

**CON
HEALTH** **ASE
PLAN**

<< >>
<<One line description of Extension project>>

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Issue and Approval Status:

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Contents:

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This project health and safety plan will be developed throughout the lifetime of the construction phase of the project.

<<Project description building extension>>.

This is a living document to be maintained throughout the construction phase of the project.

developed throughout the lifetime of the project.

The plan follows a format based on the HSE Guidance Leaflet L153.

HSE GUIDANCE LEAFLET L153.

The document is supported by the project management system.

management system.

The development and implementation of the plan shall be independently audited by the company.

and procedures therein shall be audited.

Due regard shall be given to the health and safety of employees and others affected by the <<AB1 Extension>> project and the general public, staff and guests. At no time shall employees be exposed to significant risk during the project and no construction activity shall be carried out that puts the public or future operations at risk.

of employees and others affected by the project and the general public, staff and guests. At no time shall employees be exposed to significant risk during the project and no construction activity shall be carried out that puts the public or future operations at risk.

Health, safety and welfare shall be the company's policy of continuing improvement.

during the contract to reinforce the company's policy of continuing improvement.

Health, Safety & Welfare Standards

The <<AB1 Extension>> project shall comply with all relevant health, safety and industry good working practices and will strive to achieve standards of performance that are better than the legal minimum.

<<Building Company>> who will comply with all relevant health, safety and industry good working practices and will strive to achieve standards of performance that are better than the legal minimum.

Specific risk assessments will be carried out to identify the specific guidelines the project must comply with. Below is a list of the common Regulations that are restrictive:

commencing on site which will comply with the following Regulations: project; however this list is not exhaustive.

**Health & Safety at Work etc. Act 1974
Management of Health & Safety Regulations 1999
Construction (Design & Management) Regulations 2013
Reporting of Injuries Disease and Dangerous Occurrences Regulations 2002
Control of Substances Hazardous to Health Regulations 2002
Health & Safety (First Aid) Regulations 2001
Provision & Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Control of Noise at Work Regulations 2005
Personal Protective Equipment Regulations 2002
Regulatory Reform (Fire Safety) Order 2005
Electricity at Work Regulations 2002
Work at Heights Regulations 2005
Control of Vibration Regulations 2005
Control of Asbestos Regulations 2006**

1999
2013
Regulations 2013
s 2002
(ed)
92 (as amended)

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1. The Project

1.1 Project Directory

Name of Client: <<Name>>
Address: <<Address>>
Telephone: <<Phone>>

Principal Designer: <<Name>>
Address: <<Address>>
Telephone: <<Phone>>

Principal Contractor: <<Name>>
Address: <<Address>>
Telephone: <<Phone>>

Principal Contractor
Safety Advisor: <<Name>>
Company: <<Company>>
Address: <<Address>>
Office Telephone: <<Phone>>
Mobile Telephone: <<Phone>>

CDM Advisor: <<Name>>
Company: <<Company>>
Address: <<Address>>
Telephone: <<Phone>>

Principal contractor
Contract Manager: <<Name>>
Office Telephone: <<Phone>>
Mobile Telephone: <<Phone>>

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Site Contact List - To Be Displayed

Names listed in call priority following

HEALTH & SAFETY ADVISOR

PROJECT MANAGER

SITE MANAGER/SUPERVISOR

OUT OF HOURS

EMERGENCY SERVICES

1.2 Scope of Works

<<The works are to carry out a Design
workshops to create a new staff kitchen

1.3 Dates

Project Commencement Date:
Estimated Duration:

1.4 Existing Environment

The existing environment consists of a
perimeter with a number of trees and
retail shops with offices above>>.

See risk assessments, method statements

1.5 Ground conditions

i.e. <<Existing ground conditions show
soils, to a depth of 3.45m>>.

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AB1 Extension>> project:

e>>
he No>>
he No>>

e>>
he No>>
he No>>

e>>
he No>>
he No>>

the above

to build an extension to the AB1

>>
ks>>

a brick wall and fence boundary
ing buildings are mainly used as

nation.

mixture of man-made and natural

2. Arrangements for Management

Principal Contractor Management Arrangements for Health and Safety

2.1 Management Structure

2.1.1 Responsibilities and duties is described in the Health and Safety policy. This section is a brief description of project personnel responsibilities and duties.

