

# CDM Construction Phase Plan

Project:	Houghton Regis Garden of Remembrance
Reference:	HRC_HRC
Client:	Houghton Regis TC
Principal Contractor:	
Date:	

# Cemetery Development Services Ltd

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## Document Version

Date	Revision	Prepared By	Checked By	Comments

## Plan Development

This Construction Phase Plan has been developed in accordance with the Construction (Design & Management) Regulations, and is viewed as a working document that will be amended with relevant information throughout the project. This plan should be viewed in conjunction with our risk assessments and safe methods of work, which outline many of the systems and procedures we have in place to reduce construction risks and achieve our health and safety goals.

In order to develop a thorough Construction Phase Plan and minimise construction risks to our best ability, this construction phase plan has been developed based on the Pre-Construction Information supplied to us as required under the duties outlined in the Construction (Design & Management) Regulations. On reviewing the Construction Phase Plan, please notify us of any other relevant information regarding the existing site that we have not been supplied with/is not included, to allow us to protect our employees, subcontractors and any other person affected by our operations.

This document will be clearly displayed and made available to all persons working on / visiting the site.

## Introduction

### CDM Standards & Objectives

It is the intention of the Principal Contractor that:

1. Activities shall be carried out in accordance with the Construction (Design and Management) Regulations and other relevant legislation
2. Consultations with the project team will take place on health and safety matters
3. Management of the project will encourage cooperation between all members of the project team
4. Advice and assistance will be obtained where necessary to fulfil obligations and duties
5. The works shall be completed in accordance with the quality standards specified, to programme and budget as per client instruction

### Safety Standards & Objectives

The Principal Contractor will aspire to:

1. Achieve zero fatalities, zero major accidents and improve on health & safety performance year on year
2. Comply with all current health and safety legislation and approved codes of practice
3. Ensure compliance with Client safety requirements and include these as part of the project requirements
4. Work with the Client in his aim to provide a better environment for employees
5. Maintain safe access and egress to site, particularly emergency and fire escape routes
6. Minimise disruption to neighbours and occupiers of the building and adjacent land users
7. Identify and address risks arising from the construction activities
8. Implement, enforce and coordinate the safe use of tools, plant, equipment and personal protective equipment (PPE)
9. Work with the Clients direct contractors to maintain safety and cooperation
10. Carry out regular site safety inspections
11. Maintain adequate welfare facilities for the work force, including contractors
12. Assess the impact of the project on the environment and reduce it where required
13. Promote awareness of health and safety within the workforce through training and communication, and through demonstrating management commitment

### The Plan

This Construction Phase Plan has been developed from the pre-construction information provided by the Client, Designers and other parties involved with the project, and will be further developed as the project progresses.

All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

The Principal Contractor will ensure the following obligations identified by the Construction

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(Design and Management) Regulations and other applicable legislation is complied with:

1. To develop the plan as a working document containing all necessary information
2. To communicate both Client and Principal Contractor requirements to all contractors
3. To take reasonable steps to ensure all contractors cooperate
4. Only allow authorised persons access to site
5. Obtain and assess method statements and risk assessments from all contractors
6. Ensure all statutory notices are displayed
7. Advise all members of the project team of any discoveries or proposals regarding design matters
8. Procure competent contractors through supply chain management
9. Monitor the health and safety performance of contractors and persons on the project
10. Ensure all relevant information is handed over for the safe use and maintenance of the building
11. Ensure training and safety information is maintained to all those on site exposed to construction risks
12. Encourage an open door policy for the reporting of hazards and proposing improvements to safe practices
13. Notify all operatives of the responsibility and statutory requirement to look after their own safety and not engage in activities which will put themselves or others at risk

## Project Description

Project Name:	Houghton Regis Remembrance Garden
Site Address:	Cemetery Road Houghton Regis
Project Description:	Landscape works
Start Date:	August 2019
Project Duration:	8 weeks
Documents & Records:	
Project Duration:	All documents and records held on site by the Principal Contractor within the site office.
	None expected
Asbestos Report:	All asbestos containing materials will be removed by a licensed asbestos contractor prior to demolition or disturbance of existing structures.
Ground Investigation:	None
Adjacent Land Use:	The site is bounded by mixed commercial and residential land use
Access / Egress:	Safe access to and from the site will be maintained for all site users. Designated pedestrian and vehicle entrance points will be established where possible.
Deliveries:	All deliveries will report to the site manager. A banks man will assist all vehicles manoeuvring on or off the site. Deliveries will be schedules to minimise impact on adjacent land users.

Project Directory

Client:	
Principal Designer:	Justin Smith CDS
Principal Contractor:	To be confirmed
Architect:	CDS
Structural Engineer:	Not applicable



## Subcontractor Directory

Electrical Contractor:	N/A
Mechanical Contractor:	N/A
Gas Engineer:	N/A
Groundworkers:	N/A
Scaffolding:	N/A
Flooring Contractor:	N/A

# Project Management

Project Manager:	CDS Justin Smith
Site Manager:	
First Aider(s):	Site Manager
First Aid Kit Location(s):	Site Office
Welfare Provision:	Temporary cabins located at site entrance. Welfare facilities will include WC and washing facilities, running water, rest and canteen area, and site office.
Fire Marshal(s):	Site Manager
Fire Alarm Warning:	Alarm and/or shout Fire! Fire! Fire!
Fire Assembly Point:	Car park entrance
Nearest A&E Hospital:	
Emergency Services:	Call 999 and ask for the required service Give your name, site address, be clear, give directions, stay calm
Site Address:	
Site Directions:	
Utility Emergency Contacts:	Gas: Electricity: Water:
<b>THIS IS A NO SMOKING SITE</b>	
<b>ALL PERSONNEL ARRIVING / LEAVING THE SITE MUST SIGN IN / OUT AT THE SITE OFFICE</b>	
<b>YOU MUST BE INDUCTED BEFORE STARTING WORK ON THIS SITE</b>	
<b>ALL ACCIDENTS / NEAR MISSES TO BE REPORTED TO THE SITE MANAGER</b>	

## Responsibilities

### Management Team

The Principal Contractor has selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the project goals.

