

PRE-CONSTRUCTION INFORMATION

in respect of

EBOR WAY – WOOD LANE FOOTPATH LINK

prepared for and on behalf of

THORP ARCH PARISH COUNCIL

project number: T0401

DOCUMENT COLLATION

Pre-Construction Information Identified	Information Requested From	Date Requested	Date Received

DOCUMENT ISSUE

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1 INTRODUCTION

Project to which this document relates: Ebor Way – Wood Lane Footpath Link

Collation of information commenced: January 2024

In accordance with the Construction (Design and Management) Regulations 2015 (CDM2015), the role of the Principal Designer is to manage the flow of pre-construction information between all relevant parties involved with this project.

This Pre-Construction Information draws together the information obtained from the Client and the Designers. It provides details on the significant site specific issues that the Principal Contractor will have to manage during the construction phase.

The Construction (Design and Management) Regulations 2015 require the Principal Contractor to develop a Construction Phase Plan, outlining how the site is to be managed with regards to health and safety, before work starts on site.

When developing the Construction Phase Plan, the Principal Contractor will identify the hazards and assess the risk for each of the main construction activities including, but not limited to, those hazards identified in the Pre-Construction Information. The Construction Phase Plan is a working document that needs to be kept up to date throughout the construction phase.

Once the works are complete the contractor will be required to prepare a Health & Safety file which will include an operative manual.

The Principal Contractor will take all reasonable steps to ensure the health, safety and welfare of all persons affected by the construction works, in accordance with all current Health and Safety Legislation and HSE Guidance Notes.

All information received by the Principal Contractor regarding any specific process or perceived hazard is to be passed on to all concerned. All training required is to be made available to ensure that all employees are equipped for the responsibilities placed upon them.

The maintenance of health, safety and welfare of persons affected by the works is to be considered an absolute priority. The Principal Contractor is to ensure that these health, safety and welfare standards are achieved and monitored.

Continual liaison is required throughout the project to review any design changes or new health or safety matters arising. The Principal Contractor, Designers and Client will provide resources as required to review these items.

2 PROJECT DETAILS

2.1 Site Information

The details of the sites to which this pre-construction information relates to, are as follows:

Client: Thorp Arch Parish Council

Site: Wood Lane

Thorp Arch

2.2 Nature of Project

The project comprises of external ground works.

The works would involve, but not be limited to:

- .1 Creation of a crushed stone footpath

2.3 Key Project Dates & Preparation Time

.1 Tender Period

- 4 weeks from Friday 24 July 2024
- Tender return deadline, 12pm Friday 23 August 2024.

.2 Enabling and lead in

- 2 weeks from w/c 16 September 2024.

.3 Start / Completion Date

- Site Set Up from Monday 20 September 2024
- Completion on Site TBC
- Construction Period TBC
- Detailed programme for the work to be developed by the Contractor.

.4 Planning and preparing for construction

A minimum of 4 weeks preparation time has been provided by the client to allow the principal contractor adequate time to plan for construction works.

The principal contractor should detail all phasing arrangements within the construction phase plan.

2.4 HSE Notification

The notification threshold for projects has changed. A project becomes notifiable where it lasts longer than 30 days AND has more than 20 workers, working simultaneously at any one point OR exceeds 500 person days. Increasing the notification threshold will reduce the number of projects required to be notified significantly, and thus reduce the burden on business.

This project will not be notifiable so an F10 Form will not need to be submitted to the HSE.

2.5 Project Directory

COMPANY NAME	ADDRESS	PHONE NUMBER	CONTACT
Client			
Thorp Arch Parish Council			
Email address:			
<hr/>			
Contract Administrator			
Keystone Building Consultancy		07951761122	Toby Ware
Email address: toby.ware@keystonebuildingconsultancy.co.uk			
<hr/>			
Principal Designer			
Keystone Building Consultancy		07951761122	Toby Ware
Email address: toby.ware@keystonebuildingconsultancy.co.uk			
<hr/>			
Principal Contractor			
TBC			
<hr/>			
Health & Safety Executive			
HSE (Leeds)	The Lateral 8 City Walk Leeds LS11 9AT	0113 2834382	

2.6 Information Reviewed

None

2.7 Health & Safety File

Details of requirements contained in Section 6 of the report.

On completion of the works, the health and safety file is to be issued in digital format.

3 CLIENTS CONSIDERATIONS & MANAGEMENT

3.1 Planning & Management

All stages of planning and management of construction works should be undertaken giving due regard to health and safety, through liaison with and engagement of the Principal Designer.

