

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---



**TENDER FOR ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS  
PAVILION**

**TENDER – DOCUMENT FOUR**

**SPECIFICATION**

Thank you for expressing interest in this procurement for ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION AND SEPARATION OF GAS, WATER AND ELECTRICITY SERVICES AND REPLACEMENT OF FLOODLIGHTS USING EXISTING COLUMNS

**Please ensure that you register your interest with the procurement contact named in Document One in order to receive updates, question responses, etc.**

We now invite you to submit a tender. Further stages of the process are outlined in this document.

To assist you in this, four documents have been provided:

- Document One – Information and instructions (including the timetable)
- Document Two – Specification (this document)
- Document Three – Tender Response Document
- Document Four – Construction Phase, Health and Safety Plan, Construction Method Statement, and Management Plan

When completed, please return **two hard copies and a copy electronically saved on a CD** of the response document (Document Three).

Please mark envelopes/packages with only “**TENDER RESPONSE: ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION (Private and Confidential)**” and with no company markings or anything else which might identify your organisation e.g. personalised franking, and return to:

Democratic Services Manager  
Corby Borough Council  
Democratic Services Department  
Corby Cube  
Parklands Gateway  
George Street  
Corby, Northamptonshire  
NN17 1QG

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**To be received not later than Midday 15<sup>th</sup> December 2017 [15/12/2017].**

**Late submissions will be disregarded from the process.**

\*\*Given the indicative nature of this document the contents are listed under profile allocation and not be numerical pages

## CONTENTS

Amendment Sheet	3
Common Means of Access	20
Consultation with the Workforce	17
Contractor/Designer Selection Procedures	18
Considerate Constructors/Complaining Procedures	18
Description of the Project	6
Design Work carried out during Construction Phase	18
Drivers' Information	20
Emergency Flow Chart	25
Emergency Procedures	23
Environmental Considerations	33
Exchange of Design Information	17
Hazards	31
Health and Safety File	35
Information about the Site and Location	6
Location of the Project	6
Management Structure for Health and Safety	8
Movement of a Vehicles and the Storage and Distribution of Materials	19
Notices	27
Parties to the Project	4
Permits to Work	34
Personal Protective Equipment	34
Plant and Equipment	27
Procedures for dealing with Suspicious Materials	32
Project Safety Statement	7
Reporting/Investigation of Incidents	28
Responsibilities - Fire Marshal	16
Responsibilities - M&E Manager	13
Responsibilities - Operatives	14
Responsibilities - Project Director	9
Responsibilities - Project Manager	10
Responsibilities - Site Manager	11
Responsibilities - Site Supervisor	12
Responsibilities - Navas Associates Limited	15
Responsibilities - Trade Contractors	16

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

Safety Communication and Coordination	17
Safety Data	21
Safety Surveillance	35
Security Procedures	22
Site Rules	29
Site Set Up/Welfare Facilities	27
Temporary Services	21
Timescale	6
Training Requirements	26
Waste Disposal	20
Working at Heights	32

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**HEALTH AND SAFETY PLAN AMENDMENT SHEET**

Record of Amendments

Issue No.	Date	Index Ref.	Brief Description of Amendment
One	00/00/0000		First issue

<u>Distribution</u>	<u>Purpose of Issue</u>	<u>Nº of Copies</u>
Principal Contractor	On-site Management	1
Planning co-ordinator	Information/Review	1

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**PARTIES TO THE PROJECT**

Client Democratic Services Manager  
Corby Borough Council  
Democratic Services Department  
Corby Cube  
Parklands Gateway  
George Street  
Corby, Northamptonshire  
NN17 1QG

Client's Agent To be Appointed if required

Principal Designer RDC Ltd  
Unit 5 and 5A,  
Twigden Barns,  
Creaton,  
Northampton,  
NN6 8LU

Quantity Surveyor To be Appointed if required

Structural Engineer To be Appointed if required

Civil Engineer To be Appointed if required

Principal Contractor As a result of the Tender process

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **LOCATION OF THE PROJECT**

Jimmy Kane Way, Rockingham Road, Corby, Northamptonshire NN17 2FB. Latitude 52.506852, Longitude -0.717280

## **DESCRIPTION OF THE PROJECT**

CONSTRUCTION OF SPORTS PAVILION AND SEPARATION OF GAS, WATER AND ELECTRICITY SERVICES AND REPLACEMENT OF FLOODLIGHTS USING EXISTING COLUMNS

## **TIMESCALE**

The works are programmed to commence in October/November 2017 and are anticipated to continue for approximately 48 weeks.

## **INFORMATION ABOUT THE SITE AND LOCATION**

The Project is located to the East of an existing grandstand overlooking an athletics track and football pitch. Immediately to the North is the football ground and stands occupied by Corby Town Football Club.

The purpose of the development is to facilitate the relocation of Weldon United Football Club from their current ground to this site, and to provide satisfactory accommodation that will also serve the needs of Corby Athletics Club. The proposal therefore combines the requirements of both organisations into a single facility.

The site is known to be surrounded by electrical and mechanical service installations, and provided within are the following existing service schemes:

- Water
- Drainage
- Electricity
- Telecommunication.

Information on services, either underground, surface or overhead, has been provided by the Pre-Tender Health and Safety Services Plan./ Exact locations of services are not known and will be subject to on site investigation. Therefore full investigation, including liaison with the local authority and utilities, CAT scanning, etc will be undertaken to ascertain specific routes and locations of services prior to commencing works. Positions of all services will be recorded or clearly marked prior to commencement of works. All services will be protected or isolated during works in their vicinity to avoid disruption to the existing infrastructure still in occupation.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **THE PROJECT SAFETY STATEMENT**

### **Safety Objectives**

So far as is reasonably practicable, to prevent injury to persons whether employed by the Principal Contractor or simply affected by their activities, dangerous occurrences and damage to plant, equipment and premises.

1. To provide and maintain safe plant equipment and machines, safe and healthy places of work and safe systems of work.
2. To identify potential hazards so that proactive safety measures may be taken.
3. To undertake all activities in a manner which, so far as is reasonably practicable, meets current statutory requirements and embodies high standard of safety management.
4. To maintain all places of work, points of access and egress from work sites so that, so far as is reasonably practicable, they are safe and without risk to staff, Contractors, Sub-Contractors and others.
5. To provide and maintain adequate site security to keep plant, equipment and premises in a safe condition and exclude those who are unauthorized from site.
6. To provide sufficient information, instruction, training and supervision to ensure the health and safety and welfare of all staff and Trade Contractors.
7. To ensure that design work carried out by The Principal Contractor personnel and Trade Contractors falls within the CDM Regulations.
8. To operate an effective system of communication between The Principal Contractor management and Trade Contractors to promote health, safety and welfare, thus restricting injuries, accidents and dangerous occurrences. In the first instance this will be a verbal system followed by written confirmation if necessary.
9. To review, amend, update and monitor the effectiveness of the Health and Safety Plan, to keep up to date with new technical and legislative standards and to take account of any relevant incidents or changes in the scope and methods of work.

### **Organization and Responsibilities**

In pursuit of the above objectives The Principal Contractor has defined the organization for health, safety and welfare. This includes the delegation of duties and responsibilities throughout the management of every project.

The Project Director reminds all project staff and Contractors of their statutory responsibility whilst at work to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They must also co-operate with others in order to promote and maintain adequate safety measures.

