

Construction Phase Health and Safety Plan

**New Build Development
Located at:**

**Residential/ Commercial
Accommodation
68 Norfolk Street
Liverpool
L1 0BE**

CONSTRUCTION
(DESIGN AND MANAGEMENT)
REGULATIONS 2007

COMMENCEMENT DATE

Proposed -03.08.2015

DOCUMENT REFERENCE: CPHSP

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	Methodology for management of bulk excavations at site on Norfolk St, Liverpool, L1 0BE.	
	Desk Study (Submitted)	
CCG-C-15-8042	SI Report CCGeotech	March 2015
	Supplementary Environmental report (CCGeotech)	
	Baltic/Norfolk St/1 Hoarding line drawing	
	Baltic/Norfolk St/1 Scaffolding line drawing	
	Scaffold design drawing (TNC)	
	Baltic/Norfolk St/site set up /drawing.	

1.0 PROJECT DETAILS/DESCRIPTION OF WORKS

Redevelopment of the land bounded by , Watkinson Street, Norfolk Street and Simpson Street with a five to nine-storey building with single storey, at the Northern side of the development and recessed public entrances off Norfolk Street/ Simpson St and Watkinson St.

The development will comprise of a total of 156 no. studio apartments, above ground floor retail units fronting Norfolk and Simpson St. and ancillary student facilities, including gym, laundry, plant room, student management suite, refuse and cycle storage facilities.

The construction will be steel frame with steel stud inner leaf and mixture of face brickwork, cladding and glazing to the external.

1.1 Safety Aims and Objectives

The Construction (Design and Management) Regulations 2007 (CDM) have introduced the requirement for a Construction Phase Plan to be formulated for all projects falling within their scope. The Pre-construction information pack has been formulated to convey relevant health and safety information to those undertaking the project and has been referenced thoroughly during the development of this Construction Phase Plan.

This developed health and safety plan has been checked and approved by own internal safety, quality and environmental team and has been suitably developed by Principal Contractor as required by regulation 23 of the Construction (Design and Management) Regulations 2007

Principal Contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work. (This includes the risks specific to the particular type of construction work concerned)

This development includes such measures as is reasonable to ensure the plan contains, until the end of the construction phase arrangements that will, so far as is reasonably practicable, ensure the health and safety of all those working on or affected by the works throughout the duration of the project..

The plan is a "living document" to be supplemented as the project develops by the introduction of supporting documents such as sub-contractor site specific method statements, risk assessments, induction procedures, site inspections, including specific inspections for plant and equipment and any further documentation relevant to the health and safety of the project.

Principal Contractor understands the importance of effective safety management to the client and is fully committed to acting as a competent Principal contractor throughout the duration of this contract.

Principal Contractor aims to provide a high quality, safe construction environment with minimal risks for all concerned.

It is the intention of Principal Contractor that there will be no incidence of accidents or ill health for those working on, or affected by this project at Site address. Principal Contractor will ensure the safety at all times its employees and any other persons on site at any time and also any other persons affected by the project works, they will also ensure compliance with all statutory requirements throughout the duration of this project.

1.2 Principal Contractor:

Baltic 1014 LTD

Seymour Chambers
92 London Road
Fearnhead,
Liverpool
L3 5NW

Terry Burke
Project Manager
07841677255

1.3 Client

Baltic 1014 LTD

Seymour Chambers
92 London Road
Fearnhead,
Liverpool
L3 5NW

1.4 Designer/Architect

FCH

No12 Temple Street
Liverpool
L2 5RH

Tel: 0151 243 5800.

1.5 Structural Engineer:

Clancy Consulting Ltd

Old Hall Chambers,
31 Old Hall Street,
Liverpool L3 9SY

Tel: 0151 227 5300

1.6 Start Date:

August 2015

1.7 Duration:

13 months from commencement.

1.12 Appointed Sub-Contractor Details

TBD

1.13 Site Contact Details/Inspection Requirements:

Site Manager - TBC

Mobile:

1. **The Construction Director of Operations** for Principal Contractor is who has overall responsibility for the Company's health and safety performance. A project team is in place to effectively manage these works, including health and safety performance, which consists of a site manager, site foreman and company safety advisor.
2. The Project Manager and his site manager are responsible for ensuring that the entire works are executed in a manner consistent with the terms and conditions of the contract. They will work with the client and all regulatory authorities to ensure all legal requirements as are applicable to the design and construction of the project are fully met.
3. The site manager and Site Foreman shall ensure that the Client's specified requirements have been incorporated into the relevant work procedures and that site documentation is compatible with contract requirements.

The site manager and Site Foreman are responsible for co-ordination of all matters arising to the application for permits and licences as may be required to be issued by statutory and local authorities with respect to health, safety, environmental and waste disposal matters.

4. The Safety Consultants who are Construction Safety CS Ltd, Phil Johnson will work with, incorporating risk control procedures for site wide application. They will provide health and safety advice to the Site Project Team to enable them to discharge their legal and contractual obligations. In addition to this the advisors will carry out on-site inspections of all activities to monitor site safety performance and compliance with legal and contractual obligations. Advisors from Construction Safety CS Ltd will attend site safety meetings when requested. They are to monitor accident and incident statistics and analyse causes and trends with the objective of providing advice on accident prevention.
5. The Fire Marshals on the site are the site foreman and one other senior operative on duty.
6. First aid Responsibilities are designated to
7. TBD

1.14 RESPONSIBILITIES**RESPONSIBILITY OF ALL PERSONNEL INCLUDING SUB-CONTRACTORS (These are also reiterated within section 2, site rules/inductions)**

All employed persons **are responsible for the following:** -

1. To take reasonable care of their health and safety.
2. To co-operate with and assist Principal Contractor so far as is necessary to enable this Health and Safety Plan to be successfully implemented and to enable the duties placed upon Principal Contractor by relevant legislation to be discharged effectively.
3. To comply with site safety rules and procedures. In addition to fully comply with all agreed procedures defined in the pre-contract start up meeting and to provide safety documentation in accordance with Principal Contractor requirements.
4. To correctly use the protective equipment provided.
5. To report all Health and Safety concerns to a responsible supervisor and as appropriate to the Project or Site Foreman or the Health and Safety Consultants.
6. Not to interfere with anything provided in the interests of health, safety and welfare.