The Principle Designer will review the development of the Construction Phase Plan, and will confirm when the plan is adequate and sufficient for the construction works to commence.

The Principal Contractor will be required to attend a pre-start meeting following award of the Contract and before the works commence.

All management, supervisory staff, tradesmen and operatives will have a demonstrable skill level incorporating Health and Safety training. Everyone working on the site will go through a specific site Health and Safety induction process.

Contractors and sub-contractors to wear ID badges at all times or wear company marked clothing.

3.2 Communication & Liaison

Contact details for the Client and Designers are included under section 2.3 of this document. For all queries relating to the design and specification of the works, the Contractor should contact the relevant Designer in the first instance.

The works will be supervised by the Contract Administrator or their representative.

A direct communication between the Contract Administrator and Site Manager will be established at the pre-start meeting. All mobile telephone numbers will be exchanged.

The Contractor will be required to attend weekly site meetings throughout the Contract Period. The times and dates of the meetings are to be mutually agreed at the pre-start meeting.

All those in control of construction work are required to provide workers (including the self-employed) under their control, with any information that they require to carry out the work safely and without risk to health.

The principal contractor shall ensure that all workers are provided with a suitable, site specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

3.3 Site Security

The security of the works and of any plant and materials on site shall be the sole responsibility of the Contractor. Plant and materials must not be left unattended at any time, even during breaks, and they should always be taken away with the operative.

No responsibility shall be accepted for any lost, stolen or damaged materials and plant.

A site compound is to be set up to the rear of the site as detailed in the specification document. Heras fencing is to be erected around this area to secure the site, the Heras fencing should be not left open at any time and the Contractor is to ensure that all skips are protected and secured.

3.4 Welfare Arrangements

Welfare arrangements are to be in accordance with regulation 4 schedule 2 (b), 13(4)(c) and 15(11) of the CDM2015 Managing Health and Safety in Construction and are to be commensurate with the site undertaking.

The HSE guidance note can be found at appendix A.

The Contractor will be able to use the welfare facilities within the properties. A dedicated room with for each of the following will be agreed at the pre-start meeting:

- Toilets
- Washing facilities
- Hot and cold running water
- Mess room
- Drinking Water

They are to ensure these are regular cleaned, maintained and in full working order at all times.

3.5 Access Egress Locations

Vehicular access to the site, including deliveries, is via the existing delivery locations.

Pedestrian access to the site is from the main customer entrances to the building.

Proposals for contractor site access and egress points are to be included within the principal contractor's construction phase plan.

Consideration should be given to the existing access or means of escape for other users at any time.

3.6 Signing In

A detailed description of security arrangements including; signing in and out procedures etc. are to be included in the construction phase plan.

3.7 Transport Arrangements

Assessments are to be made where the movement of vehicles on site affects either public activities or other site activities. Suitable demarcation should be maintained by the principal contractor to separate vehicle and pedestrian routes at all times throughout the duration of the project. The principal contractor shall confirm access routes and parking areas on site with the local authority prior to works commencing.

Banks persons shall be used at all times when goods vehicles are manoeuvring through the site for delivers and the removal of waste.

3.8 Restricted Areas

Contractors should not access the adjoining owner's property, this includes the residential houses and farmers fields .

Where necessary the local authority should be consulted and under the Control of Pollution Act 1974 a Section 61, 'Consent to Statutory Nuisance' should be submitted as required.

The principal contractor should ascertain any pertinent restrictions from the local authority prior to commencing works (i.e. any restrictions on times authorised for works which are audible at the site boundary).

The principal contractor must specify, in the construction phase plan, any details relating to authorisation requirements including; associated road and pavement closures (if applicable).

3.9 Permits & Authorisation

Where appropriate; a permit-to-work system is to be adopted for works on electrical services, hot works, works in confined spaces or any other high risk activities identified. Daily 'hot work permits' will be required where welding, cutting, grinding and the use of naked flames are undertaken. Plant, equipment or flammable materials must be covered with flame retardant materials (or removed) in areas where 'hot work permits' are in operation. In this case, continuous flammable atmosphere monitoring may be required and a fire watch maintained both during and for a period after the hot works have ceased.

Temporary works:

The principal contractor is responsible for the safe co-ordination of all activities on-site (including liaison with specialist proprietary suppliers). Particular consideration should be given to the following:

- Groundworks

Arrangements should be in accordance with BS 5975:2008 Code of practice for temporary works procedures and the permissible stress design of falsework.

