working conditions and may be supported by the observation of light scatter by using a dust lamp to detect any less obvious escapes of very fine dust.

26 A risk assessment should include:

- an assessment of the risks to health from dust which should include:
 - information on the hazardous nature of the dust;
 - the type of exposure (inhalation, dermal or ingestion);
 - how the exposure occurs;
- details of the controls to be used; and
- if appropriate, arrangements for emergency procedures.

27 If you employ five or more people, the significant findings of the assessment must be written down, along with the steps you are taking to prevent or control exposure.

28 Further information on risk assessment, sampling and emergency procedures can be found in *Control of substances hazardous to health: Approved Code of Practice* L5.

Remember to review the assessment regularly to check that it is still valid, particularly if the task, processes or workers change.

Prevention and control of exposure

29 Never assume that any dust is safe. All uncontrolled dusts are potentially hazardous. In particular, any uncontrolled dry process or dusty work activity, especially in an enclosed environment, is likely to create a dust problem.

30 However, dusts are not all equally hazardous. Different dusts or even the same type of dust in different work situations may create different risks to health and require different precautions to be taken. For example, different exposures are likely to arise if the work activity takes place indoors or in the open air.

Employers have a duty under COSHH to ensure that the exposure of employees to substances hazardous to health is prevented or, if this is not reasonably practicable, adequately controlled.

Prevention

31 Prevention of exposure to dust should be the first objective. Many forms of dust can be eliminated from the workplace. Examples of how this can be done include:

- eliminating dust by using special cutting techniques rather than by grinding or sawing, or by using wet-cutting processes;
- using less toxic materials, eg powdered alumina instead of flint or quartz as in the pottery industry;
- using pellets rather than dusty powder;
- using dust-suppressed materials and emulsions or pastes rather than mixing dry constituents.

Where substitute materials are used, employers need to ensure that these pose less of a health risk and that exposure is controlled in accordance with the provisions of COSHH.

Choosing control measures

32 Control measures usually involve a combination of equipment and ways of working to reduce exposure. The right combination is crucial. No measures, however practical, can work unless they are used properly.

33 In order of priority the right combination of control measures could include:

- (a) Eliminate the use of a harmful product or substance and use a safer one.
- (b) Use a safer form of the product, eg paste rather than powder.
- (c) Change the process to emit less of the substance.
- (d) Enclose the process so that dust does not escape.
- (e) Extract dust emissions near the source.
- (f) Minimise the number of workers that are at risk.
- (g) Apply suitable administrative controls, such as reducing the length of time that workers are exposed to dust.
- (h) Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer. The provision of PPE, if required, should be in addition to the measures above, not instead of.

34 If your control measures include some combination of, (a) to (h) above, make sure that the controls all work together.

Remember that PPE should only be considered as a control measure as a last resort. Other control measures, such as reducing the emissions of dust at source, enclosing the source and removing the dust by effective local exhaust ventilation (LEV) should always be given first priority.

Control of exposure

35 Where it is not reasonably practicable to prevent exposure to dust, a combination of engineering and process controls may be appropriate. These include:

- segregating or totally enclosing the potentially dusty processes to reduce the number of people exposed by:
 - either making the process automatic; or
 - providing means for remote operation or manipulation (eg a glove box). Some enclosures can be quite large (eg a shot blast enclosure), but it is usually necessary to allow access to the enclosure for essential maintenance work, in which case PPE may be required;
- providing extraction by LEV where total enclosure is not possible – examples may include:
 - storage bins and hoppers;
 - bucket elevators;
 - conveyors;
 - grinding mills;
 - bag emptying operations;
 - mixing machines;
 - powder handling and packing processes;
 - drum filling operations;
- using mechanical handling systems and closed containers;
- damping down materials where the process permits it, although such a technique can itself generate dust if it is not used properly (however, wetting cannot be an effective method of controlling dust that is already airborne and damp materials will become dusty again when the liquid evaporates);
- minimising the height that material is allowed to fall;
- enclosing materials storage areas, eg stockpiles – where this is not possible, wind erosion should be minimised by measures such as locating the stockpiles behind natural windbreaks;
- encouraging workers to work with care and instructing them how to control the dust produced by their work activities;
- maintaining a high standard of cleanliness;
- providing a good standard of ventilation;
- using a vacuum cleaner or a wet method to keep floors and surfaces clean and to remove any spillages. Avoid using a compressed air line or dry sweeping.

Local exhaust ventilation (LEV)

36 Local exhaust ventilation (LEV) systems should be built into, and specially designed for, the machine or process that creates the dust. Remember that cross draughts and general air movements can all detract from their efficiency.

37 If you use LEV to control exposure, it needs regular checking and thorough examination and testing at least once every 14 months. Many people, eg engineers or insurance companies, can carry out thorough examination and testing of LEV. Whoever does the work must be competent, ie have the necessary skills, knowledge and experience. More information on LEV can be found in *Controlling airborne contaminants at work* HSG258.

Protective clothing

38 Protective clothing may be needed to prevent contamination of skin, hair or personal clothing. Work overalls should be kept separately from personal clothing and whenever possible these should be left at work, where arrangements should be made for laundering them.

Personal protective equipment (PPE) and respiratory protective equipment (RPE)

39 Personal protective equipment (PPE), which includes protective clothing and respiratory protective equipment (RPE), may be provided for welfare purposes or to protect other clothing. But its use as part of a strategy for controlling exposure should only be considered when all other reasonably practicable measures have been taken and these have not, in themselves, achieved adequate control. RPE should not be used as a substitute for good control. Further information on the selection and use of RPE can be found in the HSE publication *Respiratory protective equipment at work: A practical guide* HSG53.

40 When considering PPE, the dust characteristics of the material need to be taken into account. Where PPE is used, a programme should be established covering all aspects of its selection, use and maintenance. This includes facilities for workers to change into their ordinary clothes and for PPE to be stored on site and regularly cleaned. It is important that any changing facilities are located at or near the area of dust contamination and that the facilities are designed to prevent the spread of contamination.

41 Further information on PPE and RPE can be found on the HSE website.

To select the right RPE you will have to take account of the properties of the hazardous substances, the needs of the wearer, the work and workplace conditions.

Washing facilities

42 Dusts can stick to employees' clothing, hair and skin. Providing adequate washing facilities means that dust can be removed before the employee leaves the job. Whenever possible facilities should be easily accessible, and sited near the point of dust creation.