2.1.1.1 Managing Director >:
Oversee the safety management programme and implement the company's objectives – answering to the Managing Director.

2.1.1.2 Project Manager >:
Responsible for the management of sub-contractors, and overall responsibility for the extension project throughout the project to the Managing Director.

2.1.1.3 Health and Safety Officer >:
To write the Health & Safety documentation. To give advice on health and safety management. To analyse where

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out a
Direc

e information to combat risks
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onitor safety performance and carry
nswering to the Managing

2.1.1.4 Site M
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and v
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Proje

r ensuring all works under their
accordance with health, safety
company safety procedures in
irements. Answering to the

2.1.1.5 Site C
carry
is rea
them

ors: Responsible for ensuring they
a manner that ensures, so far that
health, safety and welfare of
and those affected by the works.

2.1.2 The selection
contractors a
to health and
stage. Safety
sufficient tim
commencem
be required t

ors; Contractor and Sub-
etence of contractors with regards
be assessed at pre-appointment
statements are to be provided in
proval, etc. prior to
contractors will, prior to appointment,
t to health and safety matters.

2.2 Health and Safety C

2.2.1 The Health a

project are:

2.2.1.1 To be

2.2.1.2 To de
instig

efore an incident occurs and
y the issue; and

2.2.1.3 To ec
part o

promote safety as an integral

2.2.2 The <<Build
continuously
this he will m
for a review
issues arisin
Directors, an

nd Safety Advisor will
y matters for the project. As part of
site. If appropriate he will arrange
ing completion of the project. Any
he Project Manager and
contractors.

2.2.3 The day to d
responsibility
Safety Plan

n & safety issues will be the
t team. All amendments to the
all relevant contractors.

2.2.4 A copy of the
maintained a

e Health & Safety Policy is to be
site at all times.

2.3 Monitoring and review

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shall be signed by the Principal Designer and the Principal Contractor. A copy will be filed, whilst the other is destroyed.

1 copy will be filed, whilst the

2.5 Co-ordination & Communication

2.5.1 It is essential that by the works for the <<AB1 Extension project>> that all parties involved in the project in the

of everyone involved or affected in the running of the <<AB1 Extension project>> and co-operation exist between all parties. This shall be carried out on the

2.5.1.1 A register shall be maintained on site listing all people involved in the project, including Principal Designer representatives, Principal Contractor representatives, CDM Advisor, sub-contractors and other personnel. This shall be used, among other things, to ensure that all parties receive information throughout the project. The register shall be maintained of the information received and a copy of receipt;

on site listing all people involved in the project, including Principal Designer representatives, Principal Contractor representatives, CDM Advisor, sub-contractors and other personnel. This shall be used, among other things, to ensure that all parties receive information throughout the project. The register shall be maintained of the information received and a copy of receipt;

2.5.1.2 Where a safety committee is to be formed, it shall include representatives of all parties involved, including the Principal Designer, Principal Contractor and other personnel. The committee shall discuss and review relevant information and issues.

A safety committee will be organised in all parties involved, including the Principal Designer, Principal Contractor and other personnel. The committee shall discuss and review relevant information and issues.

2.5.1.3 Details of the safety committee shall be maintained in the project file.

Details of the safety committee shall be maintained in the project file.

2.5.1.4 During the project, the safety committee shall discuss and review relevant information and issues.

Objectives and initiatives will be discussed and agreed. Action taken;

2.5.1.5 Where a safety meeting is held, it shall be held at the project site. The meeting shall discuss and review relevant information and issues.

Health and Safety Committee >> Health and Safety Committee project review and advice on health, safety and

2.5.1.6 A safety notice shall be placed in a conspicuous position at the project site.

placed in a conspicuous position at the project site.

2.5.2 A site induction shall be provided to all staff and visitors to the <<AB1 Extension project>>. The induction shall cover the safety system in place, risks and issues on the project and other relevant information. Records shall be maintained.

All staff and visitors to the <<AB1 Extension project>> shall receive a site safety system in place, risks and issues on the project and other relevant information. Records shall be provided as necessary. Records

2.5.3 On occasion, a safety notice shall be issued to all or some staff as appropriate. The notice shall be maintained within the project file.

issued to all or some staff as appropriate. The notice shall be maintained within the project file.

