



CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

FOR

St Chads Drive Kirkby

Rev. - 2

Site Manager: TBC
Site Manager Tel No. TBC

Construction Director: Nick Hilton

AUTHOR:	N HILTON	APPROVED BY:	P. CONWAY
POSITION:	CONSTRUCTION DIRECTOR	POSITION	FORGE CM DIRECTOR HEAD OF CONSTRUCTION
SIGNED:		SIGNED:	
DATE:	September 2023	DATE:	September 2023

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Construction Phase Plan read and understood by:

Name	Position	Date	Signature	Confirmed by

Revision and Distribution Sheet

Issue	Date	Description of Change	Site Manager	Approved by Contracts Manager

Introduction

This Construction Phase Health and Safety Plan has been compiled by the project management team to comply with the Construction (Design and Management) Regulations 2015. This document has been produced in isolation, given the absence of a Pre-Construction Information Pack.

The intention of this document is to help plan, manage and monitor the construction phase of the project with all relevant parties paying particular regard to Contractors on site.

The plan is a “living document” to be supplemented as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the health and safety of the project.

Contact details for senior members of the development staff shall be readily available and visible by means of signage affixed to perimeter fencing / point of site access as a minimum. An introductory letter drop to immediate neighbours shall be carried out with regular updates also given. The initial letter will contain:-

- a brief description of the intended works
- the anticipated start and finish date
- a site contact name and phone number in case issues arise.

Forge CM are appointed as the Principal Contractor in a Construction Management role.

1.0 SCOPE OF WORKS.

The proposed scheme is a light gauge steel frame construction, with a flat roof. It involves construction of 5 standard Evolve units apartments over 4 storeys, with associated communal facilities, 22 car parking spaces and associated landscaping.

As per attached plans and elevations below.

Forge CM are appointed as the Principal Contractor in a Construction Management role.



2.0 ACCESS AND EGRESS TO SITE. (Traffic Management Plan). Include any height, width and delivery time restrictions.

The site is located on the St Chads Drive in Kirkby. The site is currently occupied by a tarmac car parking area.

The site is bound by an St Chads Drive, County Road, Kirkby Police station and Trentham Medical centre.

Access will be via St Chads Drive during construction and once complete.



Due care and attention is required while entering and leaving the site, taking into account the type of road and the possible hazards that exist due to the surrounding environment.

Delivery schedules are required for all known large deliveries/removals, banksmen are to be employed as a matter of course. No activity, including deliveries and collections shall take place outside the hours of 0800 to 1800 Mondays to Fridays and 0900 to 1300 hours on Saturdays. No work is permitted on Sundays or bank holidays. Should any works / deliveries be required outside of these hours, then we will obtain permission in writing from the local planning authority before they take place.

No abnormal loads are anticipated, however, if it becomes apparent that this will become a requirement, advance notice will be given, along with timings / delivery routes etc.

All deliveries are to be co-ordinated wherever possible to avoid peak traffic times such as school start and finish times etc.

The local authority shall be consulted for possible traffic embargoes etc. if exceptional deliveries are required.

Disruption to residents from site traffic is not anticipated. When we are undertaking the initial earth works, we will ensure all lorries exiting the site have their wheel washed by jet wash ensuring that no run of goes on to the carriage way. Furthermore, a benefit of the site Tarmac topping being completed in advance will maintain site cleanliness and negate the risk of delivery vehicles needing to park / wait along the main carriageway before gaining access to the site. Due to the nature of

the form of the construction the delivery vehicle movements will be limited, on specific days such as the concrete pour to the GF slab deliveries will be coordinated with the Site manager to ensure that if deliveries cannot be accommodated with the site boundary they are held away from site and called in when required to prevent layover on the surrounding highway.

Suitable and sufficient temporary signage is to be utilised, to give clear direction to delivery drivers and the public alike during the construction process to maintain segregation.

Turning circles and dedicated traffic routes will be planned, implemented, and amended as the project develops to ensure that adequate room to manoeuvre is afforded on site, to ensure that no vehicles reverse from the site, on to the adjacent highway. Where these routes are on a hard surface they be kept clean by regular brushing and water spraying where necessary. All site traffic will be limited to 10 and where the site is unsurfaced movements will be minimised.

