

Primesave Properties Ltd.

DOCUMENT COVER SHEET

CONTRACT NAME **Penley Phase 2**

CLIENT **Primesave Properties Ltd**

Primesave Ref N/A

DOCUMENT TITLE **CONSTRUCTION PHASE HEALTH & SAFETY PLAN**

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1.0 **PROJECT OVERVIEW & INFORMATION**

1.1.1. Project Title	Penley Phase 2
1.1.2 Project Location	
Address	Brookfield Rise Ellesmere Rd. Penley Wrexham LL13 0LS
1.1.3 Definitions	
Client	Primesave Properties Ltd.
Principal Contractor	Primesave Properties Ltd.
1.1.4 Project Contacts	
Project/Site Manager	TBA
Health & Safety Advisor	Graham Kilford
1.1.5 Client & Principal Contractor	Primesave Properties Limited
Address	London House Townwalls Shrewsbury, SY1 1TX
Telephone	01743 241135
Contacts	K. Negron-Jennings
1.1.6 Principal Designer	O M Architecture & Design
Address	45a High St, Shrewsbury SY1 1ST
Telephone	01743-818610

1.1.7 **Emergency Procedures**

This section relates to fire, dangerous occurrences and other situations that could create an emergency condition. Each situation will usually require contact with the emergency services and the details for this contact are as below.

The Manager will ascertain all of the contact details below. These details will be displayed on the Notice Board on Site.

Emergency Services

<u>Fire</u>	Telephone	999	
<u>Ambulance</u>	Telephone	999	
<u>Electricity</u>	Telephone	Manweb	0845 272 2424
		Central Networks	0800 328 1111

<u>Hospital</u>	Telephone	Royal Shrewsbury Princess Royal	01743 261000 01952 641222
<u>Water</u>	Telephone	Severn Trent	0800 783 4444
<u>Gas</u>	Telephone	National Grid	0800 111999

1.1.8 Management Structure & Responsibilities

Primesave Properties Limited (hereafter called Primesave) is the Principal Contractor for this project under CDM 2015 legislation.

The overall H&S responsibility for Primesave lies with Mrs K. Negron-Jennings

The Site Manager is responsible for ensuring that the project is completed safely, to specification and on time. He is fully responsible for site security, and H&S on the site.

The Primesave H&S Advisor reports directly to Mrs. Jennings but advises all project personnel.

1.2.0 Introduction

It is **Primesave's** intention that this project should be executed with the highest regard for health, safety, welfare and environmental matters. Arrangements to achieve this are contained in this Construction Phase Project Plan produced by Primesave as Principle Contractor under the Construction (Design and Management) Regulations 2015 (CDM). Compliance with this Plan is essential and will be given priority by all persons involved with the works.

Project Policy

Primesave believes that people are our most valuable asset. It is Primesave's policy to do all that is reasonably practicable to ensure a safe and healthy environment for all who work for us, or who may be affected by our work, and to comply with all legislation and Approved Codes of Practice.

It is our aim to ensure that the highest standards of Health & Safety will be reflected in the procurement of articles, substances and services and also in the construction and management of the project.

A target of ZERO ACCIDENTS will be our goal.

1.3.0 Project Particulars

1.3.1 Description of Works

The contract is for the construction of 15 dwellings of standard design

1.3.2 Contract Period approx. 50 weeks

1.3.3 Proposed Programme

A Project Programme will be available in the Site Office, and will be updated monthly.

1.4.0 Design

1.4.1 General

All data will be passed to the Principal Designer for assessment and inclusion in the H&S File.

1.4.2 Planned Procedures

To comply with current CDM regulations, PRIMESAVE and all other designers on the project, will identify any potential hazards and assess their impact on Health & Safety, and, where necessary, eliminate or provide control measures to reduce the level of risk.

Where any such residual risk remains this will be identified and communicated to those who may be affected. This information will be issued to the Principal Designer for inclusion into the Health & Safety file.

