



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

PROJECT:

PHASE 1 MULTI USE HALL
PHASE 2 SCIENCE EXTENSION

AT

THE PIGGOTT SCHOOL
TWYFORD ROAD
WARGRAVE
READING
RG10 8DS

PREPARED BY:

CONTRACT TRADING SERVICES LTD
UNIT 16, THE METRO CENTRE
TOUTLEY ROAD
WOKINGHAM
BERKSHIRE
RG41 1QW

Health & Safety Plan

DATE:
APRIL 2024

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REVIEW & UPDATES

Any alterations and/or additions to the Construction Phase Health and Safety File should be recorded below;

[illegible]

This document provides information to enable CONTRACT TRADING SERVICES LIMITED to meet the requirements placed on the company by the Construction (Design and Management) Regulations 2015, which identifies the “Duties of the principal contractor”.

The Health and Safety Plan further develops the information provided by the client, together with the CDM Principal Designer, for the project.

1. The principal aims and objectives are to control health and safety on the project by the following methods:
To record health and safety arrangements for the project for the management of construction operations together with monitoring procedures for compliance with the relevant statutory provisions ensuring, so far as is reasonably practicable, the health and safety of all persons at work carrying out the construction work and all persons who may be affected by the work taking into account the:

RISKS INVOLVED IN THE CONSTRUCTION WORKS

2. To take reasonable steps to ensure co-operation between all contractors, so far as is necessary, to enable each of these contractors to comply with the requirements and prohibitions imposed on him by or under statutory provisions relating to construction works.
3. Ensure only ‘authorised persons’ enter the area where construction work is in progress.

Description of the Project

Project Description

CTS's role is to complete the single storey Science block extension, refurbishment and new build multi use hall known as Phase 1&2.

Description of the Project

Science Block

Single store extension and refurbishment of ground floor areas. Works include:

- Groundworks, drainage, and pad foundations.
- Concrete slab, steel frame supporting roof deck.
- Flat roofing, brick cladding, glazing and roof lights.

Strip-out

- Temporary works
- Ceilings, partitions and finishes
- Mechanical and electrical works
- Doors, joinery and carpentry

Multi Use Hall

- Groundworks, drainage, and pad foundations.
- Concrete slab, steel frame supporting roof deck.
- Flat roofing, brick cladding, glazing and roof lights.
- Mechanical and Electrical Installation including PV
- Doors, joinery and carpentry
- Ceilings, partitions and finishes
- Landscaping

Key Project Programme Dates

Science Block (Phase 2)

Commencement: 19/04/24 (subject to discharge of planning conditions and WBC approval)
Anticipated Completion: 30/08/24 (subject to programme agreement)
Contract Period: 19 weeks (estimated)

Multi-Use Hall (Phase 1)

Commencement: 09/05/24 Subject to overlap between phases
Anticipated Completion: 15/08/25 Subject to overlap between phases
Contract Period: 66 weeks

Site managers contact information and OOH Contact
Alex Nicholson - Site Manager 07341885417
Simon Shand – Project Manager (Out of Hours 07803568628)

Project Schedule:

Project Name	The Piggott Secondary School Phase 2 – Science Block
Address	The Piggott Secondary School
	Twyford Road
	Wargrave
	Reading
	RG10 8DS
Contact Name	David Corringham
Telephone Number	07547 795866
Name of Client	Wokingham Borough Council
Address	Shute End
	Wokingham
	Berkshire
	RG40 1BN
Contact Person	Tim Searle
Telephone Number	07828 088152
Email Address	tim.searle@wokingham.gov.uk
Name of Facilities Management	The Piggott Secondary School
Address	Twyford Road
	Wargrave
	Reading
	RG10 8DS
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Telephone Number	07547 795866
Email Address	corringhamd@piggottschool.org
Name of Employers Agent	Orbis Group Ltd
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Email Address	t.wylie@orbislimited.co.uk

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	LN4 2DN
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Email Address	daniel@polkeycollins.co.uk
Name of Architect/Designer	HLM Architects
Address	10 Alie Street
	London
	E1 8DE
Contact Person	Kathryn Phillips
Telephone Number	020 7921 4800
Email Address	kathryn.phillips@hlmarchitects.com
Name of Principal Contractor	Contract Trading Services
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	Toutley Road
	Wokingham
	RG41 1QW
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Fax Number	01189772222
Emergency/out of hours number	07803568628
Name of Director Responsible for Safety	Colin Weston
Name of Quantity Surveyors	Orbis Group Ltd
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	Motspur Park
	New Malden
	Surrey
	KT3 6LZ
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	SE11 5JH
Contact Person	Laura Luckhurst / Timofei Fedotov
Telephone Number	07832 043415 / 07490 394762
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	SE1 2BB
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Telephone Number	07719 317723
Email Address	paulh@constructure.co.uk
Name of Temporary Works Supervisor (TWS)	Contract Trading Services
Address	Unit 16 The Metro Centre
	Toutley Road
	Wokingham
	RG41 1QW
Contact Person	Alex Nicholson
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Name of Temporary Works Co-ordinator (TWC)	Contract Trading Services
Address	Unit 16 The Metro Centre
	Toutley Road
	Wokingham
	RG41 1QW
Contact Person	Simon Shand
Telephone Number	07803568628
Email Address	sshand@contracttradingservices.co.uk

Name of Temporary Works Designer (TWD)	TBA
Contact Person	
Telephone Number	
Email Address	
Name of 2nd Temporary Works Designer (TWD)	TBA
Address	
Contact Person	
Telephone Number	
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	Nocton Road
	Potterworth
	Lincolnshire
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Contact Person	Nathan Machin
Telephone Number	01522 306456
Email Address	nathan@polkeycollins.co.uk
Services Designer	TBA
Address	
Contact Person	
Telephone Number	
Email Address	

Name of Company Safety Advisors	The Health & Safety People Ltd
Address	16 Market Square
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	Bedfordshire
	SG19 1HU
Contact Person	Kevin Harvey
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Name of person in charge of site	Simon Shand
Address	Unit 16 The Metro Centre
	Toutley Road
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	RG41 1QW
	Simon Shand
Telephone Number	07803568628
Email Address	sshand@contracttradingservices.co.uk

SECTION 2**PRE-CONSTRUCTION INFORMATION PACK****Existing Information and Records**

Document	Rev	Detail	Status	Date Received	Author
12-1514-02-RVT	-	BTH RVT File	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-C-30000	T1	SB Typical Below Ground Drainage Details (Sheet 1 of 4)	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-C-30001	T1	SB Typical Below Ground Drainage Details (Sheet 2 of 4)	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-C-30002	T1	SB Typical Below Ground Drainage Details (Sheet 3 of 4)	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-C-30003	T1	SB Typical Below Ground Drainage Details (Sheet 4 of 4)	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-D-10000	T1	SB Proposed Below Ground Drainage GA	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-DR-D-11000	T1	SB Proposed Below Ground Drainage Manhole Schedule	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-RVT	-	SB RVT File	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-C-3000	T1	MUH Typical Below Ground Drainage Details (Sheet 1 of 4)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-C-3001	T1	MUH Typical Below Ground Drainage Details (Sheet 2 of 4)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-C-3002	T1	MUH Typical Below Ground Drainage Details (Sheet 3 of 4)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-C-3003	T1	MUH Typical Below Ground Drainage Details (Sheet 4 of 4)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-D-1000	T1	MUH Proposed Below Ground Drainage GA - Dining Hall (Sheet 1 of 2)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-D-1001	T1	MUH Proposed Below Ground Drainage GA - Dining Hall (Sheet 2 of 2)	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-DR-D-1100	T1	MUH Proposed Manhole Schedule	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-00-DR-S-1000	P04	MUH Proposed Ground Floor Plan	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-01-DR-S-1010	P04	MUH Proposed First Floor Plan	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-01-DR-S-1011	P04	MUH Proposed First Floor Parapet Level Plan	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-02-DR-S-1020	P04	MUH Proposed Second Floor Plan	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-B1-DR-S-0900	P04	MUH Proposed Basement Plan	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-0001	P04	MUH Proposed 3D View 1	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-2000	P04	MUH Proposed Cross Sections Sheet 01	Tender	20-Feb-23	Elliott Wood Partnership Ltd