All site operations are to be segregated from the public and uninvited guests by means of solid hoarding to public-facing boundaries, site gates shall be closed when no deliveries are expected and therefore unsupervised.

Site construction vehicles shall park within a designated area, as initially indicated following – 'suggested site welfare area' this shall be developed as the scheme progresses to ensure on site segregation between traffic movement / routes, pedestrian walkways, and material storage etc.





Materials shall be recycled / repurposed wherever reasonably practicable. Skips will be provided for waste, and their contents segregated to aid recycling off site. Waste will be removed from the site to the skips daily and separate sealed bins will be provided for the disposal of food waste so that is no source to attract pests.

We have been advised by Knowlsey Council that there is a problem with rats within the area. Based on this information, we will prior to the commencement of the development carry out an assessment to determine if the site is harbouring any pest such as rats. Should evidence be found then control measures will be put in place. If necessary, we will bring in a suitably qualified pest contractor to take the necessary action.

All waste removed from site will be recorded within the site waste management plan and be undertaken by licensed waste carriers only and the loads leaving site will be covered.

Under no circumstances is the burning of waste on site permitted.

Dedicated refuelling areas shall be made available, complete with appropriate bunds, spill kits etc. These shall be sited away from local receptors to negate the nuisance effects of odour.

Dust control

Potential nuisance caused by airborne dust must be kept to a minimum by means of damping down, the use of screens, task selection based on prevailing weather conditions etc.

Materials will be stored in the location as shown on the previous plan. We do not envisage the need to stockpile any loose materials. If there becomes a need to stockpile these will be segregated from the main site operations to alleviate tracking and undue disturbance. Stockpiles will not be allowed to exceed 3 metres in height and located to the south of the site away from any local residents. During dry and windy site conditions stockpiles will be periodically dampened with water suppression, (by hand).

The following measure will be put in place to control dust emissions.

Sources of particulate matter	Control technique
Loading and unloading processes Transfer of materials	Containment Suppression Reduced drop heights - use of variable height conveyors - use of chutes
Double handling transfer points	Site and process design
Stockpiles	Wind dynamics management - use of fencing, bunding, profiling etc. Reduced drop heights Suppression - water and/or suppressants - sufficient coverage by sprays Covering - below ground or covered stock bins - dust covers - housing
Crushing, grinding, screening and separation	Containment Dust arrestment Suppression
Conveyors, conveyor transfer points	Containment - wind boards Appropriate siting - away from site boundary especially if near residential or other sensitive receptors
Blending, packing processes etc	Containment Reduced drop heights Dust arrestment bag filters / cartridge filters
Roadways including haulage roads	Suppression site and process design
External operations - Conveyors - Stockpiles - Roadways	Appropriate siting - away from site boundary especially if near residential or other sensitive receptors Wind dynamics management - use of fencing, bunding, profiling etc
Vehicles - bodies and wheels	Wheel-wash and under-body vehicle wash

The control of dust emissions from these processes is mainly using suppression and appropriate siting of equipment.

Noise Control

Nuisance from noise shall always be monitored to be in accordance with current guidelines and legislation [The Control of Noise at Work Regulations, 2005] and kept to a minimum. If it becomes necessary to carry out a particularly noisy activity, advance warning to neighbours shall be given. All plant and equipment - either contractors own or hired in, shall have regular service and maintenance checks, with records kept on site. All equipment shall be fit for purpose and have appropriate noise / vibration suppression fitted, all in accordance with BS5228 guidelines, the following shall/ will also be deployed as part of the guidance.

- The use of particularly noise plant will be limited, i.e., avoiding use of particularly noisy plant early in the morning.
- Vehicles and mechanical plant will be maintained in a good and effective working order and

operated in a manner to minimise noise emissions. We will ensure that all plant complies with the relevant statutory requirements.

