

PRE-CONSTRUCTION HEALTH AND SAFETY PLAN – REV B

FOR:

Crossfield Public Toilet

Fernhurst

West Sussex



PREPARED AND ISSUED BY AFFINITY – CHARTERED SURVEYORS LTD

05/09/20



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1. PROJECT DETAILS AND PRE-CONSTRUCTION HEALTH & SAFETY PLAN

1.1 Preconstruction information introduction

As Principal Designer appointed for this Project, Affinity Chartered Surveyors Ltd, are required by Regulation 11 &12 of the Construction (Design and Management) Regulations 2015, to take all reasonable steps to identify and collect the pre-construction information as set out in L153. This pre-construction information document (PCI) brings together health and safety information obtained from the Client, Designers (Direct or Novated), and where appropriate the Principal Designer, and should be read in conjunction with all other information issued as part of the Information flow (information issued containing relevant project / health and safety information).

This PCI, as compiled under the CDM Regulations 2015, and will be issued to contractors as part of the tender pack the aim being to highlight relevant information known at the time of publishing. The PCI will also be issued to all Designers and contractors appointed directly by the Client. Prospective Principal Contractors should take into account the specific requirements of the project when preparing and presenting tenders return including completing the Construction Phase Plan template in the appendix of this document.

Under the Construction (Design and Management) Regulations 2015, the successful Principal Contractor shall be required under the Construction (Design and Management) Regulations 2015 to prepare a Construction Phase Plan, sufficient to comply with CDM Regulations 2015 and associated schedules. The Principal Contractors' Construction Phase Plan must contain as a minimum, the information specified in HSG L153 "Managing Health and Safety in Construction – (Design & Management) Regulations 2015– Approved Code of Practice", schedule 3 and page 74 information

The successful Principal Contractor is also required by CDM Regulations 2015, to co-ordinate the activities of all other Contractors and to ensure they comply with duties placed on them by the CDM Regulations 2015, and other health and safety legislation and project requirements set out in the Construction Phase Plan and by the tender documentation including specification requirements. For support we have added a Construction Phase Plan template to the appendix. The Pre-construction Information is a live document and Affinity Chartered Surveyors Ltd reserve the right to amend it as further information becomes available, without notice.

1.2 Project Details

- 1.2.1 The Client's Project Brief included in this section sets out the conditions under which the works will be carried out and to which this Plan responds.
- 1.2.2 Preamble: The Contract involves the refurbishment and subdivision of the existing public toilets to create a Part M compliant facilities for use by less able bodied people.
- 1.2.3 The site is known as Crossfield Carpark Public Toilets, Fernhurst, West Sussex, GU27 3JL
- 1.2.4 Site Restrictions

It is the Contractors responsibility to ensure adequate traffic management for the receiving of imported materials. The Contractor is to provide suitable signage to forewarn existing residents/visitors of the fact that construction operations are taking place. Due to the location of the works, it is imperative that unauthorised access to the construction activities, including excavations, plant, stored materials etc., especially by inquisitive children, is prevented at all times, including out of work hours. The Contractor is to establish the location of any live service crossing the site and make operatives aware of their existence. This is to take the form of location same with the use of detectors in accordance with H.S.E. Guidance Note H.S (G) 47.

When working in close proximity of adjacent occupied buildings; it is incumbent upon Contractors to ensure as least disturbance/disruption as possible, to the existing ongoing premises/activity. With this regard, due care and reasonable precautions shall be taken to ensure both public and private thoroughfares are not made dirty/damaged as a result of the construction activities.

If in the event of their becoming dirtied/damages, the Principal contractor shall take all necessary and immediately steps to clean/repair them and vehicles shall be thoroughly cleaned down before leaving site and shall be loaded so that spillage therefrom is prevented.

Emergency vehicle access both to construction works and to adjacent buildings must be maintained at all times, especially at the completion of each day's work. All materials, plant and equipment shall be delivered during work hours only, off loaded and stored in such a manner as to avoid injury, damage etc. All plant and equipment used shall be properly silenced and Contractors shall ensure that all best practical means are employed to minimise control on construction sites.