AREAS OF RESPONSIBILITY

DESCRIPTION	RESPONSIBILITY	DELEGATED TO	FREQUENCY
1. Fire Safety Co-ordinator – Fire Plans, Updates, Practices, Training & Monitoring.	Contracts Manager	Site Manager	As required during development of project – monitored weekly.
2. Emergency Procedures – Rescue (from height, confined space etc), Emergency Service Access.	Contracts Manager	Site Manager	Prior to project commencement and reviewed throughout.
3. First Aid – Treatment, Advice & control of resources.	Contracts Manager		At project commencement and on change of personnel
4. Accident Reporting and Investigation.	Contracts Manager	Site Manager	Initial reporting & investigation of any incident and compliance with Incident Action Matrix
5. Induction	Contracts Manager	Site Manager	All personnel on initial start on site and re-inducted as work develops.
6. Statutory Inspections and Records:	Site Manager		All inspections will be done in conjunction with the specialist sub-contractor/engineer
Working Platforms	-		Weekly / after adaptation following event likely to affect stability.
			Weekly / 6 or 12 monthly as required by statute.
Lifting Equipment	-		

			Weekly
Work Equipment	-	Site Manager and Sub-Contractors	Month temporary supply/12 month internal office equipment/3 month portable appliances
Electrical Equipment 110V Portable and hand held tools, extension leads, site lighting, moveable wiring systems and associated switchgear 110V Portable and hand held tools, extension leads and portable floodlighting (110 V mains supply through 24 MA RCD) RCD's portable RCD's fixed		All work equipment is portable appliance tested	Combined inspection and test before 1 st use on site and then 3 monthly Combined inspection and test before 1 st use on site and then 3 monthly Combined inspection and test before 1 st use on site and then monthly Combined inspection and test before 1 st use on site and then monthly
7. Permits to Work:	Contracts Manager	Site manager and sub-contractors	As Required
Hot Work	-		As Required
Excavate	-		As Required
Confined Space / Enter	-		As Required
On / Near Live Electrics	-		As Required
Out of Hours	-		As Required
8. COSHH Co-ordinator	Contracts Manager	Site Manager	As required - for all substances used on site with hazards to health.
9. Noise and Vibration – Assessment, Control & Monitoring	Site Manager	Site Manager and Relevant Sub-Contractors	As required - for all hand tools or processes used on site with hazard to operatives.
10. Health and Safety Monitoring – Inspections	Contracts Manager/ Safety Advisor	RCS Ltd	One inspection of all site aspects required every week. Regular inspection from visiting staff every 2-4 weeks
11. Welfare facilities	Contracts Manager	Site Manager	Daily visual inspection
12. Health and Safety File – Passage of Information to the CDM Co-ordinator (CDMC)	Contracts Manager/ CDM Co-ordinator (CDMC)	Contracts Manager/Safety Advisor	As soon as practicable after completion of package by contractor.

1.15 Site Access Details, including traffic management (Regulation 36) CDM2007.

Via main site entrance Rear of site via Norfolk Street.

To minimise the impact on adjacent property occupants, members of the public and adverse environmental impacts, loading & Deliveries to project will only occur via pre booked coordinated arrangement with Baltic site management, any vehicles arriving at site outside of this arrangement will be turned away and rescheduled.

- Vehicle Wheel Wash/Spray on leaving site.
- Where assessed & identified by Baltic management, Haulage contractors will fit dust covers to load during removals & material deliveries.
- Dust suppression (Watering/Mist Spray) during vehicle loading procedures.
- Water suppressed road cleaning (periodic following site assessment by Baltic site manager).
- Existing drainage systems to be maintained and cleaned by Baltic to prevent any environmental impact from proposed procedures.
- Plant & vehicle selection will be assessed to maintain noise levels to a minimum.
- Vehicles will turn off engines during loading process (reduction of noise & emissions)
- Material loading and waste removal process will be coordinated & arranged to maximise on reduction of noise levels, no multi vehicle attendance
- Vehicles attending site will be coordinated by Baltic site management (pre booked only) to enable minimum attendance at any one time (Haulage vehicles will not be allowed to park up and wait around the site perimeter or within site, unless immediately loading/unloading)

Access, Egress delivery of materials & removal of waste materials will be fully coordinated into a robust traffic management plan by site management, (CCG/C/15/8042)
Plan will be updated and revised as project develops.

Vehicle wheel washing equipment will be in place on site to assist in environmental waste management. (Baltic will provide wheel wash facility detailed within the APP1 report (methodology for management of bulk excavations)

Traffic management details are identified within the appended CCG/C/15/8042 report.

Contractor car parking will be available around site and will be managed by Baltic site management.

1.16 Site Security Details (Regulation 27) CDM 2007

Site will be left safe and secure at the end of each shift and at any time the site is left unattended by Principal Contractor
3rd party access to the property and the work area will need to be controlled & security of building maintained and co-ordinated by site management.

Site security Hoarding will be to the complete external perimeter of the site, details are identified within the appended site hoarding drawing

Appended Hoarding Line drawing (Baltic/Norfolk St/HLD1)
Traffic management plan is being developed and will be reviewed as project proceeds.(TBC)

1.17 Provision for Site Welfare Facilities

Principal Contractor will provide full CDM compliant facilities & arrangements.

Site welfare and set up in line with CDM regulation guidance is proposed to be set up in the adjacent commercial office building on the lower section of Norfolk Street. (Phase 2 site)

1.18 Existing structures and materials

Traditional construction materials.

1.19 Scaffolding

Scaffolding will erected to the building site perimeter by appointed approved contractor (TBD) details of Scaffold structure will be as Scaffold design drawing (TBD).
Scaffold line drawing indicates location of structure (Baltic/Norfolk St/ SCLD1)

Debris netting and overhead fan protection will be in place where the structure interfaces with public domain. Scaffold will be certified by contractor and weekly inspected and tagged for use.

1.20 Restrictions and Relevant Information from the Pre-tender Health and Safety Plan

No residual restrictions identified:

DUST & NOISE CONTROL

Dust Control:

- Vehicle Wheel Wash/Spray on leaving site.
- Where assessed & identified by Baltic management, Haulage contractors will fit dust covers to load during removals & material deliveries.
- Dust suppression (Watering/Mist Spray) during vehicle loading procedures.
- Water suppressed road cleaning (periodic following site assessment by Baltic site manager).
- Existing drainage systems to be maintained and cleaned by Baltic to prevent any environmental impact from proposed procedures.