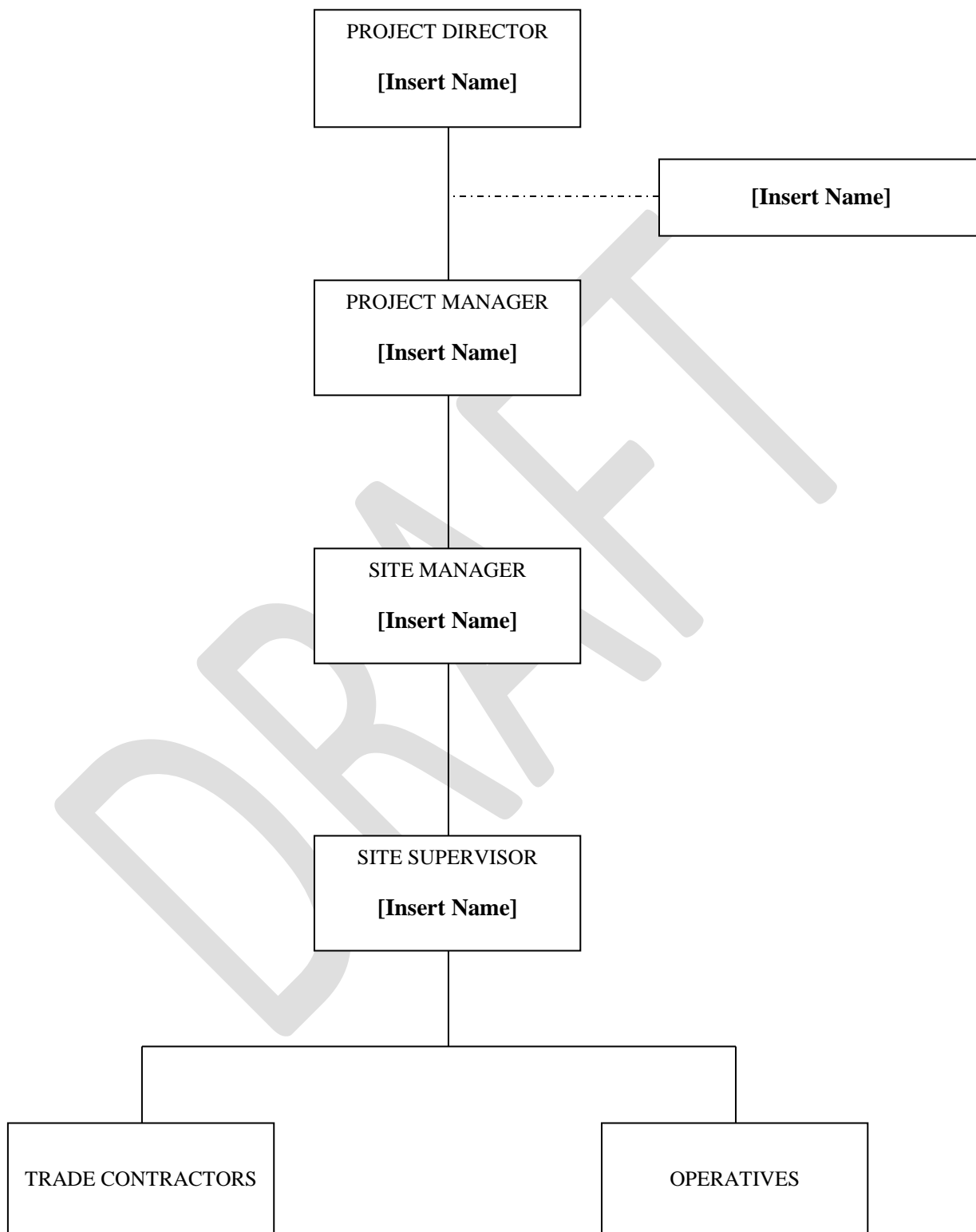
SIGNED:

DATED:

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY ON THE PROJECT**





**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **HEALTH AND SAFETY RESPONSIBILITIES**

### **Project Director**

Health and Safety responsibilities are to ensure that:

- 1) all levels of management and employees understand the requirements placed upon them by the Company's policy for the prevention of injury, ill health and damage;
- 2) all levels of employees receive adequate and appropriate training in their tasks;
- 3) the relevant legislation is complied with in all the Company's areas of operation;
- 4) sound working practices are observed;
- 5) allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- 6) health and safety activities are co-ordinated between all Contractors working on the same site;
- 7) all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident;
- 8) disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- 9) liaison with external safety and health organizations is instigated;
- 10) pertinent information is distributed throughout the Company;
- 11) adequate funds are made available to meet the requirements of the policy;
- 12) the appropriate insurance cover is provided and maintained;
- 13) provision is made at all meetings, including board meetings, for discussing health and safety;
- 14) he sets a good example by using the appropriate personal protective equipment whilst on site.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**Project Manager**

Health and Safety responsibilities are to ensure that:

- 1) understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- 2) the following are determined at the planning stage:
  - i) the most appropriate order and method of work;
  - ii) the provision of adequate lighting;
  - iii) allocation of responsibilities with other Contractors on site;
  - iv) the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - v) facilities for sanitation and welfare;
  - vi) the provision of fire precautions;
  - vii) the provision of first aid facilities.
- 3) written method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- 4) all financial decisions contain sufficient funds to allow for safe methods of work and the provision of sufficient welfare facilities;
- 5) tasks/packages are only let to companies/organizations who have been assessed and are able to demonstrate health and safety competence;
- 6) all materials purchased are accompanied by health and safety data sheets;
- 7) the precautions and work methods are checked with Trade Contractors prior to commencing work;
- 8) work is carried out as planned and the relevant legislation is complied with on site;
- 9) all plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- 10) all information relating to the health and safety of the occupants is transmitted to them;
- 11) sets a good example by using the appropriate personal protective equipment whilst on site.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**Site Manager**

Health and Safety responsibilities are to ensure that:

- 1) understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- 2) the requirements of this Health and Safety Plan are adhered to and the documentation system is properly administered;
- 3) written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- 4) the site is so organized that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- 5) responsibilities are correctly assigned and accepted;
- 6) plant and equipment is operated only by trained and experienced personnel;
- 7) first aid facilities are available at all times;
- 8) the work methods and precautions are checked with Trade Contractors prior to commencing work;
- 9) the legal requirements are observed on site and that all registers, records and reports are in order;
- 10) provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- 11) all plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- 12) all repairs to plant on site are carried out in the proper manner;
- 13) the electricity supply is installed and maintained so as not to present a risk to men and equipment;
- 14) the site is kept tidy;
- 15) arrangements are implemented with other Contractors to avoid any confusion about areas of responsibility;
- 16) all materials purchased are accompanied by health and safety data sheets;
- 17) all hazardous materials are correctly marked, stored, handled and used;
- 18) the required personal protective equipment is issued and used correctly;
- 19) sets a good example by using the appropriate personal protective equipment whilst on site.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**Site Supervisor**

Health and Safety responsibilities are to ensure that:

- 1) understands the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- 2) the requirements of this Health and Safety Plan are adhered to and the documentation system is properly administered;
- 3) the site is so organized that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- 4) responsibilities are correctly assigned and accepted;
- 5) first aid facilities are available at all times;
- 6) the work methods and precautions are checked with Trade Contractors prior to commencing work;
- 7) the legal requirements are observed on site and that all registers, records and reports are in order;
- 8) provisions are made for the delivery and stacking of materials to avoid unnecessary handling;
- 9) all plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- 10) the site is kept tidy;
- 11) arrangements are implemented with other Contractors to avoid any confusion about areas of responsibility;
- 12) all hazardous materials are correctly marked, stored, handled and used;
- 13) sets a good example by using the appropriate personal protective equipment whilst on site.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

### **Operatives**

The Operatives' Health and Safety responsibilities are to ensure that they:

- 1) use the correct tools and equipment for the task;
- 2) use the protective equipment provided;
- 3) only use tools which are in good condition;
- 4) report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- 5) do not endanger themselves or other persons through their actions or failures to act;
- 6) avoid improvisation;
- 7) warn new employees of known hazards;
- 8) refrain from horseplay;
- 9) do not abuse the welfare facilities;
- 10) co-operate with the Company on all aspects of health, safety and welfare;
- 11) do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- 12) comply with the requirements of the Company's Safety Policy.
- 13) inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

### **Trade Contractors**

Trade Contractors are to comply with all the requirements of this Health and Safety Plan and are to provide copies of their Health and Safety Policies and any other documentation appertaining to health and safety that may be requested by The Principal Contractor or their Health and Safety Advisers.

Failure to do so will render the Trade Contractor liable to suspension from the site and any financial penalties will be charged to that Trade Contractor.