Document	Rev	Detail	Status	Date Received	Author
PGT-EWP-P1-XX-DR-S-2001	P04	MUH Proposed Cross Sections Sheet 02	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-3000	P03	MUH Proposed Section & Details Sheet 01	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-3001	P03	MUH Proposed Section & Details Sheet 02	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-3002	P03	MUH Proposed Section & Details Sheet 03	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-DR-S-4000	P1	MUH Floor Loading Plans	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-ZZ-DR-S-0020	P02	MUH General Notes - Sheet 1 of 2	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-ZZ-DR-S-0021	P02	MUH General Notes - Sheet 2 of 2	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P2-00-DR-S-1000	P03	SB Proposed Ground Floor	Tender	25-May-23	Elliott Wood Partnership Ltd
PGT-EWP-P2-01-DR-S-1010	P03	SB Proposed First Floor Plan	Tender	25-May-23	Elliott Wood Partnership Ltd
PGT-EWP-P2-B1-DR-S-0900	P03	SB Proposed Foundation Plan	Tender	25-May-23	Elliott Wood Partnership Ltd
PGT-EWP-P2-XX-DR-S-2000	P03	SB Proposed Cross Sections	Tender	25-May-23	Elliott Wood Partnership Ltd
PGT-EWP-P2-XX-DR-S-3000	P02	SB Proposed Sections & Details Sheet 01	Tender	25-May-23	Elliott Wood Partnership Ltd
2220076-STC-EWP-ZZ-XX-SP-S-0001	P1	SB Structural Specification	Tender	25-May-23	Elliott Wood Partnership Ltd
2220076-STC-EWP-ZZ-XX-SP-S-0001 MUH	P1	MUH Structural Specification	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-CDP	T1	SB CDP Schedule	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P1-XX-RE-S-0001	-	SB Stage 3 Reinforcement Estimate	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-P2-XX-SP-C-0001	T1	SB Specification for Below Ground Drainage	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-RP-C-0001	P1	MUH Flood Risk Assessment	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-RP-C-0003	P1	MUH SuDS Statement	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-RP-S-0001	P2	MUH Stage 3 Civil & Structural Report	Tender	20-Feb-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-RP-S-0002	P3	SB Design Criteria Report	Tender	25-May-23	Elliott Wood Partnership Ltd
2220078-EWP-ZZ-XX-SP-C-0001	P1	MUH Specification for Below Ground Drainage	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-RC-S-0001	P1	MUH Stage 3 Reinforcement Estimate	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-RP-S-0002	P3	MUH Design Criteria Report - Dining Hall	Tender	20-Feb-23	Elliott Wood Partnership Ltd
PGT-EWP-P1-XX-SH-S-0001	T1	MUH CDP Schedule - Dining Hall	Tender	20-Feb-23	Elliott Wood Partnership Ltd
8294_CCTV_R0	-	MUH CCTV Drainage Survey	Tender	03-Apr-23	HLM Architects
8294_PIGGOTT_R0	-	MUH Underground Survey Revit File	Tender	03-Apr-23	HLM Architects
8294_SITE_2D_R0	-	MUH Site Survey	Tender	03-Apr-23	HLM Architects
8294_SITE_3D_R0	-	MUH Site Survey	Tender	03-Apr-23	HLM Architects
8294_UNDERGROUND_R0	-	MUH Underground Survey Drawing	Tender	03-Apr-23	HLM Architects
EMM-HLM-00-00-DR-L-30103	P01	SB Landscape Details Sheet 1	Tender	25-May-23	HLM Architects

Document	Rev	Detail	Status	Date Received	Author
EMM-HLM-ZZ-00-DR-L-15002	P04	SB Landscape GA Plan	Tender	25-May-23	HLM Architects
EMM-HLM-ZZ-00-DR-L-15005	P01	SB Existing Site	Tender	25-May-23	HLM Architects
EMM-HLM-ZZ-00-DR-L-15102	P01	SB Site Section	Tender	25-May-23	HLM Architects
HLM-RD 001	-	SB Existing Record Drawings	Tender	19-Jul-23	HLM Architects
PGT-HLM-P1-00-DR-A-00151	P05	MUH Proposed Ground Floor - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-00-DR-A-00171	P05	MUH Existing Ground Floor - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-00-DR-A-25101	P01	MUH Proposed Wall Types - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-00-DR-A-75161	P01	MUH Security & Access Plan - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-RF-DR-A-00131	P05	MUH Proposed Roof Plan - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-XX-DR-A-00111	P01	MUH Hazard, Cleaning & Maintenance - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-XX-DR-A-00201	P05	MUH GA Section - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-XX-DR-A-00301	P05	MUH GA Elevations - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-XX-DR-A-25005	P01	MUH Detail Sections - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-ZZ-DR-A-25006	P01	MUH Section Details - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-ZZ-DR-A-75151	P02	MUH Fire Strategy - Dining	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-ZZ-DR-I-30111	P01	MUH Ground Floor Acoustics Layout - Dining Hall	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-ZZ-DR-I-30112	P01	MUH Ground Floor Acoustic Ceiling Layout - Dining Hall	Tender	20-Feb-23	HLM Architects
PGT-HLM-P2-00-DR-A-00152	P05	SB Proposed Ground Floor	Tender	25-May-23	HLM Architects
PGT-HLM-P2-00-DR-A-00172	P05	SB Existing Ground Floor	Tender	25-May-23	HLM Architects
PGT-HLM-P2-00-DR-A-25102	P01	SB Proposed Wall Types	Tender	25-May-23	HLM Architects
PGT-HLM-P2-00-DR-A-75152	P01	SB Ground Floor Fire Strategy	Tender	25-May-23	HLM Architects
PGT-HLM-P2-RF-DR-A-00132	P05	SB Roof Plan	Tender	25-May-23	HLM Architects
PGT-HLM-P2-RF-DR-A-75156	P01	SB Roof Fire Strategy	Tender	25-May-23	HLM Architects
PGT-HLM-P2-XX-DR-A-00112	P01	SB Hazard, Cleaning & Maintenance	Tender	25-May-23	HLM Architects
PGT-HLM-P2-XX-DR-A-00202	P05	SB GA Section	Tender	25-May-23	HLM Architects
PGT-HLM-P2-XX-DR-A-00302	P05	SB Proposed GA Elevations	Tender	25-May-23	HLM Architects
PGT-HLM-P2-XX-DR-A-00303	P05	SB Existing GA Elevations	Tender	25-May-23	HLM Architects
PGT-HLM-P2-XX-DR-A-25015	P01	SB Detailed Sections	Tender	25-May-23	HLM Architects
PGT-HLM-P2-ZZ-DR-A-25016	P01	Sb Section Details	Tender	25-May-23	HLM Architects
PGT-HLM-ZZ-00-DR-A-00003	P06	BTH Site Plan	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-A-00100	P06	BTH Existing Ground Floor GA	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-A-00101	P06	BTH Proposed Ground Floor GA	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-A-30101	P04	MUH GF Floor, Wall &	Tender	20-Feb-23	HLM Architects

