



DEMOLITION MANAGEMENT PLAN

This demolition management Plan has been prepared for:

Demolition and soft strip

Undertaken at:

Rays bakery
39-45 high street
Prescot
L34 6HF

Title **Demolition management plan**

Author Lee Piper

Date 04-10-2022

Version	Date	Detail	Prepared By	Position
B	04 / 10 / 2022	Rev 01	L piper	Director
C				
D				
E				
F				

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1.0 THIS DEMOLITION MANAGEMENT PLAN

This demolition management Plan has been developed from information provided by the client and Lee Contracting Limited and will be further developed as the Project progresses through the demolition phase.

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

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

1.1 PRINCIPAL CONTRACTOR

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

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1.2 CDM AIMS AND OBJECTIVES FOR THE PROJECT

Lee Contracting Limited aims are:

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

1.3 SAFETY STANDARDS AND OBJECTIVES FOR THE PROJECT

Lee Contracting Limited will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

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

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1.4 SITE SAFETY POLICY STATEMENT

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

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

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

It is the responsibility of Lee Contracting Limited to:

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

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2.1 PROJECT/ CLIENT

Michelle ray

Rays bakery

Limited

2.2 PROJECT ADDRESS

Rays bakery

39-45 high street

Prescot

L34 6HF

2.3 DESCRIPTION AND SCOPE OF WORKS

The works shall include but not be limited to the following:

The project broadly involves the following works:-

- Site set up mobile welfare haras fencing perimeter of the demolition work areas
- Asbestos removal
- Soft strip of buildings to be demolished
- Demolition
- Removal of all waste generated by the demolition works off site via correct waste streams

Timescale: 3-4 weeks

Proposed Start Date: TBC

Expected Completion TBC

Normal working hours 8.00am – 6.00pm Monday – Friday Saturday 8.00am – 1.00pm these hours will be adhered to at all times no works to be carried out Sundays or public holidays unless prior written permission is granted from the local planning authority. Works outside of these hours stated are strictly prohibited

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2.4 DUTY HOLDER DETAILS

Client

Rays bakery
39-45 high street
Prescot
L34 6HF

Principal Designer

Lee contracting demolition ltd

Principal contractor

Lee contracting demolition ltd
First floor suite,
Rossett business village
Lyndir lane
Wrexham
LL12 0AY
Contact: Mr. lee piper
Telephone: 07951198898
Email: l.piper@leecontracting.co.uk

Safety Advisor

Seguro health and safety management
The technology centre,
Inward way
Ellesmere port
CH65 3EN

Contact: colin carruthers
Telephone: 0151 350 3741
Email colin@seguro-safety.co.uk

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2.5 FORM OF CONTRACT

2.6 EXISTING ENVIRONMENT

The project site is surrounded by houses .

2.7 PREVIOUS LAND USE

Bakery

2.8 SURROUNDING AREA

The premises are located to nearby residential areas

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

- The prevention of dust from work arising; (all stockpiles of potentially dusty material shall be stored away from the boundary of the existing dwellings/businesses)
- Static plant powered by internal combustion engines shall be sited away from neighbouring dwellings and properties
- All wagons delivering or leaving site must be covered
- All waste will be segregated and placed into nearby skips, waste must not accumulate
- Existing bait boxes around the perimeter of the site are to be left undisturbed to aid with pest control
- Drains disconnected from the bakery are to be blocked to prevent rodents entering the drains
- Mitigation of noise, all plant will be turned off when not in use and a lee contracting site supervisor will carry out regular noise monitoring to ensure the legal limits are not exceeded
- Mitigation of vibration, a vibration monitor will be used and monitored to ensure the legal working limits are not exceeded
- (no pilling , pumping or overnight generators will need to be used on this project at the demolition phase)

2.9 EXISTING SERVICES

All services have been disconnected

2.10 EXISTING STRUCTURES

To the rear of the shop the former bakery is to be carefully demolished, as per drawing

2.11 ASBESTOS REPORT

Survey present

2.12 GROUND CONDITIONS

If contaminated land is thought to be found at any point during the project works will cease and the councils environmental protection unit is to be contacted at the earliest convenience 0151 443 4712

2.13 EXISTING TRAFFIC SYSTEMS

The Principal Contractor (Lee Contracting Limited) will ensure that suitable and sufficient precautions are taken to prevent unauthorised access and to ensure the safe passage of vehicles and pedestrians past the premises.

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

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

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

- Safe manoeuvring vehicles around the site.