Noise Control:

- Plant & vehicle selection will be assessed to maintain noise levels to a minimum.
- Vehicles will turn off engines during loading process (reduction of noise & emissions)
- Material loading and waste removal process will be coordinated & arranged to maximise on reduction of noise levels, no multi vehicle attendance
- Vehicles attending site will be coordinated by Baltic site management (pre booked only) to enable minimum attendance at any one time (Haulage vehicles will not be allowed to park up and wait around the site perimeter or within site, unless immediately loading/unloading)

Working hours & Timings:

Following noise assessment by Baltic ,construction activities assessed as audible beyond the site boundary will be contained within the below listed timed periods:

0730 to 1800 Monday to Friday,

0800 to 1500 Saturdays

There will be no working on Sundays or Bank Holidays.

Programmed construction activities outside of these periods will only be undertaken following prior request to local authority and notification, this request will only be for specific operations /logistical reasons (e.g. concrete pouring operations.etc.

Noise and Dust assessments will be strictly monitored and assessed by Baltic site management, noise & Dust level readings will be taken periodically and recorded within CPHSP by Baltic site management.

DUST & NOISE CONTROL (cont)

Along with members of the public, adjacent business premises and their occupants will be considered at all times during site working activities, consultation with will take place on a periodic basis to identify any adverse impact the ongoing construction activities that may arise, in order that they can be addressed by Baltic.

Consideration for ongoing use of adjacent Empire theatre activities will be monitored during the works.

Dust levels will be monitored during all working hours with damping measure will be introduced during dry weather periods and specified working activities. Specific details are identified within the appended CCG/C/15/8042 report.

No-go areas or other restrictions

Principal Contractor has produced this Construction Phase Plan, which details the procedures, arrangements and resources in place to safely manage the construction phase of the works. The developed health and safety plan defines the procedures, arrangements and resources in place to safely manage the construction phase of the works as well as detailing our risk management strategy, including residual risks on site and specific construction risks which are known at this stage.

Residual Risks – i.e. access/egress, security, welfare etc

Principal Contractor has taken note of all residual risks in and around the site as above.

With respect to all residual hazards present in and around the site, details of how these risks will be managed and controlled is described within sections 1.15 (site access), 1.16 (site security) and 1.17 (welfare facilities). This details how these risks will be managed and minimised to operatives on site and also to any visitors to site.

Regular liaison will occur between the client's representative and Principal Contractor to ensure that any specific client requirements are known and adhered to fully.

Principal Contractor has taken notice of all the known hazards and associated risk risks, which have been identified at pre-construction stage.

Issue	Control
Injuries to site personnel, staff and general Public during deliveries of material	See section 1.15
Injuries to site personnel, staff and public during off Loading of materials	See section 1.15
Electrocution from contact with unknown Electrical services	.All electrical works will be pre-assessed with necessary surveys carried out and safe controls followed by competent electrician
work at height	Assessment when provided. All work at height will be pre-assessed and if unavoidable will be done from appropriate safe working platform and equipment

Contractor.

For all works being undertaken by employees of Principal Contractor the controls and safe working practices detailed within Section 15 of this plan will be followed at all times.

The general safe system of work details the minimum safe working procedures and practices by operatives of.

Additionally, further specific safe systems and methods of works are contained in section 15 of this plan, to also address specific hazards posed by the following work elements:

Construction risk assessments are also provided, which cover the following work elements:

- Joinery works
- Groundworks
- Drainage
- Brickwork/blockwork
- Steel frame erection
- Plumbing/c/heating
- Electrical works
- Painting
- Plastering
- Working at Height

These general and specific methods of working and risk assessments will be communicated to all relevant operatives via toolbox talks and they will be made aware that these are the absolute minimum safe standards expected on site. Signatures of attendance to these toolbox talks will be obtained and held within this Construction Phase Plan.

As stated previously, residual risks, which remain on site, have been assessed and evidence of how they are managed is described within this plan.

It is the intention of Principal Contractor to ensure that all work on sites, which have significant risks, i.e. as a minimum by specific risk assessments and method statements.

Principal Contractor will ensure their own works are covered by this requirement and also that all works-contractors on site comply with these requirements.

Safety documentation will be obtained from contractors at least 7 days prior to them commencing work and will be incorporated within the Construction Phase Plan.

All sub-contractors will attend a pre-contract start up meeting prior to commencement to clarify their role and the safety requirements of.

These risk assessments/method statements will be distributed to appropriate consultants and/or the safety co-

ordinator for comment/approval and also to operatives on site. Each sub-contractor will be responsible for ensuring their own operatives are aware of the controls described within their method statements and this will be overseen by Principal Contractor via the induction process and also through regular monitoring on site.

These procedures will also apply to works undertaken by Principal Contractor own operatives.

Mechanical and Electrical Works/Statutory Services

Full liaison will occur with the design team, including the client and safety co-ordinator prior to any works occurring on services, full coordination will occur between relevant parties, i.e. M&E designer and contractor, and all works in relation to services will be covered as a minimum by specific risk assessments and method statements.

Prior to any works, which may interface with services, statutory service drawings will be obtained and used as an aide memoir; CAT Scans and the use of Cable Avoidance Detectors will also supplement this.

Any electrical works undertaken by Principal Contractor will only be done utilising the services of a suitably qualified electrical contractor with NICEIC approval. Battery operated tools will be used where they can, where this is not possible all electric tools will be 110V, where transformers are used they will be fed by an RCD and checked on a regular basis.

If any damage to services occurs, Principal Contractor will notify the appropriate service provider immediately.

Once M&E design risk assessments have been provided they will be issued to contractors undertaking M&E installation works for them to produce their risk assessments and method statements in accordance with the design risks identified. As soon as information has been obtained regarding services all contractors and operatives will receive a toolbox talk as to locations and procedures to be followed when interfacing with services.

Principal Contractor and the safety coordinator will ensure full liaison and co-operation with the design team throughout the duration of this project, particularly for key critical elements of work. Full dialogue and liaison will occur with the Project Manager, the safety coordinator and appointed design consultants and information will be coordinated between the design team and appointed sub contractors to ensure an effective and safe method of works are followed.

This Construction Phase Plan will be continuously developed to reflect the works being undertaken.