Document	Rev	Detail	Status	Date Received	Author
		Ceiling Finishes Plan - Dining			
PGT-HLM-ZZ-00-DR-A-30102	P04	SB GF Floor, Wall & Ceiling Finishes	Tender	25-May-23	HLM Architects
PGT-HLM-ZZ-00-DR-L-15000	P01	MUH Existing Site	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-L-15001	P04	MUH Landscape GA Plan	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-L-15100	P01	MUH Site Sections	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-L-30101	P01	MUH Landscape Details (Sheet 1 of 2)	Tender	20-Feb-23	HLM Architects
PGT-HLM-ZZ-00-DR-L-30102	P01	MUH Landscape Details (Sheet 2 of 2)	Tender	20-Feb-23	HLM Architects
8294-REP 01	-	MUH CCTV Report	Tender	03-Apr-23	HLM Architects
8294-REP 02	-	MUH Desktop Utilities Report	Tender	03-Apr-23	HLM Architects
8294_CCTV	-	MUH CCTV Footage	Tender	03-Apr-23	HLM Architects
8294_PHO	-	MUH CCTV Photos	Tender	03-Apr-23	HLM Architects
DBX-001	R01A	SB Stage 3 Acoustic Design Report	Tender	19-Jul-23	HLM Architects
DBX-002	R01A	MUH Stage 3 Acoustic Design Report	Tender	20-Feb-23	HLM Architects
J22142	0	MUH Desk Study & Ground Investigation Report	Tender	03-Apr-23	HLM Architects
PGT-HLM-P1-XX-RD-A-99001	P02	MUH Room Data Sheets	Tender	20-Feb-23	HLM Architects
PGT-HLM-P1-XX-SP-A-98001	P02	MUH Outline Building Specification	Tender	20-Feb-23	HLM Architects
PGT-HLM-P2-XX-RD-A-99002	P01	SB Room Data Sheets	Tender	20-Feb-23	HLM Architects
PGT-HLM-P2-XX-SP-A-98002	P01	SB Outline Building Specification	Tender	25-May-23	HLM Architects
PGT-HLM-XX-XX-SP-L-00600	P01	MUH Outline Landscape Specification	Tender	20-Feb-23	HLM Architects
PGT-HLM-XX-XX-SP-L-00601	P01	SB Outline Landscape Specification	Tender	25-May-23	HLM Architects
SM-AH-17362	P1	BTH Transport Statement	Tender	20-Feb-23	HLM Architects
JH PGT-HLM-P2-00-DR-A-00152	P04	SB Proposed Ground Floor - JH Mark Up & HLM Comments	Tender	19-Jul-23	Jensen Hughes
GB-1143-R1	1.	SB Fire Strategy Report	Tender	19-Jul-23	Jensen Hughes
GB-1144	-	Fire Strategy Review	Tender	06-Apr-23	Jensen Hughes
ORB-001	0	SB Pricing Document	Tender	25-May-23	Orbis Group Ltd
ORB-002	-	MUH Pricing Document	Tender	20-Feb-23	Orbis Group Ltd
ORB-003	1	MUH Tender Queries	Tender	06-Apr-23	Orbis Group Ltd
ORB-004	0	MUH Tender Addendums	Tender	03-Apr-23	Orbis Group Ltd
PSE-RCDC-03-GF-DR-E-6202	T01	SB Ground Floor Small Power Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6203	T01	MUH Ground Floor Small Power Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6302	T01	SB Ground Floor Lighting Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6303	T02	MUH Ground Floor Lighting Layout	Tender	03-Apr-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6306	T02	MUH Ground Floor External Lighting Layout	Tender	03-Apr-23	RCDC Ltd

Document	Rev	Detail	Status	Date Received	Author
PSE-RCDC-03-GF-DR-E-6601	T01	SB Ground Floor Containment Systems Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6702	T01	SB Ground Floor Fire Alarm Systems Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-E-6703	T01	MUH Ground Floor Fire Alarm Systems Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-M-5602	T01	SB Ground Floor Heating & Cooling Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-M-5603	T01	MUH Ground Floor Heating & Cooling Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-M-5702	T01	SB Ground Floor Ventilation Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-M-5703	T01	MUH Ground Floor Ventilation Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-MEP-7001	T01	MUH Ground Floor External Plant Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-MEP-7002	T01	SB Utilities Diversion Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-P-5202	T01	SB Ground Floor Public Health Services Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-GF-DR-P-5203	T01	MUH Ground Floor Public Health Services Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-GF-DR-P-5401	T01	SB Ground Floor Gas Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-RF-DR-MEP-7001	T01	SB Roof Level Coordinated Services Layout	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-RF-DR-MEP-7002	P01	MUH Roof Level Coordinated Services Layouts	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-ZZ-DR-M-3601	T02	MUH Sixth Form Heating Schematic	Tender	06-Apr-23	RCDC Ltd
PSE-RCDC-03-ZZ-DR-MEP-7001	T01	MUH Water Tank Room Coordinated Services Layout	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-ZZ-DR-P-7001	T01	MUH Water Tank Room Strip-out Layout	Tender	20-Feb-23	RCDC Ltd
RCDC-001	-	MUH Site Mark Up Showing Utilities	Tender	03-Apr-23	RCDC Ltd
DW-159987-632277	-	Tank Quotation	Tender	06-Apr-23	RCDC Ltd
PSE-RCDC-03-XX-RP-SU-0001	A	MUH Sustainability Statement	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0001	A	SB MEP Preliminaries	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0002	A	SB MEP Project Specific Requirements	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0003	A	SB MEP Project Specific Materials and Workmanship	Tender	25-May-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0004	A	MUH MEP Preliminaries	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0005	A	MUH MEP Project Specific Requirements	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0006	B	MUH MEP Project Specific Materials and Workmanship	Tender	06-Apr-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0010	A	Water Tank Replacement MEP Project Specific Materials	Tender	20-Feb-23	RCDC Ltd

Document	Rev	Detail	Status	Date Received	Author
		& Workmanship			
PSE-RCDC-03-XX-SP-MEP-0011	A	Water Tank Replacement MEP Project Specific Requirements	Tender	20-Feb-23	RCDC Ltd
PSE-RCDC-03-XX-SP-MEP-0012	A	Water Tank Replacement MEP Preliminaries	Tender	20-Feb-23	RCDC Ltd

SECTION 3

THE MANAGEMENT OF HEALTH AND SAFETY : COMMUNICATIONS AND COOPERATION

1. The management of health and safety in the construction phase will be by the implementation of the:
 - a. Company Policy for Health, Safety and Welfare at Work.
 - b. Risk Assessments in accordance with the Management of Health and Safety at Work Regulations 1999.
 - c. Health and Safety Plans/Method Statements for specific activities where a significant risk is identified.
 - d. Site audits of the works in progress to ensure compliance with procedures identified in both the risk assessments together with Health and Safety Plans/Method Statements where applicable.