The team function will be to:

- Integrate with the consultants to achieve the best solutions for the project
- Work as one with the professional team and the client's management team to achieve the objectives and safety goals embraced by the client and published within this document
- Develop a team philosophy with contractors so that there is a mutual understanding as to what must be achieved to meet the clients expectations
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the client
- Bring the project in on time, on budget, to safely meet and exceed the clients expectations

### Project Management

The contracts / project manager will promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example, and ensure appropriate health and safety training is given to all employees as necessary. They will strive to ensure that health and safety factors are considered at all stages in the work process with sufficient resources made available to maintain safe working methods and equipment, and to ensure compliance with the company policies and procedures.

The contracts / project manager is in overall charge of the contract and monitoring delivery of the project, including health & safety issues, and responsible for day to day liaison with project team members.

### Site Management

The Site Manager has day-to-day responsibility for the site including management of work activities, tradesmen and delivery of the construction works. The site manager will implement the company's policies and procedures on site, reporting to the Contracts / Project Manager.

The Site Manager will:

- Ensure compliance with company policies and procedures
- Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to health and safety
- Ensure appropriate control measures, training, instruction, protective clothing etc have been provided and that there is supportive documentation
- Ensure that all plant and equipment is safe, fitted with any necessary guards or safety

devices and is services and maintained as recommended by the manufacturer

- Ensure the site is laid out and maintained to secure site safety, clear access, egress and emergency routes
- Check that suitable welfare facilities are provided
- Ensure there are sufficient first aiders on site, suitable first aid facilities and arrangements
- Ensure all reportable accidents/incidents are immediately notified to the appropriate persons

The Site Manager will be responsible for ensuring that works on site are carried out in line with the agreed health and safety plan, method statements and risk assessments.

## Contractors

All contractors will operate in accordance with the Principal Contractor's procedures, site specific rules and client's requirements, as explained both within the induction process and within contract documentation. All contractors shall cooperate with each other to facilitate the safe operation of site activity.

All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provisions of safe tools and equipment will be asked to remove themselves and their equipment from the site.

The Principal Contractor will co-ordinate the activities of the various contractors on site and if anyone has a health and safety question, or there is a co-ordination problem with other contractors, the matter should be referred to the Principal Contractor as soon as possible.

## Site Staff / Operatives

All persons on site are required by law to take reasonable care of themselves and others who may be affected by their acts or omissions.

Everyone must co-operate with the Principal Contractor by observing the procedures and site rules described in this plan, so enabling the various parties to comply with their statutory duties.

In particular, everyone on site must:

- Use the appropriate personal protective equipment at all times
- Keep personal tools and equipment in good condition
- Report all defects in plant and equipment, or any unsafe acts, to the Site Manager
- Only undertake tasks authorised and within their scope of works
- Not perform any task unless they have been authorised, trained and are capable and competent
- Follow the site rules and any relevant method statements at all times
- NEVER TAKE ANY CHANCES
- If any site employee or contractor has any doubt about the health and safety aspects of the task being undertaken, he should immediately inform the Site Manager

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If any employee or contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the Principal Contractor and discuss precautions that can be adopted to minimise any risk.

## Project Delivery

### Setting Standards

It is the intention of the company that:

1. Activities shall be carried out in accordance with relevant statutory provisions to include the Construction (Design and Management) Regulations
2. Management of the project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the project
3. Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
4. The works shall be completed safely in accordance with the quality standards specified, to programme and budget as per Client instruction

### Health and Safety Goals

The company will aspire to:

- Achieve zero fatalities and improve on safety performance year on year
- Comply with all current safety legislation and approved codes of practice
- Ensure compliance with client safety requirements
- Work with and advise the client in his aspiration to provide a better environment for his employees
- Maintain safe and unimpeded access to the site, particularly for emergencies, and minimise disruption to neighbours
- Identify and address all risks arising from the works
- Monitor and coordinate the use of safe procedures, tools, plant, equipment and the appropriate use of PPE
- Work with the clients direct contractors to maintain safety and site cooperation
- Maintain adequate levels of welfare facilities
- Identify and provide health and safety training to promote awareness of safety and improve risk perception
- Assess and minimise the impact of site activities on the environment