43 The type of facilities provided will depend on the degree of contamination and the type of dust. For many jobs a sink with warm water, liquid hand soap and disposable towels might be all that is needed.

Cleaning

44 Where processes involving dusts are carried out, the building and plant should be cleaned by a method that effectively removes accumulations of dust, but which does not in itself give rise to airborne dust. The careful design of new buildings or plant can facilitate subsequent cleaning, for example avoiding ledges and porous surfaces can make cleaning easier.

45 You should not clean plant by brushing, compressed airline or any other method which disturbs the dust, such as dry sweeping, as once the dust has become airborne the fine particles take a long time to settle.

Information, instruction and training

46 You should provide your employees and other people on the premises suitable and sufficient information, instruction and training. Don't just hand them a page of written information. Examples of instruction and training include, as appropriate:

- making sure that workers understand the risks to health;
- showing workers how to use control measures properly, and how to check that they are working;
- carrying out practice drills for cleaning up spills safely – do this before any spillages happen;
- if workers need to use RPE, they also need face fitting and appropriate training;
- if workers need to use protective gloves, they need to know how to put them on and take them off without contaminating their skin as well as correct skin care procedures including hand washing.

Emergency procedures

47 You need to plan and practice to cope with foreseeable accidents, incidents or emergencies. This means:

- the right equipment to deal with the emergency (eg a spill), including protective equipment and decontamination products;
- the right procedures to deal with a casualty;
- the right people trained to take action;
- the right arrangements to deal with the waste created.

Employers must provide suitable communication systems for warning employees who are liable to be affected by an accident, incident or emergency involving substances hazardous to health. Think about how you would make information available to the emergency services.

Health surveillance

48 Health surveillance is appropriate in certain cases, for example where:

- employees are exposed to a dust linked to a particular disease or adverse health effect; and
- there is a reasonable likelihood under the conditions of work that the disease or adverse health effect might occur; and
- it is possible to detect the disease or adverse health effect and the technique of investigation is of low risk to the employee.

49 For example, health surveillance will be appropriate where dusts may:

- produce systemic toxic effects, such as welding fume fever which affects the whole body (eg exposures to certain metal dusts including arsenic, cobalt and cadmium);
- cause occupational asthma (eg wood, castor bean, halogeno-platinum compounds);

- cause dermatitis (eg dusts of nickel and chromium);
- cause cancer (eg respirable crystalline silica and hardwood dusts);
- cause pneumoconiosis (eg respirable crystalline silica).

50 Employees should be encouraged to:

- report any symptoms of dust-induced chest or skin disease, eg tightness of breath and skin rashes;
- be alert to spotting defects in dust control equipment and reporting them;
- ask for information about dust hazards if they are unsure.

Further information on health surveillance can be found on the HSE website.

Worker involvement

51 Involve your workers in developing control measures to make sure they are suitable for the way they carry out the work. Encourage them to suggest improvements and to report anything they think might be going wrong. They must be made aware of the reasons for any health surveillance and be free to ask questions.

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RPE	www.hse.gov.uk/respiratory-protective-equipment/index.htm
Health surveillance	www.hse.gov.uk/healthsurveillance/index.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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Dermatitis

Employers' general duties

In general, the duties of employers include:

- keeping the workplace safe and without risks to health;
- drawing up a health and safety policy statement if there are five or more employees;
- ensuring articles and hazardous substances are moved, stored and used safely;
- providing adequate welfare facilities;
- giving employees the information, instruction, training and supervision necessary for maintaining health and safety;
- appointing a competent person(s) to assist with health and safety responsibilities and consulting employees or their safety representative about this appointment;
- preventing or adequately controlling exposure to hazardous substances that may cause damage to the health of employees and others affected by the undertaking;
- providing free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensuring that appropriate safety signs are provided and maintained;
- reporting certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

In particular, the employer must:

- assess the risks to employees' health and safety. If there are five or more employees, they must record the significant findings of the assessment;
- identify measures for controlling the risks;
- make arrangements for putting those measures into effect; and
- ensure those measures continue to work and are correctly used.

We will ensure the above is implemented

Employees' duties

Employees have legal duties under the law.

They include:

- taking reasonable care for their own health and safety and that of others who may be affected by what they do or don't do;
- co-operating with the employer on health and safety;
- correctly using work items provided by the employer, including personal protective equipment;
- using all safe systems of work in accordance with training or instructions;
- not interfering with or misusing anything provided for their health, safety or welfare.

HAZARDOUS MATERIAL RISK ASSESSMENT - COSHH

Wellcare will ensure that all contractors on the site comply with the requirements of The Control of Substances Hazardous to Health Regulations 2002.

Do the works require the use of Hazardous Materials as defined by COSHH?

Yes **No**

ENVIRONMENTAL RISK ASSESSMENT

Type of waste expected to be generated during this operation:
General builders waste

Means of transport: Contractor van

POWER TOOLS RISK ASSESSMENT

List power tools to be used during operations

1. Electric Drills / Hammers
2. Cordless drills
3. Disc cutters
4. Circular saw
5. Woodworking Tools
6.
7.
8.
9.
10.

Are any special precautions to be taken in the environment in which the above tools are to be used?

Yes

No

APPENDIX A - WORKING AT HEIGHTS

Falls are the single largest cause of deaths in the construction industry. Wellcare are committed to providing safe access for its operatives.

All operations off ground will be risk assessed as required by the Work at Height Regulations 2005.

Taking the following precautions will ensure that you are not injured whilst working above ground:-

- 1 Check that the scaffold (including a mobile scaffold) has been inspected by your foreman and safety officer on your behalf and then check it yourself, (particularly for stability, guardrails and loading). Remember it will be carrying your weight and your materials and tools.
- 2 Satisfy yourself that it provides you with a safe working platform and access, without trap ends and overlapping boards. Have toe boards, handrails and guards been fitted. Are ladders securely fixed and long enough? If in doubt ask the site supervisor.
- 3 Do not use a scaffold whilst it is being erected or dismantled or in anyway incomplete. Look out for warning notices.
- 4 When stacking materials always leave a passageway at least two boards wide for people to pass, and see that material is safely stacked and not in danger of falling.
- 5 Place stacks over the standards and do not overload. If in doubt about the loading capacity, see the designated supervisor.
- 6 Regularly clear rubbish away from platforms and do not leave tools and materials lying around.
- 7 Check regularly that trestles are in good condition and suitable for the job involved. Hop ups must be stable and wide and deep enough to stand on safely. Never work from drums or other unstable footing.
- 8 Do not alter or interfere with any part of the scaffold, especially ties. Erection, alteration and dismantling of tubular scaffolding must only be done by approved scaffolders.
- 9 When required to work over joists, provide temporary coverings of boards or plywood sheets for access and foothold.
- 10 When working for short periods on a sloping or fragile roof, take the following precautions:-
 - 10a Use a suitable crawling ladder with secure anchorage over the ridge.
 - 10b Prevent tools and articles from falling
 - 10c Ask for any dangerous openings to be covered,
 - 10d Do not attempt to haul heavy loads up ladders, but use approved lifting gear, usually provided and integral with the scaffolding.
- 11 When working on a flat roof, check that guardrails are provided at the edges.
- 12 Check your route from material to place of work is clear and keep it that way.