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- Safety when vehicles enter and leave the site with particular care to pedestrians and vehicles using the existing buildings and main highway.
- Access routes are maintained for emergency services at all times.

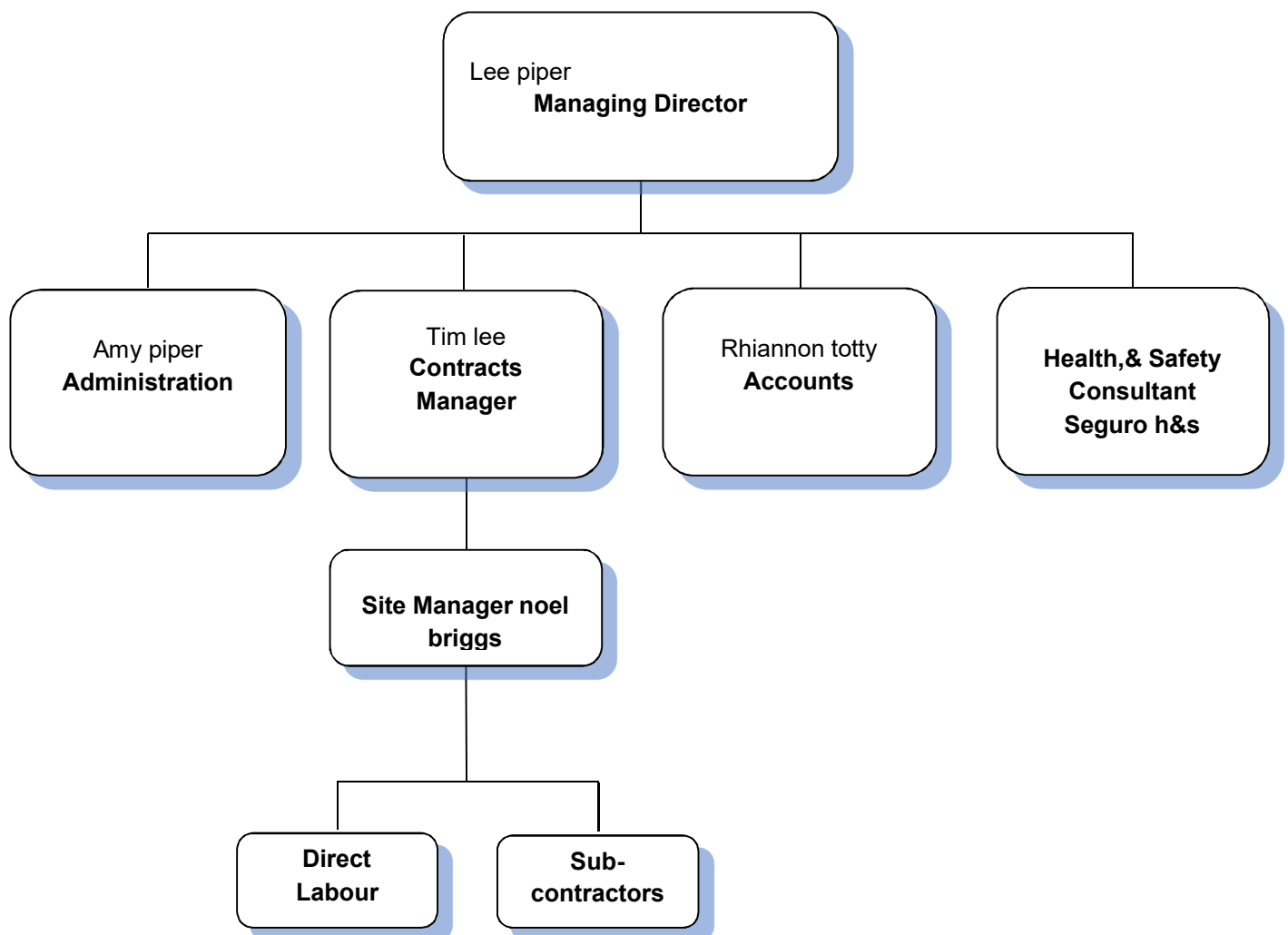
3.1 MANAGEMENT TEAM FUNCTION

- Lee Contracting Limited has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the Project goals.