### Project Meetings

**Contract Pre-Start Meetings:** 1 per contractor prior to project commencement

**Contract Meetings:** Weekly

**Progress Meetings:** Weekly

**Client Meetings:** As Required

**Management Review:** On completion

## Site Rules

Topic	Details
PPE	<p>Suitable and sufficient PPE must be worn at all times, provided by your employer.</p> <p>All operatives shall wear PPE including high visibility vests, toe protectors and hard hats at all times, under the instruction of the Site Manager.</p> <p>Failure to comply will result in removal from the site.</p> <p>Other PPE, where necessary, will include eye protection, ear protection, gloves and respirators.</p> <p>The supervisor will be responsible for ensuring all PPE is worn.</p>
Induction	<p>The Site Manager will induct all persons working on the site prior to commencement.</p> <p>All persons including visitors must report to the site office for induction on arrival.</p> <p>Once you have been inducted you have a duty to inform others who you suspect have not been informed of these rules.</p> <p>Failure to comply will result in removal from site.</p>
Welfare	<p>Welfare facilities will be made available on site for all operatives. You must leave welfare facilities in the condition they were found in.</p> <p>Report any damage or poor conditions to the site manager.</p> <p>Do not misuse the welfare facilities or equipment provided.</p>
Security	<p>All persons must sign in / out of site.</p> <p>Fencing surrounding the site boundary will not be less than 2m high. It will be properly fitted, secured and maintained. All access gates will be lockable and secured when not in use, and at all times the site is unoccupied.</p> <p>The site will locked and secured at the end of each working day or when not in use. Storage and welfare facilities will also be within a lockable and vacant area of the site. You must not trespass upon adjoining areas except where permission has been granted.</p> <p>Comply with safety signs at all times.</p>
First Aid	<p>The first aid box will be available at the site office.</p> <p>All operatives will be made aware of its location in the site induction.</p> <p>The Site Manager is responsible for first aid throughout the construction phase and ensuring the procedures set out in the site induction and this plan are complied with.</p> <p>Promptly report any injuries to the appointed first aider for treatment.</p>

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Topic	Details
Plant & Equipment	<p>The site operates on 110v supply only.</p> <p>You may only operate plant and equipment that you are trained and authorised to use.</p> <p>You may only carry out tasks for which you are trained and competent.</p> <p>If you suspect that plant / equipment / scaffold is unsafe please notify the site manager immediately.</p>
General Safety	<p>You must comply with the method statements and risk assessments for your activity(s).</p> <p>If you see any hazards on site, real or potential, inform the site manager immediately.</p> <p>Do not block routes for access / egress / escape or fire exits.</p> <p>Maintain a safe place of work by being tidy and removing your rubbish or waste.</p>
Restrictions	<p>Radios are NOT PERMITTED on site</p> <p>No alcohol or drugs are permitted on site. Persons suspected of being under the influence of drugs or alcohol will be asked to leave site</p> <p>Food and Drink are only to be consumed within designated canteen areas</p> <p>Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and not return</p>
Fire Safety	<p>Smoking and Burning on site are NOT PERMITTED</p> <p>Hot works are subject to permits – obtain from site manager</p>



## Safe Systems of Work

### Risk Assessments

Risk assessments have been carried out to cover operations and site wide risks under the direct control of the Principal Contractor, and are included within the project documents.

Detailed risk assessments will be carried out throughout the project for all activities carried out on site. All personnel involved in the project will be briefed on the risk assessment and only once the risk assessment and control measures in place have been discussed and fully understood will the activity proceed.

All risk assessments are reviewed periodically and on commencement of an activity to ensure suitability for the task being undertaken.

Risk assessments will address the hazards, likelihood and severity of harm, people at risk, existing control measures in place and additional control measures required to control the risk.

All subcontractors will be required to submit an overall project method statement and risk assessments specific to the activities to be carried out as part of the project. All method statements and risk assessments will be reviewed by the PC and accepted prior to contractors being able to commence work on site.

### Method Statements

The control methods outlined within the above risk assessments must be complied with when undertaking the work activity. Other high risk activities to be completed as part of the works must be carried out under the method statements provided by the specialist contractor.

Method statements will be used to manage the work activities and the safety of those on site, or who may be affected by the activity.

Where a method statement is in place for an activity, in addition to the risk assessment, operatives must familiarise themselves with both documents and ensure they work to the procedures outlined.

Method statements will be developed as 'safe working procedures' for high risk or complex site activities. Method statements must be approved by the Site Manager prior to commencement of the activity on site.

### Permits to Work

High risk works will be controlled by a permit to work system, this will include (but not be limited to) the following activities:

- Hot Works
- Roof Works
- Live Electrical Works
- Confined Spaces

- Excavations

Hot Works are not permitted unless a permit to work has been issued by the Principal Contractor, specific to the activity. Permits can be issued by the Site Manager in control of the works.

Subcontractors are expected to implement their own permit to work systems in addition to the site Permit to Work Systems when needed, details of which should be supplied to the Site Manager.

## Site Register

All persons visiting or working on the project are required to sign in and out of site at the site office before proceeding to their work area.

In an operational / occupied site environment, operatives may also be required to sign in and out of the clients premises; this is an additional requirement and not an alternative.

## Subcontractors

Subcontractors are required to supply the following information:

- Health & Safety Policy & Procedures
- Risk Assessments
- Method Statements
- Insurance Details

Method statements are to include author, date, PPE to be worn (above and the standard PPE set out in this document). Information must be project specific and include details of any plant/equipment used. This information is required PRIOR to commencement on site. Only when a RA/MS has been approved by the Principal Contractor will the works commence.

Throughout the works subcontractors must also supply material data sheets, operation and maintenance manuals for any relevant materials used or products installed.

The project will be undertaken in accordance with all contract drawings and in line with the schedule of works. All works will be completed to the full satisfaction of the supervisor and contract architect. All defective works will be rectified at the respective contractors expense, including any associated work by other parties required prior to, or following rectification of the defective items. Should this situation arise, liquidated and ascertained damages will be apportioned in line with the contract documents.