APPENDIX B - WORKING IN CONFINED SPACES (Not envisaged as applicable)

The danger of working in tanks, silo's and other confined spaces cannot be over stressed. Such areas often have unseen hazards, particularly gas and unseen sumps.

- 1 No operative other than those appropriately trained and certified for working in confined spaces shall enter such an area.
- 2 Check that the area has been emptied of all contents.
- 3 Check the contents against COSHH data sheets and take appropriate action with regard to purging area and wearing of breathing apparatus.
- 4 In all other cases check that the area is adequately ventilated
- 5 Familiarise yourself with the work area prior to commencement by checking drawings and visiting site.
- 6 Familiarise yourself with the method of access and exit from the area, make sure that it is secure and free from obstruction.
- 7 Make sure that the workplace and access route is adequately and suitably lit.
- 8 Never work alone in such areas, always have a competent banksman and maintain communications.

APPENDIX C - SERVICES POLICY

Severe disruption can be caused by inadvertent interference with underground and above ground services. A few simple procedures will minimise the risks to yourself, others and to the operation of the site.

1. Prior to excavations, mark out the ground and compare the area to all available location plans of underground services.
2. Carry out a final sweep of the area with a below ground services location sensor.
3. Check overhead for the location of visible suspended services liable to interference by excavator bucket or fork lift mast.
4. Mark overhead services with safety tape, hanging down if necessary to highlight the danger.
5. The following services will be on our checklist.

Gas	Electricity
Water	High Pressure Steam
Low pressure steam	Chemical supply pipes
Air ducts	Below ground drainage
Culverts	Underground tanks.
6. If an underground service is struck but not damaged, stop work immediately and clear and secure the trench of all personnel and tools.
7. If an underground service is struck and damaged, stop work immediately and clear the trench of all personnel. Should it be an excavator bucket that has punctured a mains electricity supply cable the driver should remain seated and not touch any metal parts of his machine. Inform the relevant service authority immediately.

8. Should gas supply pipework be damaged the appropriate alarm should be sounded. N/A
9. All services located in an excavation should be suitably supported to maintain their operational integrity during works, all backfilling around such services must be done by hand and not machine, with proper attention paid to the correct size and depth of bedding materials.

APPENDIX D - ENVIRONMENTAL POLICY

The correct handling and disposal of all waste generated by building and civil engineering operations is vital to the safety of both your working environment and the environment at large.

Keep the site clean and tidy at all times as this makes for both a safer and more pleasant working environment.

General builders waste should be stacked at the workplace for transfer to UK Waste disposal centres by the company van.

Wood and paper waste shall not be burnt.

Safety gloves, dust masks and eye protection should be worn at all times when handling waste. Staff should make themselves aware of the restrictions of handling and the disposal of 'controlled waste'.

Waste containers bearing the 'Hazard' imprint should be disposed of as controlled waste and not general builders waste.

When handling such containers, the same care and precautions should be taken as when handling the contents, in all cases refer to the COSHH data sheets.

APPENDIX E - RISK ASSESSMENT POLICY

It is a requirement of Health & Safety Legislation that all projects are assessed for risk prior to commencement. In order to minimise risk on site; the risk must first be identified. A few simple procedures will all risks to be identified and precautions taken

- 1 Fill out a risk assessment questionnaire for all jobs prior to start on site.
- 2 Highlight risks and make provision appropriate safety measures.
- 3 During works continually monitor highlighted risks for continued safety.
- 4 During works continually monitor safety measures for effectiveness.

APPENDIX F - MANUAL HANDLING POLICY

Lifting and moving loads by hand is one of the most common causes of injury at work. Many manual handling injuries result from repeated operations, but even one bad lift can cause a lifetime of pain and disability. Wellcare recognise the importance of this activity and follow the advice in The Manual Handling Operations Regulations 1992. These require us to avoid the need to carry out manual handling which creates a risk of injury. Where avoidance is not reasonably practicable, Wellcare will make an assessment and reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads.

Our policy is to avoid manual handling, however, when it is necessary we will undertake the following to prevent injury.

- 1 avoiding unnecessary handling;

- 2 identify before work is begun, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. Find ways of either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling;
- 3 arrange to share heavy or awkward loads which have to be lifted by hand.
- 4 position loads by machine and plan our work to reduce the height from which they have to be lifted and the distance over which they have to be carried;
- 5 train our workers in safe lifting techniques and sensible handling of loads
- 6 not require anyone to lift items weighing more than 20 kgs on their own;
- 7 order bagged materials in small easily handled sizes where possible;

Statement from the HSE:

Make sure you share this information with your workforce and implement on all projects:

Use it to:

- Convey the importance of good health & safety management
- Demonstrate organisational commitment to improve the current picture
- Encourage employees to take personal responsibility for their own health
- Refresh health & safety notice boards with relevant messages
- Start conversations on how you can improve things together

Method Statement Sign Off Sheet

This form to be completed before any work starts by a sub contractor on any site.

Contractor

Date RAMS received

Comments

Date comments on RAMS
issued By site manager

Revised RAMS received

Date of Site manager approval

RAMS to be reviewed and updated as work proceeds.

Appendix 4

COSHH

The following documents are standard forms of risk assessments for the general operations to be undertaken on this contract.

These should be superseded with specialist and sub-contractor information as appropriate.