Regular liaison with existing adjacent building occupiers by the Site Supervisor, is a public relations exercise where the benefits often outweigh the inconvenience/disruption, which is sometimes caused to both parties.



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1.2.5 Project Procurement

Traditional Lump Sum Contract

2.0 Key Dates

2.1 Commencement Date – estimated 1st May 2020

2.2 Completion Date – 1st July 2020

2.3 Base Date for Design Information – 1st February 2020

2.4 CDM 2015 Planning Period – 1st March 2020 – 15th April 2020

3.0 Project Directory

Client Name: Fernhurst Parish Council Address: The Parish Office, Fernhurst Village Hall, Glebe Road, Fernhurst, West Sussex, GU27 3EH	Telephone: 01428661150 Email : postmaster@fernhurst-wsx-pc.gov.uk
Principal Designer Company: Affinity Chartered Surveyors Ltd Address : 5 Heathfield Gate, Bepton Road, Midhurst, West Sussex, GU29 9JB	Telephone: 07507134033 Email: daniel.white@affinitysurveying.co.uk
Structural Engineer Company: TBC Address:	Telephone: Email
Local Planning authority Name: SDNP- c/o Chichester District Council Address: East Pallant House, Chichester, West Sussex, PO19 1TY	Telephone: 01243785166 Email: Dcplanning@chichester.gov.uk
HSE address Address: Priestley House, Priestley Road, Basingstoke, RG24 9NW	Telephone: 01256404100 Email:
Building Control Inspector Name: TBC Address:	Telephone: Email:



Regulated by RICS

4.0 Workplace Design Statement

The works and existing building do not include a structure to be used as a workplace, therefore, the Workplace Health Safety and Welfare Regulations 1992 do not apply.

5.0 Managing of the works

The day to day management of the works from a Health and Safety perspective will be the responsibility of the Principle Contractor. Management procedures will include an induction for all operatives who will be onsite to inform them of the fire escape routes and other essential health and safety procedures. A tool box talk will be held at the start of every week and prior to commencement of major work items so all site personnel are informed of what is being undertaken at the time and what risks this can present. All Subcontractors are to submit RAMS for the elements of work they are undertaking which are to be collected onsite and held on file by the Principle Contractor. All site personnel will be required to sign a form detailing they and received and understood the site rules and procedures following the induction process.

6.0 Communications

All communications between the contractors and the clients are to be through the CA. In the event of an emergency the clients can be contacted directly on the details provided in the project directory. All official notices are to be issued to the PD in writing (emails are acceptable). The Principle contractor is to raise any Health and Safety issues or accidents that have occurred no matter how minor during the fortnightly site meetings. Any major incidents or serious injuries are to be reported to the relevant body and PD as soon as it has occurred.

7.0 Site Security

It is the Principle Contractors responsibility to ensure the site is adequately secured to stop any unauthorised access of the works at all times. A signing in procedure is to be implemented so an accurate record is held of site attendees. The clients and guests will need to sign into the site whilst the works are ongoing, so the attendance record covers all personnel onsite. Statutory signage is to be provided warning members of the public of the dangers faced entering a building site without authorisation and signage detailing what protective measures are required by anyone entering the works site. Any scaffolding used is to be left in a state where access from members of the public is restricted.

8.0 Welfare

As a minimum the Principle Contractor is to provide welfare facilities comprising of W/C and hand washing facilities with hot and cold running water, suitable for the amount of personnel onsite at any one given time. The use of onsite facilities is to be discussed with the building owners prior to works commencing to see if existing provisions can be used. The contractor is to also hold onsite and maintain a first aid kit, the location of which will be known to all operatives in the event of an emergency. The site accommodation is to also provide mess facilities for the site operatives and a site office where inductions etc can be held which can again be within a designated area of the existing building with the owners consent. It is the Principle Contractors responsibility to ensure a sufficient amount of spare PPE equipment is held onsite for visitors who may not have such equipment. The Principle contractor is also responsible for the cleanliness of the welfare facilities and any general maintenance to ensure they are fit for purpose

9.0 Client Health and Safety Requirements

The client's requirements for health and safety include the need to leave the site and immediate surrounding areas in a safe and secure manner at the end of each and every working day. Any open excavations are to be covered at the end of each working day at protected where required to avoid any uncontrolled collapse. The Principle Contractor is also to ensure all public rights of ways, shared access areas and public roads are not compromised in any way by the works including debris being tracked onto these areas by site vehicles.