3.10 Emergency Procedures

A signing in/out log is to be kept within the site office and is to be the responsibility of the site manager.

The Contractor is to be satisfied that there are sufficient arrangements for emergency evacuation and means of escape within and around the area of works.

The Principal Contractor must provide adequate first aid facilities and sufficient numbers of qualified first aiders based on an assessment of the risk of injury and ill health on the site. First aid facilities should be available within the site office.

An emergency first aid notice shall be displayed on site.

Procedures in respect of emergencies are also to be described in the construction phase plan and communicated to all operatives and visitors. These should include, but not be limited to:

- Location and telephone number of local hospital A&E department
- Location and telephone number of local police station
- Location and telephone number of local ambulance station
- Location and telephone number of local fire and rescue station
- Emergency telephone numbers for statutory services

In the event of an environmental emergency, the Environment Agency should be contacted.

3.11 Fire precautions

A competent person shall be appointed to act as a fire marshal and the proposed fire emergency procedures included within the construction phase plan. The adopted procedures are to be brought to the attention of all workers and visitors to the site. The principal contractor is to provide suitable fire fighting equipment and is to maintain an emergency evacuation procedure throughout the progress of the works. Note must be taken, when formulating the fire plan, of any existing systems that are operated within third party properties. The fire plan should comprise, but not be limited to:

- Means of escape indicating escape routes (to be displayed)
- Means of extinguishing fire (operatives to be trained)
- Means of minimising risk
- Hot work permit procedures
- Emergency procedures, including details relating to site employees, if any
- Name of fire marshal (to be displayed)

All works undertaken on the premises should be in accordance with the article, "Joint Code of Practice Fire Prevention on Construction Sites and Buildings Undergoing Renovation".

Fire precaution procedures are to be included within the principal contractor's construction phase plan.

3.12 Smoking restrictions

The Health Act 2006 requires that all enclosed premises / public areas be smoke free. These latest amendments to the Act came into force as follows:

- Scotland - 26th March 2006
- England - 1st July 2007
- Wales - 2nd April 2007

The principal contractor must ensure that all requirements of the aforementioned Act are adhered to at all times

3.13 Parking restrictions

The principal contractor shall identify, in the construction phase plan, all designated parking for site operatives. It should be ensured that these areas do not impede on the school or residential properties.

4 ENVIRONMENTAL RESTRICTIONS & EXISTING ON-SITE RISKS

SAFETY HAZARDS

4.1 Boundaries & Access

The Contractor shall take such measures as are necessary to ensure that residents and visitors are protected from all site operations.

The Contractor is to ensure that access for walkers on the Ebor Way is not restricted.

4.2 Deliveries, Waste Collection or Storage

The Contractor shall store any contract waste in a safe manner and shall arrange for appropriate disposal both during and on completion of the works. Waste containers shall be either secure units contained within the Contractor's hoardings and shall carry the appropriate permissions / licenses from the local authority if applicable.

Arrangements for storing, removing and the location of skips are to be included within the construction phase plan.

In the case of hazardous waste, all products shall be removed and disposed of in accordance with relevant local enforcing bodies.

All licenses obtained and transfer notes shall be retained as proof of correct disposal.

The unloading of any materials, plant etc. shall be carried out in such a manner as to eliminate any danger to passing vehicles and pedestrians, whether inside or outside the site. They should be scheduled at suitable times during the day so as to avoid anti-social hours, school rush hours, work rush hours and local organised events where the volume of local traffic may increase.

A banksman should assist delivery vehicles through directing and signalling appropriately during movements inside and outside the site. The site supervisor shall ensure delivery vehicles do not block access and egress routes and monitor site vehicular movements generally.

4.3 Adjacent Land Use

There are a number of residential properties nearby.

There is a school to the south of the site. An access to this school is through the field and this is to be kept in use for the duration of the work.

4.4 Location of Existing Services

The Contractor is to satisfy themselves of the location of all statutory services including the main isolation points.

The principal contractor must determine the nature of these services, their position and necessary controls to safeguard / isolate them prior to any work.

4.5 Issues relating to plant and equipment

All equipment and machinery provided for use at work must comply with the general requirements of the Health and Safety at Work Act 1974, and in particular section (2) (2) (a), which obliges employers to provide their employees with safe plant and equipment. In addition, employers are obliged to comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER), which specifically addresses the health and safety risks associated with the use of work equipment.