2.5.4 Regular tool box talks shall be held by project and safety management. The talks shall cover safety topics. Records shall be maintained.

held by project and safety management. The talks shall cover safety topics. Records shall be maintained.

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2.5.5 Posters and signs shall be provided in appropriate – including, where appropriate, produced by <<Building Company>> and the AB1 Extension project.

2.5.6 Contractors shall ensure that the <<Building Company>> site and safety management system is continued at all times.

2.5.7 To ensure every employee complies with any requirements, written safety inspections or audits shall be carried out in addition to the daily supervision by the Site Manager. The contractor shall agree with the contractor that there is no doubt as to the rules that must be followed.

2.5.8 Where <<Building Company>> has any sub-contractor on the site, given directions to co-ordinate other work affected by this project, they shall ensure that the following is done:

2.5.8.1 Prior to the start of work, a meeting shall be held with the <<Building Company>> representative, safety manager and other relevant parties involved. The meeting shall be minuted. During the meeting, safety, welfare and environmental issues relating to the project shall be discussed including:

2.5.8.1 Relevant work

2.5.8.2 Safety

2.5.8.3 Relevant

2.5.8.4 Training

2.5.9 It will be decided by the <<Building Company>> whether regular reviews are required to review and discuss health and safety and environmental issues.

2.5.10 Throughout the project, the <<Building Company>> Site Management and Safety Officer shall monitor and co-ordinate all other regular review meetings.

2.5.11 Minutes of all meetings shall be kept in the project safety file and provided to the Designer and CDM Advisor.

2.6 Exchange of design information between the Client, Principal Designer, Principal Contractor, CDM Advisor and sub-contractors.

2.6.1 Where there is a need for a review meeting, the Principal Contractor shall arrange for the Client, Principal Designer, Principal Contractor and Sub-Contractors to ascertain the implications of any documents.

2.6.2 There will be regular meetings to ensure the continued coordination of the project and the implications of any documents or drawings.

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2.7 FIRE AND EMERGENCY

2.7.1 A pre start fire risk assessment will be undertaken and a Fire and Emergency Plan will be updated as needed as the project progresses. The plan will be controlled and coordinated at all times by the Health & Safety Advisors.

2.7.2 A Site Emergency Plan will be displayed at each Fire Point, the Site Security Point and where appropriate, the

2.7.3 Once the building has actual rooms and corridors, a list of all rooms and corridors at prominent locations, details of the evacuation routes will be shown to all site staff, current and future. These

2.7.3.1 FIRE EXIT POSITIONS OF FIRE EXIT SIGN

2.7.3.2 LOCATION OF FIRE EXITS

2.7.3.3 LOCATION OF FIRE EXITS

2.7.3.4 LOCATION OF FIRE EXITS

2.7.4 All site staff will be trained in the details of the evacuation plan during induction. Evacuation routes will be routes alter.

Emergency Services Dial 999		
Should any emergency incident occur (listed in order of priority).		
	Position	Name
1	Principal Contractor Site Manager	<<Name>>
2	Health & Safety Consultants	<<Name>>
3	Principal Designer	<<Name>>
4	Client	<<Name>>
5	CDM Advisor	<<Name>>

2.7.5 During induction, all site staff will be trained on action to take following any accident or emergency incident.

been undertaken and a Fire and Building Company>> safety plan will be updated as needed as the project progresses. The plan will be controlled and coordinated at all times by the Health & Safety Advisors.

to be displayed at each Fire Point, the Site Security Point and where appropriate, the

and has actual rooms and corridors, a list of all rooms and corridors at prominent locations, details of the evacuation routes will be shown to all site staff, current and future. These

POSITIONS OF FIRE EXIT

POINTS (if appropriate);

ING EQUIPMENT; and

POINT.

details of the evacuation plan during induction. Evacuation routes will be routes alter.

MUST be informed	
Number	Work Number
<<Name>>	
<<Name>>	<<Phone>>
<<Name>>	<<Phone>>
<<Name>>	
<<Name>>	<<Phone>>

training on action to take following any accident or emergency incident.

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2.9.3.1 Adequate space shall be provided to allow employees to change into and enable them to change into work clothes.

2.9.4 Facilities for site staff

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2.9.4.1 Facilities for site staff to rest and eat

2.9.4.2 <<Building Canteen>> ensure they are maintained in good condition.