10.0 Permits to Work

Permits to work will be required for the following procedures which may need to be undertaken during the course of the works:

- Hot Works
- Working on live electrical services
- Confined spaces

11.0 Fire Precautions and Emergency Procedures

In the event of a fire the site operatives will follow the fire procedure which will be explained in the site induction and which is displayed in the Site Office and mess room. Details of the fire procedures will be displayed on every level of the works adjacent to any fire extinguishers.

12.0 No go areas or other authorisation required

Whilst the works are progressing no access is authorised to any adjoining buildings of structures not within the demise of the subject building without prior consent.

13.0 Smoking and parking restrictions

No parking is provided to the subject site and parking on the public highways is allowed subject to any parking restrictions. The Principle Contractor is to ensure all contractors are parking in a sensible manner and are not causing and disturbance to the neighbouring properties or their occupants. Smoking onsite will be allowed at break times only. There is to be a designated smoking area which will include a bucket of sand or similar for the disposal of cigarette butts. This area is to be kept clean and tidy at all times.

14.0 Delivery Waste and Collection

All deliveries to site are to be received by the site foreman for the Principle Contractor who will arrange for them to be moved to the permanent storage location as soon as possible after delivery. No materials are to be delivered onsite outside of the normal working hours. No materials are to be stored so as to obstruct any of the designated escape routes, no matter how short a time the materials are to be there for. The Principle Contractor is responsible for disposal of all waste materials arising from the works. All materials are to be disposed of in a timely fashion and removed to avoid any build-up of smells etc emanating from any waste products.

15.0 Neighbours and Noise Control

The Principle Contractor is to ensure that the disturbance to neighbours is kept to a minimum and noisy works are restricted to the hours of 8am to 5pm Monday to Friday and are not undertaken during the weekends without prior notice being given. Radios are allowed on site, however they are to be kept at reasonable noise level so as to avoid disturbance of neighbours and not obscure the giving of verbal instructions. No head phones are to be used onsite for any reason. If particularly noisy works are to be undertaken or works of a loud nature over a prolonged period, the Principle Contractor is to notify the neighbours in advance to inform them of the time frames involved.

16.0 Hazardous Substances

There are no hazardous substances currently stored on the site, nor any plans to store any hazardous materials or substances throughout the duration of the works. The building is believed to contain some asbestos containing materials which will be subjected to a pre commencement refurbishment and demolition survey to identify and highlight any potentially dangerous material. A copy of the report will be issued to the contractor for review as soon as it is received.

17.0 Existing Services

The incoming electrical and water supplies are believed to enter the building within the plant area between the two toilets accessed from the door to the west elevation. Existing drain runs are located to the plant room and to the west of the building and are to be marked onsite to avoid any accidental damage occurring during the minor excavations proposed. The existing drain runs are to be surveyed with a CCTV inspection scheduled the finding of which will be made available when received by the PD.

18.0 Ground Conditions

No soil testing has been undertaken at the above property. Following a desk top study we can confirm the building is not built in an area thought to be affected by Radon Gas. No works are proposed which require excavations and as such the previous land uses are not believed to be pertinent.

19.0 Existing Stability of Structures

The only structure found on the immediate site is the structure to be refurbished and altered. The building is currently used and appears to be in relatively sound condition with the exception of the moderate cracking to the north and south west which has been monitored with Tell-Tales in the recent months. There are no areas of concern regarding structural stability of the building which is deemed fit for purpose.