All plant or equipment intended for use on site must carry a current test certificate, copies must be available for viewing. Operators must produce training certification / confirmation of competence for all plant and equipment and the erection of mobile towers, which must be available on site for viewing. Operators using abrasive wheels are also required to produce training certificates.

Personnel with no certificated record of training should not be permitted to use any items of plant and equipment on site.

The principal contractor must detail procedures for the above within the construction phase plan.

HEALTH HAZARDS

4.6 Asbestos

If any further Asbestos Containing Materials are suspected or located by the Contractor or his personnel during the works, the Principal Contractor must halt work and notify the Contract Administrator immediately.

The Principal Contractor must ensure that all works with regard to the removal of asbestos are carried out in full accordance with the following regulations:

- The Control of Asbestos at Work Regulations 2002;
- Health and Safety Commission Approved Codes of Practice "Control of Asbestos at Work Regulations 2002" 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 Regulations 1988;

The Principal Contractor shall provide formal notification to the Health and Safety Executive (HSE) as required by a license under the Asbestos (Licensing) Regulations 1982 (as amended).

Operatives working on site must be adequately trained and proof of training obtained. Risk Assessments must be prepared together with Method Statements and Safety Procedures.

4.7 Hazardous Materials

Products contained in the tender documents are considered to be in common usage in the construction industry, therefore it is deemed unnecessary to specifically draw these to the Contractors attention.

Cement is to be used and provision should be made to wash any off that comes in contact with operatives skin.

The Contractor is required to carry out a COSHH Assessment for all substances used in the execution of the project, this will include where appropriate a consideration of dusts and fumes created by the construction operations. Records of the assessment and monitoring of safeguards must be maintained by the Contractor. The Contractor shall fully consult material safety data sheets in producing their COSHH Assessment.

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) aim to protect people from the risks from fire, explosion and other similar events that may occur as a result of the presence or use of dangerous substances. DSEAR is principally concerned, therefore, with the safe use of substances that can create thermal radiation effects (burns) and over-pressure effects (blast injuries).

In summary; a dangerous substance is any natural or artificial substance which is explosive, extremely flammable, highly flammable or flammable, including liquids, vapours, gases, dust; and equipment that might leak or generate a dangerous substance. Such substances that are bought in commercially will be recognised by the standard pictograms on the container, e.g. Explosive – Oxidising – Flammable.

5 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS

5.1 Design Assumptions & Work Methods

The Contractor must adhere to the construction details specified in the Specification, and tender drawings, unless otherwise instructed by the Design / Contract Administrator.

The design of any items by the Contractor or any sub-contractors will not be permitted unless previously agreed with the Contract Administrator.

Any details not already covered by the design drawings and specification will be supplied as required.

It is the responsibility of the Contractor to bring to the attention of the Contract Administrator any unforeseen difficulties which could result in a change in design.

5.2 On-going design work

Under CDM2015, each element of design including temporary works, designed access equipment, individual specialist contractor and specialist designer packages, is required to be developed with due consideration for the health and safety of all concerned both during construction and subsequent occupancy and maintenance.

5.3 Significant Risks Identified During Design

Buried & overhead services within site

Contractor to obtain detailed service information prior to work commencing on site. Locate services on site prior to excavation works. Use of CAT scan, hand dig around sensitive areas.

Work adjacent to roads

Appropriate traffic management required. Adequate signs and barriers to segregate users. Bank person used whilst working adjacent to highways. Mud to be removed from carriage way.

Working around and beneath trees

Workforce to be aware of tree branches / canopy when working around / beneath trees. Ensure equipment does not come into contact with trees.

6 THE HEALTH & SAFETY FILE

On completion of the works, the health and safety file is to be issued in hard copy and digital format - CD.

The health and safety file shall, as a minimum, contain the following information:

- Full contact details of all sub-contractors used including work performed.
- Full contact details of all suppliers used including materials supplied
- Record or "as-built" drawings and plans used and produced throughout the construction process, along with the design criteria.
- Commissioning and inspection certificates.
- Manufactures Operation and Maintenance information.
- General details of the construction methods and materials used:
 - Details (specific and common) relating to the structure and materials showing method of construction, fixings, schedules of ironmongery, sanitary ware, finishes etc.
 - Details relating to Health and Safety that may affect future demolition or dismantling works.
 - Details relating to Health and Safety that may affect cleaning and maintenance works.
 - COSHH Statements for materials that may affect Health and Safety.
- Detail of the structure's equipment and maintenance facilities.
- Maintenance procedures and requirements for the structure.
- Manuals produced by Specialist Contractors and suppliers, which outline operation and maintenance and service procedures and schedules for all plant and equipment installed as part of the structure, including manufacturers and/or suppliers guarantees and warranties etc.
- List of Sub-Contractors responsible for service installations.
- Details relating to Health and Safety during future alterations to services.
- Details relating to operation and maintenance procedures for plant and equipment.
- Details of residual hazards left on completion of the works.