1.4.3 Working Hours

The site will normally work from 07.30am to 18.00pm on Mondays to Fridays and may take place from 08.00am to 13.00pm on Saturdays, dependent upon external conditions. If work takes place outside of these hours, it will not be audible at the site boundaries.

1.4.4 Nuisance

All practicable means to reduce noise on the site and also to reduce/avoid creating a dust nuisance will be taken. Procedures will include hosing down areas where work activity could produce dust and keeping dry, dust prone materials under sheeting.

Whenever possible, the use of any "heavy" machinery will start as late as practicable in the morning, preferably not before 09-00 am.

All loose loads will be sheeted before leaving the site.

Loading/unloading will not interfere with the public highway and nothing will be stored on highways or footpaths.

1.5.0 Primesave's Health & Safety Policy

This will be displayed on the Site.

1.6.0 Health & Safety

1.6.1 Site Visits

These are visits by Primesave's Safety Advisor and will be carried out without warning or with advance notice as deemed appropriate

Reports will be produced from the above visits and specific actions and priorities will be identified, where appropriate, to address any shortfalls in procedures and activities. A timescale for the action will be specified and subsequent audits undertaken to ensure that the actions are carried out.

Safety walkrounds will be carried out by the Site Manager or his representative on a regular basis (usually weekly but dependant upon the stage of the project), and the findings documented and submitted to relevant parties for actions.

1.7.0 Suppliers of Services

Due to the nature of the project, Primesave will need to employ specific and specialist firms to undertake subcontract works. These firms, referred to as Suppliers, include the term 'Sub Contractors'.

2.0 DEFINITION OF RESPONSIBILITIES

2.1.0 Risk Assessments and Method Statements

Risk assessments will be prepared for all activities involving significant risk. These will be submitted to the Primesave H&S Advisor for assessment **7 days in advance** of the proposed date of the commencement of the activity. The Risk Assessments and Method Statements will be reviewed and all comments must be included before commencement. Should site conditions mean that an assessment or method statement requires amendment, work must cease and an amendment made. This may be done by hand, but must be countersigned by the Site Manager before the work can continue.

Suppliers' work on site will be the subject of periodic Health & Safety reviews by the Primesave H&S Advisor. The reports may suggest areas where site practices could be improved. Suppliers will be required to address any problems identified and take the appropriate action immediately.

Primesave will advise all relevant personnel and suppliers of the intention and outcome of risk assessments and method statements wherever appropriate, to ensure a site-wide awareness of safety issues.

2.2.0 Breaches of Rules/Regulations

2.2.1 Suppliers are advised that breaches or failures to comply with any statutory rules/regulations, or failure to heed any guidance or safety requirement given in this document, or any other site requirements that may be applicable, may result in the termination of their contract and/or summary removal from site by PRIMESAVE of any of their offending employees, and the Supplier will be solely responsible for any costs that may result from such termination or removal. Site rules are included under Appendix 1 and will be displayed on the site.

2.2.2 The PRIMESAVE decision on whether or not a breach or failure to comply has occurred, will be final and binding on the Supplier.

2.3.0 Statutory Documentation

- 2.3.1** Details of all inspections, maintenance and examinations required by regulations in respect of plant and equipment on site, will be recorded in the appropriate register or file. Such records will be available on request for examination by the appropriate PRIMESAVE staff and any external enforcement officer.
- 2.3.2** Completion, test and examination certificates, must be passed to the Site Manager.
- 2.3.3** As-built drawings, instructions, maintenance and inspection schedules and any other documentation relevant to the use, maintenance or future modification of the building, must be passed to the Principal Designer via PRIMESAVE for inclusion in the site safety file.

3.0 SITE REQUIREMENTS

All CDM and relevant H&S Legislation will apply to and be rigidly enforced on this project.

3.1.0 Site Layout Plan

3.1.1 General

The greenfield site is in the small village of Penley close to Wrexham.

3.1.2 Newts.

There is evidence of Great Crested Newts on the Site. An artificial amphibian hibernacula will be constructed adjacent to the site.