The team function will:-

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

3.2 PROJECT ORGANISATION AND PERSONNEL



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3.3 RESPONSIBILITIES

3.3.1 Managing Director

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

3.3.2. Consultant Health and Safety Advisor

Lee Contracting Limited have taken the decision to appoint an external health and safety advisor to provide advice and assistance in the conduct of its health and safety programme. The advisor will work at two discrete levels:

Strategic level:

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

Operational level:

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

3.3.3 Contracts Manager

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

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

The Contract Managers responsibilities are:

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

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3.3.4 Site Manager

The Site Manager is responsible to the Contracts Manager for the day-to-day maintenance of safety standards with the site.

The principle tasks are:

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

3.3.5 Members of Staff

All staff whether or not in supervisory or management positions have a responsibility to take reasonable care for their own and other's health and safety. All staff must co-operate in the maintenance of a safe and healthy working environment and they must properly use any control measures, including engineering controls, protective equipment, other equipment or systems of work, provided for their safety or welfare. They should report any hazards identified or noted to the relevant manager. Ideas for improving the safety of workplaces are encouraged and suggestions should be put to line managers and/or supervisor.

3.3.6 Contractors

- All contractors will operate in accordance with Lee Contracting Limited procedures, site specific rules and Clients requirements, as explained both within the site induction process and in the contract documentation
- All contractors shall co-operate with each other to facilitate the safe operation of site activity
- All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

4.0 INFORMATION ABOUT RESTRICTIONS WHICH MAY AFFECT THE WORK

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

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4.1 ACCESS/EGRESS

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

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

Lee Contracting Limited will ensure that site specific arrangements are in place to ensure:

- Safe manoeuvring vehicles around the site.
- Safety when vehicles enter and leave the site with particular care to third parties and vehicles using the existing premises
- All wagons leaving or entering the site must be covered
- Access routes are maintained for emergency services at all times.

4.2 DELIVERIES

- All deliveries will be met and reversed on site by a competent banksman.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum.
- Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager and Client.

4.3 TRAFFIC/PEDESTRIAN ROUTES

- The premises are located within residential areas with pedestrian and vehicle activity.
- As Principal Contractor, we will ensure that suitable and adequate measures are provided including Method and Risk assessments to ensure:
 - The Principal Contractor will ensure that site specific arrangements are in place to ensure:
 - Safe manoeuvring vehicles around the site.
 - Safety when vehicles enter and leave the site. All wagons entering or leaving site must be covered. with particular care to pedestrians and vehicles using the existing buildings and main highway.
 - Access routes are maintained for emergency services at all times.

4.4 ACCIDENTS, FIRE AND EMERGENCY SERVICE

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

4.5 ANY OTHER RESTRICTIONS NOTED IN THE PRE-CONSTRUCTION INFORMATION

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

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5.0 SAFETY RISK REGISTER

5.1 THE EXISTING ENVIRONMENT

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

Hazard/Risk	Description	Control	Principal Contractor
Public Safety			
Unauthorised Access	Unauthorised persons entering work area	Fencing or similar to be erected with signage to prevent access into the work area.	Principal Contractor
Vehicular Movement	Deliveries to site	All wagons entering or exiting site must be covered	Principal Contractor /Contractors
Environmental			
Noise	To be kept to a minimum	Regular noise monitoring and recorded/ all static plant will be sited away from dwelling/ offices ect and turned off when not in use	Contractor
Vibration	Caused by demolition works	Vibration monitoring in place to be used	Contractor
Dust and Mud	To be kept to a minimum	Dust suppression to be used / this will be a high powered jet wash and will be monitored and used as needed to keep dust to a minimum this will also be used to wash the wheels of the vehicles leaving site if needed/ although this will be unlikely as all vehicles are to be kept on hardstanding's at all times	Contractor
Contaminated Water	Not to enter water course	Seal cover drains / this will also help to prevent the vermin traveling through disused drains	Contractor
Waste Disposal	Waste generated from demolition works	Segregate waste / recycle where possible don't let waste accumulate especially food waste. There are a number of existing bait boxes around the car park to help with the pest control these are to be left in situ	Contractor
Buried Services			
Gas	Unplanned damage to live services	Strictly subject to Permit to work and method statement by fully competent and trained personnel i.e. electricians, Gas Safe registered etc	Principal Contractor
Electricity			
Telephone			
Water			
Sewers			
Wells			
Services not plotted	Unplanned damage to live services	Obtain services drawing	Principal Contractor
Competence of contractors			
Emergency Services			
Fire Risk on site		Hot works/ fire extinushers	Contractor

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	Cutting works		
Fire risk adjacent buildings	n/a		
Fire escape routes	Working areas	To be kept clear	Contractor
Fire Assembly point	Main gate	Sound a horn / shout fire	Principal contractor

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5.2 THE DESIGN

This section highlights the significant hazards identified by Lee Contracting Limited and the design team as a result of the design. Lee Contracting Limited will manage these hazards during the construction process and will ensure that this Section is kept up to date at all times.