APPENDIX A

HSE Welfare Guidance Note

Provision of welfare facilities during construction work

HSE information sheet

Construction Information Sheet No 59



Introduction

This information sheet is for dutyholders involved in construction work. It replaces previous guidance contained in *Provision of welfare facilities at transient construction sites* and in *Provision of welfare facilities at fixed construction sites*. It gives guidance on the **minimum** welfare facilities that must be provided or made available to workers on construction sites.

Construction workers need adequate toilet and washing facilities, a place to warm up and eat their food and somewhere to store clothing. However, these basic requirements are often neglected. A cold water tap and chemical toilet on their own are not adequate facilities. Good facilities can positively benefit health and well-being and can help to prevent dermatitis.

General duties (Construction (Design and Management) Regulations 2007)¹

Clients

If you are a client (but not a domestic client, ie you or your family live in the building under construction) then you must ensure that your contractors have arrangements to provide adequate welfare facilities for construction workers. This does not mean that you have to provide the facilities yourself. If the work is notifiable (that is lasts more than 30 days or will involve more than 500 person days of work) then you must ensure that construction work (including demolition) does not start until suitable welfare facilities are in place.

CDM coordinators

You should give suitable and sufficient advice to the client on the measures needed to ensure that suitable welfare is provided during the construction phase.

Principal contractors

You should make sure that suitable welfare facilities are provided from the start and are maintained throughout the construction phase.

Contractors (including the self-employed)

In all cases you should ensure that there are adequate welfare facilities for workers under your control.

Planning

The availability of welfare facilities, their location on site and regular maintenance must be considered at the planning and preparation stages of every construction project, before construction work (including demolition) starts.

When planning welfare provision, consider:

- the nature of the work to be carried out and the health risks associated with it. For example, consider the provision of showers if the project involves hazardous substances or very dirty work, eg sewer maintenance, dusty demolition activities, work with contaminated land or concrete pouring;
- the distance workers will have to travel to the welfare facilities;
- the duration of the work and number of different locations;
- the numbers of people who will use them;
- the cleaning and maintenance of the welfare facilities;
- whether they need to be relocated during the construction phase.

Installing and removing from site

You need to plan how welfare units will be moved from delivery vehicles into position. It is preferable to mechanically move these units; if manual handling cannot be avoided then you should manage the risk effectively. Your plans should cover safe lifting practices and ensure proper protection of workers from falls from vehicles or portable units.

Positioning on site

You should site welfare units and manage traffic effectively to ensure adequate segregation of pedestrians and vehicles.

Toilets

So far as is reasonably practicable you need to provide flushing toilets and running water, connected to mains water and drainage systems. If this is not possible, facilities with a built-in water supply and drainage tanks should be used. Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision.

Toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage. Basic daily cleaning may not always be sufficient.

Provide an adequate number of toilets. The number needed will depend on the number of workers on site and the type of facilities provided. Portable toilets have a limited capacity and will need emptying. The number of portable toilets needed depends on the number of persons and the frequency of emptying. BS6465-1:2006 recommends a ratio of 1 toilet to 7 persons where portable toilets are emptied once a week.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals. Otherwise provide separate toilets. Adequate supplies of toilet paper should always be available.

Sanitary waste disposal should be provided in facilities used by female workers.

Washing facilities

Provide washing facilities next to both toilets **and** changing areas. Consider placing them next to rest areas if these are far from toilets or changing areas. They should include:

- a supply of clean hot and cold, or warm, water (which should be running water so far as is reasonably practicable);
- soap or other suitable means of cleaning;
- towels or other suitable means of drying;
- sufficient ventilation and lighting;
- sinks large enough to wash face, hands and forearms.

Men and women can share sinks used for washing hands, face and arms. Unisex shower facilities can be provided if they are in a separate, lockable room, which can be used by one person at a time.

