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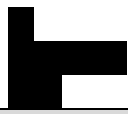
Web: www.gilbertbuilders.co.uk

Construction Phase Health & Safety Plan

[Redacted]

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Document Control

1 st Issue	Presented to client for reference	RCG	Client	
Rev	Description	By	To	Date

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Associated Documents

The following documents should be read in conjunction with our Construction Phase Health & Safety Plan:

- Programme of Works

- Risk Assessments and Method Statements
- Site Specific Environmental Considerations

Distribution

This document shall be distributed and conveyed to the following contacts:

- Client
- CDM co-ordinator
- Project team
- Site team

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1.0 Project Overview

Project Description

[Redacted]

The site address is: [Redacted]

Project Directory

The following contacts are noted:

Discipline	Company	Contact	Telephone	Email
Main Contractor				
Client				
Architect				
CDM Coordinator				

Programme of Works

The following preliminary project programme is presented:

Contract Date	
Project Start Date	
Duration	
Anticipated Completion Date	

2.0 Site Operations

Responsible Persons

The following persons are responsible for the site development:

Site Inductions	
Tool-box Talks	
Environmental Management	
Safety Management	

Site Welfare

The following site welfare and storage facilities will be provided:

Site Office/Facilities	
Storage	
Temporary Suppliers	

Site Rules & Site Visitors

Any specific site rules will be contained within the Site Induction which is displayed in the site office or with the site supervisor. All site staff, operatives and sub-contractors will receive a copy as part of their induction.

Site Visitors will be asked to sign the site visitors register upon arrival and on leaving. Visitors whom require access to works whilst not being directly supervised will be given site induction training and must comply in particular with the PPE requirements.

The following PPE is required as a minimum:

- Hard-hat (whilst working outside or with overhead risks)
- Hi-visibility clothing
- Toe-protectors or reinforced footwear

Material & Equipment Storage

Site Materials will be stored with in [REDACTED], covered and stacked neatly as applicable. Where necessary, and due to limited storage space, offsite storage is available at our head-office/yard and equipment can be delivered just-in-time or as required.

Security

Temporary site security fencing will be erected to the site entrance / exit next to [REDACTED] and shall be checked daily to maintain its integrity. Anti-vandal and anti-tamper clips shall be used to mitigate and deter unwanted access.

Traffic Management

The objectives of the Site Traffic Management Plan are to identify any potential risks and hazards arising from vehicles and plant on and around the site. Risks / Hazards identified are then assessed to determine whether an alternative arrangement can be sought, or methods can be introduced to mitigate and minimize the residual risk.

Site Entrance/Exit

The site access and egress point is to be kept clear at all times, this access and egress point must remain unobstructed and clear for emergency vehicles to enter and exit the development. The site entrance/exit is located at:

[REDACTED]

Loading / Unloading

The following loading/unloading protocol must be adopted:

- All vehicles being loaded or unloaded must be on stable, level ground
- Additional support should be used if necessary (i.e. load bearing spreader boards)
- An isolation zone surrounding the vehicle shall be demarcated
- A trained and competent slinger/banksman shall be used for all loading and unloading activities

Deliveries

Deliveries shall be schedules during the following hours:

Monday to Friday, 07.00 – 17.00 (there is no overnight waiting)

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Site Specific Risks/Hazards

The following site specific risks/hazards have been identified with appropriate control measures listed to reduce, eliminate or mitigate the risk where applicable:

Summary	Risk/Hazard	Mitigation
Pedestrian access	Maintain safe pedestrian access to and around the site boundary.	Temporary walkways shall be introduced as appropriate and notices/warning signs erected accordingly.
Site Security	Maintain security at all times with minimal disruption to residents and neighbours	Temporary site security fencing to be erected to all boundaries and checked daily to ensure integrity
Asbestos	If asbestos or asbestos products are highlighted, contact registered contractor to remove.	The safe removal of asbestos material and disposed to a registered tip.