Trade Contractors whose works package includes a design function will present those designs to the Principal Contractor for onward transmission to the Planning co-ordinator in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the Planning co-ordinator as part of the Health and Safety File.

Labour only Sub-Contractors shall, for the purposes of health and safety only, be considered as employees of The Principal Contractor.

### **Fire Marshal**

The Fire Marshal's Health and Safety responsibilities are to ensure that:

- 1) carries out routine checking of fire exit routes to ensure that they remain clear at all times;
- 2) carries out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged;
- 3) in the event of a fire, all personnel in the area that he is responsible for are out of the building and reporting this to the senior fire officer present;
- 4) liaises with the person with overall responsibility for fire protection at work;
- 5) enforces the no smoking policy.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**SYSTEM OF SAFETY COMMUNICATION AND COORDINATION WITH OTHER CONTRACTORS**

The Principal Contractor shall call and chair a health and safety meeting at least every month. The Trade Contractors' senior site representatives shall attend these meetings, which shall be the principal point for the transfer of health and safety information.

Should there be an urgent need to communicate, then telephones or face to face meetings shall be used.

The Principal Contractor shall give direction on health and safety matters as required by the CDM Regulations 2015 and their duty under Section 3 of the Health and Safety at Work Act 1974.

Trade Contractors are encouraged to participate in the transfer of information and are required to bring to The Principal Contractor's notice any dangerous circumstance or actions.

Copies of periodic reports shall be circulated to those who are required to take corrective action.

Health and safety shall be an agenda item at all other progress meetings.

**CONSULTATION WITH THE WORKFORCE**

All operatives on site will be consulted individually about health and safety and their own functions on a regular basis. Each Trade Contractor is to discuss health and safety with their operatives and Sub-Contractors on a frequent basis, act upon those discussions and document the process.

**ARRANGEMENTS FOR THE EXCHANGE OF DESIGN INFORMATION**

The Project Director shall be the hub of all communications between the various parties and ensure that all relevant information regarding design is communicated to all parties involved in the project. Project meetings and health and safety meetings shall be the principal media for the transfer of design information.

**ARRANGEMENTS FOR DEALING WITH DESIGN WORK CARRIED OUT DURING CONSTRUCTION PHASE**

All Trade Contractors' design proposals will be presented to the Planning co-ordinator with sufficient time for these to be considered by the design team before those works commence.

The Principal Designer shall be informed immediately upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a significant change to the design and resource requirement to complete the work.

The Project Director shall be the hub of all communications between the various parties. In his absence The Site Manager shall ensure that each party involved is made aware of any change, thus minimizing delay and reducing any exposure to risk.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **CONTRACTOR/DESIGNER SELECTION PROCEDURES**

The existing site consisted of a vacant field adjacent to an existing grandstand overlooking an athletics track and football pitch. Following demolition of the existing property the site will be cleared of all debris. All utilities disconnections will be carried out and site excavation will commence for the proposed building. Any Remedial works will be carried out in accordance with agreed procedures.

Any person or organisation working on this site must be competent to safely carry out their task. It shall be for each person or organization who has brought another on to site, to be able to demonstrate that person or organization's competence. Documentary evidence of this will be readily available and produced upon request.

## **CONSIDERATE CONSTRUCTORS/ COMPLAINING PROCEDURES**

The Principal Contractor have signed up to Considerate Contractors Scheme to maintain good relations with the surrounding neighbours. In the event of a complaint the person(s) raising an issue will be taken to the onsite office for the issue to be dealt with.

## **EXCHANGE OF INFORMATION BETWEEN CONTRACTORS RE RISKS, RISK IDENTIFICATION AND MANAGEMENT**

- **Movement of Vehicles and the Storage and Distribution of Materials**

The site has no significant storage facility. Generally, storage on site by Contractors will not be permitted unless authorized by The Principal Contractor. Contractors will arrange for material to be delivered to site on a "just in time" basis and will ensure that their materials are restricted to their allocated works areas.

All material left lying unattended out of the storage areas will be treated as redundant and will be removed as part of the rubbish removal procedure, particularly those materials which are blocking access routes and emergency escape routes.

Vehicle access will be via Rockingham Road.

No vehicle shall move into or away from the site or conduct any reversing operation unless it is attended by a banksman. The banksman shall be in control of the operation. The vehicle shall be fitted with (and have in operation) a reversing alarm and a flashing amber beacon.

**Note: all Banksmen are to be suitably trained and to wear a high visibility waistcoat/jacket**

**All site crane work will be via contract lifts on mobile cranes provided in the relevant sub-contractors package, to be approved by The Project Director.**

It is critical that the unloading of vehicles is carried out in a safe manner and that vehicles and materials do not cause obstructions or block access/egress routes.



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

It must be ensured that outriggers of vehicles fitted with crane attachments/ Hiab lifting devices are fully extended during unloading of the vehicle. Vehicles not fitted with loading/unloading devices will be offloaded by forklift truck or, if loads are small and of a suitable weight, manually.

**Note: only trained, competent and appointed personnel are to attach lifting gear to any loads being lifted by crane. All loads to be securely attached and test lifted before being lifted away from the delivery vehicle, prior to delivery to a landing place which is to be capable of taking the load.**

- **Drivers' Information**

All vehicles leaving site are subject to being searched at the discretion of The Site Manager or the Security Guard.

All vehicles' loads are to be secure, with sheeting put over loads if required.

Roll-on/off skips or load carrying vehicle bodies are to be free from defect, holes etc.

Access to sheet loads must be by a footed ladder or a fixed ladder on the side of the body or some other safe system of work.

Personnel are not to be in the body or skip during mechanical loading.

A schedule of deliveries will be adopted to try and avoid peak traffic and pedestrian times within the immediate locality. All other vehicle deliveries will not be restricted time-wise, however the logistics subcontractor's traffic marshal will ensure that Federal Road is not used as a waiting area thereby blocking up access to other units and all other traffic movements. All deliveries will be received and distributed under the control of a qualified traffic marshal who will be assisted by the subcontractor's own banksman in dealing with the offloading and distribution of materials.

The strategic route used to and from the site will be via the Federal Road (North) and Wadsworth Road (West).

- **Control and Disposal of Waste**

On site space is very restricted. All Contractors on site must clear up their own waste. The Site Manager will ensure any excess waste is removed from the working place and access routes on a daily basis and counter charge those who generated the waste for the removal. Any Contractor whose tasks will generate larger amounts of waste than the system can reasonably accommodate must communicate this to The Site Manager to forestall any problem.

Waste disposal is to be arranged via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to The Principal Contractor.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

Waste which requires special disposal shall not be disposed of through the site skip system.

Adequate provisions of skips and wheelie bins will be provided by the on each floor, for the use by the trade contractors who will be required to remove their rubbish from their work area to a convenient point adjacent to the hoists for removal by members of the multi-service gang.

These will be included in the materials store

- **Common Means of Access**

Pedestrian access to the site shall be via existing access.

Access around site shall be via Pedestrian walkways or protected routes.

- **Control of Common Mechanical Plant**

Only trained operatives shall be allowed to operate plant and equipment, including hoists.

- **Task Lighting**

[If required, task lighting is to be provided by individual Trade Contractors for all phases of the project.

- **Provision of Temporary Services**

Temporary electrical and plumbing subcontractors will be appointed to provide all temporary electrical power, lighting and water supply/waste requirements.

A temporary 110v electrical supply shall be provided. This will be supplied in accordance with the IEE Regulations (16<sup>th</sup> Edition). All Trade Contractor attachments made to this system must be safe and comply with the Electricity at Work Regulations.

Specialist operations which require operating voltages in excess of 110 volts (240v or 415v) must be notified to The Project Director prior to their use and permission granted for their use. All such equipment must be protected by a residual current device (RCD), armoured cable where necessary, and must be checked by an approved electrician before commencing work.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

- **Inclusion of sufficient Safety Data with Material Supplies**

All materials or substances brought onto site must be attended by any pertinent health and safety data (e.g. a material safety data sheet, a certificate of the item's weight or instructions for safe slinging).