2. The following persons are identified as having specific duties and responsibilities for the implementation of health and safety during the construction phase

The Site Manager will be
Mr. Alex Nicholson
07341 885417
anicholson@contracttradingservices.co.uk

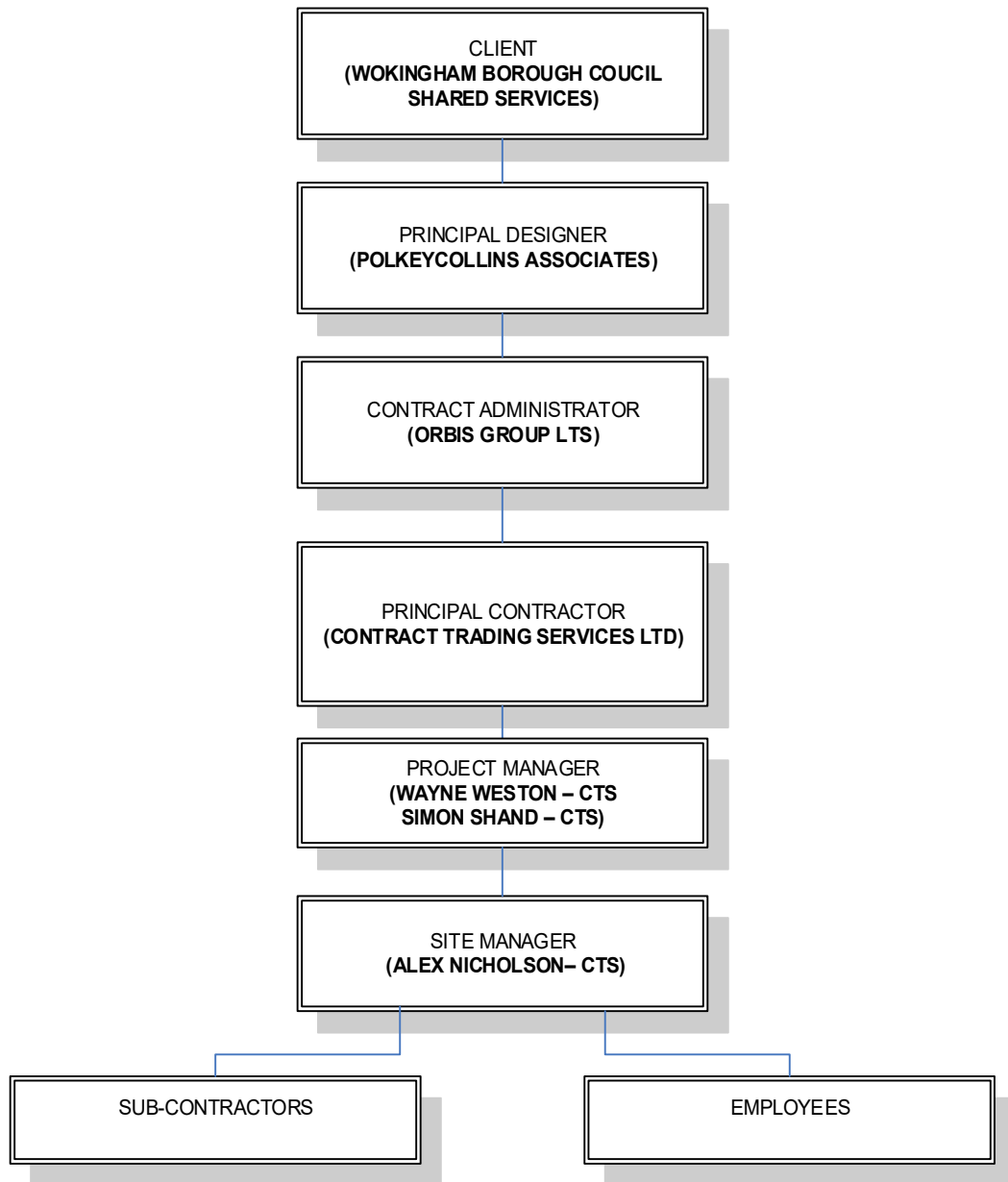
The Site Project Manager is:
Mr. Simon Shand
07803 568628
shand@contracttradingservices.co.uk

Project Manager and Director
Mr. Wayne Weston
07768 583196
wweston@contracttradingservices.co.uk

Alex and Simon will be responsible for the site, communications, inductions and general site welfare.

Colin Weston (Mobile Number 07920 788579) has ultimate responsibility for the site and ensures that both Simon Shand and Alex Nicholson are supported in order to carry out their duties.

Project Health & Safety Organisation Chart & Management Structure in the Construction Phase



The duties and responsibilities of the above persons are identified in the Organisation and Arrangements of the Company Policy for Health, Safety and Welfare at Work.

Please refer to following page and/or site office notice board for a list of contact details

3. It is the responsibility of the construction management team to monitor and develop the health and safety plan to ensure the co-ordination of other contractors. This will be by ensuring that:
 - a. A common approach is developed for managing the health and safety by everyone involved in the construction phase.
 - b. Assessments are prepared by contractors under the Management of Health and Safety at Work Regulations 1999.
 - c. The provision and use of designated welfare arrangements.
 - d. The implementation of the Health and Safety Plan to include the provision of comprehensible information on the risks to health and safety on the project.
 - e. The issue of, where appropriate, rules for the management of the work for health and safety.
 - f. Where necessary ensure modification to the Health and Safety Plan according to experience and information received from subcontractors.
4. Safety standards on the project will be as required by the contents of our Health and Safety Policy together with any special requirements contained in the client's Health and Safety Policy.
5. Information on health and safety requirements will be provided to all contractors both at the pre-commencement of site operations together with arrival on site, by safety induction training for all site personnel.
6. All designs will be assessed for health and safety implications by the designer and, where significant, implication to health and safety following the risk assessment. This information will be circulated to all members of the project team.
7. Additionally, the Contracts Manager and Site Manager will ensure that Health & Safety matters are covered as part of the agenda of weekly site meeting. The information resulting from such meetings will be passed onto the work force as soon as is practicable.
8. All contractors, their representatives and site operatives generally are to be encouraged to consult with the Site Manager in order to co-ordinate their views on the arrangements for Health & Safety on site. This views/information should also be brought to the attention of all parties attending the weekly site meetings.
9. Where Appropriate a stand-alone notice board will be erected displaying all relevant Health & Safety Literature. This will include the company Employers & Public Liability Insurance Certificate, Fire & First Aid notices, any mandatory safety signage and general information. This project is non-notifiable so no F10 is required.

Site Wide Elements

In developing the Construction Phase Health and Safety Plan CTS have identified the following significant constraints / restrictions.

1. The effect of vehicular access / egress on the wider community
2. Deliveries to site

Our response to the above is as follows;

1. Consideration needs to be given to vehicles accessing / egressing the site;

As a consequence, the following measures need to be implemented;

- Ensure that deliveries are meticulously programmed to arrive / depart within the time parameters stipulated in the contract specification.
- Vehicles are directed via a banksman
- Vehicles will not be permitted to stay in the pedestrian / entrance area of the site, vehicles are permitted for loading / unloading.