## Accident Procedures

When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

### Minor Accident to Employee

- Report to First Aider for treatment
- Ensure details have been entered in the accident book
- Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete internal report form and send direct to the Principal Contractors H&S manager / director
- If the injured employee is admitted to hospital and is an in-patient for more than twenty-four hours, the accident becomes specified as 'major injury' and must be notified as described under that category below

### Minor Accident to Others

- Report to First Aider for treatment
- Complete the accident book and accident report form as detailed above
- Inform the persons workplace and notify his employer

### Major Injury

- Report to First Aider for treatment / call 999
- Stop works on the site immediately
- Complete the accident book
- Inform director with overall responsibility for health and safety who will notify HSE and obtain written reports from all persons on site
- Comply with requirements of RIDDOR (Reporting of Injuries, Disease, And Dangerous Occurrence)
- A record must be kept by employers
- Where an employee has suffered an injury as a result of a notifiable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge

## Reporting of Accidents

Inform the Site Manager who will immediately obtain medical assistance if required. The Site Manager will advise the Director with overall responsibility for health & safety, who will notify our safety advisors and HSE if applicable. Injuries will be entered into the accident book, which will be available on site.

All incidents (accidents, dangerous occurrences and near misses) should be followed with a written report through the completion of an Incident Report Form. Copies of the form will be available from the site office.

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## **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

Following an accident or dangerous occurrence the HSE will be notified as soon as possible via the incident contact centre on 0845 300 9923. An internal investigation will then take place as carried out by the specialist contractor and the Principal Contractor which will be carried out in accordance with the procedures detailed in RIDDOR. The HSE will be informed within 10 days of the accident via the specified HSE form and using the incident contact centre website.

## **Reporting of Near Misses**

All incidents (accidents, dangerous occurrences and near misses) should be reported immediately to the site manager verbally, and followed with the completion of an Incident Report Form. Copies of the form will be available from the site office.

## **Investigation Procedures**

Written reports will be obtained from all parties and presented to the director responsible, who will instigate a formal inquiry into the incident.

The findings of the investigation will be recorded, circulated to all parties involved and held by the company, with any necessary improvements implemented.

# **Subcontractor Management**

## **Subcontractor Selection**

Subcontractors are selected from an approved list of specialists who either have recognised quality and safety accreditation or have a history of carrying out satisfactory works on behalf of the Principal Contractor or as named by the Client.

All subcontractors will fill out a questionnaire as part of our vetting procedure prior to becoming approved.

All subcontractors will have produced evidence of up to date insurances which will be kept on file at The Principal Contractor offices and written confirmation that their operatives are fully trained for their specific element of work and in the use of equipment pertinent to their role.

All subcontractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements, risk assessments and O&M Manuals and will be held in a separate file by the Site Manager.

## **Exchange of Information**

A copy of the Construction Phase Plan and associated project documentation will be made available to all subcontractors and a copy of the specific risk assessments, method statements and procedures for this project will be issued to all subcontractors.

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

The Principal Contractor will co-ordinate the activities of the various contractors on site and if anyone has a health and safety question, or there is a co-ordination problem with other contractors, the matter should be referred to the Principal Contractor as soon as possible.

All subcontractors will be given an initial induction course to ensure that they understand site procedures. All personnel will undergo a site specific induction before being allowed to work on site, in addition subcontractors must take responsibility for the safety and task specific training of their own personnel.

Plant utilised by subcontractors during the course of the contract must have up to date certification which should be presented to our site agent prior to commencement of the work. All plant operator licenses and training certificated must be presented to the Site Manager before they will be allowed to start work on site.

## Communication

### Management Meetings

Meetings are anticipated to take place with the client fortnightly throughout the works, to ensure the frequent exchange of information and that the client requirements and critical success factors of the project are met.

The site manager is the point of contact for discussing and taking views on H&S for all persons working on site. Various meetings will be held throughout the contract at all levels to allow the communication and distribution of contract information along with giving the opportunity for feedback.

Regular liaison with the Client, Consultants, Contractors and Designers will take place throughout the project with the distribution of all relevant information to project team members.

### Consultation

All members of the workforce will be consulted on H&S procedures and controls that affect the workplace. This procedure will be initiated during the site induction and will involve the distribution of relevant information and allow for feedback and suggestions.

Any health and safety suggestions made by employees and/or contractors will be recorded and considered, and, where appropriate, implemented into working procedures.

### Site Inductions

All Principal Contractor personnel and visitors will undergo a site induction on company safety procedures and a site specific induction before being allowed to work on site.

All subcontractor personnel will undergo a site specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

New operatives will receive a site induction from the Site Manager. At this stage they will be informed of the location of existing records and documents including H&S information on site and all relevant procedures and will be requested to sign a separate section of the register to acknowledge that they have received an initial tool box talk and have been given the opportunity to read the details within the site files.

The initial toolbox talk will cover the scope of works, outlining the risks posed by other trades on site, and site specific hazards will also be verbally communicated during the induction.

### Tool Box Talks

Weekly Tool Box Talks (TBT's) are required on site throughout the construction phase.

The TBT's will be used a communication channel to update operatives on progress and include relevant H&S information for the current activities taking place.

Records of the Induction and TBT's should be maintained and stored in the site H&S File.

## Design Changes

Any design changes made during the construction phase will be discussed with the project team prior to being implemented within the project, and any additional health and safety risks assessed as a result of the design changes.

Construction drawings to be updated to include the design changes and design risk registers / method statements and risk assessments to be updated to include any changes.

## Monitoring

### Monitoring Arrangements

Monitoring will be carried out and achieved using a variety of different means such as: inspections, checklists, meetings, appraisals, audits, reviews, permit to work procedures, employee consultation etc.

The site manager will carry out regular inspections of the works and highlight any breaches of regulations or bad practices to the relevant contractor.

Specific arrangements in place for monitoring the delivery of this project are:

1. Site Managers weekly safety inspection
2. Weekly progress reports
3. Site safety inspection (as required)
4. Management meetings

### Subcontractor Performance

The Site Manager will hold regular site meetings with all contractors to review health and safety matters. All parties will be encouraged to raise any health and safety concerns they may have.