For our works, please complete the form on a contract basis

**There are no initial operations which
require an assessment**

COSHH SUBSTANCE IDENTIFICATION AND INVENTORY

[illegible]

Conduct a risk assessment if the Hazard Data Sheet identifies "irritant, harmful, corrosive, toxic, oxidising, poisonous or flammable"

Appendix 5

PPE

The following documents are standard forms of risk assessments for the general operations to be undertaken on this contract.

These should be superseded with specialist and sub-contractor information as appropriate.

For our works, please complete the form on a contract basis

**There are no initial operations which
require an assessment**

PERSONAL PROTECTIVE EQUIPMENT

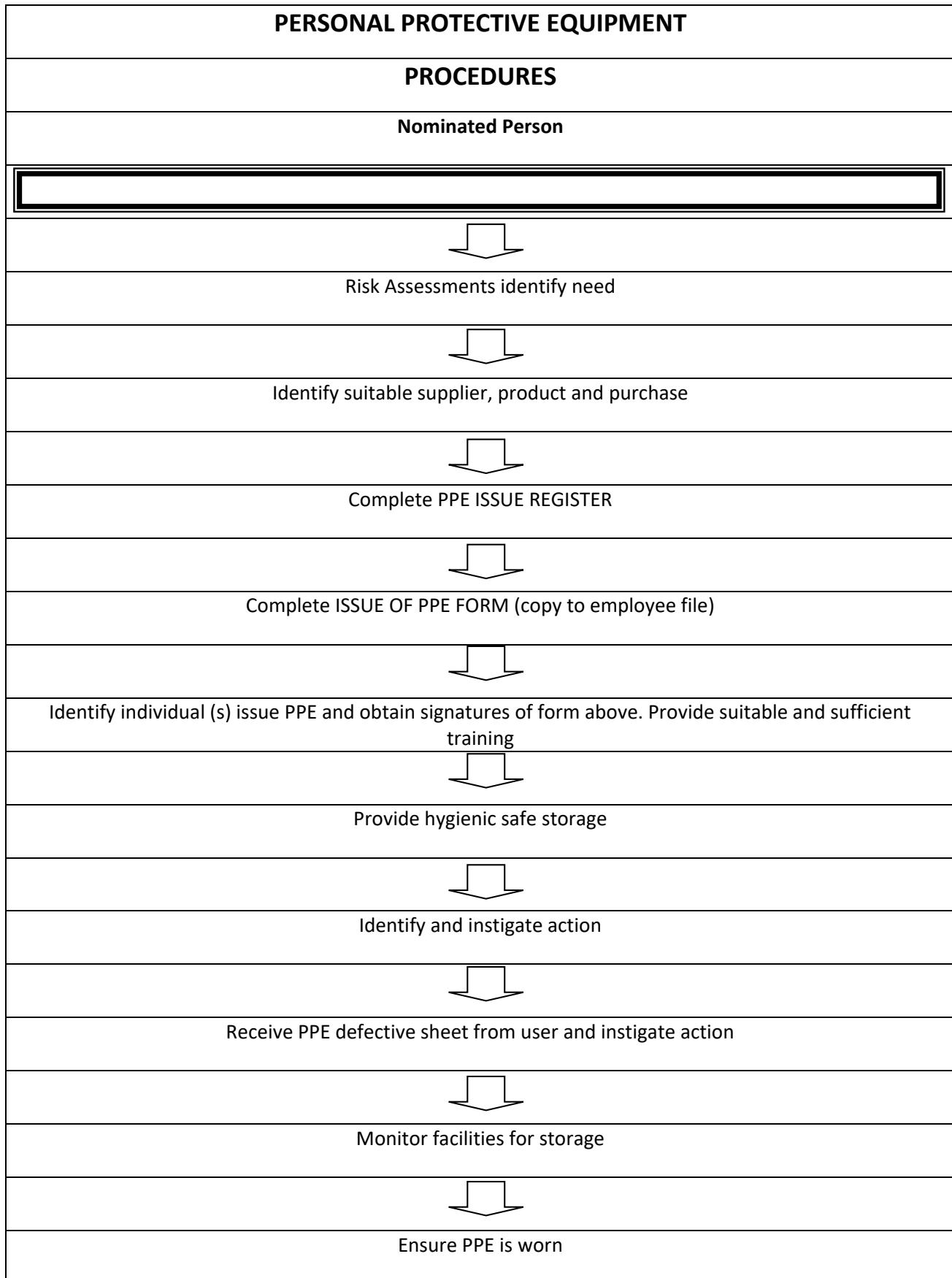
The use of PPE should only be considered as a last resort. after all other measures for controlling or eliminating a risk have been evaluated. Once it is established that there is no other way to reduce the risk any further, PPE can be used.

This record can be used to carry out a specific risk assessment under the Personal Protective Equipment at Work Regulations 1992 (SI 1992/2966) (as amended).

Use of personal protective equipment at work needs to be managed properly to be of maximum benefit to workers, and a planned approach to the use of personal protective equipment on site should be introduced.

The risks at the workplace and the parts of the body affected are important aspects of the risk assessment and this form can be used as a checklist or prompt for persons involved in evaluating the need for different forms of personal protective equipment.

Following a risk evaluation, if personal protective equipment is required, the equipment issued must be appropriate to the particular activity and suitable training must be given.



Appendix 6

MANUAL HANDLING ASSESSMENTS

The following documents are standard forms of risk assessments for the general operations to be undertaken on this contract.

These should be superseded with specialist and sub-contractor information as appropriate.

For our works, please complete the form on a contract basis

**There are no initial operations which
require an assessment**

ARRANGEMENTS FOR MANUAL HANDLING

Records will be kept of the following:

- (a) manual handling training programmes
- (b) initial manual handling appraisals
- (c) full manual handling appraisals (if appropriate)
- (d) names of assessors
- (e) inventory of manual handling operations.

General Statement

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The person with the responsibility for implementing the provisions of this policy is

Elimination of Hazardous Manual Handling Activities

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

Assessment of Risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

The task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.

Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage.

Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

The load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

The individual

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should

pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

Other factors

Use of personal protective equipment (PPE) may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

Duties of Managers and Supervisors

Managers or supervisors must ensure that:

- (a) manual handling assessments are carried out where relevant and records are kept
- (b) employees are properly supervised
- (c) adequate information and training is provided to persons carrying out manual handling activities
- (d) any injuries or incidents relating to manual handling are investigated, with remedial action taken
- (e) employees adhere to safe systems of work
- (f) safety arrangements for manual handling operations are regularly monitored and reviewed
- (g) employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
- (h) special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations
- (i) competent assessors, trainers or outside advisors are used where necessary

Duties of Employees

Employees must ensure that:

- (a) they report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- (b) they comply with instruction and training which is provided in safe manual handling activities
- (c) their own health and safety is not put at risk when carrying out manual handling activities
- (d) they use equipment which has been provided to minimise manual handling activities
- (e) any problems relating to the activity are reported to a responsible person.