1.21 Storage Areas on Site

Within site compound.

1.22 Control of Site Traffic

A site developed traffic management plan will be produced managed and reviewed by Baltic site management.

- Vehicle Wheel Wash/Spray on leaving site.
- Where assessed & identified by Baltic management, Haulage contractors will fit dust covers to load during removals & material deliveries.
- Dust suppression (Watering/Mist Spray) during vehicle loading procedures.
- Water suppressed road cleaning (periodic following site assessment by Baltic site manager).
- Existing drainage systems to be maintained and cleaned by Baltic to prevent any environmental impact from proposed procedures.

All vehicles will leave site in forward driving position, no reversing from site will be allowed.

Banksman will be used during loading & unloading.

1.23 Specific Requirements of Client

Principal Contractor understands the importance of Health and Safety to the Client, as per the pre-construction information pack, and will adhere fully to any specific site safety rules, procedures, permits to work etc as well as those requirements described within the pre-contract health and safety plan. The works in and around the site will be suitably segregated and they will be executed so as to cause no undue risk or disruption to any persons who may be affected by the works.

All works undertaken will be done so in accordance with the Health and Safety at Work etc Act, the Construction (Design and Management) Regulations. The Management of Health and Safety at Work Regulations and all other relevant regulations/statutory legislation.

1.24 Details of any Specific Safety Systems of Work/Permit to Work Systems

Further method statements will be provided as the works progress within the Construction Phase Plan.

Report (methodology for management of bulk excavations) is attached.

Any works requiring 'Permit to Work' or Hot Works Permit will be suitably controlled by the site manager of Principal Contractor and included within this plan. (See specific section on Permit to Work

1.25 Arrangements for Communication

Daily meetings, weekly progress meeting with all sub contractors, regular site meetings between the management team.

Contact Details on site:

Site Manager
Principal Contractor

Mobile :

1.26 Health and Safety File

Principal Contractor takes notice of the pre construction health and safety pack and the requirements for the Health and Safety File format and contents. Principal Contractor shall liaise with The safety co-ordinator as the works progress regarding the compilation of the Health and Safety File and ensure full co-operation to ensure effective compilation of the file to ensure full compliance with regulation 24 CDM 2007
All works-contractors will be advised of the requirements to provide information for the Health and Safety File at the pre-contract meeting.

1.27 COSHH - Hazardous Substances Control

COSHH assessments will be obtained from all parties involved in the use of hazardous substances and details held within Section 8

1.28 Site Specific Management Structure

The following defines the site management structure for the Construction Works identifying the individuals responsible for ensuring compliance to safety standards.

Contract Manager: TBC

Safety co-ordinator : David M. Eagle

External Safety Advisors david M. Eagle. Ltd

Tel No. 01538 722594

D. Eagle Mob: 07973 343972

Construction Phase Plan Section 2

PROJECT SITE RULES/INDUCTIONS

68 Norfolk Street
Liverpool
L1 0BE

These rules apply to the works to be carried out and shall be adhered to at all time. These rules will be issued to all on - site personnel as a site induction procedure and compliance, and recorded as per section 14, Record of Site Safety Meetings adherence of site safety rules will be monitored at all times by All site operatives shall ensure so far, as is reasonably practicable minimum disruption to employees any other persons at all times. These site rules shall be read in conjunction with those provided by the safety co-ordinator.

2.1

All contractors will report to the site security/entrance and complete the site attendance register

2.2

All employees of Principal Contractor and any other contractors will observe the site rules, including the use of any necessary personal protective equipment, for example, ear defenders, hard hats, boots, lanyards and harnesses will be worn when necessary.

2.3

All employees of Principal Contractor and any other contractors will ensure that appropriate standards of housekeeping are maintained and will keep their respective work areas in a tidy condition

2.4

All site operatives will use plant and equipment in the correct manner, ensuring that they are trained in its use and that equipment is maintained in good condition. Certification evidence of plant operators is held by Principal Contractor inc. Abrasive Wheels, NPROS

2.5

All site operatives will use the site welfare facilities and ensure that they are kept in a reasonable condition at all times.

2.6

Principal Contractor will ensure the safety of its employees and of contractors employees, the public and any other persons affected by their works at all times.

2.7

Site operatives will comply with the instructions of the site manager at all times and will report hazards and

accidents, as they become apparent.

2.8

All employees of Principal Contractor are fully trained and competent and only fully trained and competent site operatives may use site equipment.

2.9

Employees of Principal Contractor any other contractor's operatives shall not interfere with any equipment unless authorised to do so, for example, scaffolding and electrical services.

2.10

All employees of Principal Contractor and any other contractor's operatives will always comply with safe working procedures and methods of work as defined in Section 8.1 of the pre construction information pack.

CONTRACT: -.

Name of Inductee: -

Company: -

- All new personnel will be inducted on their first day on site.
- The purpose of the induction is to explain the site rules, and to identify the hazards, risks and welfare facilities.
- Inductee should initial those items mentioned during induction session

Working at height		Scaffolding	
Key personnel on site		Plant & equipment	
Principal Contractor safety policy		Ladders & steps	
Site entrances & exits		Manual handling	
Welfare facilities		Abrasive wheels	
First aid arrangements		Electrical equipment	
Emergency procedures		Hazardous substances COSHH	
Fire precautions & actions		Young person's at work	
Personal protective equipment		Smoking/Medication/Alcohol/Drugs	
High risk areas		Accident/Near miss reporting	
Car parking		Site working hours	

- ◆ Be on the lookout for hazardous conditions, which could lead to an accident and report them immediately
- ◆ Wear safety helmet and safety boots. If protective clothing or equipment is provided, USE IT
- ◆ If you are uncertain about how to do a task safely, ask your supervisor
- ◆ Be tidy in your work. Clean up after yourself
- ◆ Do not climb or stand on unsuitable materials or climb an untied ladder
- ◆ Make sure you are using the right tools and equipment for the job
- ◆ Do not misuse or interfere with any safety equipment
- ◆ Do not run on site and keep clear of plant and equipment. Only operate plant and equipment when trained and authorized
- ◆ Comply with all warnings and safety notices. Ensure you know the fire drill and emergency procedures for this site
- ◆ Respect the toilet and welfare facilities. Urinating on site will not be tolerated
- ◆ Take care when lifting. Keep a straight back and get a secure hold. If in doubt, seek help
- ◆ Do not eat or drink outside the welfare area
- ◆ Always wash your hands after work and before eating. Smoke only in designated areas
- ◆ Anyone found on site under the influence of alcohol or drugs will be asked to leave site immediately
- ◆ Resist the temptation to play practical jokes and do not indulge in horseplay
- ◆ Comply with all speed limits and traffic controls
- ◆ Do not overload electrical supplies and appliances. Only use 110 power tools
- ◆ Report all injuries/accidents to the main site office. Ensure you know where to obtain first aid treatment
- ◆ Never enter an unsupported excavation
- ◆ Ensure you know and understand the method statements, COSHH/risk assessments applicable to your work
- ◆ Always respect the local environment, wildlife and community.
- ◆ Remember, recycle, re-use and reduce.