20.0 Fire Damage

It is not believed that there has been any significant damage to the property due to fire.

21.0 History

During a review of the historic mapping available for the site it appears that there was no development on the site prior to the current use. It appears that the building was constructed between 1961 and 1975 which was the first developed use of the land.

22.0 Other Hazards

No other hazards have been identified

23.0 Significant design and construction hazards

On significant hazards are believed to exist as a result of the designs and all risk associated with the construction have been included in the risk register attached to the rear of this report



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24.0 Coordination of design changes

All design changes are to be discussed with the CA and PD prior to implementing onsite. All changes are to be fully designed and discussed with the principle contractor to agree any additional significant hazards that have not been included previously. These will then be added to the risk register.

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APPENDIX 1

A Typical Construction Phase Plan

The Construction (Design and Management) Regulations 2015: Industry Guidance
Under Regulation 3 of the Management Regulations, the principal contractor and other contractors must identify the hazards and assess the risks relating to their work, including the risks they create for others. Using this information, the principal contractor must develop a plan suitable for managing health and safety in the construction phase of the project, which includes developing information provided by the client and CDM co-ordinator.

The construction phase plan is the foundation for good management and clarifies:

- who does what
- who is responsible for what
- the hazards and risks which have been identified
- how the works are controlled

The Principal Contractor must present a sufficiently developed copy of this plan to the Client, prior to the construction phase commencing, to enable the Client to comply with their duties under of the Construction (Design and Management) Regulations 2015.

For all but the simplest of projects the plan may be sufficiently developed to cover all of the work that the project will involve; it may only cover early phases of work (for example site set up, enabling works, clearance and early ground works). The plan at this phase should, however, indicate how arrangements for managing the rest of the work will be added into the plan as contractors and sub-contractors are identified and can give meaningful input into their part of the plan.

The plan should be regarded as a live document, reviewed at regular intervals and, where necessary, amended to reflect changes in the scope of work or programme changes where the planned interface of trades may alter.

A typical Index for the Construction Phase Plan.

1. Description of project

- Project description and programme details including any key dates.
- Details of client, CDM co-ordinator, designer, principal contractor and other consultants.
- Extent and location of existing records and plans which are relevant to health and safety on site

2. Management of the work

- Management structure and responsibilities.
- Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.

Arrangements for:

- regular liaison between parties on site

- consultation with the workforce
- the exchange of design information between the client, CDM co-ordinator and contractors on site
- handling design changes during the project
- the selection and control of contractors
- the exchange of health and safety information between contractors
- site security
- site induction
- identifying needs and arrangements for competent training
- welfare facilities and first aid
- the reporting and investigation of accidents and incidents, including near misses
- the production and approval of risk assessments and written systems of work
- site rules including client requirements. Fire and emergency procedures

3. Arrangements for controlling significant site risks

Safety risks

- Delivery and removal of materials (including waste) and work equipment, taking account of any risks to the public, e.g. during access to or egress from the site.
- Services, including temporary electrical installations.
- Preventing falls.
- Work with or near fragile materials.
- Control of lifting operations.
- Dealing with services (water, electricity, gas, communications cabling, etc.).
- The maintenance of plant and equipment.
- Poor ground conditions or contaminated ground.
- Work in confined spaces.
- Managing temporary works.
- Traffic routes and segregation of vehicles and pedestrians including access to and egress from site.
- Storage of materials (particularly hazardous materials) and work equipment.
- Accommodating adjacent land use.
- Any other significant safety risks.

Health risks

- the removal of asbestos.
- dealing with contaminated land.
- manual handling.
- use of hazardous substances and animal hazards (such as rats – leptospirosis).
- reducing noise and vibration.
- any other significant health risk (such as dust).

4. The health and safety file

- layout and format.
- arrangements for the collection and gathering of information.
- storage of information

As contractors and sub-contractors are identified and sub-contractors let, their information should be incorporated into a form, which can merge into the plan.