- Compressor, generator and engine compartment doors will be kept closed and plant turned off when not in use.
- All pneumatic tools will be fitted with silencers/mufflers;
- Care would be taken when unloading vehicles to avoid un-necessary noise.
- The use of particularly noisy plant will be limited, i.e., avoiding use of particularly noisy plant early in the morning.
- Restrict the number of plant items in use at any one time.
- Plant maintenance operations will be undertaken at distance from noise-sensitive receptors.
- Reduce the speed of vehicle movements.
- Ensure that operations are designed to be undertaken with any directional noise emissions pointing away from noise-sensitive receptors.
- When replacing older plant, ensure that the quietest plant available is considered.
- Drop heights will be minimised when loading vehicles with rubble.
- Vehicles should be prohibited from waiting within the site with their engines running or alternatively, located in waiting areas away from sensitive receptors.
- Local hoarding, screens or barriers should be erected to shield particularly noisy activities.
- Temporary noise screens will be used to reduce noise from particularly noisy activities and the height of perimeter hoarding will be extended where this would assist in reducing noise the disturbance at sensitive receptors; and
- Hours of operation shall be strictly enforced and any deviations other than those previously identified will be with the consent of the local authority.

This scheme will not be piled so no additional measures will be employed for this element. We will select work with the trade contractors to select the quietest plant which is appropriate for the job and ensure that it is properly maintained, particularly with respect to any noise reduction measures. The vehicles that are going to be used regularly (forklift) will have white noise/ broadband reversing alarms. We operate a policy of when the plant is not in use they are shut off.

Initially we will use an "oasis" self-contained welfare and office, whilst awaiting the power connection. We are not intending to use this unit overnight but if there is a need we will look to use one with a hybrid generator.

Radios are permitted on site and all operatives are informed at induction that if the volume is not kept at a low level this privilege will be removed.

Vibration

With the location of the main building works and the local residents we do not perceive the vibration levels to exceed 5mm/s.

“If complaints about vibration are received from a resident or Knowsley Council, then the matter shall be investigated immediately and the works causing the vibration shall stop. If there is no other alternative method that can be put in place to carry out the works, then vibration monitoring will be put in place to enable the works to continue.

For any vibration monitoring:

- a. *The location of the vibration monitor shall be agreed in writing with Knowsley Council prior to the monitoring taking place and works continuing.*
- b. *The alarm level on the vibration monitor shall be set at 5mm/s. Should this level be exceeded due to the works, then the works will stop, and the site will contact Knowsley Council for further advice.*
- c. *The results from the vibration monitoring will be logged and kept for a minimum of 28 days. The results will be made available to an officer of Knowsley Council on request.”*

Lighting.

We will have very little external lighting whilst undertaking the works and any lighting will be positioned so as not to cause nuisance or annoyance.

3.0 CONTRACT DIRECTORY.

Client	Prospect place Hatfield AL9 5DA Martin Brown 01483 908 650 martin.brown@mccarthyandstone.co.uk
Architect	Bright Space Architects 27 Glasshouse Studios, Fryern Court Road, Fordingbridge, Hampshire SP6 1QX Mark Amey Mob:07593 355 181 Tel: 01425 655 806 mamey@brightspacearchitects.com
Structural Engineer	GGP Consult Priory Park East, 2 Hallam Rd, Hull HU4 7DY Tel: 01482 627963

M&E Consultant	TBC
HSE	Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
Construction Manager	Forge Construction Management Ltd Albert House 2 Bells Square Sheffield S1 2FY T: 0114 2762 216
Principle Designer	Peter Forsyth c/o Ross House, Binley Business Park, Harry Weston Road, Coventry, CV3 2TR Tel: 07464 486 603
Local Authority (Planning)	Knowsley Metropolitan Borough Council Municipal Buildings Huyton L36 9UX

4.0 **COMPLETED F 10**

A F10 is required for these works, to be submitted by the Principal Designer

4.1 **PROJECT MANAGEMENT TEAM (Forge - Company Level).**

POSITION	NAME	LOCATION	PHONE No.
Managing Director	Nick Phelan	Sheffield HQ	0114 2762 216
Construction Director	Nick Hilton	Various	07946 279 062
Site Manager	TBC	Site	
Assistant Site Manager	TBC	Site	

PROJECT MANAGEMENT (Forge - Site Level).