Inductee Signature.....

Date.....

This record is a confirmation that site rules have been issued to all personnel detailed below.
This is also complimented within the induction procedure.

Name	Company	Signature	Date

Construction Phase Plan Section 3

EMERGENCY & SITE FIRE PROCEDURES

68 Norfolk Street.
Liverpool
L1 0BE

3.0 SITE FIRE PROCEDURES

All operatives working on this project as defined below by Principal Contractor will follow site-specific fire procedures accordingly. These site fire procedures will be appended further by the site fire plan, identifying fire points, escape routes etc.

Fire points will be set up at strategic places around the project, which will incorporate a means for raising the alarm, extinguishers, and a layout plan, indicating nearest escape route.

3.1

Any Hot Works undertaken will only be undertaken in conjunction with a Permit to Work system, this will be adhered to at all times by Principal Contractor

These fire procedures are issued to all employees of Principal Contractor and any sub-contractor operatives with the site safety rules and form a part of the site induction. The fire procedures apply to all personnel on site and should be followed accordingly throughout the duration of this project.

3.2

On discovery of a fire site operatives shall:

- a) Raise the alarm.
- b) Tackle the blaze if safe do so. (Extinguishers will be strategically placed around the premises.)
- c) Evacuate the site. (Evacuation notices are to be posted ground floor)
- d) Assemble for roll call at designated assembly point.

3.3 On hearing fire alarm:

- a) Evacuate your work area.
- b) Proceed to the designated assembly point.
- c) Wait at the assembly point until informed that it is safe to return to your place of work by the site manager or Fire Brigade.

The fire evacuation procedures for the site will be further developed to ensure the risk of fire on site is suitably controlled and that adequate procedures for means of escape are in place. A site fire plan will be incorporated into the plan once produced.

The developer's fire and emergency procedures will be included within this Construction Phase Plan and any specific requirements will be adhered to and communicated to all operatives at induction.

Emergency contact Numbers

Gas <ul style="list-style-type: none"> Gas Emergency Contact Number: 0800 111 999 Electricity <ul style="list-style-type: none"> East Midlands - Central Networks : 0800 056 8090 Eastern Region - EDF Distribution: 0800 783 8838 London - EDF Distribution: 0800 028 0247 Manweb - ScottishPower: 0845 272 7999 Midlands - Central Networks : 0800 328 1111 Northern Electric - NEDL : 0800 668 877 Norweb - United Utilities : 0800 195 4141 	Electricity <ul style="list-style-type: none"> Scottish Power - ScottishPower : 0845 272 7999 Scottish Hydro-Electric - S&SE : 0800 300 999 Seeboard - EDF Distribution: 0800 783 8866 Southern Electric - S&SE: 08457 708 090 South Wales - Western Power Distribution: 0800 052 0400 South West - Western Power Distribution: 0800 365 900 Yorkshire Electricity - YEDL : 0800 375 675
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Construction Phase Plan Section 4

CONTRACTOR CONTROL

68 Norfolk Street.
Liverpool
L1 0BE

4. CONTRACTOR CONTROL

Principal Contractor employs an extensive contractor control system, which ensures competent contractors only are employed.

4.1 This contractor control consists of the following:

- a) Pre-qualification of all contractors prior to commencement on site, including insurance and an assessment of the competence of staff. All certificates will be checked, recorded & copies kept on site by Principal Contractor
- b) Site induction of all sub-contractors including site rules, general method statements, issue of relevant aspects of the health and safety plan and any other necessary safety requirements.
- c) Method statements request, acceptance & record of receipt for specified works will be obtained as necessary and incorporated within the construction phase plan.
- d) Continuous monitoring on site of contractor activity carried out by Principal Contractor with site improvement/ non compliance notices issued & recorded as necessary.
- e) All sub-contractors are required to book in and out via the site security register.
- f) Method statements will be obtained 7 days prior to commencement of works by the sub-contractor. Additionally, the safety coordinator will be notified prior to the sub-contractors attendance on site.

All sub-contractors will be required to attend a pre-contract meeting where all the necessary safety arrangements and procedures for the site will be explained and also
The appropriate information obtained, i.e. method statements, additionally the requirements for the provision of information for the Health and Safety File will be explained.

Construction Phase Plan Section 5

SITE ATTENDANCE REGISTER CONSTRUCTION WORKS

68 Norfolk Street.
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SITE ATTENDANCE REGISTER –

Detail of On-Site personnel - Name and Company (Contractor/Surveyor/Visitor)	Date	Book-in time	Book-out Time	Signature

Construction Phase Plan Section 6

SITE SAFETY MONITORING CONTROL

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L1 0BE

Also see section of manual on site safety inspections

SITE MONITORING RECORD

–. This record is confirmation that
 is being inspected periodically for compliance with safety standards. The inspection
 consists of a general inspection covering all site areas and activities. There will be a daily
 inspection prior to commencement of and upon completion of work; Principal Contractor
 will also carry out a weekly more formal inspection. All statutory inspection records will be
 kept in addition to this general monitoring record

The site manger will carry out daily safety inspections
 Construction Safety CS Ltd. will undertake monthly inspections

Name and Designation of Individual Inspecting the Site	Daily Inspection Date	Confirmation of Inspection							Formal Weekly Inspection Date
		M	T	W	T	F	S	S	