Showers used for particularly dirty work, or when workers are exposed to especially hazardous substances (eg development of contaminated land, or demolition of old industrial buildings which are contaminated with toxic substances etc), will need to be separate from the main facilities.

Specialist facilities are needed for certain activities, eg working with lead or asbestos or tunnelling in compressed air.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, protect it from possible contamination and make sure it is changed often enough to prevent it from becoming stale or contaminated. Where necessary, clearly mark the drinking water supply to prevent it being confused with hazardous liquids or water which is not fit to drink. Provide cups or other drinking vessels at the outlet, unless the water is supplied in an upward jet, which can be drunk easily (eg a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately. Separate lockers might be needed, although on smaller sites the site office may be a suitable storage area provided it is kept secure. Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made to allow wet clothing to be dried. As a general rule clothing should not be placed directly on heaters due to the risk of fire. If electrical heaters are used, they should be properly ventilated and, if possible, fitted with a high temperature cut-out device.

Rest facilities

Rest facilities should provide shelter from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks and for warming up food (eg a gas or electrical heating ring or microwave oven) and be adequately heated. Rest areas are not to be used to store plant, equipment or materials.

Smoking

Smoking is prohibited in enclosed public places and workplaces such as construction sites or work vehicles. Further information is available at

www.smokefreeengland.co.uk,
www.clearingtheairscotland.com and
www.smokingbanwales.co.uk.

Heating

Rest facilities will normally require heating. Using properly maintained electrical equipment can eliminate the risks associated with LPG heaters. Inadequately ventilated LPG cookers and heaters can produce carbon monoxide, with potentially fatal results. Flammable gas may escape from leaking cylinders, which have not been properly turned off. If LPG is used reduce the risks by:

- using and storing the cylinders in safe, well-ventilated places outside the accommodation (including overnight) or in purpose-built ventilated storage areas;
- ensuring that the appliances have been properly installed, checked and maintained by a competent person;
- providing adequate combustion ventilation (provide fixed grilles at high and low level);
- checking that the ventilation provided is not blocked, eg fixed grilles blocked by newspaper or rags in cold weather to 'stop draughts';
- checking that cylinders are properly turned off when not in use;
- using wall or ceiling-mounted carbon monoxide detectors.

Use of alternative facilities for transient construction sites

For the purpose of this information sheet, a transient construction site is either where short duration work (up to a week) is carried out at one or many locations, or is of a longer duration carried out while moving over a continuous geographical area, eg major roadworks, cable laying contracts etc.

In such cases, it may be appropriate to make arrangements to use facilities provided by the owner of existing premises, in which the work is being done, local public facilities or the facilities of local businesses. Clear agreement should be made with the provider of the facilities; it should not be assumed that local commercial premises can be used without their agreement. In all cases the standards above must be provided or made available. Facilities must be readily accessible to the worksite, open at all relevant times, be at no cost to the workers, be of an acceptable standard in terms of cleanliness and have hand-washing facilities. Workers need to be made aware of the arrangements to use them and be informed of their location.

Table 1 gives an indication of the options available, in order of preference, for providing welfare facilities for transient construction sites.

Table 1 Welfare facilities: the options

Type of installation	Additional notes
1a Fixed installation: connected to mains drainage and water.	Order of preference: ■ on site; ■ at a base location; ■ at a satellite compound. NB This may include the pre-arranged use of private facilities. Permission, preferably in writing, should be obtained from the proprietor in advance of the work starting. The use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
1b Portable water flushing units with water bowser supplies and waste storage tanks.	
2 Portable installation on site.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
3 Suitably designed vehicle.	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating.
4 Facilities which are conveniently accessible to the worksite (includes public toilets).	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities.
5 Portable installation near site.	Incorporating a chemical toilet, washing facilities and sufficient tables and seating.

References

1 *Managing health and safety in construction. Construction (Design and Management) Regulations 2007. Approved Code of Practice L144* HSE Books 2007 ISBN 978 0 7176 6223 4

While every effort has been made to ensure the accuracy of the references listed in this publication, their future availability cannot be guaranteed.

Further reading

Health and safety in construction HSG150 (Third edition) HSE Books 2006 ISBN 978 0 7176 6182 4
Fire safety in construction work HSG168 HSE Books 2010 ISBN 978 0 7176 6345 3

BS 6465-1: 2006 *Sanitary installations. Code of practice for the design of sanitary facilities and scales of provision of sanitary and associated appliances*

Further information

Visit www.hse.gov.uk/construction for more specific information on CDM 2007 and health and safety in the construction industry, including a link to additional guidance for CDM dutyholders developed by the construction industry.