DESCRIPTION	RESPONSIBILITY	DELEGATED TO	FREQUENCY
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1. Fire Safety Co-ordinator – Fire Plans, Updates, Practices, Training & Monitoring.	Site Manager		As required during development of project – monitored weekly.
2. Emergency Procedures – Rescue (from height, confined space etc), Emergency Service Access.	Site Manager	Subcontractors as appropriate	Prior to project commencement and reviewed throughout.
3. First Aid – Treatment, Advice & control of resources.	Site Manager	Subcontractors as appropriate	At project commencement and on change of personnel
4. Accident Reporting and Investigation.	Site Manager		Initial reporting & investigation of any incident and compliance with Incident Action Matrix
5. Induction	Site Manager	Assistant Site Manager	All personnel on initial start on site and re-inducted as work develops.
6. Statutory Inspections and Records:			
Working Platforms	Site Manager	Subcontractors as appropriate	Weekly / after adaptation following event likely to affect stability
Excavations	“	“	Weekly / following fall of material / event likely to affect stability.
Lifting Equipment	“	“	Weekly / 6 or 12 monthly as required by statute.
Work Equipment	“	“	Weekly
Electrical Equipment	“	“	3 Month temporary supply/12 month in office equipment/3 months portable appliances
7. Permits to Work:			
Hot Work	Site Manager		As required – daily
Excavation / break ground	“		As Required - daily All services information to be highlighted/attached to permit.
Confined Space / Enter	“		As Required
On / Near Live Electrics	“		As Required
Out of Hours	“		As Required
8. COSHH Co-ordinator	Site Manager		As required - for all substances used on site with hazards to health.

9. Noise and Vibration – Assessment, Control & Monitoring	Site Manager		As required - for all hand tools or processes used on site with hazard to operatives.
10. Health and Safety Monitoring – Weekly Inspection	Site Manager External H & S monitoring	All parties	Minimum of one inspection of all site aspects required every week. Regular inspection from visiting auditing staff
11. Welfare facilities	Site Manager	Site labourer	Daily visual inspection
12. Health and Safety File – Passage of Information to Principal Designer	Site Manager		As soon as practicable after completion of package by contractor.
13. SPARE	SPARE	SPARE	SPARE

5.0 CONSTRUCTION PROGRAMME (Key dates).

Enabling works: - TBC
Cabin welfare set-up: TBC
Practical Completion Date: TBC
Handover to Client: TBC

6.0 INITIAL RISK ASSESSMENTS.

Method statements and risk assessments are checked for suitability in accordance with current legislation and ACOP's, and are approved by the Site Manager and / or Contracts Manager. MS's and RA's are required from subcontractors 2 weeks before commencement of their works to ensure suitability

The initial risk assessment works in accordance with the construction programme, inserted in the left-hand column is the site activity to be carried out in line with programmed works.

INITIAL RISK ASSESSMENT									
Operation	Risk Assessment						Application		
	Safety			Environment			FCM LTD	Sub-Contractor	N/A
	High	Med	Low	High	Med	Low			
Site transport			✓			✓	✓	✓	
Offload and distribution of materials			✓			✓	✓	✓	
Housekeeping			✓			✓	✓	✓	
Access and egress			✓			✓	✓	✓	
Unauthorised access to site especially Children			✓			✓	✓	✓	
Fire prevention			✓			✓	✓	✓	

Erection of boundary fencing			✓			✓	✓	✓	
Storage of flammable materials / fuel			✓			✓	✓	✓	
Noise			✓			✓	✓	✓	
Dust			✓			✓	✓	✓	
Electricity on site									
Mobile plant and machinery			✓			✓	✓	✓	

Other risks as below –

- Potential TPO areas across north, east, and southern boundaries.
- Existing party wall to adjacent commercial property. Wall to be protected and maintained during construction phase under party wall agreement.
- Potential over sail of crane jib onto neighbouring properties. To be considered.
- Retained trees and root protection zones to be considered and protected during construction works.