If the substance requires an assessment of risk, that assessment shall be carried out by the Contractor using it prior to its arrival on site.

That assessment must be lodged with The Site Manager before using the material.

Any operative required to use anything which has been subject to some form of hazard assessment must be informed of the findings of the assessment and instructed in the safe use of that material.

If there is an implication upon the health and safety of those not in that Contractor's employ, then that must be made clear to The Site Manager.

The overriding principle for all materials is that as much pre-fabrication will be done off-site as far as practicable thereby allowing the construction of the works to become an assembly of finished components. This should minimise material delivery, reduce on site personnel and eliminate wastage.

The general principle of "just in time" delivery will be adopted with a three day use time permitted or penalty imposed. All materials must be booked in advance of delivery with The Principal Contractor in order to confirm availability of vehicle access and unloading/handling facility. This will minimise disruption to the existing amenities and public usage of the surrounding area.

## **SECURITY PROCEDURES**

Reasonable efforts shall be made to see that the site shall be secure against ingress from those who are not authorized to be on site.

Working areas will be clearly demarcated by the use of barriers, tapes, cones, warning signs and markings suitable for the specific location and the duration of the work being carried out in that location.

The site shall be made secure by using 2-metre high, demountable, closed panel "Heras" type fencing; this will be checked at the end of each working period to ensure that all clips are in place. This will be controlled by site staff.

The overriding concern shall be for the safety and protection of the public and other workers on site. During working hours this shall be a site wide responsibility and the duty of all to enforce.

Official visitors to site shall be required to wear sensible levels of PPE having regard to the tasks they shall perform and the locations they will be in and shall be escorted at all times unless they have undergone the induction process.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

The Principal Contractor will have overall responsibility for site security including provision of guards and personnel entry system. It is intended to provide 24 hour site security.

## **EMERGENCY PROCEDURES**

### **Fire Plan:**

The fire procedures will be overseen by Mark Smith and will be an integral part of the site induction training.

Escape routes on the site are to be a major consideration and shown on the Traffic Management Plan submitted as part of this Tender Information Package. They will be defined by The Site Manager, kept clear and regularly checked. All escape routes will be clearly signed and provided with emergency lighting if necessary.

Due to the open nature of the site there will be no designated fire escape routes; in the event of an emergency people are to make their way to the assembly point by the safest clear route. The Principal Contractor may deviate from the Traffic Management Plan however must submit their solution to adhere to throughout the process.

Fire points will be established in the Site Office and at various locations about the site, as indicated on the Fire Plan. They will consist of two AFFF fire extinguishers (11 litre) and one CO<sub>2</sub> (5 kg) extinguisher.

Each Trade Contractor will appoint a Fire Warden for each area of their activity. These shall be trained in their duties as Fire Wardens.

The following action is to be taken in the event of a fire or explosion occurring on site:

1. the alarm is to be raised by an air horn/bell/whistle;
2. the occupants are to be made aware of the alarm and the premises are to be evacuated;
3. the Fire Brigade are to be summoned immediately by dialling 999;
4. portable fire extinguishers are to be used in an attempt to put the fire out or to contain it. **This is only to be undertaken if there is no risk to personnel;**
5. staff are to report their presence to the senior person at the assembly point;
6. full details of the incident are to be passed to the CDM co-ordinator as soon as possible;
7. the Loss Prevention Council document “Fire Prevention on Construction Sites” shall provide guidance for fire prevention measures.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**First Aid:**

Each Contractor on site must be able to comply with the Health and Safety (First Aid) Regulations 1981 and have access to a fully qualified First Aider on site at all times whilst their staff are working. Names and locations of First Aiders, introduction to them, positions of First Aid boxes and rules for their use shall be part of the induction training. The first aider will be **[insert Names]**.

**Medical Emergency:**

In the event of an injury or sudden illness on site the following action is to be taken:

1. First Aid assistance is to be obtained, if appropriate;
2. the injured or ill person is to be conveyed to the nearest A&E hospital by the quickest possible means; or
3. an ambulance is to be summoned, ensuring that the address is given accurately and the information repeated back to the caller;
4. the full details of the person injured or ill and the details of the injuries or illness are to be passed to Mark Smith as soon as possible, in order that he can make arrangements to advise next of kin (if required).

***The nearest hospital with accident and emergency facilities is:***

Corby Community Hospital  
Cottingham Rd,  
Corby  
NN17 2UN

08435158203

**Bomb (Real or Hoax):**

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. the area is to be evacuated;
2. the Police are to be summoned and The Project Director is to be alerted;
3. Staff are to report their presence to the senior person at the assembly point.

Full details of the incident are to be passed to The Principal Designer and Principal Contractor as soon as possible.

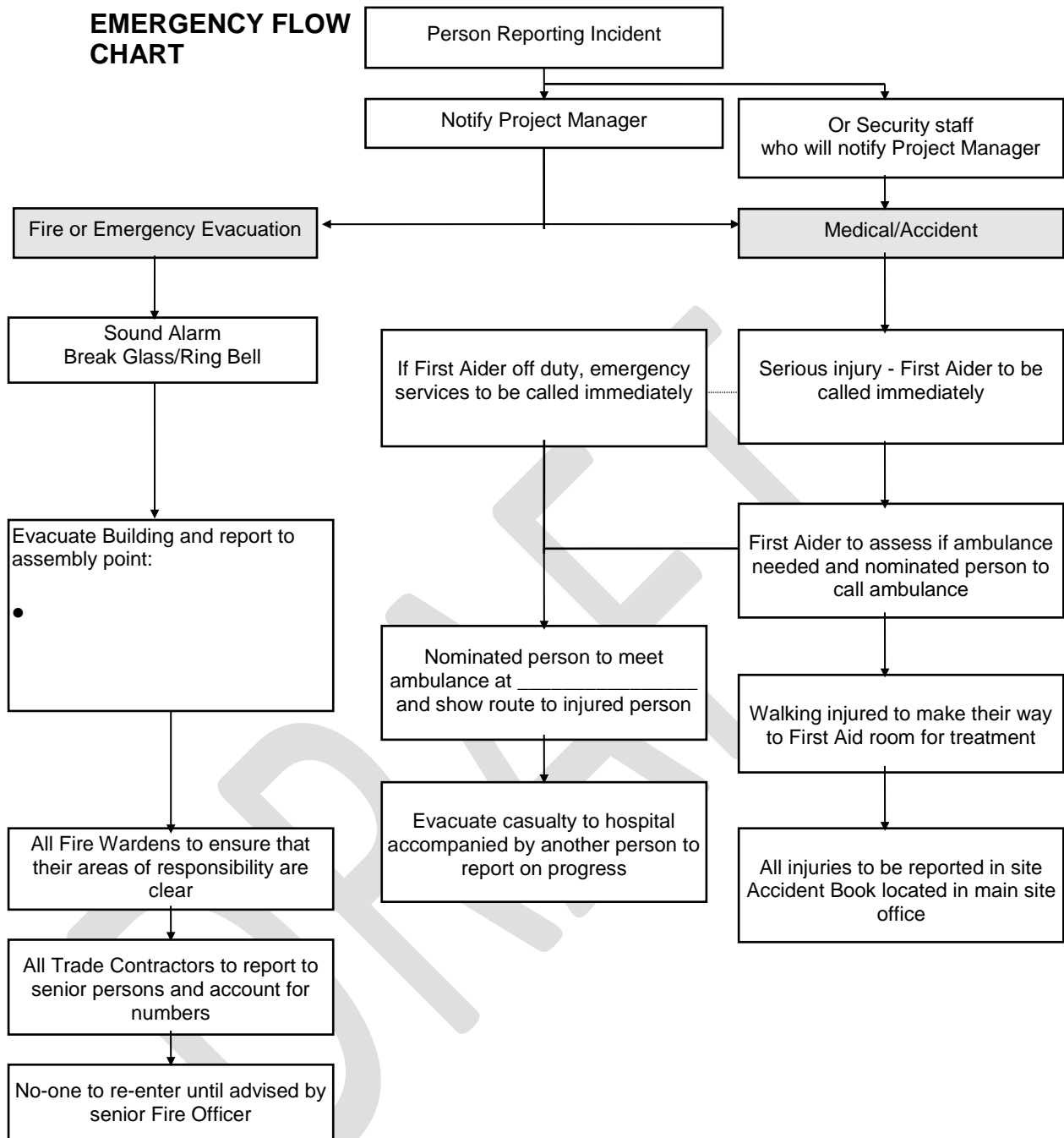
**Testing Emergency Procedures:**

The efficiency of the emergency procedures shall be checked by running an emergency evacuation exercise at an appropriate time during the project. This shall be organized and overseen by The Project Director.