Information and Training

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person.

Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

PROCEDURE

The following arrangements should be followed to ensure that risks from manual handling activities are reduced.

1. Management must endeavour to eliminate risky manual handling activities wherever practicable.
2. Where manual handling activities cannot be eliminated, suitably qualified and named assessors must carry out a detailed assessment of the risky manual handling operations considering in each case the task, the load, the working environment and individual capability.

3. Ensure that all assessments are recorded and reviewed should conditions change.
4. Ensure, where possible, loads delivered from outside the company are marked with sufficient information to facilitate safe handling.
5. Provide training on principles of manual handling for all employees engaged in such activities.
6. Provide PPE where necessary.
7. Ensure that details of any injury or incident relating to manual handling are reported.
8. Ensure employees are suitably screened before carrying out manual handling activities and report any personal conditions (in medical confidence) that might affect manual handling.

RECORDS

Manual Handling Training Record

This record catalogues the training history of staff. A separate set of records should be kept for each type of training given. It should be signed and dated by the handler and trainer, and should include a date for review as necessary.

Initial Appraisal Checklist

This should be filled in after observation of, and in discussion with, handlers. Most of the judgements should be made by eye. If there is any doubt about an answer, the assessor should seek comments from handlers, e.g. environmental conditions may vary and their state at the time of the appraisal may not be representative. Handlers will be able to provide the assessor(s) with further information, and most of the time detailed weights or measurements should not be necessary. However, if the assessor is in any doubt, for example, about the weight of the object, then it should be measured or classified as risky.

Initial Appraisal Action Summary

This record contains an action summary following the findings of the initial appraisal. It is only necessary to fill in this record if the task has been found to have some risk factors present. It enables the company to document the findings of the initial appraisal and any steps that have been taken to reduce the risks. If all the risk factors can be eliminated at this stage, no further action will be required for this operation. The completed checklist (if used) should be attached to the action summary.

Full Assessment Record

This record contains the background data, together with a description of load and a cross-reference to a video record if used.

Full Assessment Action Summary

This record is used to demonstrate the steps that have been taken to meet the real objective of the Regulations, which is a reduction of risks to health.

Manual Handling Initial Appraisal Checklist	
Name of operation:	Ref No:
Assessor(s):	Date:
Immediate postural and load factors	
Is the body position stable?	Yes / No
Is the trunk of the body straight (not twisted)?	Yes / No
Is the operation carried out by one person?	Yes / No
Is the load kept close to the body?	Yes / No
Can the handler avoid stretching upwards?	Yes / No
Can the handler avoid a prolonged period in one posture?	Yes / No
Can the handler perform the task without over reaching?	Yes / No
Are both hands used for grasping?	Yes / No
Are the hands less than a shoulder width apart?	Yes / No
Is the load positioned centrally in front of the body?	Yes / No
Is the load reasonably symmetrical?	Yes / No
Is the load stable and easily grasped?	Yes / No
Can handlers move and position themselves freely?	Yes / No
Environmental risk factors	
Is the working environment:	
too hot?	Yes / No
too cold?	Yes / No
too bright?	Yes / No
too dark?	Yes / No
too noisy to allow effective communication?	Yes / No
too wet?	Yes / No
slippery underfoot?	Yes / No
Does any personal protective equipment interfere with the task?	Yes / No
Note: If the answer to any of these questions is yes, the operation must be classified as risky.	
Force guidelines (refer to Figure 1 below and notes on page 3-2-3 to complete this section).	
Lifting and lowering whilst standing (adjust the force guidelines in Figure 1 to ensure they are relevant to the specific operation).	

Are any of these force guidelines (as adjusted) exceeded?		Yes / No
Does the load go outside the regions indicated (height or distance from body)?		Yes / No
Carrying		
Is the load carried below knuckle height?		Yes / No
Is the load carried at arm's length from the body?		Yes / No
the load carried for more than 10 metres?		Yes / No
Are any of the force guidelines in boxes A to C in column 2 of Figure 1 exceeded?		Yes / No
Seated Work		
Is the load lifted from below thigh height?		Yes / No
Is the load lifted to above shoulder height?		Yes / No
Is the load lifted at arm's length from the body?		Yes / No
Does the handler have to twist significantly to the side?		Yes / No
Is the load heavier than 5kg?		Yes / No
Pushing and pulling		Yes / No
Does the pushing or pulling take place below knuckle height?		Yes / No
Does the pushing or pulling take place above shoulder height?		Yes / No
Is the initial or maximum force required to push or pull the load more than 25kg?		Yes / No
Is the continuous force required to keep the load in motion more than 10kg?		Yes / No
Note: If the answer to any of these questions is yes, the operation must be classified as risky.		
Result		
Risky		Not risky
Assessors Signature		Date:
Print Name		

INITIAL APPRAISAL ACTION SUMMARY

Name of operation		Ref No:
Assessor(s)		Date:
Risk factors identified	Steps taken (i.e. elimination, automation, mechanisation):	
Brief description of any residual risks:		
Full assessment needed	Yes / No	
Signature		

FULL MANUAL HANDLING ASSESSMENT

This record can be used to undertake a full manual handling assessment. The first page contains the background data, together with a description of the load. Some of the details relating to this page may require additional information. If an operation relies on a great number of handlers a supplementary list may be required. When carrying out a generic assessment in particular, it may be necessary to widen the description of the load or the operation. Additional sheets should be used as necessary and attached.

Information Required

Name of operation	The name of the operation being assessed.
Ref No	Each operation should have a code or number assigned to it for easy reference.
Operation type	Whether the operation is being assessed as a single unit(single) or whether a range of related operations are being considered simultaneously (generic).
Assessor(s)	The name(s) of the assessor(s).
Date	The date of the assessment.
Contractor & Department	The name of the contractor and department responsible for the assessment.
Name of handler(s)	The names of the handler(s).
Frequency of operation	How often the operation is carried out and at what intervals.
Description of load	A description of the object(s) that are to be moved or supported.
Description of operation	A description of the actions carried out by the handlers. This description may be supplemented by photographs or a video recording.
Task, Load, Working environment and Individual capability.	These questions are designed to identify the presence or absence of risk factors, and their degree of seriousness

Answers to questions relating to distances, weights and forces should include a measurement. Measurements are not necessary to answer other questions, unless the assessor(s) are unsure whether a risk is present. It is important that the level of accuracy is sufficient.