6.1 EXISTING SERVICES

On any existing development area [brown field site] there is a risk of the presence of existing live services and drainage runs servicing the site. This ‘as-built’ information should be made available within the ‘Pre-Construction Information Pack’ which is to be provided by the Principal Designer, a copy of which will be held in Forge CM Ltd. site offices and should always be referred to before excavation works are undertaken. All excavation works can only be undertaken following the issue of a suitable permit to dig system, issued by FCM Ltd.’s Site Manager.

The perimeter footpaths contain gas, water, and electrical infrastructure. If there are existing manholes on site that will provide outline evidence on existing drainage and services these should be considered along with all the services drawings available.

NOTE – all existing services must be treated as being ‘live’ until further evidence / proof is sought

All areas are to be scanned using a cable avoidance tool or similar before works commence and the Site Management Team and/or Statutory Authorities are to be contacted prior to works, if there are any discrepancies found between what is detailed on services drawings and what is found on site.

All subcontractors are to study services drawings. Any queries regarding the location of the services should be referred to the Site Management Team, Statutory Authority and/or the Designer and the Principle Designer. **All parties should be aware of the HSE Guidance Booklet 47 “Avoiding Danger from Underground Services” and HSE Guidance Note GS6 “Avoidance of Danger from Overhead Electric Lines”.**

The contractor is to make his own enquiries and satisfy himself prior to commencement that there are no other services crossing the site / work area.

7.0 RISK ASSESSMENT AND METHOD STATEMENT SCHEDULE (RAMS).

	TITLE	ASSIGNED CONTRACTOR	DATE ON-SITE	DATE RAMS REQUIRED
	Enabling Works			
	Bulk Excavation			
	Piling			
	Highway Works Outside Site			
	Groundworks			
	Light Gauge Steel Frame	Sigmat		
	Roof Covering			
	Joinery			
	Cladding			
	Brickwork / Blockwork			
	Rainwater goods			
	External Doors			
	Internal Doors			
	Glazing			
	Automatic Doors			
	Metalwork			
	Lift installation			
	Plaster boarding / skimming / taping and jointing			
	Floor screed			
	Suspended Ceilings			
	Painting and Decorating			
	Wall tiling			
	Soft Landscaping			
	Mechanical Installation			
	Electrical Installation			
	Intruder alarm system			
	Fire alarm system			
	Floor coverings			
	Mastic pointing			
	ADDITIONAL PACKAGES			
	Sprinkler system			
	Comms.			
	WiFi installation			
	Warden call system			

8.0 EMERGENCY PROCEDURES.

The site manager will nominate individuals with specific safety responsibilities during an emergency. This will include nomination by subcontractors.

He will ensure the table below is completed, include a list of contact numbers, and is posted throughout the site.

8.1	Site Fire Safety Plan
8.2	Fire Action
8.3	Fire Wardens
8.4	Fire Points
8.5	Training
8.6	Permits to Work - Hot Work
8.7	Escape Routes
8.8	Storage of Materials
8.9	Accident Procedure
8.10	Rescue Planning
8.11	Emergency contacts

8.1 Site Fire Safety Plan

The plan should include: -

- Key personnel responsibilities.
- Appointment of site fire safety co-ordinator and fire wardens (where applicable) and duties.
- Fire brigade liaison and emergency services information pack, e.g. (site layout map, access/egress points, any hazards, proposed hazardous material/gas storage, electricity, building plans, emergency call out numbers).
- Other measures to be considered.

Security – measures to be taken to protect against arson, etc. see **8.7** storage of materials.

Dry risers
Sprinklers
Fire alarm systems and detection

- Measures to control waste, rubbish, gases, and highly flammable liquids.

Reference should be made to the Approved Code of Practice on Prevention of “Fire on Construction Sites” HSG168 “Fire Safety in Construction Work” and the company safety advisers as required when compiling this plan.

8.2 Fire Action

The detailed procedures of actions to be taken by site employees and named Individuals with fire prevention responsibilities. Posting of notices with fire action to be taken.

8.3 Fire Wardens – (If Applicable)

Nominated persons responsible for monitoring to ensuring fire prevention measures are maintained and areas are cleared during a fire emergency.

