

PRE-TENDER HEALTH AND SAFETY PLAN

Description of Works: Refurbishment Works

Address of Project: King Street Toilets,
King Street,
Odiham,
Hampshire
RG29 1NB

Client / Employer: Odiham Parish Council

Date of Issue: July 2018

Revision: 01

Table of Contents

A	General Philosophy
A1	Health and Safety Objectives
A2	Principal Contractor Requirements
A3	General Obligations
B	Contract Particulars
B1	Project Description
B2	Key Personnel
B3	Project Dates
C	Design and Construction Hazards
C1	Significant Hazards
C2	Existing Structures and Services
C3	Surrounding Land Uses
C4	Asbestos and Hazardous Materials
D	Site Management Requirements
D1	Health and Safety Standards
D2	HSE Guidance Information
D3	Planning and Management of Works
D4	Site Training and Induction
D5	Communication
D6	Site Security and Segregation
D7	Office and Welfare Provisions
D8	Site Access and Storage
D9	Traffic Management
D10	Fire and Emergency Procedures
D11	General Site Considerations
D12	First Aid Facilities
D13	Personal Protective Equipment (PPE)
D14	Existing Services
D15	Asbestos and Hazardous Materials
D16	Contractor Design
E	Completion
E1	Health and Safety File
E2	Health and Safety File Contents

A General Philosophy

A1 Health and Safety Objectives

This pre-construction Health and Safety document has been prepared on the basis of information received from other parties concerned with the project including the Designers and the Client. Its purpose is to convey relevant health and safety information to the Principal Contractor for the project to enable him to integrate and allocate adequate resources for health and safety into his proposals for undertaking the project.

The prime objective is to ensure that the contract works are completed to the specified quality standards within the allotted timescale with no person's health and safety being put at significant risk. Furthermore, it is the aim to ensure that appropriate welfare facilities are provided, and that relevant health and safety statutory provisions are complied with.

A2 Principal Contractor Requirements

In accordance with CDM 2015, the Main Contractor shall carry out the role of Principal Contractor and will be required to submit his Pre-construction Health and Safety Plan, addressing all the issues raised in this document, including a programme incorporating all contractor activities and proposals for monitoring their compliance with the Health and Safety Plan.

The Principal Contractor shall conform to all of the requirements of current CDM 2015 Regulations and shall plan the work and prepare a Construction Phase plan. This is to be submitted to the Principal Designer for approval on behalf of the Client as soon as possible and at least one week prior to the proposed date for commencement of work. No work will be allowed to commence on site until written confirmation has been provided from the Client, via the Principal Designer, that the Construction Phase Plan and welfare arrangements are satisfactory.

The Principal Contractor is to take responsibility for developing the Health and Safety Plan such that it enables the Client to ensure that it complies with Regulation 23 before work on site begins. The Principal Contractor, as the site work progresses, shall keep the Health and Safety Plan under review and if necessary modify it, to anticipate and reflect changing circumstances and standards achieved.

The Principal Contractor and other contractors shall also provide any relevant information prior to practical completion, to enable the Principal Designer to collate into, amend or add to the Health and Safety File in accordance with Regulation 20.

The Principal Contractor must make arrangements for monitoring compliance of every Contractor, acting as sub-contractor or directly employed by the Client, with Health and Safety law and may give reasonable directions to any Contractor so far as is necessary to enable him to comply with his duties under the Regulations. Good communication is vital to minimise risks to health and safety.

A3 General Obligations

Health and Safety should remain a top priority for all work undertaken under this project. All persons working or visiting the site are to be made aware of any potential hazards which may affect them and will be made fully aware of the site rules.

At all times, the Contractor shall adopt safe methods of working through the adoption of best practice. Attention is drawn to the guidance provided in HSE Construction Series Information Sheets and the CITB Construction Safety – Safety Notes GE700.

B Contract Particulars

B1 Project Description

Location of the project: As per the details shown on the front cover of this document
Project Description: As per the details shown on the front cover of this document

B2 Key Personnel

Client

Name: Odiham Parish Council
Address: The Bury, The Bridewell,
Odiham, Hampshire, RG29
1NB
Contact: Sarah Weir - Executive Office
Email: eo@odiham.org.uk
Telephone: 01256 702716

Project Managers

Name: Odiham Parish Council
Address: The Bury, The Bridewell,
Odiham, Hampshire, RG29
1NB
Contact: Sarah Weir - Executive Office
Email: eo@odiham.org.uk
Telephone: 01256 702716

Principal Designer (CDM 2015)

Name: Odiham Parish Council
Address: The Bury, The Bridewell,
Odiham, Hampshire, RG29
1NB
Contact: Sarah Weir- Executive Office
Email: eo@odiham.org.uk
Telephone: 01256 702716

Structural Engineer

Name: Not applicable
Address: Not applicable
Contact: Not applicable

Local Authority

Name: Hart District Council

Nearest A&E hospital:

Name: North Hampshire
Address: Aldermaston Rd,
Basingstoke, RG24 9NA

B3 Project Dates

Contractors Lead-in Time: 2 - 4 weeks (approximate)
Estimated start date: TBC
Duration of works: 10 weeks (estimated)

F10 Notification to HSE No F10 notification is required for this project.