For example, estimation of the distance of the load from the body should be obtained to within about 5cm and the distance written down should refer to the distance of the approximate centre of gravity of the load from the body, not the gap between the handler's body and the nearest edge of the load.

Estimates of degree of twist or angle of stoop should be done by eye. A protractor may provide a useful guide but attempts to measure angles to high accuracy should not be made. Measurement of the starting and finishing heights of a load should be based on the position of the hands rather than the bottom of the load since, for example, an object on the floor may be lifted by a point some way up the load, or may have a handle.

Heights of working surfaces should normally be measured to within 1cm. Some of the questions will require a more subjective approach. For example, determination of the need for rest pauses must be based on a mixture of observation (do the handlers appear to get out of breath?) and the opinions of the workers themselves.

Where the force required varies, the maximum effort needed should be recorded, together with an estimate of continuous forces. It will not usually be necessary to produce complete evaluations of dynamic force requirements because, if the forces required cause concern, a redesign of the operation will be necessary.

When filling in sections on environmental factors the assessor(s) should always check with workers and supervisors that conditions on the day are representative. If the workers report that conditions vary then this should be registered along with an estimate of the extent of the variation.

MANUAL HANDLING RISK ASSESSMENT

Name of operation:	Ref No:
Operation type (specific / generic):	
Assessor(s):	Date:
Contractor:	Department:
Name of handler(s):	
Frequency of operation:	
The operation	
Description of load:	
Description of operation with line diagrams or pictures:	
Video record number (if appropriate):	
The task	
Is the carrying load held at a distance from the trunk?	Yes / No

If yes, provide an estimate of distance.	cm
Can the load be held against the body?	Yes / No
Is the load held to the side of the body with one hand?	Yes / No
If yes, explain why this is necessary.	
Is the weight of the body unevenly distributed?	Yes / No
Are the feet too close together?	Yes / No
If yes to either of the above questions, explain why.	
Does the task involve twisting the trunk?	Yes / No
If yes, provide an estimate of maximum twist (in degrees).	_____deg
Does the task involve poor posture such /as stooping?	Yes / No
If yes, provide approximate maximum angle of stoop (in degrees).	_____deg
Does the task involve bending backwards to reach objects at high level?	Yes / No
Does this task require persons to manipulate the load into place?	Yes / No
If yes, describe.	
Does the task involve excessive lifting /or lowering distances?	Yes / No
Provide the height through which the load is lifted.	cm
Provide the starting height relative to the floor.	cm
Provide the maximum starting force.	kg
Provide the maximum stopping force.	kg
Provide the maximum continuous force	kg
Does the task involve risk of sudden movement of the load?	Yes / No
If so. describe the problem	

Does the task involve dynamic handling of loads such as throwing?	Yes / No
If yes, describe them.	
Does the task involve frequent or prolonged physical effort?	Yes / No
What is the total duration of work?	hours
How frequently is the action performed?	mins
Does the task involve insufficient rest or recovery periods Describe the current arrangements for rest and recovery.	Yes / No
Does the task involve handling while seated?	Yes / No
If yes, what are the forces or weights involved?	kg
Does task involve team handling? If so, how many participate in the team?	Yes / No _____
The load	
Is the load heavy? Provide the weight (if lifting or holding) or force required to move the load (it pushing or pulling).	Yes / No kg
Describe the precise measurement conditions and equipment used.	
Is the load bulky or unwieldy?	Yes / No
Provide the height of the load.	cm
Provide the length of the load.	cm
Provide the width of the load.	cm
If the weight of the load is unevenly distributed, describe how.	
Is the load difficult to grasp?	Yes / No
Describe the handholds, if any.	
Is the load sharp, hot or otherwise potentially damaging?	Yes / No

If yes, describe the features of the load concerned.	
The working environment	
Are there space constraints preventing good posture?	Yes / No
Provide the dimensions of the workspace, together with the widths of passageways, etc relative to the dimensions of worker and load combined (append a diagram or photograph if required).	
Are there uneven, slippery or unstable floors?	Yes / No
If yes, describe.	
Are there variations in the level of floors or work surfaces?	Yes / No
Describe the extent of any variations, their causes and locations.	
Are there extremes of temperature, humidity or air movement?	Yes / No
Provide values for these if available, together with details of the equipment used.	
Are there poor lighting conditions?	Yes / No
Do handlers move between areas with different levels of illumination?	Yes / No
Provide light levels and ratios of illumination between different working areas.	
If the operation involves team handling, do noise levels impair necessary communication?	Yes / No
What values were measured with what equipment, and what is the effective range for spoken communication?	
Are there any potentially hazardous chemicals in the working area which will impair safe performance of manual tasks?	Yes / No
If yes. describe these and their concentrations.	

Individual capability	
Does the task require unusual strength, height, etc?	Yes / No
Describe the handler(s) (provide age ranges, sex and note any extremely large or small individuals).	
Are any handlers pregnant?	Yes / No
Do any handlers have health problems?	Yes / No
Name any members of the workforce who are particularly at risk	
Is special knowledge or training required for safe task performance?	Yes / No
Specify the training required for this activity.	
Is there any special protective equipment or are there any items of clothing being worn by the workforce that may increase their risks of suffering an injury during a manual handling operation?	Yes / No
If yes, describe them.	
Assessor signature	Date:
Print name:	

Appendix 7

NOISE ASSESSMENTS

The following documents are standard forms of risk assessments for the general operations to be undertaken on this contract.

These should be superseded with specialist and sub-contractor information as appropriate.

For our works, please complete the form on a contract basis

**There are no initial operations which
require an assessment**

NOISE ASSESSMENT

NOISE ASSESSMENT RECORD

Noise is likely to feature as a potential hazard on any construction site. It is only when noise is identified as a problem, for example in pre-tender health and safety plans, that a specific noise assessment will be required. This record can be used to carry out a specific risk assessment under the Noise at Work Regulations 1989 (SI 1989/1790) (as amended).