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **TRAINING REQUIREMENTS**

### **General:**

**Training requirements will be satisfied before the commencement of the task.**

No one (including Trade Contractors or public utility staff) will be allowed on to a live workplace without having first undergone a contract specific, safety and site induction. This will be bolstered by regular toolbox talks on pertinent, current topics.

All new newcomers to the site will present themselves to the Site Supervisor for safety induction on to site.

The training given will include the following information and what is expected of the individual:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc., and other welfare matters;
- The importance of hygiene and health.

### **Specific Training Requirements:**

All operatives must be trained to safely perform their allocated tasks prior to being asked to carry out that task. This training might include tool or function specific courses. Where applicable this training will be supplied by an accredited body.

Before being permitted to operate hoists, personnel must undergo a course of training presented by an accredited trainer.



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **PLANT AND EQUIPMENT**

All plant and equipment shall be fit for the use to which it will be put.

Trade Contractors' senior persons on site will hold detailed maintenance registers. All plant maintenance procedures will be carried out under a permit to work. The policy is prevention rather than cure.

No plant/equipment is to be used by untrained staff. Documentation of training is to be available in the Trade Contractor's site file.

Any lifting equipment will have been tested/inspected within the statutory requirements and the evidence held by the senior site representative. Appointed banksmen will be used whenever plant or vehicles are moved in the vicinity of other personnel or where there is the possibility of personnel moving and the driver does not have full vision.

The use of petrol and gas powered equipment is to be restricted. Petrol and gas powered tools may only be brought onto site with written permission of Mark Smith. There will be no storage facilities for such fuels. Any operative using such fuels must be trained in how to carry out his task and avoid fire, be attended by a fire watcher, firefighting equipment and follow the other requirements of the hot work permit which will be necessary to operate such equipment.

## **SITE SET UP/WELFARE FACILITIES**

Space on site is at a premium to not impact the existing amenity that is to be retained in usage throughout the construction of the project. The following welfare facilities will be provided on site and maintained in good order by The Principal Contractor:

1. site office;
2. mess room;
3. toilets and washing facilities;
4. drying space.

These will be satisfied from mobile cabins located in the site compound.

A permanent water supply(providing hot and cold running water) and a silent high power generator providing mains electricity will be provided as soon as practicable. Permanent connected power will be provided when the site has main electricity connections.

The toilet will be mains connected as soon as practicable.

## **NOTICES**

The following notices are to be displayed in the site accommodation:

1. Health and Safety Law poster;
2. F10 - Notification of the Project to the HSE;
3. Certificate of Employer's Liability Insurance;
4. Details of fire and emergency procedures;
5. Address of and map for the local emergency hospital.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **REPORTING/INVESTIGATION OF INCIDENTS**

All accidents and potentially dangerous incidents will be investigated as soon as is reasonably practicable. All details will be recorded, witnesses interviewed and, if necessary, photographs taken, by The Site Manager.

Sufficient action will be taken to make the area safe but nothing will be moved unnecessarily before The Project Director and the Trade Contractor's Director responsible for Safety have been informed.

At his discretion, The Project Director may delegate control from that point on.

In **all** cases an accident report is to be completed by The Project Director or the representative and the Director responsible for Safety of the Trade Contractor(s) involved, and the information held in the Trade Contractor's site file, with copies made available.

The Director responsible for Safety of the employee(s) involved will ensure that an entry is made in both the Trade Contractor's and The Principal Contractor's Accident Book.

The requirements of the RIDDOR Regulations will be met. Reporting action is the responsibility of the Director responsible for Safety of the Trade Contractor(s) involved. Copies of any F2508s issued shall be held on site in the Trade Contractor's site file.

Accidents, cases of ill health and dangerous occurrences may be reported by telephone to the national Incident Contact Centre (without the need to follow up the report in writing), or by sending a completed RIDDOR incident report form by e-mail, Internet, fax or post.

The Incident Contact Centre is available Monday to Friday from 8.30am to 5.00pm, on:

**(Tel) 0845 300 9923 or (Fax) 0845 300 9924**

The E-mail address is:

**riddor@natbrit.com**

The Centre's website is at:

**www.riddor.gov.uk**

In addition, postal reports may be sent to:

**Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG**

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **SITE RULES**

Site rules will be made by Mark Smith (with assistance from the CDM co-ordinator/Client). Breach of the site rules by a Trade Contractor will be construed as a breach of contract. Breach of the site rules by an operative will be a disciplinary matter.

Smoking is not permitted on site unless in designated zones as indicated on the Traffic Management Plan.

**DRUGS (WITH THE EXCEPTION OF PRESCRIPTION MEDICINES) ARE NOT PERMITTED ON SITE. OPERATIVES UNDER THE INFLUENCE OF DRUGS SHALL NOT BE PERMITTED TO WORK.**

**OPERATIVES HAVING CONSUMED ALCOHOL SHALL NOT BE PERMITTED TO WORK.**

Working Hours:	Monday - Friday	08.00 - 17.00
	Saturday	08.00 - 13.00
	Sundays/Bank Holidays	by written approval of Corby Borough Council

Care will be taken to ensure that the vehicles associated with the works do not block or impede local roadways.

The works will be carried out with the minimum of noise and inconvenience to the occupants of the nearby buildings.

The works shall comply with the Control of Pollution Act 1974 as far as practically possible, and the Contractors shall keep in constant dialogue with the Clients regarding noise levels and any other restrictions.

The site will be deemed a hard hat area and enforcement will be made in accordance with the Construction (Head Protection) Regulations 1989 to ensure that all employees and visitors adhere to this ruling. Should this perception of risk change so that there is no foreseeable risk of injury to the head other than by falling then, at the discretion of The Project Director or Site Manager, the site may be declared a non-hard hat area.

Trade Contractors are only permitted within the confines of the site and the site compound.

Suitable dress, including shirts, must be worn at all times.

Any damage to the existing works must be reported.

The site is to be kept tidy at all times.

Fires are not permitted on site.

Radios/cassettes/personal stereos are not permitted on site.

Children are not allowed in any of the working areas and must remain in vehicle cabs if accompanying delivery drivers.

Any persons found damaging or vandalizing any plant, materials, welfare facilities or safety equipment will be removed from the site immediately.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

Deliveries and visits to the site shall be made within working hours unless pre-arranged with Corby Borough Council and The Principal Contractor. This must be included on the Risk Assessment with The Principal Designer.

Trade Contractors are not to tamper with or attempt to alter any temporary electrical distribution units. Where required a competent electrician will carry out the work. Trade Contractors are responsible for ensuring that they have adequate fire protection and firefighting equipment for their working areas.

Trade Contractors are to ensure that no contaminants are discharged into the surface water drainage system. Trade Contractors shall not display any advertisements on the site without permission. Trade Contractors shall not use the site for any purpose other than carrying out the works.

Trade Contractors are responsible for protecting their own work and also for ensuring no damage is caused to the work of other Trade Contractors. Only persons who have received specific training will be eligible for authorization to erect, modify or adapt access platforms, scaffold, handrails, ladders, etc.

Only trained, authorized operatives will be permitted to operate mechanical handling plant.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **HAZARDS**

General hazards of construction are present by virtue of the work and its location. Also present are hazards associated with working in a site in such close proximity to other undertakings.

All hazards specific to the works shall be identified by the risk assessment procedures, which shall recommend adequate and suitable control measures and from which method statements shall be developed.