C Design and Construction Hazards

C1 Significant Hazards

Significant Hazards There are no significant design hazards and construction hazards are those associated with standard construction methods that will be familiar to the Principal Contractor.

C2 Existing Structures and Services

The building: Terraced commercial property

Occupation: The building will be un-occupied for the duration of the works with the toilets being closed. All appropriate measures should be considered to limit the noise, dust and disturbance for the neighbouring properties. The building is not a workplace.

Existing traffic systems
and restrictions: Parking restrictions apply

Health and safety file: No existing Health and Safety File is available

C3 Surrounding Land Uses

Surrounding land: Residential

Access and egress: To front of property

Congestion charge: No congestion charge will apply

Temporary site facilities: Located to front or rear – to be advised

Traffic / pedestrian routes: Main road to be maintained in use at all times

C4 Asbestos and Hazardous Materials

Asbestos register: Attached

Asbestos present: None

Hazardous Materials: No hazardous materials are known to be present within the existing structure

D Site Management Requirements

D1 Health & Safety Standards

With regard to Health and Safety, the Contractors attention is drawn to the requirements of the following regulations as well as all other relevant regulations and statutes applicable;

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 2005
- The Work at Height Regulations 2005
- Public Health Act 1990 (including 1995 amendments)
- Construction (Design and Management) Regulations 2015 – CDM 2015
- Construction (Head Protection) Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Manual Handling Operations Regulations 1992
- The Control of Asbestos Regulations 2012 Approved Code of Practice
- The Control of Noise (Code of Practice for Construction and Open Sites) Order 2015
- The Personal Protective Equipment at Work Regulations 1992

D2 HSE Guidance Information

Health, safety and welfare standards shall be taken from current Approved Codes of Practice published by the Health and Safety Executive, British Standards Institute, Loss Prevention Council and other authoritative organisations. The following list of guidance notes are considered relevant to this project but should not be seen as inclusive.

- | | |
|----------------|---|
| - HSE cis 46 | Provision of Welfare Facilities |
| - HSE cis 59 | Provision of Welfare Facilities |
| - HSE cis 70 | Hard Hats |
| - HSE hsg 150 | Health and Safety in Construction |
| - HSE hsg 151 | Protecting the Public |
| - HSE hsg 168 | Fire Safety in Construction Work |
| - HSE indg 136 | Working with Substances hazardous to health |
| - HSE indg 174 | Personal Protective Equipment (PPE) at Work |
| - HSE indg 284 | Working on Roofs |
| - HSE indg 293 | Welfare at Work |
| - HSE indg 401 | Working at Height |
| - HSE indg 455 | Safe use of ladders and stepladders |
| - HSE L 143 | Managing and Working with Asbestos |

D3 Planning and Management of Works

The Principal Contractor is to provide within their Construction Phase Plan details of their health and safety structure providing details (where appropriate to the nature and size of the project) of the health and safety manager, nominated first aiders, fire wardens and temporary works coordinator. Within the Construction Phase Plan, they are to indicate how they will monitor and review their health and safety arrangements. A competent person is to be employed to manage health, safety and welfare throughout all stages of the project. Where required, health and safety audits will be carried out by the Principal Contractor and any actions to be notified at any monthly progress meetings carried out or where requested by the Project Managers. The Principal Contractor must ensure that all contractors and sub-contractors appointed have the knowledge and resources to comply with the duties imposed under the CDM 2015 regulations.

D4 Site Training and Induction

The Principal Contractor shall display any necessary rules for the management of construction work, which others on the site have to follow. The rules are to be displayed in a prominent location, brought to the attention of those who have to follow them and enforced throughout the project.

The Principal Contractor will develop a safety induction programme for all persons working on or visiting the site. No persons shall be permitted onto the site without having been inducted and displaying clear evidence of having attended the induction. Ongoing training and weekly toolbox talks shall be held as deemed required. The Principal Contractor shall maintain a record of the safety training and induction of all those attending. Method statements and risk assessments will be provided and communicated to the those affected and working on the site.

D5 Communication

The Principal Contractor is to provide details for arrangements of management meetings and initiatives for which the Health and Safety objectives of the project are to be achieved. This should include conformation of co-operation between sub-contractors on site including pre-start meetings, weekly site meetings, formal and informal inspections and tool box talks.

