

**HEALTH AND SAFETY
CONSTRUCTION PHASE PLAN**

FOR

**FIRE DAMAGE REPAIR WORKS
FLOOR 7
CITY COLLEGE PLYMOUTH
KINGS ROAD
PLYMOUTH
DEVON
PL1 5QG**

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1 Parties Involved In the Project

	Address	Tel No
<u>Client:</u> City College Plymouth	Kings Rd, Plymouth, PL1 5QG	01752 305300
<u>Premises Manager</u> Alison Hicks	Kings Rd, Plymouth, PL1 5QG	01752 305302
<u>Client's Principal Designer/ Project Manager</u> Greg Parry	G Parry Consulting Ltd 237 Victoria Rd Plymouth PL5 2DQ	07920 448045
<u>Client Insurance Loss Adjuster</u> Richard Turner	Lorega 36 Leadenhall Street London EC3A 1AT	07714 038651
<u>Insurance Loss Adjuster</u> Rob Stafford	Crawford & Company Powderham House, Park Five Business Centre, Exeter, EX2 7HU	07850 150613
<u>H&S Manager</u> David Wright	Kings Rd, Plymouth, PL1 5QG	01752 305730
<u>Client Direct Suppliers</u>		
<u>Electrical</u> Nick Hamill	Bonnet Electrical Ltd 24 Furneaux Road, Plymouth, PL2 3ES	01752 657135
<u>BMS</u> <u>Schneider Electric</u> Bradley Hawes	Avon Way Langley Park Chippenham SN15 1GG	07976860134
<u>Applecliff Asbestos Surveys and Removal</u> Peter Davies	3, The Creamery Barn Close, Plympton, Plymouth PL7 5HQ	01752 337672

2 Project Description

Repairs to and reinstatement of services and facilities following fire damage to offices K702, K702A, K702B on the 7th Floor and related damage repairs to subsequently damaged lower floors. Works to be carried out as per detailed specification.

3 Principles and Objectives

The health and safety principles of the Project are to be based on City College Plymouth's Health and Safety Policy, which encompasses relevant health and safety legislation, including the current COVID-19 limitations and best practice. Work on the project will be managed in accordance with the main contractor's policy and the Health and Safety Plan.

The health and safety plan will be developed and updated as necessary throughout the life of the project. The project will not last longer than 30 working days and will not have more than 20 workers working simultaneously at any one point in the project nor is not likely to exceed 500 person days. Therefore the project will not be notifiable under CDM (2015). If during progress of the project the work is likely to be in excess of 500 person days the client will provide the notification as soon as possible to the HSE on form F10.

The contractor will take all reasonable and practicable steps to meet their health and safety obligations by paying particular attention to:

- The provision and maintenance of plant and equipment
- Arrangements for the use, storage and transport of articles and substances
- The provision of information, instruction, training and supervision
- Providing a safe and healthy working environment
- The provision of adequate welfare arrangement
- Arrangements for working safely during coronavirus (COVID-19) limitations

The contractors are to provide within their Health and Safety plan all necessary and relevant detailed programme and sequence of works to include delivery schedules, and task-specific Risk Assessments and Method Statements and COVID-19 working operational plan.

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4 Site Access



Works will be carried out in the top floors of the main 1970's office building, based within the City College main campus.

Access will be dependent on whether students are on site during each phase of the project. If no students, are on site then the access will be via the main rear entrance door to the block with an area designated for skips/materials/parking to the in marked parking bays.



If students are on site then all liaison with the Estate team will need to be made to ensure arrangements are in place to provide complete segregation between contractors and City College Plymouth staff and students and these must be kept separate during construction works.

5 Working Restrictions

Works to be carried out Monday to Friday between the hours of 8am-5pm. Possible increased working hours may be allowed subject to City College Plymouth approval.

6 Project Management

The Project management structure is to be detailed on page 13.

7 Personnel

Overall management control will be provided by the following personnel who are responsible for activities carried out during the project including and not restricted to the following:

7.1 Project Manager – TBC

- Responsible for overall co-ordination of health and safety at project level, technical and logistical aspects of the project and will ensure that resources are available to meet the requirements
- Produce, approve and revise as necessary the health and safety plan
- Check method statements
- Assist with selection and approval of any sub-contractors

7.2 Project/Site Supervisors – TBC

- Supervision of the day to day work activities including health and safety
- Ensure that those under his control are competent and understand their role in achieving a safe working environment
- Ensure that plant and equipment is properly selected and maintained in good working order
- Ensure that all accidents and dangerous occurrences are investigated and reported as detailed in the health and safety plan and the Company Health and Safety Policy
- Carry out site health and safety induction training and toolbox talks

7.3 Sub-Contractor Assessment and Selection

The Contractor is to provide their procedure for the management of the health and safety assessment of their sub-contractors and provide a list of approved sub-contractors to provide services for this project. This is to be listed on page 19.