Constant review is key, and the principal contractor should allow the CDM co-ordinator access to review meetings in order to demonstrate that both parties are fulfilling their duties to communicate and co-operate.

APPENDICES

Appendix 1: Site Rules

Appendix 2: first aider procedures and reporting accident template.

Appendix 3: permit to work procedure and permit to work, general, template

Appendix 4: fire and emergency procedures and fire and emergency plan

Appendix 5: daily site diary template sheet.

Appendix 6: site induction PowerPoint presentation and template contractors to sign

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APPENDIX 2



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The Health and Safety file

Description of its format and any conditions relating to its content move to the end

Health and safety file information

Section 1 – description of project.

Section 2 – directory of suppliers and contractors.

Section 3 – list of hazardous substances used

Section 4 – safety data sheets.

Section 5 – test certificates and commissioning

Section 6 – directory of as built drawings

Section 7 – directories of O&M literature

Section 8 – frequency and maintenance regimes

Section 9 – residual hazards

Section 10 – waste management due diligence

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APPENDIX 3



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DESIGN RISK REGISTER

Project Number: 202 - Crossfield Public Toilet
 Project Stage: Pre-Tender REV A
 Assessor: Daniel White
 Issue Date: 05/09/2020
 Key: S= Severity, L= Likelihood, R= Risk Rating
 1-2 = Low, 2-4 = Medium, 6-9 = High

Matrix of Risk

1	2	3
2	4	6
3	6	9

Activity/ element	Potential Hazards	People at risk	Risk Rating			Control Measures	Adjusted Ratings			Clearance Notes
			S	L	R		S	L	R	
General Risks			S x L = R				S x L = R			
Unauthorised access to the site and protection of members of the public	Plant, falling objects, electricity and uncontrolled collapse of structures	Members of the public	3	2	6	Site to be enclosed with 2m high Heras fencing with controlled gated entry which is locked at night. All plant immobilised when unattended. Materials are to be stacked neatly. Isolate any live mains when not in use and remove all ladders to prevent access to elevated areas.	3	1	3	
Asbestos is known to be present to the building however it is believed to be isolated from the works	operatives coming into contact with damaged asbestos, unknown sources of asbestos during the works.	Site operatives and members of the public	3	2	6	Pre works asbestos survey is to be undertaken identifying the location of and type of any asbestos present to the building that may affect the works and schedule for its safe removal if required or identification and marking if to remain in-situ.	2	1	2	

Activity/ element	Potential Hazards	People at risk	Risk Rating			Control Measures	Adjusted Ratings			Clearance Notes
			S	L	R		S	L	R	
General Risks										
COVID 19/Corona Virus	Contracting the Virus	Site operatives	3	3	9	<p>Toolbox Talk to be issued on COVID 19</p> <p>Social Distancing Operatives are to work in groups of 2 in zones of 6 feet apart where possible. No more than 6 operatives should be working together at any one time.</p> <p>Lone Working If someone is work on their own they are to be checked every 30 minutes by way of phone or visual check.</p> <p>Personal Hygiene Wash your hands every hours with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.</p> <p>If anyone is showing signs of the COVID virus they are to be sent home with immediate effect. Please see Toolbox talk for Symptoms. Temperature Checks are to be taken every 2 hours. Anyone above 37.5 degrees is to be sent home.</p> <p>Clean and disinfect frequently touched surfaces and objects, such as doorknobs.</p> <p>Hygiene wipes and anti bacterial hand sanitisers to be supplied and used frequently.</p> <p>All staff and operatives to complete and individual declaration form.</p>	3	1	3	
Construction										
The use of cartridge operated hand pools	Loud noise, flying fragments fired missile striking others and misfire	Site operatives and visiting consultants	3	2	6	<p>The operator must be nominated and trained to use the tool, the correct piston-fixing-cartridge combinations are to be used, all personnel are to be behind the tool when being used, cartridges are to be stored in a secure location away from sources of ignition and extreme heat, in the event of a misfire the manufacturers guidelines are to be followed (and known prior to use) and any defective tools are to be removed from service and reported to the supervisor.</p> <p>All required PPE is to be worn including goggles</p>	3	1	3	