All Trade Contractors will be issued with a copy of the Construction Phase Health and Safety Plan as part of their tasking in order that their risk may be properly incorporated into the Plan and that they may cost all risk control procedures prior to commencement on site.

Written risk assessments and method statements explaining the sequence of operations, outlining the potential hazards at each stage and indicating the precautions to be observed are to be provided by Trade Contractors to Mark Smith for review and approval at least seven working days prior to commencement of the task to which they relate.

These documents shall be held on site and their findings shall be communicated to the operatives involved prior to their undertaking the specific tasks.

The following activities shall be included:

- safety of third parties, including the public;
- access and working places;
- movements of Contractors' vehicles, both within and gaining access to the site;
- working at height;
- demolition works;
- stability of existing and adjacent structures during demolition works;
- excavations;
- manual handling;
- use of portable tools;
- control and storage of hazardous substances (in compliance with the COSHH Regulations);
- removal of spoil from site.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**WORKING AT HEIGHT**

The requirements of the Work at Height Regulations 2005 shall be satisfied.

In order to identify the measures required to avoid the risks from working at height, a site-specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height, then work at height must be avoided.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. These measures are to include ensuring that, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions, the work is carried out from an existing place of work or (in the case of obtaining access or egress) using an existing means; where this is not reasonably practicable, sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimize both the distance and the consequences of a fall or, where it is not reasonably practicable to minimize the distance, sufficient work equipment must be provided to minimize the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**PROCEDURES FOR DEALING WITH THE DISCOVERY OF SUSPICIOUS  
MATERIALS DURING THE CONSTRUCTION PHASE**

It is unlikely that asbestos will be discovered during the works; however, the possibility remains.

On discovery of any suspicious material the following procedure must be followed:

- Cease work.
- Do not disturb the material.
- Inform others locally not to disturb the material.
- Inform both the Trade Contractor's senior person on site and Mark Smith, who will call for advice and assistance.
- Do not return to that task until The Site Manager has confirmed that it is safe to do so.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **ENVIRONMENTAL CONSIDERATIONS**

The requirements of the following environmental regulations will be observed:

- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002;
- Hazardous Waste Regulations 2005;
- Control of Pollution Act 1974;
- Environmental Protection Act 1990.

Trade Contractors' responsibilities, once on site, will relate mostly to the disposal of waste materials, either in their original form or in some altered state (such as cured or gone off) and their packaging.

The relevant information will normally be found in the CHIP safety data sheets which **MUST** accompany all materials brought to site.

The disposal procedures detailed there are to be observed.

Where a material requires special disposal then that information is to be transferred to The Site Manager.

That disposal is to be arranged via a licensed Waste Contractor. The producer of the waste will receive a copy of the waste transfer note. A copy of this note will be given to The Principal Contractor.

Waste which requires special disposal shall not be disposed of through the site skip system.

No waste shall be allowed to contaminate the water/drain system on site.

Dusts generated on site shall be considered under the COSHH Regulations and kept to a minimum.

All Trade Contractors are to implement best practicable means to minimize noise in accordance with local authority regulations. Trade Contractors will provide, with their proposed method statement, a noise assessment that states how they will mitigate noise emissions. The Principal Contractor will instruct the stoppage of any operation they deem to be unreasonably noisy.



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **PERMITS TO WORK**

A strict Permit to Work system shall be imposed for work in hazardous areas/circumstance. This shall be administered by The Project Director or the delegate.

This system shall cover:

- hot works;
- confined space working;
- testing and commissioning of systems;
- electrical switch gear working;
- plant maintenance;
- toxic substance work;
- any other operation which presents similar hazards.

The operative carrying out the works must be in possession of the permit.

Hot works include:

- Open flame;
- Hot air or arc welding;
- Use of gas cutting equipment;
- Brazing or soldering;
- Heat producing equipment;
- Equipment producing any sparks;
- Blow lamps/torches with exposed flame;
- Bitumen boilers.

## **PERSONAL PROTECTIVE EQUIPMENT**

Where any risk assessment identifies the need for any article of Personal Protective Equipment (PPE), then the employee who carries out that task shall be provided with that PPE by his/her employer at no charge.

The PPE Regulations 1992 shall be adhered to. This will require that the employee is trained to properly use the PPE, it is replaced as necessary and there is a suitable place to store that PPE.

The minimum standard for all on site is footwear to BS EN 345, BS EN ISO 20345, (BS EN 346 preferred), hard hat to BS EN 397 and hi visibility jacket/vest to BS EN 471. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2 and Hand protection to BS EN 388, 407, 420 or 511 as appropriate.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**SAFETY SURVEILLANCE**

Safety surveillance is a project wide function. There is a very real sense that each operative is his own and his colleagues' safety supervisor. Each is charged with the responsibility to assist the other in safety matters.

More formally there will be a strict system of site safety checking. This will be carried out daily by each Trade Contractor's senior person on site.

The site will be audited for safety on a regular basis.

All Trade Contractors will be required to carry out formal safety inspections on a frequency to be **[Please insert frequency]**. This frequency will relate to the severity of the hazards faced and the safety performance of the Trade Contractor.

Copies of these reports will be made available to The Project Team.

The details of these audits and inspections will be held on file in both the site office and Trade Contractors' safety files.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

## **HEALTH AND SAFETY FILE**

Material for the Health and Safety File shall be delivered to The Principal Designer to the timescale and in the format required.

The material which shall be provided will include any material which will be of relevance to the health and safety of anyone working on, amending, maintaining, cleaning (if that cleaning comes under the application of the CDM Regulations) or demolishing the structure in the future.

This information shall include:

- Record or 'as built' drawings and plans used;
- Details of asbestos materials that have been removed from site;
- Details and location of asbestos materials discovered that have been left in place on site;
- Post asbestos clearance air test certification;
- General details of the construction methods and materials used including Material Safety Data sheets for all articles and substances incorporated into the project;
- Proof of structural integrity of materials left on site;
- Details of equipment and maintenance facilities remaining on site;
- Maintenance procedures and requirements for the structure;
- Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for equipment installed as part of the structure;
- Details on the location and nature of utilities and services, including emergency and fire fighting systems remaining on site;
- Any other information that may have a bearing upon the health and safety of anyone maintaining, cleaning, amending or demolishing the structures in the future.

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**APPENDIX 1:**

**METHOD STATEMENTS FOR SPORTS PAVILION**

**[PLEASE COMPLETE THIS APPENDIX AS TO HOW YOU WOULD PROPOSE TO UNDERTAKE THE BUILD FOR THE SPORTS PAVILION IN LINE WITH THE SPECIFICATION AND DRAWINGS PROVIDED IN APPENDIX 4. THIS CAN ALSO INCLUDE A MATERIAL SPECIFICATION SHOULD YOUR TENDER INCLUDE AN ITEMISED BILL OF QUANTITIES]**

**METHOD STATEMENTS FOR SERVICES**

**[PLEASE COMPLETE THIS APPENDIX AS TO HOW YOU WOULD PROPOSE TO UNDERTAKE THE SERVICES FOR THE SPORTS PAVILION AND DISCONNECTION OF THE SERVICES TO THE OTHER STRUCTURES IN LINE WITH THE SPECIFICATION AND DRAWINGS PROVIDED IN APPENDIX 4. THIS CAN ALSO INCLUDE A MATERIAL SPECIFICATION SHOULD YOUR TENDER INCLUDE AN ITEMISED BILL OF QUANTITIES]**

**NOTE THIS WILL BE CONSIDERED AS PART OF YOUR TENDER RESPONSE ASSESSMENT UNDER QUESTION 4. IF THIS IS NOT COMPLETED, THEN THE ANSWER PROVIDED UNDER QUESTION 4 WILL BE TREATED AS YOUR WHOLE ASSESSMENT FOR THAT QUESTION.**