8 Communication & Co-Operation

The Project Manager will review the health and safety plan on a regular basis.

The Site Supervisor will discuss the following with the client, individual operatives and sub-contractors on an on-going basis:

- Methods of working
- Health and safety controls
- Special problems/difficulties arising from the project

The Site Supervisor will update personnel and where relevant the client and sub-contractors on a daily basis if necessary, of any changes to the agreed methods of working which could affect their health and safety.

Where necessary, the Site Supervisor will hold specific task related health and safety talks with site operatives and Sub-contractors regarding particular daily problems, with a view to providing a solution for safe working practice.

9 Management of Risks to Health and Safety

Identification and management of activities with risks to health and safety will be actioned by the use of risk assessments and method statements. Control measures will be implemented to remove or reduce risks to an acceptable level.

9.1 Project Risk Assessments

Project/work activity risk assessments will be included within the site H&S file.

9.2 Hazardous Processes/Substances

Processes that use or produce a substance hazardous to health during the project will need to be assessed and suitable plans developed to comply with COSHH regulations

Sub-Contractors must provide the Site Supervisor with risk assessment of all process or substances that may be hazardous to the health of their own employees or others, to enable safe and coordinated work to take place.

A file containing product data sheets and risk assessments relevant to the project will be available on site.

9.3 Safe Systems of Work – Method statements

Project specific safe systems of work are detailed in written method statements which have been produced taking into account the risks and control measures identified during the risk assessments process.

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Where the work is performed by sub-contractors they shall submit their Method Statement to the Project Manager for approval. To ensure that method statements are adequate for the work to be carried out, the checklist should be used.

An amendment to or re-issue of a method statement will not affect the revision status of this Health and Safety Plan.

Method Statements will be included within the site H&S file.

10 Emergency and Accident Reporting Procedures

The Project Manager in consultation with the Site Supervisor will ensure that effective emergency procedures are established and maintained at all times throughout the life of the project. The existing fire detection, alarm system and emergency lighting will remain active throughout the project.

All accidents, dangerous occurrences and incidents will be reported in accordance with the emergency and reporting procedures detailed in the flowchart (pg 16). In the event of an accident, dangerous occurrence or incident occurring, the Site Supervisor will carry out an investigation into the cause and where necessary implement the appropriate remedial actions.

Sub-contractors will be responsible for informing the Site Supervisor and where appropriate the Health and Safety Executive or other relevant enforcing authority of any accident, dangerous occurrence or incident.

- Project specific emergency and reporting procedures are to be detailed based on the flowchart at 16.3 page 16.
- Emergency response contacts are to be detailed in chart on page 14.

11 Welfare Facilities

Welfare facilities will be provided in the City College Plymouth main office building, that comply with the requirements of the Construction Design and Management CDM (2015) Regulations and relevant guidance notes. Facilities will include:

- Toilet, washing facilities with supply of hot water, soap and paper towels, supply of wholesome drinking water, means of boiling water, facilities to store and dry clothes, etc.

There is also a WC in the site working area, which will be available for use by contractors and sub-contractors, as agreed at the pre-start meeting.

The Site Supervisor will be responsible for ensuring that welfare facilities are kept clean and tidy, however, ***all those who use the facilities are required to leave it clean and tidy after use.*** A cleaning rota to be provided by City College Plymouth.

12 Information & Training

The Site Supervisor will permanently have on site the following information in addition to that contained in the plan.

- Company Health and Safety Policy
- Project/work activity risk assessments and method statements
- COVID-19 working operational plan
- COSHH file containing product data sheets and risk assessments

The following notices are to be displayed in a prominent position:

- Public and Employee Liability Insurance Certificate
- Mandatory Notices and warning notices e.g. “Noise Hazardous Zone”, “wear Eye Protection” etc.

All those working on site will attend a health and safety induction prior to commencing work for the first time. A site register will be signed to indicate that a safety induction has been undertaken. Entry to site will be restricted to only those who have signed the register.

13 Project/Site Rules

City College Plymouth has developed and provided project specific site rules, which will be expressed during the site induction and include the following rules have been put into place to ensure the health and safety of those working on or visiting the site:

- The Health and Safety Policy must be adhered to
- Only authorised personnel shall have access to the site

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- Appropriate personal protective equipment/clothing (PPE) will be used/worn at all times (refer to project risk assessments)
- All visitors must report to the Main Reception and sign in and out each shift.
- All accidents, dangerous occurrences and incidents must be reported to Site Supervisor
- Smoking is only permitted in external designated areas.