2. Deliveries to site to be at agreed times only;

- Term Time – Monday to Friday 9.30am - 14.30pm
- Non Term Time Monday – Friday 8am – 16.00pm

Additional Information

Security

CTS and sub-contractors will at all times wear photograph identification. Where vehicles are not sign written they will be provided with windscreen identification.

Daily Liaison

The CTS site manager will be available for daily liaison with the Client and Contract Administrator.

Continuing Liaison

The Site Manager will regularly inform the Contract Administrator of any activities that may disturb activities or may give rise to a potential health and safety issue. Agreement will be sought / reached to obviate / mitigate any such risk.

SECTION 4

SELECTION PROCEDURES

1. Contractors appointed during the construction phase will be required to demonstrate they are competent to undertake the work required and that their employees have received an adequate level of training.
2. All materials delivered to the project will be supplied with the safety product data sheet from which an assessment will be made on the use of the material for inclusion in the site manual "Control of Substances Hazardous to Health".

Reference should be made to the Subcontractor C.O.S.H.H. Declaration/Request Form.

	Subcontractors List	Health & Safety Policy	Risk Assessment & Method Statement
		Tick	Tick
1.	As applicable	✓	✓
2.	Specialized Metal Fabrications		
3.	Pro Deck		
4.	Air Duct Southern		
5.	Capital Windows		
6.	Thames Valley Roofing		
7.	CTS Mechanical		
8.	CTS Electrical		
9.	CTS Dryliners		

MANAGEMENT OF THE WORKS FOR HEALTH AND SAFETY CONTRACTOR APPOINTMENT

1. Subcontractors appointed, contractors nominated by the client and contractors employed by sub-contractors will require checks to be made on the knowledge, ability and resources of the contractor to carry out their duties in compliance with health and safety legislation.

This will include all subcontractors who employ 5 or more persons to provide a safety policy together with risk assessments for all operations to be undertaken. A person to be appointed in accordance with Regulation 6 of The Management of Health and Safety at Work Regulations 1999.

This is the duty of the person making the appointment

The checks made will be in two stages.

Stage 1

The initial assessment as part of pre-contract or pre-engagement qualification.

Stage 2

Specific assessment against the project requirements taking into account the following:

- a. The Health and Safety Plan
- b. Experience and qualifications of people to be employed on the project, both internally and from other sources to perform the various functions in relation to the project.
- c. The management systems, which will be used to monitor the correct allocation of people and other resources in the way agreed at the time when these matters were being finalised.
- d. Allocation of time to carry out those duties.
- e. The technical facilities available to the staff in carrying out their duties.

With the progression of the works the Health and Safety Plan will be further developed on selection of subcontractors by the provision of detailed Health and Safety Plans/Method Statements which will be included in this document when available and appointed.

The following activities are envisaged to require specific method statements.

Examples:-

Specialist works; Carpentry, Electrical Works, Decoration, Floor Laying

SECTION 5

SITE SETUP & SECURITY

Some land will only be made temporarily to facilitate construction of the project. The contractor will undertake a joint survey of any land made available temporarily to record the condition of the land prior to entry to the land being taken. A photographic and video record of the condition of the land will also be taken by the contractor.

All active working areas will be adequately fenced off using Hoarding and Heras fencing by the contractor where appropriate from members of the public.

Security

The contractor will be responsible for the security of the construction site and will establish appropriate security measures to protect the public and prevent unauthorised entry to or exit from the site by means of 2.4m hoarding and pedestrian gate .

Gates and doors to the property will be locked at all times and final checked at the end of each working day.

Heras fencing surrounding the tree protection area will also be locked for security.

Site Pre-Commencement Investigations

Prior to the start of construction, the contractor will carry out a site investigation to accurately identify and report on the type and location of building services and drainage services currently in use within the construction works area.

This report will be submitted to the Contractor Administrator prior to performing any works that may disturb these services.

Once the actions to protect or relocate the identified services have been agreed, A risk assessment and method statement will be produced to carry out the required action.

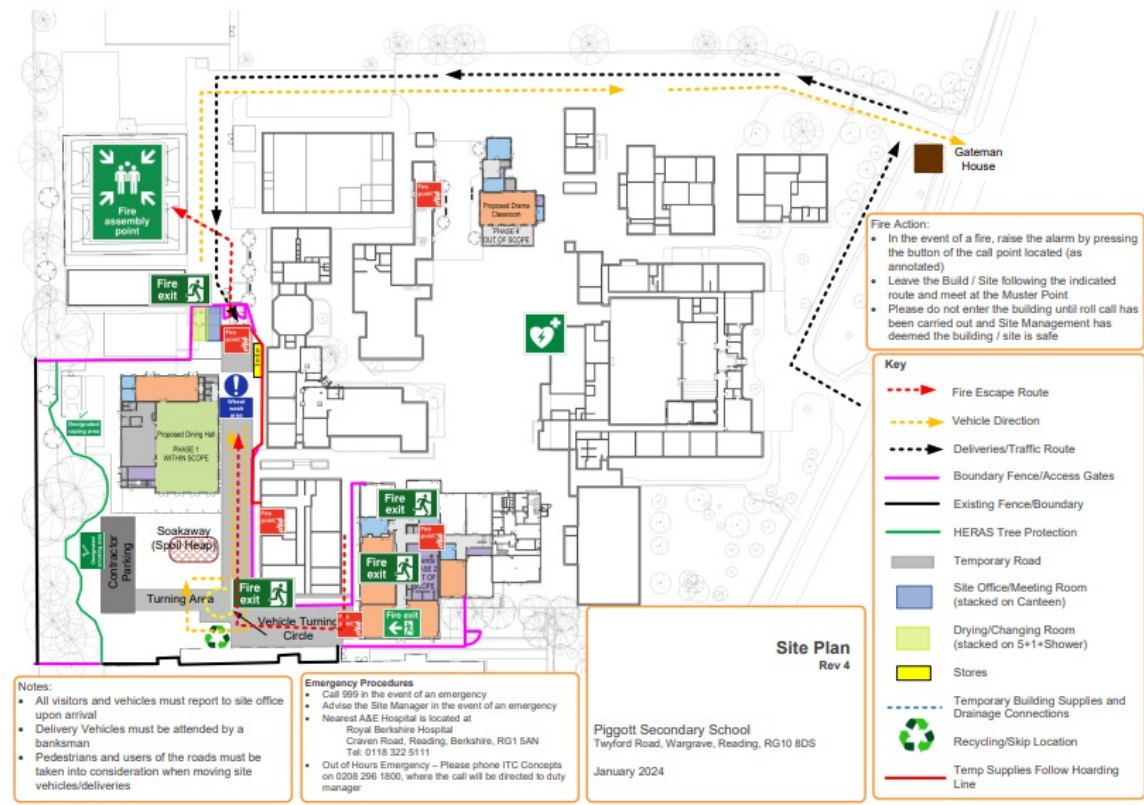
Clearance of Site on Completion

The contractor will clear and clean all working areas as work proceeds and when no longer required for the carrying out of construction works.

This will also include areas adjacent to the site which may require to be cleared and cleaned due to construction activities and site accesses and roads in the vicinity of site access points.

Where land has been made available on a temporary basis for construction of the project, the contractor will reinstate this land in accordance contractual provisions prior to it being returned.