3.0 Emergency Plan

First-Aid & Accidents

All accidents, no matter how minor, shall be reported to the company and entered into the site accident record book. Details of first-aiders and equipment are listed below:

First-Aider	
First-Aid Box	
Accident Book Location	

All accidents or incidents should be reported to the head-office within 2 hours of occurrence.

Accidents, near-misses and injuries shall be managed and reported to the Health & Safety Executive in accordance with the Reportable Incidents and Dangerous Occurrence Regulations via our head-office,

Environmental Control

In the event of an environmental incident or occurrence, the site supervisor should be contacted to manage the situation in the first instance. Details of environmental controllers and equipment are listed below:

Site Coordinator	
Spill Kit	
Emergency Contact	

All environmental incidents including spills or uncontrolled discharges should be reported to the head-office within 2 hours of occurrence.

Fire Safety

Fire safety on construction sites can be achieved, in most cases, through compliance with The Construction (Design and Management) Regulations 2007. However, the nature of site accommodation, site working areas and specific site materials can render vulnerability to serious fire damage if care is not taken.

Fire Procedure

- 1. Raise the alarm**
The alarm will be raised by means of air-horn or fire-bell located within the site compound area with ease of access. The alarm shall be checked monthly to ensure it is operational.
- 2. Call the fire brigade**
In the event of a fire, no matter how significant, the fire service shall be called using '999' and directed to site.
- 3. Evacuate clients and colleagues**
The site manager will ensure that all personnel on-site are evacuated safely and accounted for based on the site register and visitors register.

Responsible Persons

Fire Assessor / Auditor	
Fire Marshall	
Alarm/Sounder	

Fire Risk Assessment

A fire risk assessment shall be undertaken prior to works commencing on-site, and retained on-site for monitoring and review. The fire risk assessment will determine the hazards on-site, identify those at risk, determine the level of risk and record the findings and outcome from the assessment, whilst also outlining review criteria.

Also to be covered within the fire risk assessment are the potential sources of ignition, storage of combustible materials, maintenance and fire detection, means of escape, fire drills and provision of firefighting equipment.

Fire Drills

Fire drills will be undertaken to ensure methods and controls in place for the event of a fire are effectively managed. Fire drills will be carried out monthly by **Richard Gilbert** and recorded on the **Site Fire Drill Register**. Fire drills will include the evacuation of tenants to a place of safety also.

Emergency Exits / Emergency Routes / Fire Drills

In order to safeguard the safety of construction site workers, visitors and members of the public, the **Fire Coordinator** must ensure that at all times a route to an emergency exit is kept clear, and comply with the following:

- Lead directly to a place of safety, quickly and safely;
- Must be clearly signposted and rehearsed;
- Exit doors must be in the direction of escape and not be locked;
- Must have means of raising the alarms to others.

Smoking Restrictions

Smoking in 'enclosed' and 'virtually enclosed' workplaces is now banned by virtue of the Smokefree England campaign and subsequent legislation from 1st July 2007. Smoking is **not permitted** on-site other than in the smoking designated area detailed within the site induction.

Emergency Contacts

The following emergency contacts shall be listed within the site office for quick-reference:

Contact	Name	Contact Number
Police	Suffolk Constabulary	01473 613500
Fire	Suffolk Fire Service	01473 260588
Hospital	James Paget University Hospital	01493 452452
Electricity	EDF Energy Networks	0800 783 8838
Water	Essex & Suffolk Water	0800 771 881

4.0 Corporate Responsibilities

Health & Safety Targets

Gilbert Builders Ltd is committed to core Health and Safety, Quality and Environmental objectives which are regularly reviewed and improved upon:

- Works to minimise the risk to persons and the environment
- Maintaining safe and healthy workplace for all our employees, including their surrounding neighbours and sub-contractors
- Works to be completed on-time and within budget
- Works to comply with all specifications

Gilbert Builders Ltd operate project Health and Safety Goals to attain a Zero Accident Target. This will be achieved by:

- Worker consultation
- Promoting safe working practice
- Promoting the concept that all accidents can be avoided
- Incident Reporting

Health & Safety Campaigns

Gilbert Builders Ltd can adopt best working practices in accordance with the Health & Safety Executive campaigns and plans of work specifically aimed towards the construction industry.