Information Required

Project	The name of the project being assessed.
Ref no	Each operation should have a code or number assigned to it for easy reference.
Contractor	The name of the contractor responsible for the assessment.
Assessor(s)	The name(s) of the assessor(s).
Client	The name of the client responsible for the project.
Date	The date of the assessment.
Activity / Task	This should give sufficient information to identify each assessment area unambiguously. It should be remembered that these records are designed to be kept for a considerable length of time. What may be an obvious designation of a task environment now might not be so clear in 30 years 'time when claims for hearing loss by injured parties may still be made.
Area	From knowledge of the process, visual inspection of the procedures carried out and from the information provided by operators and supervisors, the work of the operators or the area needs to be broken down to give fractional exposures which are representative. For a large number of situations the exposure is likely to be relatively consistent over a working day, in which case no further breakdown needs to be made. For some operations, the exposure to noise is inconsistent. it may be necessary to break this down correspondingly. The record provided allows for the daily exposure to be broken down into four parts for different areas or activities. If this is not sufficient then several copies of the record may need to be amalgamated.
Levels	Most modern meters can display the Leq directly. The Leq is the equivalent continuous sound level that contains the same sound energy as the varying sound level for the same measuring period. While it is possible for measurements to be made of the Leq for a full eight hour working day, especially if a personal noise dosimeter is used as explained above, better use of time can be made by measuring noise levels from different phases during a construction project, or different operations done by a worker, noting the duration of the partial cycle or operation. From a knowledge of the sound levels or partial Leq's and the corresponding times, the daily Leq (Leq8h) can be calculated.

NOISE ASSESSMENT RECORD			
Project:		Ref No:	
Contractor:		Assessor(s):	
Client:		Date:	
Activity/ Task			
Area	Levels dB(A) Leq	Duration of exposure	Fractional exposure (f)
Total exposure (f):			
Estimated Lep.d dB(A)			
:			
Peak action level exceeded			
Assessment:			
People at risk:			
Instruments used:			
Date of last calibration			
Health surveillance			
Action Required:		Responsibility	Date
Signature:	Date		
Print Name	Date of next assessment		

Appendix 8

Site induction pack, toolbox and engagement with workers forms

SITE INDUCTION RECORD / DECLARATION

Name: _____

Signature: _____

Company: _____

Date: _____

1. Please confirm that you have received and fully understood the site induction from Wellcare, giving information on the site, explaining site rules and identifying specific site hazards.

YES

☐

NO

☐

2. Please confirm that you have received the Site Safety Guide.

YES

☐

NO

☐

3. Have you read and are you familiar with your company's risk assessments and method statements for your work on Wellcare projects?

YES

☐

NO

☐

4. Do you have access to a copy of your company's Health and Safety Policy?

YES

☐

NO

☐

5. Do you have any physical or medical condition that site management should be aware of? E.g. bad back, diabetes, epilepsy, particular allergies or medication, etc

YES

☐

NO

☐

Please comment

6. Are you aware of any additional training you feel is required for you to carry out your job more safely?

YES

☐

NO

☐

Please comment

7. What experience have you had working on construction sites?

0-3 months

☐

3-6 months

☐

6-12 months

☐

12-18 months

☐

2 years +

☐

Induction given by:

Position: _____

Date: _____

SAFETY AWARENESS TALK (TOOLBOX) RECORD	
--	--

SAFETY AWARENESS TALK NO.

[illegible]

The above named attended the Safety Awareness (Toolbox) Talk given by

PRINT NAME.....

TITLE.....

SIGNATURE.....DATE.....

ENGAGEMENT WITH WORKERS Site manager to log the dates when meeting were held with workforce. Recommended twice a week – need only be 5 minutes in canteen at lunchtime

ENGAGEMENT WITH WORKERS Site manager to log the dates when meeting were held with workforce. Recommended twice a week – need only be 5 minutes in canteen at lunchtime

[illegible]

Project:

Site manager to sign at end of project.....Date:.....

Appendix 9

Welfare

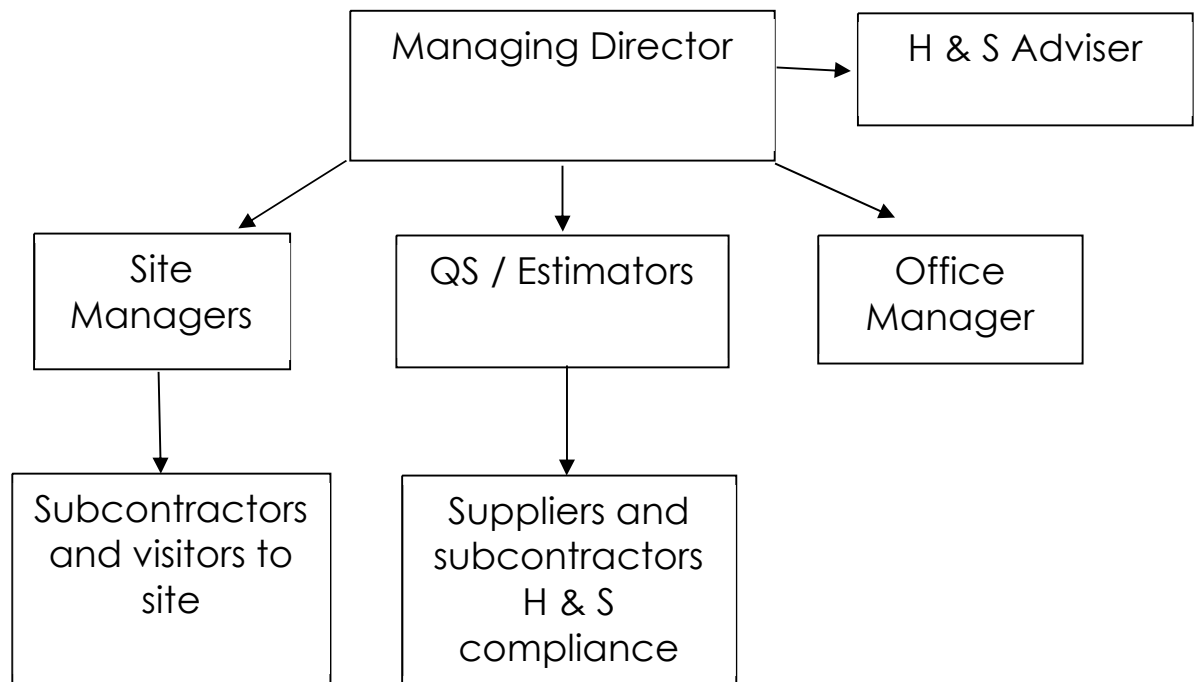
Welfare is inside existing building

Appendix 10

Contractor organisation chart

This chart identifies the corporate structure and line management.