2.9.5 First Aid:

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2.9.5.1 The nominated first aiders for this project is a list of first aiders who will be involved in the project.

2.9.5.2 The location of first aid equipment will be identified by Notice for the project as displayed on the health and safety notice board. These notices shall be displayed to all employees during their employment for this project have been determined by the type of work and numbers of persons involved.

2.9.5.3 No. of first aid kits <1 no 50 person Kit>>.

2.9.5.4 Location of first aid kits in the Site Office.

2.9.5.5 Other first aid equipment in the site office.

2.9.5.6 The first aid kit will be re-filled after each use, and recorded by the person responsible during the weekly inspections and recorded by the person responsible on the first aid kit checklist.

2.9.5.7 The location of first aid kits will be shown by signs on the canteen and site office walls.

2.10 Accident reporting

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2.10.1 All accidents, incidents and near miss shall be recorded in the appropriate register and reported to the HSE. Injuries shall be entered into the B1510 Accident Report form. Completed forms will be kept in the site office. Completed forms will be kept in the company>> office.

2.10.2 This includes any other contractor.

2.10.3 Details of all accidents, incidents and near miss occurrences shall be reported to the HSE as soon as possible. The contractor shall report to HSE any accidents, incidents and near miss occurrences of Injuries, Diseases and Dangerous Occurrences (RIDDOR) using form F2508.

2.10.4 Following an accident, first aid shall be provided to any person, emergency first aid shall be provided.

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- 2.10.5 If appropriate investigation provided to the CDM Advisor. Employees will leave the site (other than making any item safe) until told otherwise by the CDM Advisor.
- 2.10.6 In the event of an injury or collapsed structure, the CDM Advisor requires the removal of an injured person from the area then the local emergency services shall be notified, giving clear details of the nature of the incident.
- 2.10.7 Where possible, the injured person shall only be moved if he is exposed to further harm or the risk of collapse of harmful gases or structural failure.
- 2.10.8 The injured person shall remain with him at all times to monitor his condition.
- 2.11 Near Misses
- 2.11.1 Near Misses shall be recorded on the appropriate form, this will be kept on site and the CDM Advisor notified on his next visit.
- 2.11.2 All accidents and near misses shall be reported on monthly reports forms.
- 2.12 Traffic management
- 2.12.1 <<Eg No delivery vehicles permitted to manoeuvre in the site without a barrier. This will be arranged with the Site Manager.>>
- 2.13 Occupied properties
- 2.13.1 <<Eg Location of adjacent properties. Party wall consent has been applied for.>>
- 2.14 Working hours
- 2.14.1 <<Eg 08:00 to 18:00.>>
- 2.15 Traffic/parking/delivery
- 2.15.1 <<See 2.12.1.>>
- 2.16 Boundary issues
- 2.16.1 <<Consider the impact of the site on the boundary.>>
- 2.17 Hazardous material
- 2.17.1 COSHH.

- 2.17.2 Before any site work commences, and prior to the start of any work on the site, if appropriate, a COSHH Risk Assessment shall be carried out, using the MSDS as supplied by the manufacturer.
- 2.17.3 A company COSHH assessment shall be carried out on site.
- 2.17.4 Generic COSHH assessments shall be undertaken in respect to all activities.
- 2.17.5 These assessments shall be carried out as on additional materials of the project.
- 2.17.6 Work shall not commence until a COSHH assessment has been undertaken.
- 2.17.7 Regular monitoring of the assessments shall be undertaken for the duration of the project. The COSHH assessment applicable to the <<AB1 Extension project>> and the COSHH assessment for the <<AB1 Extension project>> produced is being communicated to the personnel on site.
- 2.17.8 All COSHH assessments shall be reviewed by the project manager.
- 2.17.9 All such COSHH assessments shall be placed in the project safety file.
- 2.17.10 The COSHH assessments shall be made available at all times in the project safety file to the H&M Advisor upon his request.
- 2.18 Suspect Materials
- 2.18.1 If at any time during the project any suspicious materials (i.e. asbestos or other hazardous materials) are uncovered, work will cease immediately. The project manager, Principal Designer, Principal Contractor, H&M Advisor, and the area sealed, with access prohibited.
- 2.19 Asbestos
- 2.19.1 <<Eg As the project has been assumed that no asbestos or other hazardous materials are present.>>
- 2.20 Contaminated soil
- 2.20.1 <<Eg A ground investigation shows evidence of no contamination.>>
- 2.21 Vermin infestation
- 2.21.1 <<NA.>>
- 2.22 Dust
- 2.22.1 <<Eg The site shall be kept as free from dust as far as practicable that his works will be cleaned every night.>>
- 2.23 Work at Heights
- 2.23.1 To comply with the Work at Heights Regulations 2005 <<Building Regulations 2005>>
- 2.23.1.1 Work at heights shall be planned, adequately supervised and controlled.
- 2.23.1.2 Under no circumstances, <<Building Company>> shall take any measures to prevent as far as practicable any person falling a distance liable to cause personal injury.