Prior to commencement of the project there will be a walk over survey carried out. A destructive search will be carried out.

All excavations will be covered with plywood at the end of each working day with the edges sealed with sand or soil. Every excavation will be carefully checked each morning and if amphibians are discovered they will be removed to the hibernacula by a Licenced Newt handler.

All pallets or such on the ground will be checked beneath when they are moved.

3.2.0 Site Offices

- 3.2.1** Any electrical installations will be properly and safely installed and maintained in good working order, as required by legislation. Completion/examination certificates will be provided to the Site Manager. Work on live equipment will require a Permit-to-Work.

3.3.0 Site Safety and Security

Safety will be a routine item on the agenda of all progress meetings. All known safety risks will be communicated to personnel as part of their induction.

The site will be fenced as much as possible with Herras Fencing or similar and locked securely at night. All safety signage associated with Construction sites will be displayed.

3.4.0 Accident/Incident Reporting

- 3.4.1** All accidents must be reported immediately to the Site Manager or his designated representative, in accordance with the site rules.

- 3.4.2** All reportable dangerous occurrences must be reported to the Site Manager and to the PRIMESAVE Project Manager.
- 3.4.3** All accidents must be recorded in the Accident Book located within PRIMESAVE's site office in the Site Folder.
- 3.4.4** Suppliers must also notify HSE (form F2508) of any notifiable accidents or dangerous occurrences. Generally these include accidents resulting in death, serious injury, hospitalisation or 7 days unfit for work. Where such notification is to be made, **the H&S Advisor must be consulted prior to the report being sent.**
- 3.4.5** In all cases of serious accidents and dangerous occurrences, all evidence must remain undisturbed for inspection by the Site Manager, except in cases of the need to extricate an injured person or in the immediate interest of safety. The Site Manager will indicate when the affected area may return to normal working.

3.5.0 Inductions & Tool Box Talks

No person should start work on the site until fully inducted. All persons having received inductions must sign to confirm its receipt. All persons will be recorded and Induction Records kept by the Site Manager for inspection when requested. All persons will be given on the ecology and identification of great Crested Newt and procedures to be followed if any are found.

All persons will sign in and out of the site.

4.0 EMERGENCY PROCEDURES

Emergency procedures, covering fire and other possible emergency conditions, will be displayed on the Site Notice Board, and drills will take place as deemed necessary by the Project H&S Advisor.

4.1.0 Fire

Appropriate types of fire extinguishers will be placed at strategic points on the site.

5.0 WELFARE/FIRST AID/INFORMATION INSTRUCTION AND TRAINING

5.1.0 PRIMESAVE is responsible for welfare arrangements on site. These will include:

- i. First Aid
- ii. Sanitary Conveniences
- iii. Drinking Water

PRIMESAVE may delegate some of the above requirements to other suppliers.

There will be a fully stocked First Aid kit on site and an Appointed Person as a minimum at all times. In the event of a serious accident, the Ambulance Service will be contacted.

Welfare facilities will be kept clean and maintained to a high standard.

5.2.0 Operatives must be properly trained for the work they are undertaking on the equipment and machinery they are to use. Testing and certification requirements must be provided to the Site Manager.

6.0 **COSHH**

Before any substance is brought onto the site, a copy of the Material Safety Data Sheet must be provided to the Site Manager and the H&S Advisor. A file/register of these will be kept in the Site Office.

Before any substance is used, the user must provide a site use-specific COSHH Assessment to the Site Manager and the H&S Advisor.

All fuel and chemicals must be stored in secure bunded areas.

7.0 **SITE REGISTERS**

Registers will be maintained on site in the Site Master Folder including, as a minimum:

Scaffolding Changes & Inspections
Portable Appliances (electrically operated)
Lifting Equipment
Ladders
Personnel Training Certificates
PPE
Test Equipment
Inductions

8.0 **METHOD STATEMENTS AND RISK ASSESSMENTS**

8.1.0 Method statements and risk assessments **must be specific to this site** and the work involved, although they may include reference to standard or generic method statements.