Construction Risks	Description	Control	TMC/Contractor
Site set up	Unauthorised access to work area.	Fencing or similar to be erected with signage to prevent access into the work area	Principal Contractor
Working at Height	Fall of materials, plant and personnel	Working at height to be carried out in accordance with risk assessments and method statements.	Principal Contractor
Excavations	N/A		
Slips, Trips and Falls	People being injured following contact with debris and poorly stored materials	Maintain the highest standards of housekeeping on site	Principal Contractor
Manual Handling Operations	Injuries caused by moving and handling of materials or plant.	Manual Handling operations should be Risk assessed and mechanical aids provided where appropriate	Principal Contractor
Working on live surface	Death by electrocution	Strictly subject to Permit to work and method statement by fully competent and trained electricians	Principal Contractor
Control of Noise	Nuisance and damaged caused by noisy operations	Noise to be reduced as far as reasonably possible. All PPE identified by Risk Assessment is used	Principal Contractor
Control of Dust	Dust causes a general nuisance to both operatives and those nearby.	Use dust suppression to reduce the probability of dust becoming airborne.	Principal Contractor
Disposal of waste	Fire, vermin infestation and tripping hazards. Environmental considerations	Waste policy and appropriate arrangements to be in place	Principal Contractor
Fire Precautions	The risk to life and property of a fire incident and associated risk with flammable or explosive materials	A fire risk assessment should be carried out and appropriate arrangements be in place	Principal Contractor
Plant / Equipment	Risk to life & property of untrained operatives operating equipment	All plant/equipment to hold valid test & examination certification. Only competent operatives to use plant/equipment. Weekly/before use checks to be carried out & records maintained.	Principal Contractor
Lifting Operations	Risk to life & property of untrained operatives operating equipment	All lifting operations will be undertaken by a 'competent person' undertaking the work in accordance with the Lifting Operations and Lifting Equipment Regulations, they will draw up a plan for the lifting operation and discuss and agree the method, timing and location with the Principal Contractor.	

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6.0 IDENTIFICATION AND EFFECTIVE MANAGEMENT OF ACTIVITIES WITH RISKS

6.1 RISK ASSESSMENTS

For site wide elements these will be developed by Lee Contracting Limited prior to commencement of any works as part of the establishment process to include:

- The storage and distribution of materials
- Access to the works
- Working at height (steps & ladders)
- Control and disposal of waste
- The provision and use of temporary services e.g. Electricity
- Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- Exclusion of unauthorised people.

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

All method statements and risk assessments will be accepted by Lee Contracting Limited prior to contractors being allowed to commence works on the site. Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise.

Where these activities affect others, the relevant assessment and information shall be made known to them.

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

The Site Health & Safety Co-ordinator shall be responsible for the issue of permits to work to include the following activities:

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

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6.2 SAFETY METHOD STATEMENTS

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

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

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address in the above items which will be retained on site for information within the site safety filing system.

Method statements and risk assessments for each contractor's works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to Lee Contracting Limited prior to works being undertaken.

Lee Contracting Limited will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

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

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

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6.3 REGISTER OF APPROVED SUB-CONTRACTORS FOR THIS PROJECT

Trade	Company	Start Date	Method Statement provided Y/N
Asbestos removal	Green fields	TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes
		TBC	Yes

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7.0 ARRANGEMENTS FOR CO-ORDINATION OF OPERATIONS

Health and Safety issues will be dealt with in conjunction with other relevant issues as part of an integrated management approach.

The co-ordination of contractors' activities will be planned by the Principal Contractor and will be set out in the project programme. Day to day co-ordination will however be achieved between contractors by daily morning meetings between the Principal Contractor's, Site Manager and Contractors. Records will be kept of these meeting.

Weekly meetings between the Principal Contractor's, Site Manager, Contractors and Policy Holder will be held to discuss progress and plans for the following week and issues that have been highlighted during the course of daily meetings to ensure all health and safety issues are being addressed.

7.1 SAFETY TRAINING

- All Lee Contracting Limited personnel will undergo both an induction on Company safety procedures and a site specific induction before being allowed to work on site.
- All Lee Contracting Limited personnel visiting site must undergo an induction on Company safety procedures and be escorted around the premises.
- Contractors will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.
- All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.