The Health and Safety Executives visits shall be focused on, though not limited to the following:

- Provision of Welfare facilities
- Site transport
- Working at height
- Asbestos risks
- Good order

Campaigns include:

- **Shattered Lives Campaign**

The HSE Shattered Lives campaign covers high risk and high accident statistic aspects of construction:

- Working at Height
- Good Order

These initiatives will be discussed on-site at Toolbox talk levels, and addressed throughout the scheme in order to reduce or eliminate the risk / hazards.

- **Working at Height**

As principal contractor, Gilbert Builders Ltd will measure and monitor sub-contractors competence against Working at Height. Measures to control the risk shall be required to be in written format for approval, prior to works commencing on-site. These measures shall be monitored throughout the scheme duration to ensure full compliance.

- **Good Site Order**

Well organised and arranged sites prevent unnecessary risk to trips, slips and falls – ensuring walkways remain clear at all times, cables are not strewn across dwellings, waste is managed etc.

To achieve Good Site Order, Gilbert Builders Ltd segregates traffic routes from pedestrian routes, manages the procurement and deliveries of materials (so sites are not laden with materials not required for use) and adopts a site policy for moving and storing materials.

Provision and Use of Work Equipment Regulations (PUWER)

In-line with the recommendations and requirements under the above regulation, Gilbert Builders Ltd undertakes a visual inspection of all plant and equipment prior to use. Any defects must be reported to the Site Manager so the offending equipment can be withdrawn from service until the fault is repaired.

Working at Height Regulations

In-line with the recommendations and requirements under the above regulation, Gilbert Builders Ltd will ensure temporary scaffolding, ladders or other access equipment is visually and mechanically sound every 7-days, or, after any adaption, mobilisation or moving of such equipment. These records shall be retained on-site.

Health & Safety File

Gilbert Builders Ltd will prepare a Health and Safety File under the Construction (Design and Management) Regulations 2007 (CDM Regulations).

The Health and Safety File will be maintained and produced by Gilbert Builders Ltd throughout the duration of the project, and is a record of information for the client or end user which focuses on health and safety.

For the ease of reference, Gilbert Builders Ltd will form individual sub-sections to the Health and Safety file which will include the specialist sub-contractors' contact details.

Health & Safety Arrangements

Site specific Health and Safety meetings will take place between the Site Manager and a representative from each sub-contractor working on the site. All sub-contractors are expected to participate in achieving the highest possible standards of Health and Safety on site and not accepting the minimum as a benchmark standard.

The following methods are used to inform and encourage consultation by;

- Training and Personal Development Plans (PDP)
- Site Inductions
- Active risk assessments and Method statements
- Toolbox talks
- Project management plans
- Site and office notice boards
- Notification of relevant changes to legislation or working practices to those concerned Warning signage, poster campaigns
- Health, safety and environmental targets and initiatives

Furthermore, all employees, site workers and sub-contractors, prior to their appointment, shall be provided with information relevant to their field of work from the Construction Phase Health & Safety Plan. All documents will also be freely available on-site.

Training and Competency

Sub-Contractors will be evaluated to demonstrate competency to undertake their works prior to an order being placed. Their assessment will be based on:

- Their Health & Safety Policies;
- Their nominated employees qualifications / experience;
- Their submitted Risk Assessments and Method Statements;
- Previous experience;
- References (where necessary).

Failure to submit satisfactory evidence to demonstrate their competence, a sub-contract may be withdrawn as per our **Terms and Conditions** written into purchase orders.

Specific Project Related Training

No project specific training has been identified for this project.

DATE:

Signature: **MANAGING DIRECTOR**