The Principal Contractor is to update the Project Managers and Principal Designers on all Health and Safety matters during the construction period including reporting on;

- Any incidents / accidents (including near misses) and actions taken to prevent reoccurrence
- Site safety inspection records and corrective actions to be undertaken
- Any amendments undertaken to the Construction Phase Plan.

D6 Site Security and Segregation

The Principal Contractor must take all necessary precautions in site organisation and construction activities to ensure the safety of personnel on site and the general public who have access to the surrounding area, and to provide all health, safety and welfare facilities required by Statutory Regulations. Working areas must be physically segregated at all times, excepting where work must take place in common parts, where very simple barriers or banksmen shall be used, so as to maintain the means of escape. The Principal Contractor must ensure that no unauthorised access to the site is permitted for the duration of the works.

D7 Office and Welfare Provisions

The Principal Contractor is to ensure that adequate welfare facilities are available on site from commencement through to completion. Welfare facilities that comply with Schedule 2 of CDM 2015 shall be set up as set out in the Tender Specification of Works or positions to be agreed. The Principal Contractor and the Client have an overriding duty to ensure that the facilities are compliant and always available. The following facilities should be considered dependent on the size of the project:

- Dedicated site office
- Meeting room or area to accommodate monthly site meetings
- Toilet facilities
- Dry room or area for workmen
- Hot and cold water facilities

All facilities must be kept clean and in full working order. No other facilities are to be used unless specifically agreed with the Client.

D8 Site Access and Storage

The Principal Contractor shall ensure that safe and secure access is provided to all work areas and that such means of access are readily available and regularly inspected by a competent person. Method statements shall be prepared to confirm the management of traffic to include;

- Site personnel and visitors accessing the site
- Deliveries
- Traffic control measures
- Any impact on local residents and businesses

Site storage areas and location of any skips will need to be agreed with the Client and Project Managers. Consideration may also need to be given to the adequacy of sight-lines and the suitability of existing roadways for certain types of equipment.

D9 Traffic Management

Access will be via the existing routes, dependent upon the areas required to be accessed. The transfer of materials between the building and waiting vehicles will require close supervision by competent banksmen and temporary restriction of access on passing pedestrians whilst transfer operations are being carried out. Dependent upon the duration of the movement of materials and the risks arising, appropriate signage may need to be provided. All signs shall conform to the Health and Safety (Signs & Signals) Regulations 1996.

Liaison with the Local Authority over traffic management issues may be required and may involve further discussions with the Client, local businesses and residents. Consideration may need to be given to restrict movement of vehicles around peak times of the day.

D10 Fire and Emergency Procedures

The Principal Contractor shall develop a specific Fire Plan for the project and the contents of this Plan shall be communicated to all those attending site. The Principal Contractor is to provide sufficient signage and ensure sufficient lighting levels to enable all persons working within the site, irrespective of location, to be able to identify the exit routes. Details of any existing emergency procedures must be incorporated in the plan and any changes coordinated with the Client.

The Principal Contractor is to provide and maintain fire-fighting appliances, to comply with Regulation 41 of CDM 2015, for the hazards arising as a result of the work being undertaken. The Principal Contractor to ensure that staff and sub-contractors are familiar with the procedure. Guidance is provided in the 'Fire Prevention on Construction Sites – 8th Edition July 2012' which is 'The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation', published jointly by The Construction Confederation and The Fire Protection Association.

A detailed emergency plan must be devised to include;

- Training and instruction of all staff and operatives
- Induction of visitors
- Location of emergency fire assembly point
- Instruction on what to do in an emergency
- Identification of fire-fighting equipment
- Special arrangements for evacuation in high risk areas.

D11 General Site Considerations

The Principal Contractor shall ensure that all work areas are kept tidy and waste is removed as work progresses. Common parts shall be cleared and cleaned as debris is created. Under no circumstances are common or public areas to be unattended when debris is present.

No smoking will be allowed within the site or within 5m distance of the building or site by any operatives. The entire building is a 'No smoking' area. Personnel are not to be allowed to loiter in the street to smoke.

Whilst accepting that the work will generate noise that cannot be avoided, the Principal Contractor is to employ methods of cutting and breaking out that will keep the noise to the minimum possible. He must also liaise with resident's representatives to give as much warning of excessive noise as possible.

All persons employed to work on the site, whether directly employed or as a sub-contractor, are to be competent and appropriately trained for the tasks they are undertaking.

D12 First Aid Facilities

First Aid provision shall be in accordance with *the Health and Safety (First-Aid) Regulations 1981* and the guidance set out in the HSE publication, "*First Aid at Work*" (L74) 3rd Edition 2013. The location of the First Aid facilities, together with the identity of trained first aiders are to be made known to all persons working on site.