Site Safety, Health & Welfare Report

Areas for Consideration

1	Previous Report Closed Out	7	Training/Medical/Skills Cards	13	Environmental Issues	19	Lifting Equipment/Plant
2	Health & Safety Plan	8	Welfare Facilities	14	Housekeeping	20	Demolition
3	Risk Assessments/Method Statements	9	First Aid	15	Scaffold/Working Platforms	21	Temporary Works
4	Inductions	10	Consultation	16	Ladders Access/Egress	22	Safety Equipment/P.P.E
5	COSHH, Noise, HAVS Etc.	11	Fire/Flammables/Emergency	27	Edge Protection	23	Site Security
6	Registers/Records	12	Electricity Incl. P.A.T	18	Excavations/Earthworks	24	Other Issues

[illegible]

Action: A = Immediately B = 24 Hrs. C = 3 Days D = 10 working days

Construction Phase Plan

Section 7

METHOD STATEMENT RECORD

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7. METHOD STATEMENT RECORD –

This section contains all specific method statements covering the principle aspects of the construction phase. For the commencement of the construction phase it may only be feasible to provide method statements covering the initial construction processes. Principal Contractor will ensure method statements are obtained from all sub-contractors prior to commencement of work. Additionally, other parties who may be affected by the construction activity will be provided with copies and briefed at a site meeting, a record of distribution is also held in this section.

Method Statement No.	Provided By	Detail of Method Statement	Date Received and Distribution Confirmation

Construction Phase Plan Section 8

RISK ASSESSMENT RECORD

68 Norfolk Street.
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L1 0BE

8. RISK ASSESSMENT RECORD –

This section contains risk assessments applicable to the works at

Principal Contractor will ensure risk assessments are distributed to the relevant parties. As risks become apparent or circumstances change, Principal Contractor will ensure full compliance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and will duly ensure that risk assessments are carried out and distributed to the relevant personnel.

8.1 RECEIPT OF RISK ASSESSMENTS

Risk Assessment No.	Provided By	Detail of Risk Assessment	Date and Distribution Confirmation

8.2 DISTRIBUTION OF RISK ASSESSMENTS

Risk Assessment No.	Recipient Detail	Signature and Designation	Date

Construction Phase Plan

Section 9

DETAILS OF SPECIFIC TRAINING
RECORDS/CERTIFICATION
AND INSURANCE DOCUMENTS FOR
OPERATIVES/SUB-CONTRACTORS

68 Norfolk Street.
Liverpool
L1 0BE

SEE SEPARATE SECTION ON TOOLBOX TALKS, WHICH ARE CONDUCTED ON A BI-WEEKLY BASIS

9.0 PROJECT TRAINING RECORD

Principal Contractor employs only experienced, qualified employees. However, to ensure continued competence and that full information is provided to all employees, including sub-contracted employees a site induction would be given prior to work commencing. In addition this record gives details of any further training provided to employees in relation to this project. It should be noted that all sub-contracted employees are required to pass a pre-qualification competence check prior to carrying out any construction work on behalf of Principal Contractor

This record sheet can also be used to document those operatives/sub-contractors who have been required to provide evidence of competence/certification to operate plant/machinery etc.

Name of Employee/ Contractor	Type of Training Required/Evidence of Competence	Date of Training/ Certification	Signature

Construction Phase Plan Section 10

COPY OF NOTIFICATION DETAILS

68 Norfolk Street.
Liverpool
L1 0BE

Principal Contractor understands its legal obligations under Regulation 16 of Construction (Design and Management) Regulations 2007 to display the notification from F10 on site. Enclosed in this section is a copy of that displayed notice.

Construction Phase Plan Section 11

ACCIDENT REPORTING PROCEDURE

68 Norfolk Street.
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L1 0BE

11.00 ACCIDENT REPORTING PROCEDURE

Principal Contractor will record all accidents on the site accident book; near misses will be reported to the site supervisor.

11.1 The site manager will ensure that;

- a) The main office is informed of any RIDDOR accident where a person is awaiting hospitalisation or is absent from work as a result of injuries sustained.
- b) The accident book is kept up to date.
- c) The accident form F2508 is completed and forwarded to the HSE and head office.

Construction Phase Plan Section 12

RECORD OF STATUTORY TESTS/INSPECTIONS

68 Norfolk Street.
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L1 0BE

12.00 RECORD OF STATUTORY TESTS/INSPECTIONS

This section contains details of any statutory tests or inspections, for example lifting equipment, scaffolding, excavations, portable appliance testing, temporary electrical installation test records as well as general site inspections on the Construction works at

Construction Phase Plan

Section 13

RECORD OF INFORMATION FOR THE HEALTH AND SAFETY FILE

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Principal Contractor understands the importance of the health and safety file and the duties of the CDM Co-ordinator. Accordingly, Principal Contractor will ensure the assimilation of all necessary information and the subsequent transfer of this information to the safety coordinator as required. It is intended that all information will be collated and transferred no later than 21 days after completion of the construction phase.

13.0 HEALTH AND SAFETY FILE INFORMATION RECORD

Document	Details of Information for Transfer/Inclusion into the Health and Safety File

Construction Phase Plan Section 14

RECORD OF SITE SAFETY MEETINGS AND FURTHER INFORMATION

68 Norfolk Street.
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14.0 RECORD OF SITE SAFETY MEETINGS AND FURTHER INFORMATION

Principal Contractor will hold periodic site safety meetings for the duration of this project, between contractors and the site manager and the design team, and the safety co-ordinator prior to new phases of work commencing.

14.1 Details of any communication

This section will also contain details of any communication with the project team, designer, safety co-ordinator and client. Meetings will be arranged to deal with the design work carried out during the construction phase and the, CDM Co-ordinator (CDMC) .Principal Contractor will be kept informed of this process. All information contained in this section will be distributed to all the appropriate parties who may be affected by the decisions and details contained in this section.

Construction Phase Plan Section 15

SAFE SYSTEMS AND METHODS OF WORK

68 Norfolk Street.
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L1 0BE

15.0 SAFE SYSTEMS AND METHODS OF WORK

To be developed and implemented as project proceeds.

15.1 GENERAL SAFE METHOD OF WORKING

The following method statement outlines the safety standards, which will be adhered to when maintenance/construction work is being carried out, during the Construction works.