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**APPENDIX 2:**

**PLANNING PERMISSION**

Application No. 15/00056/DPA – 2<sup>nd</sup> March 2015

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**APPENDIX 3:**

**SURVEY REPORTS**

**NOTE THERE ARE NO SURVEY REPORTS TIED TO THIS DOCUMENT, ALL POSITIONS OF SERVICES ARE TO BE INVESTIGATED ON SITE. ANY REPORTS UNDERTAKEN THROUGHOUT THE PROJECT BECOME INCLUDED UNDER THIS CHAPTER.**

**DRAFT**

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**APPENDIX 4:**

**SITE PLANS AND/OR DRAWINGS**

RDC 1003 – 200 - Proposed general Arrangement and Setting out Plans  
RDC 1003 – 210 – Proposed Sections and Structure Plans  
RDC 1003 – 220 – Proposed Elevations and Schedules  
RDC 1003 – 230 – Proposed Finishes and Fire Plans  
RDC 1003 – SL – 100 – Site Layout  
RDC 1003 – SL – 101 – Services Layout  
RDC 1003 – SL – 102 – External Works Layout

DRAFT

**APPENDIX 5:**

**STRUCTURAL ENGINEER'S REPORTS**

**NOTE THERE ARE NO STRUCTURAL ENGINEER REPORTS TIED TO THIS DOCUMENT, THE PROJECT DRAWINGS WILL BE ASSESSED FOR STRUCTURAL WARRANTEE AND BUILDING REGULATIONS AS PART OF THE CONSTRUCTION PROCESS. ANY STRUCTURAL REPORTS UNDERTAKEN THROUGHOUT THE PROJECT BECOME INCLUDED UNDER THIS CHAPTER.**

**DRAFT**



# COSHH ASSESSMENT REGISTER SHEET

[illegible]

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**PERSONAL PROTECTIVE EQUIPMENT REGISTER**

**NAME:**

**SITE:**

Item	Type	Date issued	Signed	Date returned	Signed
Helmet					
Gloves					
Eye Protection					
Hearing Protection					
R.P.E./Dust Protection					
Foul Weather Gear					
Hi Visibility Clothing					
Foot Protection					
Harness					
Other (specify)					

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF  
SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**PPE AND EUROPEAN STANDARD COMPLIANCE**

ITEM	TYPE	STANDARD	COMMENT
Eye Protection	General purpose	BS EN 166S	Recommended for construction
	Impact grade 1	BS EN 166B	
	Impact grade 2	BS EN 166F	
	Chemical goggles	BS EN 166-3	
	Dust goggles	BS EN 166-4	
	Lens filters for welding	BS EN 169	
Hearing Protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety	BS EN 345	Includes steel mid-sole
	General purpose protective Chainsaw use	BS EN 346	
Hand Protection	General purpose industrial gloves	BS 1651	
	Rubber gloves for electrical purposes	BS EN 60903	
	Chemical resistant gloves	BS EN 464	
	Protective gloves for chainsaw users	BS EN 381?	
	Heat resistant for welders/burners	BS 2653	
Protective Clothing	General clothing	BS EN 340	
	Hi Visibility clothing	BS EN 471	
	Chainsaw protective clothing	BS EN 381?	
	Protective clothing for welders	BS 2653	
	Personal buoyancy equipment	BS EN 384	
Head Protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory Protective Equipment	Full face masks	BS EN 136	For use in abrasive blasting operations
	Self contained open circuit compressed air breathing apparatus	BS EN 137	
	Fresh air hose breathing apparatus	BS EN 138	
	Compressed air line breathing apparatus	BS EN 139	
	Half masks and quarter masks	BS EN 140	
	Gas filters and combined filters	BS EN 141	
	Particle filters	BS EN 143	
	Self contained closed circuit breathing apparatus	BS EN 145	
	Power assisted filtering devices incorporating helmets or hoods	BS EN 146	
	Power assisted filtering devices incorporating full face half or quarter masks	BS EN 147	
	Filtering half masks against particles	BS EN 149	
	Power assisted fresh air hose breathing apparatus incorporating a hood	BS EN 269	
	Compressed air line breathing apparatus incorporating a hood	BS EN 270	
	Compressed air line or power assisted fresh air hose breathing apparatus incorporating a hood	BS EN 271	
Safety Harnesses	Full body harness	BS EN 361	e.g. Sala Block
	Pole belts	BS EN 358	
	Rescue harness	BS 3367	
	Retractable fall arrester	BS EN 360	
	Guided type fall arrester	BS EN 353	
	Shock absorbers	BS EN 355	
	Lanyards	BS EN 354	

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

---

**PROVISION AND USE OF WORK EQUIPMENT - REPORT OF INSPECTION**

Site Address \_\_\_\_\_

Inspection carried out for: (Company) \_\_\_\_\_

Date	Description of Equipment and Means of Identification	Result of Inspection	Next Inspection Due	Carried out by

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**EQUIPMENT MAINTENANCE REGISTER**

Description:

Serial No:

Chassis No:

Identification No:

Purchase Date:

Manufacturers Recommended Maintenance Period:

Due Date:			
Actual Date:			
Maintenance Carried Out:			
Defects Rectified:			
Electrical Integrity:			
Visual Check:			
Competent Person:			
Signed:			

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**SUGGESTED INSPECTION AND TEST FREQUENCIES FOR ELECTRICAL EQUIPMENT**

<b>Equipment/ Application</b>	<b>Voltage</b>	<b>User Check</b>	<b>Formal Inspection</b>	<b>Visual Inspection</b>	<b>Combined Inspection &amp; Test</b>
Battery-operated power tools and torches	Less than 25v	No	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Monthly	Before first use on site and then 3 monthly
240v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCR's	Weekly	Monthly	Monthly	Before first use on site and then 3 monthly
RCD's (Fixed)		Daily/every shift	Weekly	Weekly	Before first use then 3 monthly
RCD's (Portable)		Daily/Every shift	Weekly	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	Monthly	Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Weekly	Weekly	Annually

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

**STATUTORY REGISTERS INDEX**

	<b>Examinations</b>			<b>Inspections</b>		
<b>Type of Plant/ Equipment for Task</b>	<b>Thorough Examination</b>	<b>Carried out by</b>	<b>Recorded on</b>	<b>Inspections</b>	<b>Carried out by</b>	<b>Recorded on</b>
Scaffolding	*	*	*	Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Company's own Register
Excavations Earthworks Trenches Shafts Tunnels	Weekly or more often if part has been affected e.g. collapse or explosives	Competent person (e.g. Supervisor)	Company's own Register	Daily - before shift starts	Competent person (e.g. Supervisor)	Company's own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Company's own Register	Daily and before men are employed therein	Competent person	Company's own Register
Lifting equipment used to lift people e.g. mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting equipment used to lift goods e.g. cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, fork lift trucks, lorry loaders (HIABs) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting accessories e.g. chains, ropes, slings, components for attaching loads for lifting e.g. hooks, eyebolts, lifting beams or frames etc	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment e.g. hoists, tower cranes or gantry cranes	After each installation After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register

Be aware that any lifting equipment which normally undergoes 12 monthly inspection, e.g. a mobile crane, needs a six monthly inspection if the use is changed to lift people, e.g. with a man riding basket.



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

---

**LIFTING OPERATIONS AND LIFTING EQUIPMENT - REPORT OF INSPECTION (SECTION A)**

Site Address \_\_\_\_\_ Inspection carried out for: (Co) \_\_\_\_\_  
\_\_\_\_\_ Inspection carried out by: \_\_\_\_\_ (position) \_\_\_\_\_

Date of Inspection	Description of Equipment and Means of Identification	SWL	Result of Inspection	Signed

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

---

**INSPECTION REPORT**

**Work at Height Regulations 2005**

Report of results of every inspection made in pursuance of regulation 12

Name and address of the Company/Person on  
whose behalf the inspection was carried out

Location of the work equipment inspected. (Site address)

Description of the work equipment inspected	Date and time of inspection	Details of any matter identified that could give rise to a risk to the health or safety of any person	Details of any action taken as a result of any matter identified	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

**WORKPLACE INSPECTION REPORT  
CDM REGULATIONS 2015.**

Report of results of every inspection made in pursuance of regulation 29(1)

Name and address of the Company/Person on whose behalf the inspection was carried out:

Address of the place of work inspected:

Description of the place of work or part of that place inspected (e.g. excavation, cofferdam or caisson)	Date & Time of Inspection	Details of any matter identified that could give rise to a risk to the health or safety of any person	Can work continue?	If not, name of person notified	Details of any action taken as a result of any matter identified	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**HOT WORKS PERMIT**

Contract:..... Permit No:.....