Site Setup Plan



1.3 QUALITY and OH&S POLICY It is the policy of CONTRACT TRADING SERVICES to maintain a quality system designed to meet the requirements of ISO 9001:2015 & ISO 45001:2018 in pursuit of our primary objectives, the purpose and the context of the organisation. It is the policy of CONTRACT TRADING SERVICES to: ➤ strive to satisfy the requirements of all of our customers, stakeholders and interested parties whenever possible, meeting and exceeding their expectations; ➤ comply with all compliance obligations, codes of practice and all other requirements applicable to our activities. ➤ ensure commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health which satisfies the requirements of all of our customers, stakeholders and interested parties whenever possible and is specific to our OH&S risks and OH&S opportunities; ➤ reduce hazards, OH&S risks, prevention of injury and ill health; ➤ provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met; ➤ ensure that all employees are made aware of their individual obligations in respect of this policy, and ensure that consultation and participation of workers, to be actively involved in the management of the system and the activities supplied; ➤ provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met; ➤ maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on “risk”. This quality and OH&S policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets. Customer satisfaction forms an essential part of our objectives and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and H&S issues and their impact on customer service and of the products or service in which we provide. To ensure the company maintains its awareness for continuous improvement, the management system is regularly reviewed by “Top Management” to ensure it remains appropriate and suitable to our business and is subject to both internal and external annual audits. Zowie Keeble 17 th August 202

SECTION 7

RISK ASSESSMENT PROCEDURE

1. The Management of Health and Safety at Work Regulations 1999 together with other legislation i.e. Control of Substances Hazardous to Health Regulations, Manual Handling Regulations and The Noise at Work Regulations, require the application of the risk assessment process.
2. General assessments are included together with the procedure to be followed as section 7 and 8 of this Health and Safety Plan.
3. Where Health and Safety Plans/Method Statements are required from subcontractors these will be retained to enable effective auditing of health and safety procedures.
4. Where necessary, meetings will be held with subcontractors and other parties to ensure the adequate exchange of information on health and safety matters.
5. All materials will be stored within the site area, which will be made secure in accordance with HSE Guidance Note G.S.7 Danger to Children on Construction Sites.
6. All waste materials are to be cleared to a central point for removal from site for which records will be maintained in accordance with The Environmental Protection (Duty of Care) Regulations 1991.
7. Scaffold will be erected, maintained and inspected in accordance with the Work at Height Regulations (2005).
8. All temporary electrical systems will be provided and used in accordance with the Electricity at Work Regulations 1989. The electrical contractor will undertake the three monthly testing in accordance with the IET Regulations.
9. All persons on arrival on site are required to report to the site office prior to commencement on site to receive induction training to include the emergency arrangements for the project.

GENERAL RISK ASSESSMENT PACKAGE

GUIDANCE FOR COMPLETION OF RISK ASSESSMENTS IN ACCORDANCE WITH REGULATION 3 OF MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

INTRODUCTION

The Management of Health and Safety at Work Regulations 1999 (MHSWR) states:

1. Every employer shall make a suitable and sufficient assessment of:
 - a. the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
 - b. the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking;

For the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions:

2. Every self-employed person shall make a suitable and sufficient assessment of:
 - a. the risks to his own health and safety to which he is exposed whilst he is at work; and
 - b. the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking;

for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

3. Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if:

- a. there is reason to suspect that it is no longer valid; or
- b. there has been a significant change in the matters to which it relates:

and where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them.

4. Where the employer employs five or more employees; he shall record:
 - a. the significant findings of the assessment; and
 - b. any group of his employees identified by it as being especially at risk.

APPLICATION

The MHSWR apply to all industries and work places. They are based on the principle that the work to be undertaken is planned in advance in order to identify the hazards. The risks associated with these hazards can then be quantified and the action necessary to minimise those risks can be specified.

Employees have a statutory duty to co-operate with the employer so far as is necessary to implement the specified actions.

SCOPE

There is no prescribed format against which Risk Assessment is to be undertaken.

Regulations 3 MHSWR states that a risk assessment must be carried out by a Competent Person for the purpose of identifying the measures that employers, or self-employed persons must take to comply with their duties.

To be suitable and sufficient an assessment must:

- Correctly and accurately identify the hazards.
- Quantify the risk.
- Prioritise the actions required.
- Take into account any existing control measures.
- Identify any legal requirements.
- Provide sufficient information on which to base any control measures necessary.

INTERPRETATION

Hazard – something with the potential to cause harm or injury.

Risk – the likelihood of harm or injury arising from a hazard.

Hazard Severity

The potential to cause harm will vary in severity.

The effect of a hazard may for example be rated:

1. **SLIGHT**

All other Injuries including those where people are off work for up to 3 days.
construction Phase Health & Safety Plan

2. **SERIOUS**

Injuries where people may be off work for more than 3 days.

3. **MAJOR**

Death or major injury as defined in RIDDOR

- Fracture of the skull, spine or pelvis;
- fracture of any bone;
in the arm or wrist, but not a bone in the hand; or
in the leg or ankle; but not a bone in the foot;
- Amputation of:
a hand or foot; or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed;
- the loss of sight of an eye; a penetrating injury to an eye; or a chemical or hot metal burn to an eye.

- either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact;
- loss of consciousness resulting from lack of oxygen;
- decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment;
- either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material;
- any other injury, which results in the person, injured being admitted immediately into hospital for more than 24 hours;

Likelihood of Occurrence

Harm may not arise from exposure to a hazard in every case and in practice the likelihood of harm will be affected by the organisation of the work, how effectively the hazard is controlled and the extent and nature of exposure to it.

Judgements about the likelihood will also be affected by the experience of the person working with the hazard.

Accident, ill health and incident data may provide guidance.

The likelihood of harm may be rated:

1. **LOW**
Where harm will seldom occur.
2. **MEDIUM**
Where harm will occur frequently.
3. **HIGH**
Where it is certain or near certain that harm will occur.

Risk can be defined as a combination of the severity of the hazard with the likelihood of its occurrence.

RISK – HAZARD SEVERITY X LIKELIHOOD OF OCCURRENCE

By multiplying those numbers, which represent the severity of a hazard and the likelihood of occurrence, a single figure is obtained which allows risks to be compared. Where hazards affect more than one person the resulting multiple should be multiplied by the number of people exposed to obtain a better comparison.

RISK CONTROL

It is the duty of the Employer to reduce risks, as far as is reasonably practicable (H.A.S.A.W.A.), by use of control measures, similar to those employed in C.O.S.H.H. Assessments,

- Eliminate hazard
- Substitute the activity for a less hazardous one
- Enclose the activity
- Isolate the persons carrying out the activity
- Carry out activity out of normal time
- Provide PPE (last resort)

RECORDS

Risk Assessments must be:

- Written in comprehensible form
- Operatives must be informed, instructed, and where necessary, trained as to the risks involved and the control measures needed
- Signed and dated by the person making the assessment

ASSESSING RISK

Assessing relative risk can contribute not only to establishing risk control priorities but also assist in prioritising other activities. Questions of importance and urgency arise at several other stages in the implementation of a preventative health and safety policy, for example:

- when deciding health and safety objectives;
- when identifying high risk areas which require more detailed maintenance and monitoring;
- when deciding priorities for training and improving levels of competence;
- when deciding what, if any, immediate action is necessary to prevent further injury following an accident;
- when deciding what, if any, immediate action is necessary to prevent injury following an incident or the discovery of a hazard;
- when reviewing the results of monitoring activities and the results of injury, ill health and incident investigations;

when deciding the extent of the resources required and the speed of the response which should be made following a particular accident or incident.