HSE priced and free publications can be viewed online or ordered from www.hse.gov.uk or contact HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995. HSE priced publications are also available from bookshops.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@connaught.plc.uk or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This information sheet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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APPENDIX B

General Construction Health & Safety Issues

The following hazards generally occur on all constructions sites. Some of the issues may be addressed in the "arrangements" section of the Principle Contractor's health and safety policy:-

Working at Height

In accordance with the Work at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:

Avoid work at height where possible

Where work at height cannot be avoided, use work equipment or other measures to prevent falls (e.g. scaffold)

Where risk of fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur (e.g. bean-bags/air-bags etc)

Issues to consider if work at height is necessary will include:-

- Scaffold erection/dismantling (to NASC SG4: 05 guidance) by trained competent operatives. No modifications to be made by unauthorised personnel.
- Provision of safe ladder access (consider use of fixed aluminium access stairs). Ensure ladders are secured and use restricted to access provision and works of short duration.
- Provision of safe working platforms (correct fittings, bracing, ties, adequate width, boarding, guard rails, toe-boards, brick-guards).
- Programming works to include early installation of permanent staircases (to reduce ladder usage)
- Provision of temporary guardings at exposed leading edges e.g. balconies, low-level windows, stairwells, cellar etc
- Provision of fall-protection systems where falls into the building cannot be prevented (e.g. "crash-decks", "bean-bags", fall-arrest equipment)
- Subsequent works e.g. cleaning, maintenance requirements for window frames, fascias, soffits, bargeboards, cladding etc and use of pre-coloured renders to mitigate external re-decoration.
- Window designs permitting internal cleaning e.g. "tilt & turn" or "easy-clean" type hinges at second floor level and at first floor level where safe ladder access is not possible e.g. above roof projections.
- Installation of satellite-dish mountings during construction.

Lift Operations

Lifting operations must be planned (by the "appointed person"), supervised and carried out by trained, competent persons. The level of planning and supervision should be proportionate to the risks associated with the operation. "Lifting plans" should be prepared taking into account issues such as weight/shaped of load, ground conditions, proximity to rail line/adjacent structures etc. Loads must not be lifted or suspended above operatives. Outriggers to mobile cranes must be adequately supported i.e. the area and layout of outrigger support must be calculated having regard to the actual loads resulting from particular lifting operation and the ground bearing capacity.

Excavators used as cranes with an SWL above 1 tonne must be fitted with acoustic and visual warning devices and check valves on the main boom. Chains or slings for lifting must not be placed on or around bucket teeth – accessories for lifting may only be attached to a purpose-made point on the machine. Inspection and maintenance of machines should be evidenced by reports.

Movement of Plant and Site Vehicles

Accidents are typically caused by reversing vehicles, load-slewing and overturning of dumpers, MEWPs etc. A traffic management plan should be prepared, implemented and developed as the site progresses. A one-way system for plant and vehicle movements should be provided where reasonably practicable, and, if not, dedicated turning areas should be provided with all reversing operations controlled by a banksman. Issues such as speed restrictions, crossing points, signage, pedestrian segregation (on site and at access/egress points), visibility aids and warning devices on vehicles, operating on sloping ground, parking for contractor's vehicles etc should also be addressed. Maintenance systems should be implemented for checking brakes, steering, lights, hydraulics, seatbelts, safety warning devices etc and all operations should hold evidence of competency and training e.g. CPC. All persons working in the vicinity of moving plant/vehicles should wear high-visibility clothing.

Excavations

All excavations must be adequately supported to prevent collapse and guarded to prevent falls of operatives and materials. Excavations must be inspected in accordance with statutory requirements i.e. before each shift, after any event likely to have affected stability and after any fall of materials or once in any seven-day period. Entry of operatives into excavations must be avoided where possible e.g. by use of "trench fill" foundations. Where entry cannot be avoided, a permit system should be implemented and levels of oxygen and toxic/flammable gases (e.g. methane and carbon dioxide) monitored to ensure a safe working environment before entry and during operation. Adequate emergency procedures should be prepared including rescue. Depths of all excavations should be kept to the minimum necessary.

Slips, Trips and Falls

The site should be kept in good order – clean, tidy and well organised. Pedestrian routes and workplaces should be kept free of obstruction and materials should be stored in a safe and accessible manner. Waste should be removed from work areas as work proceeds and at the end of the working day.