7.2 SAFETY INSPECTIONS

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

7.3 SAFETY MEETINGS

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

8.0 ARRANGEMENTS FOR ASSESSING SUB – CONTRACTOR COMPETENCY

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

8.1 CONTRACTORS

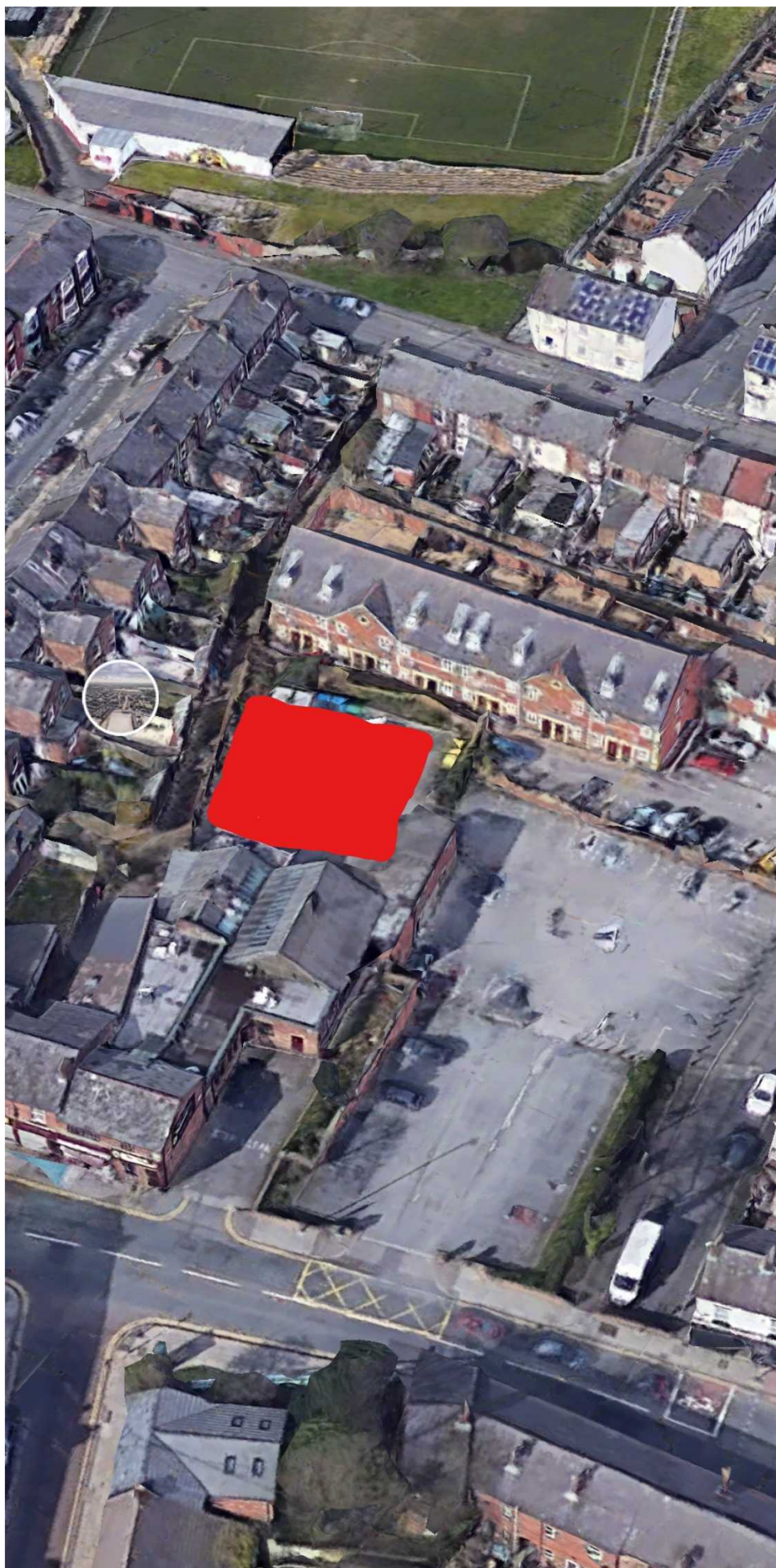
Competency checks will include the provision of the following information, as a minimum:

- Health and Safety Policy.
- Insurance details.
- Management structure.
- Risk and COSHH assessments and Site Specific Method Statements.
- Confirmation that they will comply with the Lee Contracting Limited Health & Safety Plan.
- Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- Confirmation that equipment to be used is properly selected and maintained.
- Confirmation that plant/equipment operators are properly trained.
- Evidence of CSCS accreditation
- Training details
- Accident/incident/enforcement notices and court action details.