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2.23.2 Whilst working, employees shall, so far as is reasonably practicable, take suitable and sufficient steps to prevent the fall of any material or objects. If it is not possible to prevent objects falling, <<Building Company>> shall take suitable and sufficient steps to prevent any falling object.

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2.24 Manual Handling

2.24.1 In accordance with the Lifting Operations Regulations 1992, equipment will be transported using trolleys, dollies, forklifts etc. Where it is not feasible to use such aids, <<Building Company>> will ensure sufficient personnel are available to move the items. <<Building Company>> employees are trained in moving and handling materials.

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2.25 Noise and vibration

2.25.1 In compliance with the Control of Vibration at Works Regulations, <<Building Company>> shall make a suitable and sufficient assessment of the noise and vibration to which employees whose work exposes them are likely to be subjected. The assessment shall identify the control measures that need to be taken to meet the requirements of these Regulations.

2.25.2 In conducting the assessment, <<Building Company>> shall assess daily noise levels in the workplace by the following means of:

2.25.2.1 observation of working practices;

2.25.2.2 reference to the manufacturer's information on the probable magnitude of vibration likely to be generated by the equipment used in the workplace; and

2.25.2.3 if necessary, measurement of the magnitude of vibration to which employees are likely to be exposed.

2.25.3 <<Building Company>> Environmental and Health and Safety Advisor will monitor noise levels in the workplace and where necessary, identify areas where noise levels are exceeding the action level. Mandatory PPE zones will be identified and employees will be informed.

2.25.4 Consideration will be given to noisy works taking place near to the properties of <<Building Company>>. Project Manager/Site Manager will ensure that the properties of said properties are kept fully informed of the works and the impact upon their quiet enjoyment of the property.

2.25.5 Where members of the public are likely to be affected by the works, measures will be taken to avoid or minimise any shielding the noise likely to be caused by the works.

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2.26 Plant and equipment

2.26.1 <<Building Company>> shall ensure that all equipment supplied by them is in good working order. In addition, all equipment used by subcontractors shall be PAT tested before being used on site by <<Building Company>> employees.

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- 2.26.2 Where appropriate, equipment maintenance shall be the responsibility of the Building Company>> equipment maintenance and the Building Company>> office.
- 2.27 Storage of Materials
- 2.27.1 All materials shall be stored in lockable containers. Only materials that will be within the site working area shall be stored in a flame resistant container; all materials that are hazardous to health will be stored as per the manufacturer's instructions.
- 2.28 Electrical / Services
- 2.28.1 All electrical work shall be carried out by a competent person who has been trained to the Institution IEE Wiring Regulations and shall demonstrate their ability to work to the standards of BS 7671:2008 incorporating Amendment 1:2015.
- 2.28.2 All live services shall be identified prior to works commencing and all services that will be worked on will be isolated and tagged.
- 2.28.3 All temporary works shall be undertaken by competent persons. After completion, the works shall be tested and a copy of the Test Certificate shall be maintained with the relevant sub-contractor and the Principal Designer.
- 2.28.4 Before any ground works are carried out, the Principal Designer and the Contractor shall ensure that checks have been carried out to ensure that no services are found in the vicinity of the works and that it has been confirmed that they are not live.
- 2.29 Working near general public
- 2.29.1 <<Building Company>> shall ensure that at no time are the general public put at risk by the works being carried out by them or their sub contractors. For this reason project this will include ensuring that all activities are properly risk assessed and that appropriate control measures put in place.
- 2.30 Waste disposal and management
- 2.30.1 All waste materials shall be removed from site for disposal in accordance with <<Building Company>> waste management policy. Waste materials will be removed from site by licensed contractors. At no time will waste be allowed to enter the public waste system.
- 2.31 Design Changes
- 2.31.1 Any changes to the design shall be confirmed by the Principal Designer and the Contractor shall provide confirmation that there has been no increase in risks associated within the revised design.
- 2.32 Health & Safety File
- 2.32.1 The <<Building Company>> Health and Safety Advisor will provide information for the Principal Designer or Principal Contractor to ensure that the Health and Safety File Administrator will track the