Principal Contractor will ensure that all work undertaken is carried out in accordance within the requirements of the relevant legislation, as defined below:-

The Health and Safety at Work etc. Act.	1974
The Management of Health and Safety at Work Regulations.	1999
The Construction Design and Management Regulations.	2007
The Provision and Use of Work Equipment Regulations.	1998
The Manual Handling Operations Regulations.	1992
The Working at Height Regulations	2005
The Construction (Head Protection) Regulations.	1989
The Personal Protective Equipment Regulations.	1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation	1995
Lifting Operations and Lifting Equipment Regulations	1998
The Control of Noise at Work Regulations 2005	2005
The Electricity at Work Regulations	1989
The First Aid at Work Regulations and Approved Codes of Practice	1981
The Control of Vibration at Work Regulations	2005
The Hazardous Waste Regulations	2005
Various Environmental Statutory Requirements	
The Control of Asbestos Regulations	2006

This list of legal requirements/standards is not exhaustive; it provides a guide to the principle areas of health and safety legislation, which will be adhered to. In addition, where applicable the relevant British Standards and HSE Guidance Notes and Codes will be applied to all work carried out on this project

Adherence to General Safety Procedure

Operatives of Principal Contractor will always conduct their undertaking in a safe manner ensuring adherence to the following general safety procedures: -

- a) To always conduct their undertaking in such a way as to ensure that people not in the employment of the contractor are not exposed to risks, i.e. members of the public, inspecting officers, other contractors.
- b) Consideration will be given especially when work is continuing on clients premises and the requirements of the client will be followed at all times.
- c) Principal Contractor will ensure the safety of their own employees at all times, including sub-contractors.
- d) To always ensure that work areas/sites are provided with safe means of access and egress and the general work areas are kept in a safe condition.
- e) To always ensure that only safe, well maintained, suitable plant and equipment is used.
- f) To always ensure that employees are given the necessary information, instruction and training to carry out contract works.
- g) To always ensure that safe systems of work or safety procedures are followed at all times.
- h) To always ensure the safe storage, handling and transport of materials.
- i) To always ensure that any accident occurring as a result of work being undertaken is reported to the person responsible for monitoring the work/site, i.e. the client.
- j) To always ensure adherence to any site safety requests/orders issued by the monitoring officer.
- k) To provide when requested additional safety method statements for specific works.
- l) To provide when requested risk assessments of any specific work procedures.
- m) To always ensure that dangerous work/sites are secure and access to the public or other at risk persons is prevented.
- n) To always ensure that adequate, suitable and well-maintained personal protective equipment is available and used.
- o) To always ensure that any chemicals used are suitably assessed, utilised in the correct manner and stored correctly and that full compliance with the COSHH regulations are met. In addition, that no other persons are placed at risk as a result of the chemical use.
- p) To always ensure that any electrical equipment used is regularly checked and maintained by a competent person, and that only competent persons are used on site.
- q) To always ensure that all statutory records are kept up to date.
- r) To always ensure that scaffolds and access equipment is designed, constructed, erected, used and maintained and in accordance with current legislation, guidance, standards and where appropriate, manufacturers details.
- s) To always ensure the adequate provision of first aid facilities and welfare facilities.
- t) To always ensure that ladders, steps and trestles are suitable, well maintained and used in the correct manner.

- u) To always ensure adherence to the safety policy, safest systems and methods of work defined by Principal Contractor
- v) To always ensure the workplace is left in safe condition and without risks to fellow workers and the public.
- w) Only 110-volt electrical equipment will be use on this project

15.3 SPECIFIC SAFE WORKING METHODS: LADDERS, MOBILE TOWERS AND LIGHTWEIGHT STAGING SAFETY

This safe working method has been produced in consideration of the following risks associated with the use of ladders and lightweight staging on site: -

- 1) Falls from height of persons and material.
- 2) Mobile towers tipping over.

These associated risks can be categorised as high risk and as a result Principal Contractor will ensure effective implementation of this safe working method to control the risk so the risk level can be considered as medium to low and acceptable. The Site Manager will hold records confirming monitoring this system of work will be monitored continuously by to ensure full compliance on site for the duration of this contract.

Safe Use of Ladders, Lightweight Staging and Mobile Towers

1. Principal Contractor will ensure that only Class 1 industrial ladders in a good condition are used on site, a central ladders inspection register is held by, regular safety inspection of ladders and trestles will be undertaken on site prior to use by employees.
2. Ladders and trestles will only be used where they are the most appropriate means of access, where work is prolonged, difficult or requires the freedom of movement, other more suitable means of access will be utilised, i.e. scaffold. Heavy loads will not be carried up ladders.
3. Ladders will only be used on solid firm ground; ladders will be fixed or lashed where practicable at the top and if not at the base. If this is not possible, ladders will be footed. Ladders will extend at least 1.05m above the landing place and an overlap of at least 4 rungs will be allowed for extending ladders.
- 4 Ladders will not be used where the base is close to excavations or unstable ground and will not be placed against fragile surfaces or fittings.
5. Principal Contractor will ensure that the working position of a ladder is not less than five rungs from the top of the ladder.
6. All operatives using ladders, trestles and mobile towers will utilise tool belts and hard hats to reduce the risk of falling material. Operatives of Principal Contractor will wear footwear
7. In high pedestrian or vehicular traffic areas, the area surrounding the ladder should be Barrierd off in a suitable manner.
7. The correct ladder angle will be used at all times by employees of Principal Contractor i.e. 1:4 "one out for every four up".

9. Where ladders are used in a run measuring a vertical distance of more than 9m, suitable landing areas will be provided
10. The HSE Guidance Safe Use of Ladders, stepladders and trestles GS31 will be followed and adhered to at all times for the duration of the construction activity.
11. Mobile tower scaffolds will be used in the correct manner, erection shall be as per the manufacturer's instructions manual and shall only be erected on firm level ground, outriggers and brakes will be utilised at all times. Base to height ratios will not be exceeded, i.e. 3
12. Safe means of access and egress from the tower scaffold will be maintained, for example, internal ladders. Employees will not climb the exterior of any tower for access.
13. All mobile towers will have suitable guardrails and toe boards complying with the requirements of the CDM regulations, pt 4, and intermediate guardrails will be installed as necessary
14. When possible, mobile tower scaffolds will be tied to the structure ensuring greater stability
15. Employees will wear tool belts and hard hats in the vicinity of the scaffold; access in the area surrounding the mobile tower will be taped off where risk of encroachment of vehicles or pedestrians is apparent. No man riding of mobile towers will be allowed.
16. Mobile towers will only be used by suitably competent trained employees and the HSE Guidance Note GS42 Tower Scaffolds will be followed and adhered to at all time.
17. All equipment used, that is, mobile towers, ladders, trestles, will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.