Working in the Sun

Ultraviolet rays in sunlight may cause sunburn, skin blistering and may lead to skin cancer. Wear suitable clothing including head protection and use sunscreens on exposed areas such as face, arms and neck. Skin should be checked regularly and medical advice sought regarding any skin changes or abnormalities.

Noise

In accordance with the Control of Noise at Work Regulations 2005 (in force April 2006), the action levels at which noise controls are determined have changed.

The new levels are:

- Lower Exposure Action Value
- Daily or weekly exposure 80dB
- Peak sound pressure 135dB

Exposure Limit Value (these must not be exceeded)

- Daily or weekly exposure 87dB
- Peak sound pressure 140 dB

You must estimate the level of noise employees are exposed to. This should be based on measurements, information from other reliable sources or information provided by suppliers of machinery. Where the assessment shows that an employee is subjected to more than 80dB(A), see the actions in the table below:

Daily Exposure Level – dB(A)	Action Required
<80	Low level risk – reduced noise as far as reasonably practicable.
Between 80 and 85	Make ear defenders available to all operatives
Above 85	Enforce the use of correct ear defenders Set up hearing protection zones and mark them correctly Provide information and training to employees

Certain equipment e.g. cartridge tools may exceed the peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140 dB (exposure limit) and use will require use of hearing protection even though the average daily exposure level may not be exceeded.

Dust

Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down and ensuring lorries are fully sheeted before site will mitigate dust generation.

Hand-Arm Vibration

Avoid use of vibrating equipment where possible e.g. hand-held breakers, angle grinders etc. Where use cannot be avoided, manufacturers' guidance should be followed with regard to permissible usage times, vibration damped tools should be used and job rotation implemented whenever possible. Operations such as "chasing", "scabbing" etc should be avoided. Concrete breaking should be undertaken with suitable paint fitted with appropriate accessories.

Manual handling

Where possible, avoid manual handling of heavy or awkwardly shaped objects e.g. heavy blocks, kerbs, paving slabs, cills, lintels etc and utilise mechanical lifting methods. Where it is not reasonably practicable to avoid use of blocks over 20 kg, provision should be made for mechanical handling or for handling and laying by two operatives. Manual handling risks are still significant with blocks weighing less than 20 kg and should be reduced where possible e.g. by specification of lightweight blocks. Kerbs and paving slabs should be lifted by mechanical means e.g. vacuum lift systems (do not lift with 2-person "tongs" which add a further 15 kg to the typical 67 kg weight of a kerb or slab – already too heavy to be safely carried by 2 persons). All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

Working with cement

To prevent dermatitis and cement burns, suitable PPE must be worn when handling wet cement and adequate welfare facilities provided on site including provision of hot and cold running water, basins in which forearms can be immersed, soap and towels. Operatives should be encouraged to report any occurrence of dermatitis and a competent person should carry out regular skin inspections where there is residual risk. Where possible use pumped concrete to reduce risk of skin contact.

APPENDIX C

Appointees Responsibilities

For detailed explanation of the regulations and each duty holders responsibilities please see the Construction (Design and Management) Regulations 2015 Guidance which can be found at <http://www.hse.gov.uk/pubns/books/l153.htm>

CLIENTS (commercial)

For all projects they must:

- make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include:
 - appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
 - allowing sufficient time and resources for each stage of the project
 - making sure that any principal designer and principal contractor appointed carry out their duties in managing the project
 - making sure suitable welfare facilities are provided for the duration of the construction work
- maintain and review the management arrangements for the duration of the project
- provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project
- ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins
- ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site

For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:

- notify HSE in writing with details of the project
- ensure a copy of the notification is displayed in the construction site

DESIGNERS

- make sure the client is aware of the client duties under CDM 2015 before starting any design work
- when preparing or modifying designs:
 - take account of any pre-construction information provided by the client (and principal designer, if one is involved)
 - eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
 - take steps to reduce or control any risks that cannot be eliminated
- provide design information to:

- the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file
 - the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan is prepared
- communicate, cooperate and coordinate with:
 - any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
 - all contractors (including the principal contractor), to take account of their knowledge and experience of building designs

PRINCIPLE DESIGNERS

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

PRINCIPLE CONTRACTORS

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need

- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

CONTRACTORS

Contractors on all projects must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan is drawn up before setting up the site.

WORKERS

- only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health
- make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed
- always follow site rules and procedures

- cooperate with other dutyholders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)
- report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public

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