14 Health and Safety File

The following information will be passed to the CDM co-ordinator to form part of the Health and Safety File:

- “Record” and/or “as built” drawings and plans used and produced throughout the refurbishment process
- General details of the construction and /or refurbishment methods and materials used
- Operating and maintenance manuals and/or procedures
- Records of relevant test and/or examination certificates
- Records for planned maintenance, cleaning, refurbishment and reconstruction

15 Monitoring

The procedure for monitoring compliance with this plan and the Company Health and Safety Policy is as follows:

- The Site Supervisor or nominated person will carry out a safety inspection of the site at the end of each working day, ensuring that all tools, equipment and materials have been removed and secured
- The Site Supervisor will monitor all work practices thus ensuring that risk assessments and method statements are being adhered too
- The Project Manager will carry out an informal health and safety check of the site during any visit

15.1 Project Review

As various milestones are reached and on completion of the project the Project Manager and his team will review the project to consider the following:

- The amount of design change
- The effect of change on the project
- Effectiveness of risk assessments and method statements

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- Accidents, dangerous occurrences and incidents
- Preventative methods that would have reduced accidents, dangerous occurrences and incidents
- Sub-contractors' health and safety record and performance
- What can be learnt from the project

16 Appendices

16.1 Company Management Structure

Approved contractor to complete.

16.2 Emergency Contacts

	Contact	Location
Project Manager	TBC	APPROVED CONTRACTOR
Site Supervisor	TBC	APPROVED CONTRACTOR
Health & Safety Advisor	TBC	APPROVED CONTRACTOR
Nearest 24 hour Accident and Emergency Dept 4.7 miles OR Minor Injuries Unit	Derriford Hospital, Derriford Road, Plymouth, PL6 8DH Tel 999 in an emergency Or 01752 202082 Cumberland Centre Damerel Close, Plymouth, PL1 4JZ – 01752 434400	
Health and Safety Executive	0845 300 9923	Emergency contact centre

Emergency Contact Details

These are the telephone numbers you should call if you have a gas or electricity emergency.

Gas

Gas Emergency Contact Number: **0800 111 999**

Electricity

Telephone contact details

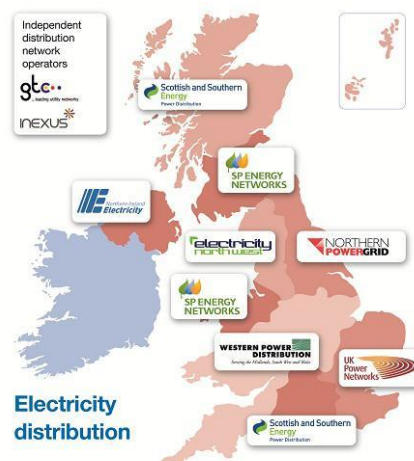
The following information will help you contact the right organisation in the event of a **power cut** in your area:

Area	Company	Emergency No.	General Enquiries No.
South West England	Western Power Distribution	0800 365 900	0845 601 2989

Map kindly provided by the Energy Networks Association - <http://www.energynetworks.org/>