8.4 Fire Points

Fire Points shown on the site fire prevention map detailing location of fire-fighting equipment, assembly points and access for emergency vehicles. Discussed at point of induction.

8.5 Training

The proposals for ensuring that personnel detailed for duties during an emergency are trained to carry out their responsibilities, including first aid. All personnel will be inducted by Forge CM before commencing work. Copies of all relevant training will be taken and stored, and the operative made aware that only machinery they are trained for is to be used.

8.6 Permits to Work – Permit to Dig

A permit to dig will be required and all criteria met before a permit is issued, all services will need to be scanned and marked before works commence.

8.7 Escape Routes

Detail of dedicated escape routes on the site. (Site layout map).

8.8 Storage of Materials

Lay down areas for general materials to be specified.
Storage of combustible gases etc. to be in an external well ventilated, lockable cage.
Storage of hazardous substances are to be in secure, lockable storage containers.

8.9 Accident/Incident Procedure

See Section 9 and Company Safety Procedure.

Emergency Contact Numbers

Emergency contact numbers to be detailed including subcontractors and posted in prominent locations on the site

8.10 Rescue Planning

TBC - As per contractors design / RAMS dictate

8.11 Emergency Contacts

EMERGENCY CONTACTS			
Site Manager: TBC		Tel: TBC	
<u>Service</u>	<u>Tel No.</u>	<u>Contact Person</u>	<u>Address</u>
Fire	999		20 Webster-Drive, Liverpool L32 8SJ
Police	999		St Chads Drive Kirkby Merseyside L32 8RF

Ambulance	999		
Hospital A&E Dept.	01270 612159		Aintree University Hospital Lower Lane, Fazakerley, Liverpool, L9 7AL
'Langness' FORGE CM LTD Safety Representative	01469 541 538	Matt Hood	Lancaster House Lancaster Approach North Killingholme Immingham DN40 3JY
<u>STATUTORY AUTHORITIES</u>			
Electricity	0800 195 4141		
Telecom	0800 800 150		
Water	0845 746 2200		
Gas	0800 111 999		
Other			
<u>ENFORCING AUTHORITIES</u>			
Health & Safety Executive (HSE)			Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS
Environment Agency (EA)	0800 – 80 70 60		
Forge CM LTD - Out of Hours Contacts:			
<u>Name</u>	<u>Tel No.</u>	<u>Job Title</u>	
Nick Phelan	07833 086789	Managing Director	
Paul Conway	07946 268 068	Head of Construction	

9.0 ACCIDENT/INCIDENT REPORTING SYSTEM.

All accidents/incidents will be reported and where necessary investigated in accordance with company safety management system and statutory procedure. All accidents including those to sub-contractors' workers will be entered in the site accident book this includes first aid treatment. Where an investigation is carried out, the site manager and contracts manager will ensure that any follow up action required or recommended is carried out promptly and that information is relayed to all parties who may be affected by findings.

- 9.1 All incidents, "near misses" and those categorised as dangerous occurrences under statute, and those causing major damage whether or not injuries occur will be reported and investigated.

10.0 WELFARE ARRANGEMENTS.

- 10.1 **Welfare facilities** provided will comply with CDM 2015 Section 2. as a minimum. Suitable and sufficient facilities will be scaled dependent upon the nature, size and duration of the project/ task.

All welfare facilities provided by Forge CM Ltd will be maintained in a clean and orderly condition, any defects or damage must be immediately reported to site management.

- 10.2 Welfare arrangements will consist of the following:

Date/ Review	WC's	Urinals	Wash Basins	Drying Rooms	WC's Females	Canteens
Weekly	3	2	3	1	1	1

11.0 SITE RULES.

The following rules are applicable to all contracts. **THE SITE MANAGER IS TO ADD ANY ADDITIONAL RULES WHICH THEY MAY CONSIDER APPROPRIATE.**

- 1) All operatives are to Sign in before commencing work and sign out when leaving site for any period of time. Failure to sign in and out will result in the first instance in a yellow card and in a second instance a red card.
- 2) Safety Helmets, High Visibility Vests and Safety Footwear c/w insole protection are mandatory on this site at all times.
- 3) Smoking is only allowed in areas designated by the site management.
- 4) The correct Personal Protective Equipment must be worn on site at all times.
- 5) All plant and equipment must only be used by operatives who have received suitable and sufficient training in their use. These qualifications are to be produced at induction to the site management and on request.