8.1.2 Method statements, once agreed with the Site Manager, must be followed. Variations to the method statement must be agreed by the Site Manager prior to their implementation. Such amendments must be agreed in writing.

8.1.3 Method statements and risk assessments are expected to include the following information as appropriate, as an absolute minimum:

- i. Name of the Supplier's representative responsible for ensuring compliance with the method statement
- ii. Hazards anticipated
- iii. Risks from such hazards
- iv. Risks arising from the work proposed
- v. Control measures to reduce risks to low level
- vi. Plant and equipment to be used (including size, weight or capacity limitations), and where appropriate, all test or examination certificates
- vii. Training, competence and where appropriate the certification of plant operatives
- viii. COSHH data sheets and COSHH Assessments
- ix. A step-by-step method of how the work will be carried out**
- x. Precautions or limitations on the activities of others in the vicinity, and the periods where these precautions apply

8.1.4 Work at Height

All work at height, especially involving steps, ladders and tower scaffolds, will be assessed prior to commencement.

Scaffolding will be supplied and erected by a NASC approved contractor.

Towers will be erected in accordance with supplier's instructions and by PASMA trained personnel.

All steps and ladders will be checked before use and a register kept on site.

MEWPs or scissor lifts will only be operated by trained personnel whose certificates have been presented in advance to the Site Manager.

8.1.5 Utilities.

All utility connections will be subject to agreed Risk Assessments and detailed Method Statements being submitted to and accepted by the H&S Advisor. Where site frontage is affected, relevant signage and arrangements for the safety of pedestrians will be fully detailed.

9.0 PERMITS TO WORK

Permits will be used for the following:
Work on live electrical equipment
Hot works of any type

10.0 WASTE

All waste will be skipped (or placed in other labelled containers) wherever possible and removed from site by Primesave or their sub-contractor, (a registered Waste Removal Contractor), at regular intervals as required.

Copies of ALL transfer notes will be held on site until the completion of the contract and then filed at Primesave's offices. They will be available for inspection at any time by any authorised persons.

11.0 CONSTRUCTION PHASE PLAN

This Plan has been written to take account of the situations known at the start of construction. It will be updated and re-issued as the project proceeds, or whenever any significant reason for change is identified.

12.0 SAFETY APPENDICES

1. Site Rules
2. Site Induction
3. Site Waste Management Plan

APPENDIX 1 SITE RULES

The rules detailed here are to be made known to all persons working on site at Site Induction, and displayed on the Site Notice Board.

1. Personnel

Safety Induction prior to commencing on site
Registers to be signed

All persons MUST sign in and sign out of the site.

Hard Hats, safety footwear and high visibility clothing will be worn **at all times** whilst on site.

No alcohol or drugs to be consumed during or prior to reporting for work, except for prescribed drugs, painkillers or other medicines obtained legally from a pharmacist. You must inform your supervisor if you are taking any medication that may affect your ability to work safely.

2 Hygiene

Always wash your hands before eating, drinking or smoking

3 Access

Access is limited to those areas defined

4 Plant and equipment

Evidence of regular applicable servicing required
Only 110V equipment or battery operated items should be used

5 Accidents

All accidents, incidents and near misses **MUST** be reported to the Site Manager

6 Permits

Permits to Work will be required for work on live electrical supplies, or hot works

7 Nuisance

All efforts must be made to keep noise and dust to an **absolute minimum at all times. No Radios will be permitted. No uncouth language will be tolerated.**

8 Working at Height

Stepladders are not working platforms. If used, the operative must not stand higher than two steps from the top.

Tower scaffolds require stabilisation riggers when erected.

The working platform must be a Youngman Board or similar item designed as a working platform, minimum 600mm wide.

MEWPs and Scissor Lifts must only be operated by trained personnel.