All of these methods of work and this overall safe system at work will be applied to all projects and will be subject to the supervision and monitoring of the site activities by the foreman and site manager of Principal Contractor

15.4 SPECIFIC SAFE WORKING METHODS: ELECTRICAL SAFETY

This safe working method has been produced in consideration of the following risks associated with the use and provision of electricity on site: -

- 1) Electrical shock, burns, electrocution
- 2) Electrical fire/explosion

These associated risks can be categorised as high risk and as a result Principal Contractor will ensure effective implementation of this safe working method to control the risk so the risk level can be considered as medium to low and acceptable. The Site Manager, to ensure full compliance on site for the duration of the works, will monitor this system of work continuously. The Site Manager will hold records confirming monitoring.

Safe Use of Electricity on Site

1. All electrical plant and equipment provided by Principal Contractor will be suitable for its purpose and will be maintained and kept in good working order. Records of maintenance will be held on file, portable electrical equipment shall be regularly tested and inspected as required and as defined in HSE Guidance (PAT Tested) Reference HSG107 - visual check before use and formal inspection once per month, full electrical test 3 monthly.
2. All damaged electrical equipment will be taken out of service immediately and repaired by a competent person.
3. All electrical services, equipment and systems supplying and being used on site will comply with the requirements of the Electricity at Work Regulations, that is, Principal Contractor will ensure that: -
 - a) All systems will be of such construction so as to prevent, so far as is reasonably practicable, any danger.
 - b) All work activities, on or near a system, including operation, use or maintenance including installation, shall be carried out so far as is reasonably practicable so as not to give rise to any danger to any persons or in the vicinity of the electricity system.
 - c) Any equipment provided to protect people while they are at work on, or near, any electrical equipment shall be suitable for use and properly maintained.
4. All temporary site electrical supplies including site accommodation supplies, shall be inspected and maintained at regular intervals as laid down by I.E.E. Wiring Regulations 16th Edition, that is, a 3 monthly inspection.

A competent person independent from the project and test records will be kept on site shall carry out these inspections.

5. All on site electrical equipment shall be 110V low voltage where reasonably practicable, where 240V supplies are required R.C.D.'s (Residual Current Devices) will be utilised and equipment and supplies will be subject to the previously detailed maintenance and inspection criteria (RCD's will be tested daily).
6. Adequate means of isolation of electrical equipment will be provided and this will be secure with locked facilities.
7. The electricity supply authority will be contacted prior to the construction phase and all necessary information obtained, i.e. site supplies, earthing requirements, fuse ratings at source of supply, underground cables information.
8. Any underground electrical services will be confirmed and route marked, and the HSE Guidance HSG47 - Avoiding danger from underground services, will be followed and adhered to, that is - reference to existing supply drawings, client information, use of cable avoidance tools and safe digging methods. The supply authority 'Safe to Dig' number will be contacted prior to any excavations.
9. The gas supply authority and British Telecom will also be contacted prior to excavations in identified 'Risk Areas'.

10. Principal Contractor will ensure only competent persons are appointed and responsible for electrical supplies and equipment on site and that these persons have the training, experience and knowledge necessary to ensure electrical safety on site.

11. In higher risk areas, i.e. waterlogged sites or confined spaces, pneumatically powered tools will be used, battery operated tools may also be used in these circumstances. In intrinsically safe areas only intrinsic equipment will be used.

12. Principal Contractor will ensure handover and commissioning work is carried out with minimal risk to contractors and users of the premises. All information regarding handover, 'live areas' will be provided to all site personnel in good time by regular meetings. Secure means of isolation will be maintained; all pertinent information will be passed on to the client and other relevant parties regarding plant and equipment. All relevant sub-contractors will attend site-commissioning meetings.

Temporary electrical supplies will be minimised during plant commissioning and adequate supervision and monitoring of the process will be ensured. No system will be made live until the system is safe to be made live, circuits not in use will be secured and isolated as will switch rooms/main boards, etc. Any live working procedure or any other electrical work carried out will follow the guidance laid down in HSG85 - Electricity at Work: Safe Working Practices.

All of these methods of work and this overall safe system at work will be applied to all projects and will be subject to the supervision and monitoring of the site activities by the foreman and site manager of.

Relevant Information References

BS7375 Code of Practice for Distribution of Electricity on Construction and Restorations Sites.

BS4363 Specification for Distribution Assemblies for Electrical Supplies for Construction Sites.

IEE Wiring Regulations 16th Edition.

The Electricity at Work Regulations 1989 (HSR 25)

Maintaining Portable and Transportable Electrical Equipment (HSG 107)

Avoidance of Danger from Overhead Electrical Supplies (GS6)

Electricity at Work: Safe Working Practices HSG85

Electrical Safety on Construction Sites HSG 141

16. Asbestos

All/any report must be read in conjunction with the CPHSP (methodology for management of bulk excavations), will be referenced with regard to management of all Asbestos removals.

Where Principal Contractor encounters any materials that they reasonably suspects could contain asbestos, works to that area will cease, the appropriate tests carried out and asbestos found to be present removed by suitably trained and qualified persons.

If found Principal Contractor will ensure that all works with regard the removal of asbestos are carried out in full accordance with the following regulations:-

- The Control of Asbestos Regulations 2006;
- Health and Safety Commission Approved Codes of Practice "Control of Asbestos Regulations 2006" and "Work with Asbestos Insulating Board, ACOP – 4th Edition";
- The Asbestos (Prohibitions) (Amendment) Regulations 1999;
- The Asbestos (Licensing) (Amendment) Regulations 1998;
- The Pollution, Prevention and Control Act 1999;
- The Pollution Prevention and Control (England and Wales) (Amendment) Regulations 2002;
- The Collection and Disposal of Waste Regulation 1988;
- All current British Standards;
- All relevant Health and Safety Guidance notes including, in particular, EH10, 35, 37 and 52;
- Integrated Pollution Prevention and Control (IPPC) Regulations 1996 (EC Directive 96/61);
- Health and Safety at Work etc. Act 1974

Risk Assessments will be prepared together with Method Statements and Safety Procedures.