- 6) All access and emergency routes must be kept free from obstruction at all times.
- 7) It is strictly forbidden to ride on plant as a passenger (e.g. Dump trucks / JCB).
- 8) The consumption or possession of alcohol on the site is strictly prohibited. No person is to work on this site having consumed alcohol.
- 8) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The requirement to take drugs for medical purposes is to be notified to the Site Manager.
- 9) All site employees are to be made aware of the emergency first aid arrangements and escape routes on the site and the site assembly point. **If in any doubt they are to ask their supervisor or manager.**
- 10) All site employees must co- operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift as a minimum, or as required. This includes the site welfare facilities.
- 11) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.
- 12) All site employees will attend a site-specific induction and are required to confirm they understand the requirements of Method Statements/Risk Assessments associated with their work.
- 13) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so. (CISRS Scaffolders Certificate).
- 14) Site employees are to report any defected plant or equipment to their manager immediately.
- 15) Parking is to be in the designated site parking areas, construction traffic parking is allowed following approval from Forge CM
- 16) No deliveries are to be made before 08:00 hours. Deliveries before this time without expressed permission will be automatically rejected from site.

11.1 Induction Process

Site inductions are carried out on a daily basis and are held at 8:00am and 13:00pm
Items covered in the Induction are:

Roles and responsibilities
Project overview
Store opening, deliveries and using the store.
Signing in
PPE
Fire procedures
First Aid
Welfare facilities
Scaffold
Permits to work
Smoking
Method statements and risk assessments
Accumulation of rubbish and debris
Plant and small tools
Certificates and registers
Covid 19 prevention measures
The working environment generally

Following completion of the induction a form per operative is completed with personal details And some further medical questions showing understanding and acceptance of the site induction procedure.

12.0 Consultation on safety matters (on site)

Forge CM Ltd will ensure that an adequate standard of safety communication is developed on the site, and that sufficient information and instructions are passed to the subcontractors. Safety issues will be discussed at meetings as a **priority** and items specifically minuted under a safety heading for action by those identified as responsible. Site specific safety meetings will be held on a regular basis with all subcontractors, senior site representatives will be invited to attend. These meetings will be minuted and an agenda produced to encompass the scope and timing of works. All site safety representatives are to attend these meetings.

Where considered necessary by the site manager, extra ordinary safety meetings will be held to discuss all issues with subcontractors and others concerned, which are of a critical safety priority. If it is considered necessary by the site manager any of the following may be invited to such meetings; the company safety adviser, relevant senior Forge CM Ltd manager, clients representative, planning supervisor, enforcing authority representatives and any or all of the utility companies.

High standards of communication with the workforce are to be developed through regular toolbox talks carried out at least once per fortnight. Forge CM Ltd will require subcontractors to carry out such talks. The Site Manager shall ensure that other adequate communications on site safety matters are carried out with all site workers on site, e.g. notices, posters.

13.0 Health and Safety Management

Forge CM Ltd goal for this project is zero incidents or accidents for the duration of the works.

13.1 Arrangements for monitor/review of health and safety performance

Daily visual site inspections are made and items that need attention are noted in the site diary [FCM/QA/005]. On a weekly basis, a formal safety inspection is carried out by the site manager and recorded on a safety inspection report [FCM/HS/007]. These records are then discussed during our fortnightly site progress meetings.

External audits are also carried out by both an independent health and safety consultant and an auditor appointed by the Client.

13.2 Exchange of Design Information and Design Changes.

McCarthy and Stone acting in the role of Principal Designer will update all design information for the project and uploaded to 'Datum' in a timely manner.

Existing Hazard Identification Drawings (HIDs) will be uploaded to the CDM Folder on Datum, along with the statutory CDM documentation to pass on to the relevant contractors.