All contractors will prior to being accepted to carry out any works for Lee Contracting Limited will complete Lee Contracting Limited contractor competency paperwork.

Site plan

Marked in red is the area to be used as the site storage compound for plant / materials and welfare area throughout the duration of these works





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dmp/02

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8.2 PLANT

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

8.3 MACHINERY

It is Lee Contracting Limited policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER).

Wherever there is any significant risk to health and safety due to the work equipment the company will: -

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

8.4 NOISE

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

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

8.5 COSHH ARRANGEMENTS

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

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

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

All containers on site must be labelled.

9.0 MANAGEMENT MEETINGS AND INITIATIVES

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

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

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

Type	Frequency
Contract pre start meetings	1 per Contractor prior to start on site
Contract Meetings	Weekly
Progress Meetings	Weekly
Client Meetings	Snagging meeting and post launch meeting.
Management Review	As necessary
Design Team	As necessary

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

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10.0 DESIGN WORK CARRIED OUT DURING THE CONSTRUCTION PHASE

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

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

Lee Contracting Limited will in turn, pass this information to the Principal Designer and confirm this is in the Health and Safety Plan.

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

11.0 Emergency Arrangements

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

11.1 ACCIDENT PROCEDURE INCLUDING REPORTING AS REQUIRED BY RIDDOR

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

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11.2 Emergency Contact Details

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

Emergency Service or Contact Person	Emergency Number	Action to be Taken
FIRE	999	Contact site fire officer and follow emergency procedure
POLICE	999	Contact directly
AMBULANCE	999	State clearly the condition and current status / nature of injury
TRAFFIC POLICE	999	Ask specifically for the traffic police
HOSPITAL Accident & Emergency	Whiston hospital	General Enquiries and A & E
HSE or EHO	Health & Safety Executive Redgrave court Merton road Bootle L20 7HS	All reportable incidents Tel: 0300 003 1747
Employment Medical advisory Service (EMAS) Doctor	As above	
Principal Designer	Lee contracting demolition ltd	In the event of any emergency contact the named person giving details of incident.
Safety Advisor	Seguro health and safety management Technology centre , Inward way Ellesmereport Tel:0151 350 3741	In the event of any emergency Lost time accident or reportable occurrence contact the named person giving details of incident.
Site Manager	Paul hardman	-
Structural Engineer	N/A	
Construction Director		
First Aider	Paul hardman	-
Local Gas Board	Emergency Call Centre	0800 111 999
Local Rivers Authority	0800 052 0130	
Local Electricity Board	0330 1010 400	

12 Welfare Facilities

Lee Contracting Limited will provide welfare facilities, for all contractors and employees working on the Site. That is the provision of clean well maintained toilets, hot and cold washing facilities, clean towels or hand dryers and canteen facilities to meet the requirements of Construction (Design & Management) Regulations 2015.

13 INFORMATION AND TRAINING

13.1 Induction Briefing

All employees, sub-contractors, visitors or any other person will be given a site specific safety induction before commencing work on the site.

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All those receiving induction will sign for them and records will be kept on site with the Health and Safety Plan.

13.2 Information and notices

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

13.3 Management/Supervisor Competence

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

13.4 Workforce Competency

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

13.5 Toolbox Talks

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

13.6 Site Registers and Documentation

The following will be available on site:

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

Copies of the following Lee Contracting Limited information notices will be displayed on site.

- Emergency Detail (hospital directions etc)
- Health & Safety Policy Statement
- Site Rules
- First Aid details

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14.0 Site Rules

The site rules will be notified through the Construction Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times. Site Rules can be found in Appendix 2 of this document.

Lee Contracting Limited operates a zero-tolerance stance on many safety related issues.

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

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15.0 The Health and Safety File

Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover CD - O&M Health & Safety File to Lee Contracting Limited.

Lee Contracting Limited will collect and collate the requisite information from each Contractor/subcontractor and issue it to the Principal Designer two weeks prior to practical completion.

16.0 Monitoring of Health and Safety Performance

16.1 Monitoring

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

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

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

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

16.2 Project Review

On completion of the Project an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention actually given to safety compared to standards set out within this Demolition Plan.