ASBESTOS

A R&D Survey has located ACM throughout the working area. This is to be removed under licenced removal.

All employees have completed certified asbestos awareness courses and will treat each area with caution and report any irregularities to the site manager.

Schedule of Risk Assessments

Risk Register

Serious and Significant Risks

The following areas must be reviewed prior to works commencing:

No.	Description	Yes (Please tick as appropriate)	TBA (Please tick as appropriate)	Omit (Please tick as appropriate)
1	Working at Height and on Roofs	Y		
2	Asbestos	Y		
3	Electricity	Y		
4	Hidden Services	Y		
5	Demolition	Y		
6	COSHH	Y		
7	Confined Spaces	N		
8	External Hazards	Y		
9	Roads & Highways	N		
10	Working Over or Near Water	N		
11	Weather	Y		
12	Neighbouring Buildings / Lands	Y		
13	Public interface & third parties	Y		
14	Excavation & Piling	Y		
15	Hoisting & Lifting	Y		
16	Existing Live Services	Y		
17	Temporary supports & Works	Y		
18	Deliveries – Loading & Unloading	Y		
19	Environmental Hazards (inc. waste)	Y		
20	Noise & Vibration	Y		
21	Manual Handling	Y		
22	Dust	Y		
23	MEWPs	Y		
24	Hot Works	Y		
25	Site Traffic Management	Y		
26	Existing & temporary unstable structures	N		
27	Working Near or Around Fragile Material	N		
28	Inspection and Maintenance of Plant and Equipment	Y		
29	Airborne Diseases	Y		
30	Escape of water causing damage	Y		
31	Ingress of water causing damage	Y		
32	Ornithosis, Leptospirosis, Hepatitis B.	N		
33	Trainlines	Y		

Expected Specific Risk Assessments Relating to the Works

Trade	Identified Hazard	Standard RAs included
Electrical	1,2,3,4,6,11,16,18,19,20,21,22, 23,24,26,27,28,29, 32	
Mechanical	1,2,3,4,6,11,15,16,18,19,20,21,22, 23,24,26,27,28,29,30, 32	
Demolition and Strip-out	1,2,4,6, 13,16,18,19,20,21,22, 23,24,25,26,27,28,29,30, 32	
Scaffold	1,6,8,11,12,13,15,18,20,21,24,26,27,28,29,31,32	
Hoist Installation (TBA)	1,3,11,12,15,18,21, 28,29	
Steel Erection	1,6,11,15,18,20,21,22, 23,24,25,26,27,28,29,31,32	
Curtain Walling	1,6,11,15,18,20,21, 23, 26, 28, 29,31	
External Cladding	1,6,11,15,18,20,21, 23, 28,29,31	
Roofing	1,6,11,15,18,20,21, 23, 26,27,28,29,31,32	
Brickwork	1,2,4,6,18,19,20,21,22, 23, 26, 28,29,31,32	
Builders Works	1,2,4,6,16,17,18,20,21,22, 23,24,26,27,28,29,32	
Structural Carpentry	1,6,11,18,20,21,22, 23,24,26,27,28,29	
Cutting and Chasing	1,2,4,6,10,16,18,20,22, 23,24,26,27,28,29,32	
Windows	1,6,11,15,18,20,21,22, 23,26,27,28,29,31	
Tiling	1,6,18, 20,21,22,28, 29	
Partitions and Ceilings	1,2,4,6,18,19,20,21,22,23, 28,29	
Hoarding	1,6,11,16,17,18,19,20,21,22, 23,24,25,26,27,28,29,32	
Decorations	1,2,6,13,18,19,22,23, 29,32	
Carpentry	1,2,4,6,18,20,21,22, 28,29	
Flooring	2,6,13, 18,19,21,22,28,29	
Sealant	1,2,6,13,18,19,22,23,28,29	
Fire Stopping	1,2,6,13,18,19,22,23,28,29	
Plastering & Making Good	1,6,18,19,20,21,22,23,28,29	
Fire Alarms	1,2,3,4,6,11,13,16,18,19,20,21,22,23,28,29	
Security Installation	1,2,3,4,6,11,13,16,18,19,20,21,22,23,28,29	
Fire Alarm Temporary Works – site set up	1,2,3,4,6,11,13,16,18,19,20,21,22,23,28,29	
Cabin Installation	3,8,12,13,15,18,28,29	
Data	1,2,3,4,6,11,13,16,18,19,20,21,22,23,28,29	
Groundworks and Drainage	4,6,8,11,13,14,16,17,18,20,21,22, 25,28,29 ,32	
CCTV	1,2,3,4,6,11,13,16,18,19,20,21,22,23,28,29	
IPS and Cubicles	1,6,16,18,19,20,21,22,28,29	
Asbestos Removal (TBA)	1,2,4,6,11,12,13,16,18,19,20,21,22,25,28,29, 32	
Glazing and Mirrors	6,18,20,21,22,29	
Kitchen Installation	6,18,19,20,21,22,28,29	
Asbestos air monitoring (TBA)	2,18,28,29,32	

1. Working at Height

Scaffolds

If network rail or UKPN then all scaffolds will be designed, installed, inspected and removed by an NASC registered contractor.

All scaffolds will be designed (if required) and built in accordance with TG20:13. The design and erection of scaffolds will be part of the temporary works process detailed below. A design scaffold is required for this project and will be designed in accordance with TG20:13. Scaffolds will be inspected weekly by a qualified advance scaffolder and records kept on site.

Scaffold around extension and roof.

Mobile Towers

Any mobile towers utilised in the construction of the project will be fit for purpose and will be erected in accordance with the manufacturers' instructions by a competent person. All towers will be checked and signed off by a competent person holding a valid PASMA qualification upon erection, before use each day, when moved or altered and every 7 days. This will be recorded using 'Scaff Tags', attached to the towers. A register of all towers will be kept by the site manager.

Podiums and Ladders

Any podiums and ladders utilised in the construction of the project will be fit for purpose and will be erected in accordance with the manufacturers' instructions by a competent person. All podiums and ladders will be checked and signed off by a competent person holding qualification upon erection, before use each day, when moved and every 7 days. This will be recorded using 'Scaff Tags', attached to the towers. A register of all towers will be kept by the site manager. Step ladders will only be used after an assessment is made and no other reasonable means of access is available.

Works on Roofs

Works on roofs will be controlled by a permit to work and access to roofs will be physically restricted. Edge protection will be provided to all edges including openings to the roof. Where edge protection is not possible, man safe systems will be utilised.

2. Asbestos

An R&D survey will be undertaken prior to any works on site and site management will make the survey reports available to all operatives. Asbestos survey reports / registers will be issued all subcontractors through CTS document issue process. All operatives and staff will have received asbestos awareness training before attending site and be notified of any areas that contain asbestos during the site induction. These areas will be clearly marked on site. Any asbestos that prevents safe undertaking of the contract works will be removed to the industry standards.