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information p
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need to prov

ors and will, two weeks before the
cond letter to subcontractors of the

2.32.2 The H&S file
Manager/He
the period fo
date for the t
information f
information.

tion with the Project
will contact the sub contractors in
ion and before the completion
e they are to provide the
onsequences of not providing the

2.33 Shared Equipment

2.33.1 If the need a
appoint an e
all employee

ment <<Building Company>> shall
his name shall be made known to
the site safety notice board.

2.33.2 This person
sharing of in
and limitation
project safet

of equipment including the
faults, maintenance, instructions,
shall be recorded and placed in the

2.34 Site Induction & on-

2.34.1 At the start o
shall receive

project>> project all employees
his will include the following:

2.34.1.1 Rel
First

nnel on site – Line managers,

2.34.1.2 Out

2.34.1.3 Spe
safe

n the project and associated

2.34.1.4 Em
point

cation of fire stations, First Aid
cident reporting;

2.34.1.5 Tra

2.34.1.6 Site

2.34.1.7 Per

s;

2.34.1.8 We

2.34.1.9 Any

storage, access, working hours;

2.34.1.10 PF

us areas; and

2.34.1.11 Pr

gramme.

2.34.2 In addition to
required and

shall receive any specific training
l box talks on relevant subjects.

2.34.3 Records of a
training certi

nd along with copies of any
l in Training section of the file.

2.34.4 Further infor

to staff in two ways:

2.34.4.1 Saf
the
rece

mployees on safety matters during
shall be signed for by those

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2.34.4.2 Safety information shall be posted in the site position for the information of all staff include:

- i. certificate;
- ii. y;
- iii. numbers;
- iv. ties; and
- v.
- vi.

2.34.5 All visitors shall provide safety information prior to being allowed onto the site.

2.35 Monitoring Arrangements

2.35.1 The following arrangements shall be put into place to achieve compliance with the requirements of the Health and Safety Management Plan:

- 2.35.1.1 legal requirements;
- 2.35.1.2 health and safety requirements developed for this project; and
- 2.35.1.3 to ensure that the site standards are achieved and the company safety management system is maintained.

2.35.2 Pro-active Monitoring

2.35.3 As stated within the Health and Safety Management Plan, the view that "Managers should be responsible for the achievement of objectives and compliance with the requirements which they and their sub-ordinates are responsible for direct implementation and monitor compliance in detail".

2.35.4 Line managers shall ensure that safety procedures are being taken.

2.35.5 In addition to the project manager or safety manager shall report on a monthly basis – or more often when necessary – to the project manager.

2.35.6 Where a project manager or safety manager is required to be carried out by operatives – this will be a requirement to be taken on site.

2.35.7 The Health and Safety Advisor will carry out ad-hoc audits on project>> project. They will not only look at compliance but also inspect records, plant etc to ensure that project is maintained.

2.35.8 All audits shall be reviewed by the Safety Department and regular project itself and benchmarking the project management will receive copies of the results of the reviews.

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2.35.9 Where a non-compliance has been identified a corrective action report shall be issued requesting the non-compliance to be rectified within a specified time period. All corrective action requests shall be recorded.

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2.35.10 The safety of the company shall be a priority. Regular reports to the Directors of the company shall be provided within the company including the following:

2.35.11 Periodic surveys on key aspects of health and safety shall be conducted using the Climate Tool or similar.

2.35.12 All audits taken shall be retained in the project safety file.

2.35.13 Reactive Monitoring

2.35.14 Monitoring shall be carried out throughout the project – and throughout the company – of occurrences, near miss incidents, damage to property and equipment.