Subcontractor performance including H&S performance will be reviewed periodically and monitored continuously throughout the contract, with any concerns brought to the attention of the subcontractor. Failure to rectify any issues within an agreed timeframe may result in removal from site.



## Control of Site Safety Risks

### Access, Delivery & Waste Removal

Designated vehicle and pedestrian access points to be put in place as part of site set up. All people accessing the site to report to the site office to sign in each day.

All operatives will be fully licensed for their vehicles.

Parking only within designated parking area, where on street parking is utilised, care must be taken to obey parking restrictions and to avoid blocking access to neighbouring properties or emergency services.

All operatives will be made fully aware of any restrictions on deliveries within the site boundaries. All delivery drivers will be instructed to report to the Site Manager on arrival, and, where necessary, a banks man will be provided for the vehicle while within the site boundary.

Waste will be carried down from high levels or lowered directly into skip, or send waste via a chute directly into the skip below, to avoid spread of dust, litter and debris.

All materials disposed of from site will be removed in accordance with the requirements of environmental protection legislation, by a licensed waste disposal contractor, to a licensed waste disposal site. Waste removal should be frequent, to prevent the build up of site debris.

### Services

All service work will be subcontracted to specialist companies, who are expected to follow their own safe systems of work and comply with those of the Principal Contractor.

All overhead and underground services will be identified and protected from contact and/or damage throughout the duration of the project.

The buildings existing service plans will be referred to, where available, and all necessary surveys will be undertaken prior to the commencement of works.

Services will be isolated by a competent person to the working area before work begins. The location of all services will be recorded and clearly marked before works commence.

Power to the site working area to be created via a 110v temporary supply, set up from a transformed 240 volt supply, connected from outside of the working area, transformed to 110v and centre-tapped to earth, or using generators where a temporary supply has not been established. The temporary supply will be installed and connected by a competent electrician, with hand-over test certificate provided to the Principal Contractor.

The Site Manager will ensure that isolation does not compromise the buildings existing alarm systems, and where necessary to isolate existing alarm systems, temporary alarm procedures will be put in place and communicated.

## Ground Conditions & Excavations

Any ground work will first be subject to ground investigation works including trial holes and checks by a competent person (e.g. structural engineer / building control) to ensure ground is suitable to support the proposed structure.

Drawings to be obtained from public utility companies and prior to any excavation work commencing the area will be scanned to identify any underground services.

All excavations will be examined and supported as required.

All excavations regardless of ground conditions will be assessed by a competent person, and supported or battered, under the supervision of a competent person.

All excavations are to be fenced with warning signage.

Work within excavations will be subject to a permit to work system. Trenches will be inspected prior to entry, and monitored (water, fumes, gas, services) to ensure entry is safe.

## Site Traffic & Vehicle Movements

A traffic management plan will be in place with segregation of pedestrian and vehicle traffic and the implementation of a one-way system will be enforced where possible.

A banks man will safely guide all vehicles arriving at the site, and a site speed limit of 5mph will be enforced. All reversing and turning is to be carried out under the constant supervision of a banksman.

Drivers must take care when other vehicles and pedestrians are in any area through which they are moving.

Where possible audible and visual signals are to be used for any reversing.

Manoeuvring of any sizeable loads or vehicles to be carried out with signaller in attendance, to ensure that third parties are kept clear of site operations.

## Plant & Equipment

All plant ordered by the Principal Contractor will be through an external plant hire company who will ensure that the plant complies with all current legislation. The site manager, prior to accepting delivery, will check all machine certification. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification. Copies of the certification and current weekly inspections will be held in the site office.

Operatives should be trained and competent for the use of any specialised tools or equipment with copies of training certificates held on site. Plant and machinery statutory testing and examination certificates are to be held on site. This includes hand-over and weekly inspections to verify scaffolding as safe for use and regular inspection and testing of portable appliances. 110 volt portable equipment to be used, supplied via a transformer, centre-tapped to earth or

suitable power generator.

Plant utilised by subcontractors during the course of the contract must have up to date certification which should be presented to the Site Manager prior to commencement of the work. All plant operator licences and training certificated must be presented to the Site Manager before they will be allowed to start work on site.

## Existing Structures & Fragile Materials

All existing structures will be protected throughout the works, with temporary supports detailed by a structural engineer where necessary, to prevent the risk of premature collapse or damage to existing structures.

When carrying out structural alterations or works in close proximity to an existing structure, the structure will be assessed prior to commencement.

A detailed risk assessment and safe working method statement will be prepared by a competent person, then inducted to and understood by all involved, prior to any demolition, dismantling or other work that may affect the structure or adjacent structures.

The method should minimise the risks to persons, by as far as is practicable:

Ensuring that only the minimum number of people are involved in the work, as little work as is possible is undertaken within the structures being demolished / dismantled, and that mechanical means are used whenever possible. Taking steps to prevent non-essential personnel and third parties from entering the area. Ensuring that no unplanned collapse of materials occurs.

All fragile materials within any existing structures will be identified and protected as required. No fragile materials will be used as working platforms, or form part of any access routes. Where any risk of falling through materials is identified, fall prevention methods such as barriers to prevent access, harnesses, safety netting or temporary platforms / crash decks to be installed underneath the material.

The handling of any fragile materials will be subject to risk assessment and additional control measures to ensure materials are adequately protected.

## Work at Height / Falls

Falls from height are a major contributor to construction fatalities, therefore, all working at height shall be controlled through the use of method statements, ensuring that risks are thoroughly assessed and minimised where working at height cannot be avoided.

When working at height is anticipated, the Site Manager is expected to highlight the hazards and promote safe working practices during site inductions and toolbox talks.