The Development Manager must ensure designers update these HIDs where significant design change with significant health and safety implications takes place and bring them to the attention of the Construction Manager to update this plan where required.

The Construction Manager must notify the Development Manager of any contractors' design changes when significant health and safety implications takes place and bring them to the attention of the Site Manager to update this plan where required.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regard to the health and safety aspects of the construction and the Temporary Works Co-ordinator informed by the Principal Designer.

13.3 Selection and control of subcontractors

A pro-forma questionnaire is used to assist in the selection process [FCM/QA/020] This form, along with past health and safety performance helps to establish the suitability of subcontractors for the project.

13.4 Forge CM Ltd and all Subcontractors shall implement the minimum requirements as set out in current Health and Safety legislation.

13.5 Forge CM Ltd is responsible for planning, organising, co-ordinating and controlling subcontractors employed directly on this project. In addition, Forge CM Ltd, shall “take all reasonably practicable measures” to ensure co-operation and communication between all other Contractors, in particular those appointed by the Client.

13.6 The role of Forge CM Ltd is to manage and give practical effect to the duties upon individual contracts to ensure an integrated approach to Health and Safety on site.

13.7 All Sub Contractors shall prepare and operate their own safety management systems, taking account of the site rules and client requirements and due regard for the hazards and project information provided in this plan.

13.8 During the project, the Planning Supervisor will ensure preparation of the Health and Safety File for subsequent retention by the Client on completion of the project.

The Designers, Forge CM Ltd and Subcontractors are obliged to supply information to the Planning Supervisor to be included in the Health and Safety File.

13.9 All persons employed on this project will, irrespective of their status, attend a safety training induction course co-ordinated by Forge CM Ltd.

At induction all persons will be made aware of:

- A.** The site rules
- b.** All relevant safety information agreed by the Site Manager.
- c.** Site safety consultation methods
- d.** Minimum training requirements for site activities

Visitors are not permitted access to work areas unless they have undertaken a visitor safety training induction. Thereafter, they must always be accompanied by either the Site Manager or, a site operative who has previously received a full site induction. Visitors are not authorised to carry out any work or use any plant or equipment.

Subcontractors will ensure that all their personnel are appropriately trained for their tasks, will have had the risk assessments / method statement fully explained to them prior to commencing work on site and that each individual acknowledges that they understand the safety requirements for the work they are involved in. On-site training will be given, for all personnel for operations involving risk, in the form of toolbox talks. Records of attendance will be maintained for all training carried out on site, including training by subcontractors.

13.10 There will always be a certified first aider on site during working hours.

13.11 Permits to Work

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on "Permit to Work" Systems. These include.

- a** All excavation works
- b** Hot work operation
- c** Entry into confined space
- d** Out of hours supervision

13.12 Safety / Quality Inspections

Forge CM Ltd staff involved in the project shall inspect all works on site on a regular basis and complete an inspection report [FCM/QA/007]. Any contravention's will be immediately corrected and confirmed as such by completing the relevant section of the report.

Subcontractors' representatives (foreman, safety supervisors / reps.) will also be responsible for everyday checks.

During safety inspections, checks will be made on records held such as induction, toolbox talks to check the content, and information given out such as leaflets, rules, name of Principle Designer, Principal Contractor, Forge CM Ltd safety advisers.

Also, those relevant parts of the Contract Health and Safety Plan have been communicated, such as method statements, risk assessment control measures.

On a regular basis the safety plan is to be reviewed to ensure it takes due account of changes of circumstance.

13.13 Personal Protective Equipment (PPE)

All site employees including those of any Sub Contractor shall, whilst on site wear any necessary PPE. The Forge CM Ltd Site Manager will ensure that a record is kept in the Site safety records of all issues of PPE, and when necessary, Sub Contractor employees.

13.14 Safety Information

All statutory safety signs and notices will be displayed in:

- a.** The Site Manager's office.
- b.** The site welfare facilities
- c.** In site areas as identified by site management

Attendees Name	Attendees Signature	Company
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Section 14 Existing Services Locations [available under separate cover]

Section 15 Programme information [available under separate cover]