2.35.15 Details of the monitoring shall be reported to the Directors on a regular basis – or as required.

2.35.16 Through monitoring, areas of weakness can be identified. Areas requiring training, particular improvement of procedures or the implementation of poster campaigns etc. shall be identified.

2.35.17 All of the above shall be discussed and reviewed at the project safety meetings.

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2.36 Consultation with Personnel

2.36.1 <<Building Company>> shall ensure the importance of consultation with all staff on their views and feedback and ensure the company provides a safe working environment.

2.36.2 In order to develop a safe working environment project >> project shall take the following procedures –
<<Building Company>> shall ensure that management and group safety suggestions arise from meetings or discussions where appropriate acted upon. Details of initiatives shall be recorded and copies maintained in the project safety file and provided to the client for comment.

2.36.3 Prior to commencing work, all personnel shall receive training which will include details of the management system, personnel and their contact details. Personnel shall be informed that they may contact any member of the project management team to discuss any health and safety matters.

2.36.4 A register of personnel shall be provided to enable information to be provided to all personnel where appropriate, safety questionnaire, Safety Climate Survey Tool or <<Building Company>>.

2.36.5 The safety name and contact numbers of all personnel shall be recorded.

2.36.6 A suggestion box shall be provided to encourage staff to provide ideas for improvement of health and safety.

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2.37 Site Rules

- 2.37.1 Where necessary, rules may be introduced to ensure the health and safety of staff and the environmental well being of staff and/or the public. These rules may include those that may be introduced to ensure the safety of the public.
- 2.37.2 Should this be necessary, all rules will be approved by the site manager, the Principal Designer and CDM Advisor and to whom it applies.
- 2.37.3 The rule shall be explained verbally to all staff, contractors and visitors and shall be acknowledged with a signed form.
- 2.37.4 Where necessary, rules shall be posted on the project notice board and entered into the project log.
- 2.37.5 General Site Rules
- 2.37.5.1 You must wear safety boots at all times, and safety glasses when directed by <<Building Company>> as conditions dictate.
- 2.37.5.2 You must keep the work area as tidy as possible.
- 2.37.5.3 You must ensure that tools and plant are always stored correctly.
- 2.37.5.4 You must use equipment correctly, getting help if needed.
- 2.37.5.5 You must ensure that all equipment are protected.
- 2.37.5.6 You must ensure that all equipment are free from damage, dry and free from hazard.
- 2.37.5.7 You must ensure that all designated "No Smoking" areas are clearly marked.
- 2.37.5.8 You must ensure that all scaffolding or safety equipment is used correctly and other workers benefit.
- 2.37.5.9 You must not eat or drink at your work place, unless it is necessary.
- 2.37.5.10 You must not consume alcohol on site, directly prior to or during work, to avoid the risk of injury or damage in horseplay.
- 2.37.5.11 You must not store or handle hazardous materials unless they are properly labelled and stored. <<Building Company>> Safety

3. Risk Assessments

- 3.1 The attached are risk assessments for the <<AB1 Extension project>> project.
- 3.2 Where necessary <<Building Company>> Health and Safety Consultant will conduct risk assessments and these will be entered into the project risk register.
- 3.3 Any risk assessments for subcontractors shall be assessed by the <<Building Company>> Safety Manager to ensure they have been properly identified, evaluated, adopted and controlled for the project.
- 3.4 Where a number of subcontractors are exposed to the same risk <<Building Company>> shall produce a common assessment. All parties will abide by the assessment.
- 3.5 Where a problem arises or when a common assessment has been prepared <<Building Company>> Health and Safety Advisors shall take the lead role to ensure the principle of prevention and protection are applied and what measures need to be taken as described in Appendix 1. This will include the measures to deal with the risk involving all contractors or one contractor acting on the assessment will be incorporated into the safety plan.
- 3.6 During the works the risk assessment process shall be jointly undertaken by the Project Manager and a person who will work in conjunction with the <<Building Company>> Safety Manager.
- 3.7 Risk assessments and the <<Building Company>> Health and Safety plan shall be undertaken thoroughly utilising all the information available for completion.
- 3.8 Safe systems of work shall be based on the information provided by the assessment.
- 3.9 It is incumbent on the <<Building Company>> to communicate the findings associated with each task and to ensure all works personnel.

4. Method Statement

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