The following system of controls will be implemented:

1. Avoid high level working wherever possible.
2. If work at height cannot be avoided, then a rigid barrier edge protection around all edges

of areas where persons could fall any distance that might cause injury (including temporary access platforms) will be the priority measure.

3. Toe boards and guards to contain work equipment and to prevent fall of materials will be installed.
4. Warning signs at ground level will be displayed below working areas.
5. Where the risks of falls from height cannot be totally eradicated, then fall-arrest measures such as harnesses, air bags or safety netting below the working area will be selected to limit the falling distance and to cushion the fall.
6. The Site Manager is to ensure that perimeter site barriers and warning signs at base level are maintained at all times.

To minimise slips and trips on site, good housekeeping is an essential part of our site safety procedures, and unless otherwise specified workers are expected to: (a) keep their working area tidy; (b) report any area of the site in poor housekeeping state to the site manager.

## Confined Spaces

All confined space work to be subject to a task specific risk assessment and a permit to work system.

Confined space work will be eliminated where possible.

Valid permit must be displayed at entrance prior to confined space work proceeding.

Any work place from which it is not possible to simply walk away in an emergency must be a confined space e.g. closed tanks and vessels, roof voids, large ducts and pipes, inspection chambers etc.

Confined spaces will be tested prior to entry to ensure safe to enter and method of communication and rescue procedures established.

Personnel trained in confined space work. Rescue and communication procedures arranged prior to confined space entry. Rescue procedures triggered through lack of communication rather than having to summon help as this may not be possible.

## Lifting Operations

All lifting operations must be assessed and planned by a competent person, and a lifting plan developed prior to the lift commencing.

Unsafe lifting operations can not only harm those involved in the lift, but also other site personnel and members of the public. Failure to undertake lifting operations safely can also cause considerable damage to materials, property and the lifting equipment itself.

The Site Manager will have overall responsibility of lifting operations on site and will act in compliance with all relevant H&S Regulations in particular the Lifting Operations and Lifting Equipment Regulations (LOLER).

Lifting operations will be pre-planned taking into account all aspects of the load to be lifted.

Banksman/Slingers will be adequately trained and competent.

Competent person to be in charge of lifting operations.

Clear segregation of working areas and close supervision by the Site Manager is required to ensure that persons are kept clear of areas directly beneath or in line with any lifting or swinging across of materials or structures.

All plant involved in lifting operations on site must have current valid lifting certification. Copies of the certification and current weekly inspections will be held in the site office.

## **Work On or Near Water**

Any work on or near water will be subject to a task specific risk assessment with appropriate rescue procedures in place prior to work commencement.

No lone working will be permitted where work is on, over or near to water courses. Where possible any work on water will be eliminated through alternative work methods and/or temporary enclosures such as cofferdams to maintain a dry work area.

Permit to work to be in place for works on or over water.

Workers will be made aware of any risks associated with leptospirosis and precautions taken such as good hygiene, PPE and symptom awareness.

## **Other Significant Safety Risks**

For the safety of all operatives and members of the public that may be present within the surrounding site area, all drivers must not exceed 5mph within the site boundary. Under no circumstances should contractors park obstructing neighbouring properties.

No other adjacent land use is anticipated to be affected by the works.

No other significant safety risks not outlined above have been identified.

# **Control of Site Health Risks**

## **Asbestos**

A Refurbishment and Demolition Asbestos Survey will be carried out before any materials can be disturbed as part of demolition, refurbishment or maintenance works.

Any asbestos containing materials likely to be disturbed during the works to be removed in accordance with current asbestos regulations and as recommended within the survey.

If any suspected asbestos materials are discovered during the course of the works, all works must cease and do not disturb the suspected materials.

The Client will be contacted immediately, and testing of the material will take place before proceeding with any works. If the suspected asbestos material is disturbed accidentally, or is already friable and presents a risk, the area will be closed off immediately for an environmental clean by specialist asbestos removal company.

## **Hazardous Materials & Substances**

We have not been informed by the Client or Designers of any other hazardous materials present within the existing structure.

All materials shall be used in accordance with good practice and current Health & Safety Regulations including COSHH Guidance Notes from manufacturers and suppliers.

Any contractor bringing onto site any hazardous substance must notify the contracts manager and be in possession of a suitable COSHH assessment and material data sheet.

All containers on site must be labelled.

All substances are to be stored as detailed by the manufacturer's health and safety data sheets.

COSHH Assessments will be undertaken by competent person for all hazardous substances.

All hazardous substances to be stored in locked storage areas, designed specifically for the substances, with good ventilation and away from direct sunlight and any sources of ignition.

No unauthorised person to use a hazardous substance.

PPE to be worn as directed in individual COSHH assessments.

Hazardous substances must be used well away from drains and watercourses to avoid risks of environmental pollution.

## **Contaminated Land**

No contaminated land has been identified. However, caution is advised, as some degree of contamination may be present in any existing site.

Contamination risks will be minimised by the selection of safe working methods and suitable

PPE, and the risks to third parties are not significant.

To overcome harmful effects of any identified contaminants, the following precautions apply:

- Minimise contact between humans and the contaminated area
- Use mechanical means where possible to work on and move contaminated ground
- Use PPE to protect operatives, including protective overalls and gloves
- Thorough washing and cleaning procedures should be followed for people, equipment and plant

## Noise, Vibration & Dust

There are not anticipated to be significantly high levels of noise or vibration during the construction phase. Levels will be minimised through the selection of equipment, working procedures, and job rotation.

Vibration and noise levels will be monitored throughout the project.

Control measures will be specified where applicable within Method Statements.