APPENDIX 2

SITE INDUCTION TRAINING

- 1 Introduction**
 - 1.1 Primesave
 - 1.2 Health and site safety rules
 - 1.3 General issues
 - 1.4 Site specific issues
 - 1.5 Training plan
- 2 Safety Statistics**
 - 2.1 Staff
 - 2.2 Sub contractors
- 3 Safety Problems**
 - 3.1 Report any problem immediately to Primesave
 - 3.2 If in doubt, **ASK**
- 4 Personal Protective Equipment**
 - 4.1 Hard hat, high visibility clothing and safety footwear **MUST** be worn at all times on the site
 - 4.2 Overalls to be worn when applicable
 - 4.3 Use any other PPE provided
- 5 Work Areas**
 - 5.1 Check your own work area
 - 5.2 Stay out of any area where you are not required
- 6 Method Statements and Safe Access**
 - 6.1 Do not start work until you have read and signed the Method Statement
 - 6.2 Do not start work until a safe access and egress have been provided
- 7 Ladders and Scaffolds**
 - 7.1 Never climb an unrestrained ladder
 - 7.2 Do not work on incomplete scaffolds
 - 7.3 Never work on scaffolds where guards or ties are missing
 - 7.4 Do not work in areas where you could fall unless rails and guards have been provided
- 8 Health and Safety at Work Act**
 - 8.1 Protect your own safety and do not endanger others
- 9 Electricity**
 - 9.1 Never tamper with any electrical items
 - 9.2 Ensure leads are protected from damage
- 10 Hand Tools**
 - 10.1 Do not use any hand tools unless trained
- 11 Protective Equipment**
 - 11.1 Always use the protective equipment given to you

- 12 Safety Signs**
 - 12.1 Always obey the safety signs
 - 12.2 Do not take unnecessary risks
- 13 Accidents**
 - 13.1 Always report any accidents or injuries
- 14 Fire**
 - 14.1 Ensure that your work area will not cause a fire
 - 14.2 Ensure you know the types of fire extinguishers
 - 14.3 Ensure you know the evacuation procedures
 - 14.4 Take part in fire drills
- 15 Manual Handling**
 - 15.1 Lift heavy items correctly
- 16 Site Tidiness**
 - 16.1 A dirty or untidy workplace can cause accidents
 - 16.2 Dispose of waste materials in the correct skips provided
- 17 Hazardous Substances**
 - 17.1 Ensure you know what the labels mean
- 18 Horseplay**
 - 18.1 Horseplay can cause injuries
- 19 Safe Workspace**
 - 19.1 Keep your own workspace safe
- 20 Visitors**
 - 20.1 All visitors must sign in and out
 - 20.2 All persons, including visitors, coming onto the site will be given site-specific safety induction
 - 20.3 Visitors are required to take reasonable care not to endanger themselves or others
 - 20.4 Visitors that have not received the full site induction must be accompanied at all times
- 21 Training**
 - 21.1 We will train and develop our staff through formal and informal training.

**Personnel will sign to acknowledge receipt of the above induction information.
Copies of induction Confirmations will be held on site.**

Waste produced on this project will be dealt with as follows.

All waste will be segregated.

- a) Spoil will be retained on site until repositioned on the site or sent to another site or location.
- b) Inert waste (bricks, blocks, concrete etc.) will be placed in a suitably marked skip or re-used as a rubble base for vehicular routes.
- c) Wood and Metal will be placed in suitably marked skips or containers when volumes so demand. If volumes are small, they will be kept stored in specified areas. Decisions will be the responsibility of the Site Manager.
- d) Plasterboard off-cuts and damaged bits will be stored in a suitably marked skip where quantities so require. If they can be collected by the suppliers this will be arranged.
- e) General waste will be placed in suitable bins/containers/skip which will be labelled accordingly.

All waste will only be removed from site by a licensed Waste Carrier and the Transfer Notes will be filed in and retained in the Site Office until project completion at which time they will be taken to the offices of the Principal Contractor.

As this project continues, this Plan will be reviewed and re-issued as site condition changes so dictate.

Issue. Rev. A

Date 03/02/21