Activity/ element	Potential Hazards	People at risk	Risk Rating			Control Measures	Adjusted Ratings			Clearance Notes
			S	x	L = R		S	x	L = R	
General Risks										
The use of compressors/ pneumatic tools	Compressed air at high pressure	Site operatives	3	2	6	The operator must be trained to use the equipment, any belt drives are to be guarded, all receiver equipment is marked with the safe working pressure and is fitted with safety valve and drain cocks as required, the receiver has been cleaned and examined in the proceeding 24 months, if used for blowing out the activity is strictly controlled, all pipeline joints are fully protected and all appliances are to be used strictly in relation to the works. All PPE is to be worn including eyewear	2	1	2	
Breaking concrete/ masonry with hand breaker	Loud noise, Flying fragments, dust inhalation vibration	Site operatives	2	3	6	Hearing protection is to be used and establish hearing protection zone if needed, muffle tool if possible, dust mask and grade 1 goggles required electric cables (if used) are to be checked daily for damage, electricity at work regulations are to be followed, ensure compressor (if used) is to be properly maintained, clear up dust and debris regularly rotate operatives to avoid vibration white finger and ensure experienced operator is used. All other PPE equipment is to be used.	2	2	4	
Demolition of non-structural building elements	Falling flying materials, fragile structures and materials, unplanned collapse, dust, heavy materials, noise, vibration, falls from height and hidden services	Site operatives and visiting consultants	2	2	4	Access requirements to be the same for demolition works as for new works and all hoist and support equipment is to be checked prior to works commencing, works must be planned provide safe access to all site occupants, ensure services are to be isolated and locked off/ cut off to any areas due to be demolished, mechanical aids are to be used where possible to minimise heavy lifting and areas are to be surveyed to identify hidden services, asbestos or other toxic materials before work commences.	2	1	4	
Demolition of structural building elements	Falling and flying materials, fragile structures and materials explosions, unplanned collapse, dust, heavy materials, noise, vibration, falls from height and hidden services.	Site operatives, neighbouring properties and visiting consultants	4	3	12	All equipment to be used is to be of the same standard as would be required for new work., all hoists and lifting equipment is to be operated by certified and qualified people, the work must be planned to provide safe access, an experienced competent person is to be in charge at all times, a full written method statement is to be provided and protective equipment such as board fans, debris netting and exclusion zones are to be implemented. All personnel onsite are to have full PPE when in the exclusion zones.	3	2	6	

Activity/ element	Potential Hazards	People at risk	Risk Rating			Control Measures	Adjusted Ratings			Clearance Notes
			S	L	R		S	L	R	
General Risks			S x L = R				S x L = R			
Disposal of waste materials	Hazardous substances discovered during the works, highly flammable materials, substances hazardous by ingestion, acids and alkalis, inorganic metals and non-metallic compounds.	Site operatives, third party contractors and visiting consultants/ clients	2	2	4	Compliance with COSHH, manual handling operations regulations, Environmental protection, Environmental regulations, Controlled Waste Regulations. All materials are to be removed by authorised registered contractors and be disposed of at registered sites, all skips etc. are to be clearly marked with any limitations which will be monitored.	2	1	2	
Storage of materials onsite	Falling materials, heavy and awkward loads, hazardous materials discharging or leaking	Site operatives and visiting consultants/ clients	3	2	6	The siting of storage areas will be planned to ensure safe access, all suitable lifting equipment will be available for each material movement required, material movements onsite will be kept to a minimum, suitable storage facilities will be made available for flammable materials etc., materials stacks will be limited to 2 pallets or 2m high and no materials on scaffolds are to be stacked above the handrail height.	2	1	2	
Management of traffic for deliveries	Vehicle accidents, pedestrian accidents, overturning machinery, explosions and fire.	Site operatives, visiting consultants/ clients and members of the public	3	3	9	Where areas of congestion cannot be planned out banks men with radios are to be used, pedestrians are to be separated from the works with designated walkways where materials are to cross the public highway. Access to and from the building will be by the agreed areas with any alterations to this agreed in advance. All site attendees are to wear Hi-Vis vests and appropriate PPE.	2	1	2	
Working on scaffold	Persons falling, materials/ tools falling, scaffold collapse, plant, vehicles and persons colliding with structure	Site operatives, visiting consultants/ clients and neighbours	3	3	9	Scaffolds and working platforms are to be erected by suitably qualified and experience people, no scaffold will be used until it has been expected by a competent person who will be responsible for entries in the scaffold inspection register, all components will be inspected before use, toe boards and guard rails to be fitted to platforms over 2 meters high guard rails to platforms of 1m - 2m, protect against falling materials in the form of nets, brick guards and fans etc., all ladders are to be in good condition with no bent or broken runs, notices will be displayed on incomplete structures and scaffold will be rendered safe from unauthorised access at the end of each working period. Suitable PPE equipment is to be worn at all times.	3	1	3	