This permit is valid from ..... hours to ..... hours on Date .....

Issued by:

Issued to:

This permit covers hot works:

Location:.....

<b>ISSUE CHECKLIST</b>			
	Y/N	N/A	SIGNED
Has a risk assessment been carried out?			
Are operatives trained in use of equipment?			
Will non-combustible screens/sheets be erected?			
Is area clear of all combustible materials?			
Will a firewatcher be necessary & provided?			
Have the correct type of fire extinguishers been provided?			
Are extinguishers fully charged and inspected?			
Are flashback arrestors fitted to gas cylinders?			
Has a fireproof container been provided for discarded welding rods?			
Has Personal Protective Equipment been provided?			
<b>Additional Precautions</b>			

<b>AUTHORIZATION</b>	
Signed..... Time..... Date.....	

<b>RECEIPT</b>
I have read this form and understand the special precautions to be taken prior to and during hot works
Signed..... Time..... Date.....

<b>CANCELLATION</b>
I have completed the work detailed above and left the site in a safe condition.
Signed..... Time..... Date.....
I have inspected the work area above and cancel this hot work permit.
Signed..... Time..... Date.....

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**LIVE WORKS PERMIT**

Contract:..... Permit No:.....

This permit is valid from ..... hours to ..... Date:.....

This permit covers works on:

Location:.....

<b>CONDITION OF EQUIPMENT</b>			
<b>EQUIPMENT STATUS</b>	<b>SIGNED</b>		
1. It is unreasonable in all circumstances for the conductor to be dead			
2. It is reasonable in all circumstances for the conductor to be live			
3. The following precautions are to be taken to prevent injury			
EQUIPMENT VOLTAGE (State single or three phase)			
	YES	NO	
SPECIAL PRECAUTIONS			
Protective clothing to be worn			
Safety belt/lifeline to be worn			
Earth bonding required			
Watchers to be posted			
First-aider required			
Any other precautions			
TEST EQUIPMENT IN USE			
AUTHORIZATION			
Signed..... Time..... Date.....			
RECEIPT			
I have read this form and understand the special precautions to be taken prior to and during work			
Signed..... Time..... Date.....			

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**SAFETY INDUCTION SHEET**

Site/Area:.....

Company/Person giving Induction:.....

Date of Induction: .....

The following items have been explained to the inductee:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders and introduction to them, and position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc., and other welfare matters;
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by: .....(having received safety induction)

Name (Printed): .....

Company: .....

This form is to be held in the site records and then transferred to head office on the completion of the task.

## INDUCTION REGISTER

[illegible]



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**TOOL BOX TALKS REGISTER**

Date of Talk	Topic of Talk	Number of attendees	Attendee list number	Name of training provider

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**ACCIDENT/INCIDENT REPORT FORM**

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested:  Date and time investigation commenced:

Location where the investigation is being carried out: *(Is it at the actual location of the incident or off site?)*

Name of Company this  
carried out for:

Name and Job title  
information:

**TYPE OF INCIDENT** (Please tick relevant boxes)

Fatality	<input type="checkbox"/>	Under "3" day injury	<input type="checkbox"/>	No time lost	<input type="checkbox"/>
Major Injury	<input type="checkbox"/>	In hospital more than 24 hours	<input type="checkbox"/>	Member of public/other contractor injured	<input type="checkbox"/>
Over "3" day injury	<input type="checkbox"/>	Dangerous occurrence	<input type="checkbox"/>	Became unconscious	<input type="checkbox"/>
Reportable disease	<input type="checkbox"/>	Damage incident	<input type="checkbox"/>	Needed resuscitation	<input type="checkbox"/>

**THE INJURED PERSON**

Name of Injured Person:

Age  Sex: M/F

Status: Employee ☐ Self Employed ☐ Trainee ☐ Trade Contractor ☐ Other ☐

Injured Person's Home Address:

Telephone Number:

Occupation when Injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Company Name of Injured Person's Employer:

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**THE ACCIDENT/INCIDENT**

What is the exact location of the accident/incident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident/incident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident/incident?

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**TRAINING AND RECOMMENDATIONS**

What job instruction had injured person received relating to the incident, and when?

What action has been taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the Risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR \_\_\_\_\_

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

IT IS IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH  
AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.

DRAFT

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**INJURED PERSON'S STATEMENT**

Full Name of Person Making this Statement: *(Please print)*

DRAFT

Signed.....

Date.....



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

---

**WITNESS STATEMENT**

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

DRAFT

Signed.....

Date.....

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION  
OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION  
METHOD STATEMENT AND MANAGEMENT PLAN**

**SITE SAFETY INSPECTION SHEET**

Site:

Date:

Carried out by:

	Satisfactory - <input checked="" type="checkbox"/> Unsatisfactory - <input checked="" type="checkbox"/>	Action Date
SAFETY MANAGEMENT		
Policy on Site?		
Registers on Site?		
Safety Plan adhered to/updated?		
HEALTH AND WELFARE		
Toilets adequate?		
Rest room adequate?		
Drying space?		
First Aid Facilities?		
Washing facilities adequate?		
Drinking water and cups OK?		
FIRE PRECAUTIONS		
Alarm system/detection system?		
Extinguishers?		
Fire procedures understood?		
Hot work permits?		
Flam store?		
RISK		
Hazards identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
COSHH		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
NOISE		
Monitoring?		
Hearing protection in use?		
HP Zones established?		
TRAINING		
Induction carried out for all?		
Task training OK?		
Fire training for all?		
POWER TOOLS		
Trained operators?		
Maintenance register?		
PLANT		
Trained operators?		
Maintenance forms signed?		
Sufficient space?		
Properly used/loaded?		
MANUAL HANDLING		
Risks assessed?		
Staff trained?		
Good practice observed?		

	Satisfactory - <input checked="" type="checkbox"/> Unsatisfactory - <input checked="" type="checkbox"/>	Action Date
ELECTRICS		
Circuits earthed?		
Trip switches in use?		
All 110 volts?		
All tools checked?		
Maintenance register held?		
EMERGENCY PLANS		
Published?		
Tested?		
Secondary lighting in place?		
TRAFFIC ROUTES		
Signed?		
Separation working?		
SCAFFOLDS		
Plumb and level?		
All boards there?		
Toe boards/guardrails OK?		
Ladders sound and tied?		
Competent inspection?		
EXCAVATIONS		
Shored/battered?		
Barriers/warnings?		
Access/egress		
Underground services checked?		
Competent inspection?		
GASES		
Properly stored?		
Trained users?		
HOUSEKEEPING		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Fencing secure/signed?		
Waste removal OK?		
Timber de-nailed?		
PPE		
Being used properly?		
In good repair?		
Correct equipment?		
LIFTING OPERATIONS		
Trained operators?		
Trained banksmen?		
All equipment tested?		
Certificates seen?		
Maintenance forms signed?		

DRAFT



**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

---

**FIRE SAFETY INSPECTION CHECKLIST - CONSTRUCTION SITE**

**NAME OF COMPANY:** .....

**SITE ADDRESS:** .....

**DATE:** .....

No.	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located in fire points?			
08	Fire alarm used?			

**CORBY BOROUGH COUNCIL – ROCKINGHAM TRIANGLE – CONSTRUCTION OF SPORTS PAVILION  
CONSTRUCTION PHASE HEALTH AND SAFETY PLAN, CONSTRUCTION METHOD STATEMENT AND MANAGEMENT  
PLAN**

---

09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months (as applicable to duration of construction works)?			
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	“No Smoking” and similar warning signs displayed in areas of flammable materials storage?			

Name of person making this report: .....

Job Title: .....

[illegible]