This structure will be monitored by the managing director and revised as necessary.



Appendix 11

Asbestos Report

Omitted as Wellcare have a hard copy

Appendix 12

Safer Spot Observations Report

Omitted as Wellcare have hard copy

Appendix 13

Design Risk Register

Omitted as Wellcare have hard copy

Appendix 14

CCG Ground Recommendations

interpretative report assessing the actual risks of surface instability, and if appropriate, making recommendations for preconstruction remedial works.

14.5 Excavations

Excavations in the observed made ground and natural drift soils may be undertaken by light hydraulic excavators. Excavations in excess of 1.2mbgl will require side support.

14.6 Groundwater Management

Slight seepages were reported at some borehole positions, with monitored standing water levels being in the order of 2.21m - 2.32mbgl during the ongoing gas – groundwater standpipe monitoring programme. Hence, a prudent contractor would allow for some pumping to maintain dry working conditions during foundation construction and/or service installations, particularly during periods of heavy / prolonged periods of precipitation.

15.0 SUMMARY CONCLUSIONS

The recommendations hereunder are based on the salient sections of the report and should not be referred to in isolation of the relevant sections of the report. All recommendations are subject to Regulatory Local Authority review.

Table 17: Summary of Conclusions

Soil Contamination & Remediation	No remedial works required under areas of permanent hard standing.
	Site levels in proposed rear garden to be reduced by 600mm below finished garden levels and the levels restored by the placement of 600mm clean imported topsoil.
	Cover placed in all gardens will be undertaken under a strict validation regime comprising a 1nr analyses per 50m ³ with a minimum of 4nr analyses per material source.
	Cover thickness is to be independently validated by excavation and photography for inclusion in a Validation Report.
	Imported soils are to comply with the analysis criteria contained in Appendix G.
Controlled waters	In additional to the recommendations given above, as with all developments, disturbance of the ground may uncover unanticipated features which may give rise to considerations of contamination insofar as the exposed conditions may have the potential to impact on receptors including inter alia humans, animals, controlled waters, or the fabric of buildings. Any such encounters will require the contractor to halt work, isolate the risk area, and summon CCG to site to determine the nature of the exposure and to determine an appropriate course of action. Any such incidents will be fully documented in a detailed site Remediation Report.
	The above assessment confirms the presence of elevated concentrations of Arsenic, hence a potential risk to controlled waters is indicated.
Water Mains	Notwithstanding the above assessment, given the absence of nearby sensitive receptors (<i>i.e. Principal Aquifer, water abstraction points source protection zones nearby water courses etc.</i>) and given that the impacted soils will be removed during site preparation works to allow for foundation construction and/or service installations, it is considered that the slight exceedance pose an insignificant risk to controlled waters.
	The preliminary findings indicate that the soil concentrations of pertinent hydrocarbon contaminant species are above the threshold concentrations specified by the UKWIR, indicating that normal Protecta Line (PE/AL/PE) water mains may be deployed. Good practice requires that alkathene mains be laid in a remediated alignment comprising of clean granular fill extending to 600mm + pipe diameter and to 300mm below pipe underside.
	Pipes should be laid in accordance with BS EN 12201-2 'Plastic piping systems for water supply, and for drainage and sewerage under pressure as stated in UKWIR guidance.
Preliminary Waste Classification	It should be noted that this recommendation is subject to the opinion of the water supplier, and in this instance the local water authority (United Utilities) must be consulted to confirm that the proposals above accord with their interpretation of current guidance.
	The appended Hazwaste report classifies soils recovered from borehole WS1 to be ' Hazardous ' by virtue of elevated concentrations of Total Petroleum Hydrocarbons (TPH) (1680mg/kg). All other soils analysed classify as being ' Non-Hazardous Waste '.
Concrete specification	Notwithstanding the above, it should be noted that the final decision on waste classification is at the discretion of the accepting landfill, and it is recommended that consultation with landfill operators be undertaken during the development of the waste management plan.
	Concrete in the ground should be specified to conform to the compositional requirements of DC-1 as defined in BRE Special Digest 1: 2005
Gas Risk Assessment	After 1nr round of monitoring, a preliminary Gas Screening Value (GSV) of 0.0001l/hr is calculated for CO ₂ , and <0.0001l/hr for CH ₄ .
	Using these GSV values, the risk to the proposed development was assessed in line with Situation A as defined in CIRIA C665, and on this basis the site complies with Characteristic Situation 1 (CS1) and based on this classification gas protection measures are not required.

Foundation Design	See Section 14.0 for fuller discussion
Floor Slabs	See Section 14.0 for fuller discussion
Groundwater Control	Slight seepages were reported at some borehole positions, with monitored standing water levels being in the order of 2.21m - 2.32mbgl during the ongoing gas – groundwater standpipe monitoring programme. Hence, a prudent contractor would allow for some pumping to maintain dry working conditions during foundation construction and/or service installations, particularly during periods of heavy / prolonged periods of precipitation.
Excavations	Light hydraulic excavators may Excavations in the observed made ground and natural drift soils may be undertaken by light hydraulic excavators. Excavations in excess of 1.2mbgl will require side support.
Further work	• Complete ongoing gas – groundwater monitoring programme • Update gas risk assessment • Prepare Phase III Remediation Strategy Report • Prepare Phase IV Validation Report • Undertake intrusive mining investigation – see below
Ground Stability	The referenced Coal Mine Risk Assessment confirms there is a potential for the presence of historical shallow coal mining activities beneath the site, hence the client is advised to commission a ground stability assessment Following the procurement of a Coal Authority permit to drill in productive coal measures, it is recommended that 3nr boreholes be sunk to a notional depth of 30mbgl using rotary open hole drilling methods to determine the presence / absence of mine related voids and/or broken ground with boreholes being grouted to rock head level on completion of works. It is further recommended that each borehole be monitored for mine related gases during fieldworks. The proposed location of the mining boreholes are annotated on PRIMA GROUP Drawing No. 102-013 'Existing & Proposed Site Plan' contained herein.