Distribution Network Operator (DNO) Companies

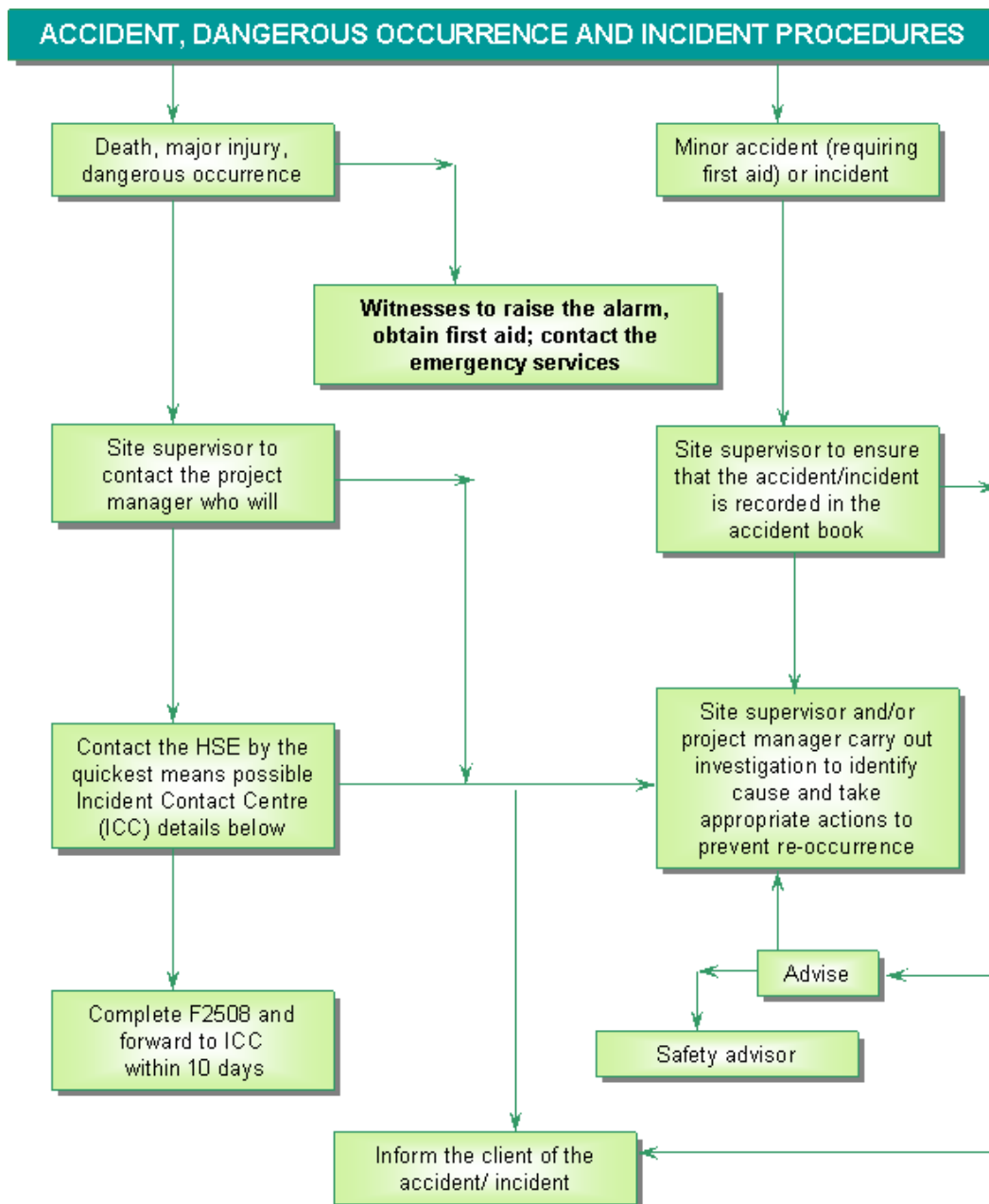
WATER: If you need to report an emergency, including loss of water supply, inadequate pressure or sewage flooding, you should call your local water company on the contact number listed below.



Water company
South West Water

Contact number
0800 169 1144

16.3 Emergency, Accident, Dangerous Occurrence Reporting Procedures



How to contact the HSE Incident Contact Centre (ICC):

tel (local rate): 0845 300 9923
internet: www.riddor.gov.uk
 Or via the HSE website: www.hse.gov.uk
email: riddor@natbrit.com
fax (local rate): 0845 300 9924
post: Incident Contact Centre
 Caerphilly Business Park
 Caerphilly CF83 3GG*

The ICC is open between the hours of 0830 and 1700, Monday to Friday.

16.4 Method Statement Checklist

The following checklist is to be used to assess the proposed method of work.

There are various ways that a method statement can be presented, the complexity of the work will normally determine the format, they may be given orally, or by a simple written procedure and drawing.

REQUIREMENTS	YES	NO	COMMENT
Scope of the work or process. (Brief outline required)			
Does the safe system of work need to be a written procedure?			
Is there a written method statement?			
Covid-19 working statement?			
Is a permit to work required for any of the following:			
Confined Spaces			
Working at Height			
Pressure Systems			
Electrical Systems			
Hot Work			
Access			
What precautions are required?			
Electrical isolation			
Pressure release			
Fire precautions			
• Air testing / monitoring			
• Access equipment			
1. Who is going to authorise the work and issue the permit?			
2. Who is going to carry out the task?			
Employees, Sub-Contractor.			
3. Have their individual roles been considered?			
4. Is specialised training required?			
5. Is a Certificate of Competence required?			
6. Will the task be supervised? And by whom?			

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7.	What equipment / plant will be used?			
	• Is it suitable?			
	• Is it in date for inspection/test			
	• Are operators competent?			
	• If electrical equipment low voltage?			
8.	Are any hazardous Substances or materials being used?			
	• Are COSHH assessments available			
	• Where will materials and substances be stored?			
9.	Will personal protective equipment / clothing (PPE) be required?			
	• Eye, hand, feet or head protection?			
	• Hearing protection?			
	• Respiratory equipment – dust / fume / vapour			
10.	Is work at height necessary?			
	• Scaffolding / edge protection			
	• Fall arrest equipment			
	• Safe access and egress			
11.	Will adverse weather conditions affect the task?			
12.	Are statutory notifications required, F10?			

16.5 Toolbox Talk Record

	Topic	Date	Signature

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16.6 Sub-contractors

Contactor to complete

Service	Company	Contact	Phone