Activity/ element	Potential Hazards	People at risk	Risk Rating		Control Measures	Adjusted Ratings			Clearance Notes
			S	L = R		S	L = R	S	
General Risks									
Lifting and Handling materials and equipment	Lifting excessively heavy loads, incorrect lifting position, incorrect lifting techniques, rough surfaces, sharp jagged edges, splinters and projections	Site operatives	3	2	6 Assess the load to be lifted for weight, shape, size grease, oil, sharp edges etc., reduce weight/ size of the loads where possible, correct kinetic methods of lifting to be used, hand hooks lifting aids and rollers to be used where possible, storing and stacking of materials/ equipment at reasonable heights and distances and ensure all routes taken and lifting and lowering areas are clear of trip hazards. All required PPE is to be worn.	1	1	1	
Use of ladders	Persons falling from height, tool/ materials falling from height, striking overhead services or obstructions splinters ladders collapsing	Site operatives	3	2	6 Ladders must be inspected prior to use and must not be used if split/ cracked/ missing runs/ worn or moving runs missing tie rods, ladders will carry an inspection mark and be checked every 3 months, timber ladders with metal tie rods are suitable working ladders timber tie rods are only suitable for access, working ladders are to be long enough to allow for four rungs to be above the feet when in the working position and access ladders are to have a minimum of 5 rungs above the step off point, ladders will not be misused and only one person will be allowed on the ladder at a time, all ladders for scaffolding is to be held in position with clips or ropes, no heavy loads are to be ascended or descended using ladders and operatives will not over reach or jump the ladder to reposition. All required PPE is to be worn.	2	1	2	
Working from step ladders and/ or ceiling voids	Persons falling, materials/ tools falling, Contact with Dust or contamination in ceiling voids and contact with live electrical services in ceiling voids	Site operatives	2	2	4 Step ladders are to be inspected prior to use and be appropriate for the use undertaken, where access requires working on top step hand rails are to be provided, where there is a danger of live electrical services within roof void wooden steps should be used, before works commence within roof void checks for hazardous materials must be undertaken, confined working area permits are to be completed and full RAMS provided, all appropriate PPE is to be worn and adequate ventilation and lighting is to be provided.	2	1	2	

TOOLBOX TALK – HEALTH AND HYGIENE

INTRODUCTION

Keeping the workplace clean and free from unsightly clutter is an important part of good management. Health hazards can quickly establish themselves in poorly maintained and unhygienic environments and you risk infection or contamination if you do not pay attention to best practice recommendations, whether in an office, on a building site or in a retail environment.

It is important to have a hygienic workplace because poor workplace hygiene causes health and safety problems, particularly if attention is not paid to appropriate waste management and to keeping washrooms and kitchen areas spotlessly clean. In fact we as employers are legally bound by the Health and Safety Act 1974 to ensure that you, our employees/sub-contractors are looked after and that your safety and health is protected, as far as is reasonable and practical.