D13 Personal Protective Equipment (PPE)

The Principal Contractor shall ensure the correct use and maintenance of Personal Protective Equipment by those working under his management. The following PPE, plus any additional items identified by the Principal Contractor, shall be available for use by operatives as appropriate. Dependent upon the nature and progression of the work being carried out.

- Protective headgear to BS EN 397
- Protective footwear with midsole protection to BS EN 345 or EN ISO 20345
- Gloves to BS EN 388
- Impact resistant goggles to BS EN 166 1-B standard
- Dust respirator to BS EN 149 FFP2S standard
- Ear protection to BS EN 352 standard

Control of Substances Hazardous to Health Regulations (COSHH) assessments are undertaken and where appropriate method statements containing safe systems of work are produced.

D14 Existing Services

The Principal Contractor has been provided with all of the available information related to services. Cable location and pipe location devices should be used to locate and avoid live services. The Principal Contractor should satisfy themselves that the location of any existing services do not adversely affect or compromise the project works.

No work should be undertaken to existing services without notifying the users, Client, Project Manager or without the appropriate approvals and permits to work. All appropriate measures should be taken to protect and maintain all existing services during the project duration.

D15 Asbestos and Hazardous Materials

The Principal Contractor shall ensure that no goods, materials or equipment which are themselves or which incorporate substances which are stated in the Building Contract to be prohibited or which are generally known to be deleterious to health and safety or to the durability of the property or which are otherwise not in accordance with British Standards, Codes of Practice, "Good Practice in the Selection of Construction Materials" as published by the British Council for Offices (current at the time of construction) or good building practice or techniques must be used or employed by the Principal Contractor or his Contractors on the project.

The Principal Contractor will be required to ensure that all operatives, including sub-contractors, who are likely to be exposed to materials containing asbestos as part of their work activities are trained in accordance with the current legislation and approved codes of practice. Reference is made to the Control of Asbestos Regulations 2012 for further information.

The Principal Contractor is to ensure that suitable procedures are in place to deal with any materials identified as possibly containing asbestos which are discovered during the course of the works.

D16 Contractor Design

Where the Principal Contractor is required to provide design for any or all of the work activities, the following will be provided to the Principal Designer at least 14 days prior to such works being carried out;

- Method statements
- Design risk assessments
- Hazard analysis
- Programme of works

The Contractor will assess the competence of any designers and be satisfied that the design team will allocate sufficient resources and time to develop the project. Any significant hazards must be notified to the Project team and Principal Designer.

All designs and proposals must be submitted to the Project Manager for approval prior to any works being undertaken. Where changes are made to the existing design which have health and safety implications, they shall be brought to the attention of the Principal Designer and Project Manager.

Procedures shall be established with the design team in order that the Principal Designer has the opportunity to review appropriate design risk assessments and coordinate this with the Principal Contractor. Should the design or construction deviate significantly from the Specification or method statement then the Contractor shall seek approval from the Project Manager prior to proceeding.

E Completion

E1 Health and Safety File

Health & Safety File information shall be prepared and shall include details of the work carried out. The Health and Safety File should contain the information needed to allow future construction work, maintenance, cleaning, alterations, refurbishment and demolition to be carried out safely and with knowledge of any residual risks and to undertake such work safely.

The Health and Safety File will be compiled as the project progresses and be made available for review prior to handover of the site back to the Client. The Health and Safety File will be submitted at practical completion of the project, unless there are compelling reasons to the contrary and a delayed submission date has been agreed with the Principal Designer.

The project will not be regarded as completed unless the Principal Designer is in possession of all of the information required for inclusion in the File, which should be as soon as possible after completion of the project.

E2 Health and Safety File Contents

The information shall be an electronic copy in PDF format and shall be compiled as the project proceeds and be made available for review prior to handover. It shall be submitted at practical completion of the project, unless there are compelling reasons to the contrary and a delayed submission date has been agreed with the Project Manager.

The content of the Health and Safety File should incorporate the following (where relevant);

- As-built drawings or sketches showing
- Details of hazardous materials used or present within the building
- Health and Safety information relating to the maintenance of the building
- Photographs of the repairs and work completed
- Reference to any existing Health and Safety File and Asbestos register
- Construction methods adopted which may affect future operations and maintenance
- Significant Health and Safety problems encountered during construction
- Details of principal materials used and contact details of suppliers
- COSHH data sheets where applicable
- Contractor and sub-contractor contact details and work for which they were responsible
- Ongoing or residual risks

Statutory submissions and approvals including building regulation, planning and licences to include the following (not inclusive)

- Fensa certification for installed window and door units
- NICEIC certification for installed electrical work
- Gas safe certification for any heating / boiler installation
- Building control regulation certificate
- Warranties for damp proof installation
- Maintenance schedules or recommendations
- Final as-built schedule detailing the works completed