Operations shall be subject to a noise assessment if required and control measures implemented.

All contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. The site manager will stop any operations deemed to be unreasonably noisy.

All contractors to ensure that PPE is issued to their own operatives where required. Appropriate PPE for the site activities will be available on site. Works will not commence without suitable PPE, such as ear defenders, where required.

Where high levels of dust are anticipated during works the Site Manager will be responsible for issuing face masks or other respiratory/PPE specified in Method Statements.

## Manual Handling

All operatives will be made aware of the risks associated with manual handling. On site training and tool box talks to be delivered as appropriate to raise awareness of the risks.

When necessary, mechanical hoists and lifting equipment will be utilised to minimise the risk of injury to operatives. When lifting or moving materials, use mechanical means wherever possible.

When lifting and depositing loads, ensure that the load is manageable and, if necessary, ask for help if load is heavy and bulky.

Avoid individuals lifting any load heavier than 25kg, or large or bulky items. Larger loads should be moved mechanically by a fork lift truck (telehandler), hoist or barrow or otherwise by employing a team lift.

Ensure that access routes are clear, to avoid slips, trips, falls or awkward positions.

Avoid the manual handling of heavy loads up and down access ladders and steps. There is an increased risk of strain due to lack of control over the load and possible falling persons or objects.

## Other Health Risks

Appropriate precautions will be in place to protect the workforce from sun exposure through the use of clothing and barrier creams.



# Risk Register

## Public Safety & Adjacent Land Use

Risk	Control
Unauthorised persons entering site	Site access via secure gated entrance which will be locked out of hours
Movement of plant and machinery on site	No members of the public to have access on to site
Work adjacent to the site boundary	Any work outside the site boundary to be risk assessed and temporary fencing erected
Access Routes for Vehicles, Plant and Pedestrians	Segregated access routes where possible. Access routes to reduce the need for turning or reversing.
Vehicles and Plant Manoeuvring	All vehicles manoeuvring on or off site and around site to be accompanied by a banksman if in close proximity to pedestrians, other vehicles or structures.

## Environmental & Ground Issues

Risk	Control
Noise - above 80dB(A) or 10dB(A) above background noise out of hours	Disruptive works completed within normal working hours. Ear Protection for operatives
Exposure to high levels of vibration	Work on vibrating equipment will be minimised. Exposure will be restricted within the legal limits.
Dust exposure to operatives	Dust masks provided for activities if required, particularly silica containing products.
Risk of water contamination through spillages	Refuelling areas away from natural water or surface water drainage. Spill kits provided.
Removal of construction debris	Contractor to supply skip through licensed company
Contact with services (Gas, electricity, water, sewers etc)	Services to be located and marked on site Services within close proximity to proposed ground works to be disconnected and/or re-routed as necessary. Hand digging within 2m of live services

Risk	Control

## Fire & Emergency

Risk	Control
Fire Risk on Site	Possible risk due to hot works. Hot works permit to be issued prior to any hot works commencing.
Fire Risk to Adjacent Buildings	As above.
Fire Escape Blockage	Existing fire escapes to be kept in use. All existing fire escapes to be kept clear at all times.
Access Routes Obstructed	Materials blocking escapes. No materials to be stored in walkways.
Fire & Emergency Planning	PC to produce a fire plan and will ensure that the works are executed in accordance to the procedures set out.
Inhalation, burns, risk of fire from use of Flammable Substances	Recommendations as details on manufacturer safety data sheets on storage to be complied with. Gases and flammable liquids to be stored in secure, ventilated area away from ignition sources and direct sunlight.
Arson	Site security to be maintained throughout project. Skips and waste materials to be located away from perimeter and buildings.

## Site Hazards

Risk	Control
Manual Handling - dropping, crushing, straining	PC to control delivery and movement of materials to ensure loads being lifted by individuals do not exceed those that can be safely lifted.

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Risk	Control
Demolition - Collapse, crushing	PC to ensure that demolition is carried out in a controlled way by competent contractors working to an approved RA/MS and in accordance to procedures contained within the Demolition Plan.
Excessive Noise	Ensure that all noisy operations are minimised during occupation of the building. Excessively noisy operations will be subject to noise assessments and programmed to minimise disruption.
Stability of existing structures	PC will protect any existing structures that may be effected by the works.
Live Services	PC to ensure that all areas are surveyed prior to works commencing. Live work prohibited on site
Hazardous Substances - Sealants, Adhesives, Paints etc	PC will ensure use by competent personnel working to approved RA/MS and thorough COSHH assessment. The COSHH data sheet will be with the RA/MS.
Disturbance of Asbestos Containing Materials	Client to provide refurbishment and demolition asbestos survey prior to commencement. Operatives to be asbestos aware. Works to stop if ACM found.
Falls of persons or materials	Safe access provided to be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms.
Contact with falling materials from overhead work	Adequate protection from work being carried out overhead. Exclusions zones below work at height as required.
Persons falling down holes/excavations	Secure barriers to be fixed around all openings or plates/timber fixed over service holes.
Falls of persons causing injury	Fragile materials to be identified. Depending on location use of guardrails, toe boards, barriers, suspension and fall arrest equipment. RA/MS to be provided.
Slips, trips and falls - Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes.

## Fire Procedures

The fire and emergency plan for the project will be displayed at the site office. Fire extinguishers, notices, alarms and fire exits will be provided for all working areas.

In accordance with our Hot Works Permit to Work System, all hot works must be authorised by a permit to work and must cease at least 1 hour before site closure.