Know the requirements for workplace hygiene

For toilets and washing areas, you should have:

- Both hot and cold running water
- Soap for hand washing
- Towels for drying hands
- Toilet paper for toilet cubicles
- Regularly maintained and cleaned facilities

Encourage personal hygiene

You should practice your own personal hygiene. You should contribute by leaving facilities as you would like to find them after use. Regular hand washing and the use of hand sanitisers are important, particularly after using washrooms, to help prevent the spread of illnesses. Personal hygiene helps to maintain health and prevent ill health. Washing frequently ensures bacteria and other infectious matter is removed which helps to prevent infection or spreading of material which may cause illness.

Kitchen hygiene

Kitchens can be a health risk if high standards of cleanliness are not implemented. Any area used for the preparation of food or drinks should be kept scrupulously clean, as should appliances such as fridges, microwaves and toasters where these are used.

Your checklist should include:

All surfaces used for preparation of food, including chopping boards and utensils

All appliances installed

Cupboards where food and crockery are stored, inside and outside

Windows, doors and floors

We encourage you to take some responsibility to protect your kitchen areas and to practice good hygiene.

Workstations

Personal work areas should be looked after by individuals who share a space or by the sole occupant if workstations are not shared. A sensible hygiene policy will make sure everyone is aware of his or her responsibilities to remove clutter and properly dispose of waste, preferably via recycling it. Work surfaces can be cleaned with an appropriate solution to reduce the possibility of bacterial infection.

REDUCING THE HAZARDS

Here are a few common safety rules to follow:

- Employees are as responsible as employers for keeping welfare facilities in a
- reasonable condition. Leave them as you would wish to find them, do not abuse them,
- and inform your supervisor if they are unsatisfactory
- Soap and drying facilities should be made use of
- Rest areas should be smoke-free areas
- If food is brought on-site, it must be stored, handled and prepared in a hygienic manner
- Where cookers/microwaves are provided for site use, they must be kept in a reasonable and clean condition, and all food should be thoroughly cooked
- On-site, waste should be disposed of carefully, especially food waste which can attract vermin
- Hands should be washed prior to eating/drinking on-site, after using the toilet, after handling animals and if you have been around someone who is coughing or has a cold including yourself.
- Washing yourself and your clothing frequently also helps to prevent prolonged exposure to, or the spreading of, substances which may be health hazards such as chemicals, pesticides, or lead.
- Reporting any hazards so that risk controls can be put into place.
- Follow safe working procedures.
- Be aware of your surroundings at all times

- Carry out a Take5 Risk assessment before you begin works
- Stop: Take a moment out from your activity.
- Look: At your workspace and any areas immediately surrounding you.
- Identify: The hazards that may be present.
- Action: Take action to remove the hazards from your work area.
- Continue: Continue with your activities safely.

TOOLBOX TALK – CORONAVIRUS (COVID-19) INFORMATION

INTRODUCTION:

Coronavirus (COVID-19)

Coronavirus (COVID-19) is a new illness that can affect your lungs and airways. NHS England reports that despite the exact form of transmission being currently unknown, it is likely that the Coronavirus is spread via cough droplets.

Therefore, the above measures apply to prevent the spread of the coronavirus.

Coronavirus Symptoms

Cough
Runny nose
Sore throat
High temperature
Shortness of breath

General Hygiene

Germs from coughs and sneezes can live on hand and surfaces for 24 hours. They are responsible for spreading illnesses. Therefore, it is extremely important to upkeep hygiene and cleanliness practices to ensure the prevention of the spread of viruses. This is especially true for construction sites where equipment and PPE can be shared. To aid with this, sites should provide hygiene wipes, tissues and a closed bin for their disposal.

VIRUS TRANSMISSION DOS AND DONTs:

Do

- Cover your mouth with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away



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- Wash your hands with soap and water often – use an alcohol-based hand sanitiser gel if soap and water are not available
- Try to avoid close contact with people who are unwell

Don't

- Do not touch your eyes, nose or mouth if your hands are not clean and wash hands after touching your face.
- Spit in public