### Fire Safety Plan

Fire Plan Principles:

- Site specific fire arrangements will be briefed to all site operatives through the site induction
- The site shall have a designated Fire Marshal
- Fire alarms, call points and extinguishers must be maintained on occupied floors
- Floors under the control of the Principal Contractor will have alarm call points and extinguishers maintained at all times
- Where the works take place in occupied buildings then the buildings own fire warning system will be used with the permission of the occupier

### Principal Contractor Responsibilities

The overall responsibility for the prevention of fire rests with the Principal Contractor.

- All sites are no smoking sites except for designated areas
- No burning is permitted on site
- The design team and client will, where possible, specify materials of a non-flammable nature

The Principal Contractor is responsible for ensuring adherence to the project fire plan and procedures, and will:

1. Provide and maintain in good working order, suitable and sufficient fire fighting equipment and establish safe and adequate fire assembly points
2. Maintain means of safe access and egress in all areas at all times
3. Liaise with the design team and client to secure permanent fire fighting equipment to be brought into service as soon as possible
4. Include fire patrols as part of the site safety inspections
5. Conduct fire evacuation tests regularly as per the company's test procedures
6. Update the fire plans as the project progresses and inform site operatives accordingly
7. Provide secure storage for flammable / highly flammable liquid and compressed gas

### Contractor Responsibilities

1. Complying with all relevant statutory requirements and procedures relating to fire prevention as laid down by the Principal Contractor
2. Using, where possible, non-flammable materials for temporary works, packaging etc
3. Ensuring that safe systems of work are carried out on site

4. Advising the Principal Contractor of all COSHH materials brought onto site, to include data sheets
5. Where required appoint fire marshals
6. Obtain permits for all hot works
7. Liaise with and obtain approval from the Principal Contractor for all use and storage requirements of flammable liquids and gases
8. Petrol / Diesel equipment should be located so that exhausts are well away from combustible materials with engines shut off during refuelling operations
9. Oxygen cylinders should be stored well away from readily combustible materials and acetylene or other fuel gas cylinders, separated from other stores by fire resistant materials and well ventilated
10. Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source, in a secure well ventilated and suitably labelled storage area
11. All cylinders when not in use should be returned to the storage area immediately. Use of cylinder should be covered by a risk assessment / method statement
12. The electrical subcontractor appointed by the Principal Contractor will carry out regular inspections and tests on all electrical equipment and fittings
13. Ensure that open fires are not started for any reason

## Means of Escape

The Principal Contractor and Contractors will target a zero loss rate due to fire.

- All works must be designed and erected so that a safe route is always available to a final exit (place of safety)
- Fire exits must be clearly identified, with a maximum travel distance in accordance with relevant standards
- Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times
- When work necessitates use of naked flames, a portable fire extinguisher is to be readily available, and works must only commence when a permit to work has been issued by the Principal Contractor

## Fire Fighting

The Principal Contractor will establish a site procedure for dealing with fire emergency that takes into account the hazards involved and site specific features, the procedure includes the following points:

1. Sounding a warning alarm
2. Dealing with a fire
3. Closing down of operations
4. Evacuation of the area
5. Assembly at marshal points and roll calls
6. Locating missing persons

The contractors Fire Marshal will instruct and train all personnel under his control under his control precautions and the actions to be taken in the event of fire

The Fire Marshal will instruct and train all supervisors in the correct use of fire fighting equipment

The Principal Contractor will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as a permanent provision is secured.

All fire fighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions.

## Fire Emergency Protocol

1. In the event of discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire
2. All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly / muster point
3. The Site Manager must be notified immediately by the quickest practical means by the discoverer of the fire
4. The Site Manager will immediately:
  1. Activate the fire alarm (if not already)
  2. Contact the emergency services requesting assistance
  3. Ensure all areas are quickly evacuated and site personnel are at assembly points
  4. Notify the Client
5. The Site Manager will establish where possible:
  1. The exact location of the fire
  2. The extent and nature of the fire
  3. Whether there are any casualties
  4. The evacuation status
6. Without taking any personnel risks, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers
7. All contractors supervisors will report to the Principal Contractor's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation
8. The Principal Contractor will arrange for the emergency services to be met at the main access point, and guide / direct them to the incident
9. Upon arrival of the emergency services, the Principal Contractor's site manager will brief the officer in charge, and provide such assistance as required
10. No person will return to work until the all clear has been issued from the Fire Marshal

## H&S FILE

### Format

All relevant information for the H&S File will be submitted to the Principal Designer appointed by the Client for this project.

The information that will be gathered includes:

1. Construction Methods
2. Safe Systems of Work
3. As Built / As Installed drawings
4. O&M Manuals
5. Specifications / Data Sheets
6. Any further information requested by the Principal Designer for the compilation of the H&S File

Any other information required by the Principal Designer will be supplied on request.

### Gathering of Information

Subcontractors must submit all relevant health & safety information, method statements and risk assessments specific to this contract, the method statements are to include identity of the author, date prepared, PPE to be worn (over and above standard PPE for the site), they will be project specific and include any plant/equipment to be utilised. This information will be collated and filed on site as part of the contract health & safety file under CDM Regulations.

Subcontractors must also submit relevant O&M manuals, material specifications and As Installed Drawings where applicable for inclusion in the H&S File. All subcontractors will be responsible for obtaining relevant COSHH information for materials associated with their works and this will be issued with their method statements and risk assessments and will be held in a separate file by the Site Manager.

All information must be issued on or before date of project completion. Retention reduction will not be released until this information has been provided and approved.

An instruction is included on all purchase orders to ensure that the relevant COSHH information is provided by suppliers. This information is retained in a central file and then issued as required.

### Storage of Information

All relevant information will be stored electronically and, where applicable, in hard copies.