If further suspected asbestos is discovered, then operatives will stop work immediately and report the discovery to site management. The area will be cordoned off, warning signs erected, and the workforce warned of the danger. The restrictions will remain in place until the suspect material has been analysed and found to contain no ACMs or is removed.

If suspected asbestos is disturbed then the area of contamination will be cordoned off, warning signs erected, and the workforce warned of the danger. The restrictions will remain in place until the suspect material has been analysed, air tests have been undertaken and the material /area found to contain no ACMs, or the area is cleaned, and all ACMs are removed. In addition, site management will obtain contact details of all parties that may have been affected and will advise them of the contamination and the results of all tests. Our insurance company will be notified of anyone thought to be contaminated.

3. Electricity

Installations including temporary

All works on the electrical installations will be carried out by a competent electrical contractor who are NICEIC registered. All electrical works will be undertaken in accordance with latest edition of the wiring regulations to BS7671.

Isolations

Following a survey of circuits, validations of existing circuits, shut down lock off procedure, isolations will be carried out in strict accordance with the site manager's procedures guide and CTS electrical test requirements document.

The electrical contractor will survey, isolate and lock off the circuit before providing written confirmation that the circuit is not live and can be worked on or around.

Live services will be identified and labelled on site.

4. Hidden / Live Services

The pre-construction information will be perused to ascertain where hidden services may be. Check meters will be used to locate the hidden services if necessary and all live services will be identified by warning signs at appropriate intervals.

5. Demolition

An R&D survey will be undertaken to understand the quantum of Asbestos removals required prior to demolition works. A comprehensive Demolition RAMS will be produced to indicate any exclusion zones that are required to undertake the works. Dust suppression systems and safe system of works is to be implemented to mitigate risk to the public.

6. COSHH

Where possible, the use hazardous substances will be eliminated, or the substance substituted for a lesser degree of hazardous substance.

- COSHH data sheets and assessments will be kept on site for all substances hazardous to health.
- COSHH Assessments will be undertaken for all substances hazardous to health.
- All substances will be stored in accordance with their assessment.
- Operatives using substances will be briefed on the correct use of them.

7. Confined Spaces

Not applicable.

8. External Hazards

The site and works are located adjacent to Network Rail Assets. Initial consultations will be made to discuss risks and mitigation measures.

This site and access routes are within a live school environment, CTS will continually observe the works and act accordingly.

9. Roads and Highways

Not applicable.

10. Working Over or Near Water

Not applicable.

11. Weather

Weather conditions will be monitored each day and any external works will be risk assessed with regards to wind, cold and sunshine/heat. Likewise, any crane lifts will be subject to limitations in high winds.

Before summer a 'Working in the sun' safety campaign will be launched, and a safety bulletin and poster issued / displayed. A toolbox talk will also be given, and it is normal for CTS to supply drinking water.

12. Neighbouring Buildings and Land

Care will be taken to keep access and egress routes safe and available to neighbouring buildings, foot paths and land.

We will notify surrounding businesses and residential homes of our plans and times of working.

13. Interface with public / third parties and building users

If any shared access, change in access or egress or working in common or public areas is required on this project and as the risk cannot be eliminated the following measures will be implemented:

- Warning signs in advance of works
- Warning signs on route to and at work face
- Banksman to control pedestrians where required
- Adequate lighting levels and emergency lighting maintained
- Clear access for building users, with no obstructions, trip hazards
- Housekeeping maintained constantly at the work face
- When the work shift is complete the area will be left cleaned and with good access.

Access for staff and pupils will be maintained for the school theatre, which is adjacent to the site. The works will be programme around attendance times where necessary. This will be monitored and reviewed on a weekly basis.

14. Excavation and Piling

- All excavations will be undertaken under a permit to dig.
- All excavations will be inspected at the start of each shift.
- All excavations will be inspected and recorded on a weekly basis and records kept on site.
- All excavations will be CAT scanned and any services marked. GPR surveys will be undertaken if it is deemed that a CAT scan is inconclusive or there are excessive services.
- Appropriate trench support will be used where necessary and design if required (See temporary works).

15. Hoisting and Lifting

A hoist is not considered at this time.

A small 'spider' crane is likely to be used for erection of steelwork, roof decking, block and beam structural floor and roof lights.

Lifting / Cranage Operations

Lifting is required for steelwork, roof decking, curtain walling and cladding. These will either be lifted by a small spider crane or Hiab. This will be coordinated with our supply chain and full lifting plans and RAMS issued at the appropriate time.

Where a mobile crane is used, a contract lift will be procured. The crane contractor will attend site to undertake a full survey for the purpose of preparing a full contract lifting plan and detailed methodology of the operations and will include the crane's position, lifting particulars, traffic and pedestrian management.

Any structural survey regarding loads to existing structures from the crane will be undertaken by a qualified structural engineer.

Where a static crane is used the CTS will appoint a competent person to lift provide the lifting plan, banksmen, slingers and lift supervisor.

16. Existing Live Services

It is noted that there are two underground live electrical services at the site location. The exact positions will be located and identified, before any excavation.

A survey and validation of all existing services will be undertaken prior to works commencing. This information will be recorded on drawings and issued to operatives for information. All services will be marked 'live' or 'dead' and this process will be transferred to the workforce via inductions and tool box talks.

17. The Management of Temporary Works Installations

The type and complexity of temporary works will be analysed and graded as the standard categories below. Depending on the complexity a suitably qualified temporary works coordinator, designer and supervisor will be appointed.

Type 1

- Standard scaffold
- Formwork less than 1.2m high
- Hoarding and fencing up to 1.2m high
- Simple propping schemes – 1 or 2 props
- Internal hoarding systems and temporary partitions not subject to wind loading
- Shallow excavations less than 1.2m deep/high

Type 2

- False work up to 3m high
- Formwork for columns and walls up to 3m high
- More complex propping schemes – multiple props at single level
- Needling of structures up to 2 storeys high
- Net systems not fixed to robust primary members
- Hoarding and fencing up to 3m high
- Excavations up to 3m deep/high
- Net Systems not fixed to robust primary members
- Simple designed scaffold
- Temporary Roof

Type 3

- False work and formwork over 3m high
- Trenchless construction, including headings, thrust bores, mini tunnels
- Working platforms for cranes and piling rigs
- Tower crane bases
- Façade retention schemes
- Flying and raking shores
- Complex propping schemes – multiple props and multiple levels
- Needling of structures greater than 2 storeys high
- Ground support schemes greater than 3m deep
- Any temporary works where the consequence of failure in terms of health and safety would be significant.

The temporary works identified on this project are:

- Support of structure when creating openings
- Trench propping
- Hoardings
- Scaffold
- Temporary road
- Temporary Hard Standing for Vehicle Turning

All temporary works will be undertaken in accordance with the CTS procedure.

Type 1

This type of temporary works does not normally require a temporary works designer. The temporary works coordinator will complete a register and the temporary works supervisor will sign off the work at prescribed stages, when complete and then inspect regularly.

Any required changes to the temporary works will be evaluated by the temporary works coordinator, to see if a design is required.

Type 2 & 3

The temporary works coordinator will prepare a design brief and employ a temporary works designer, to undertake the design. A second designer may be employed to check the design (unless the design is built to an approved standard, such as TG20:13).

The temporary works coordinator will check that the design fulfils the brief then produce a register for the temporary works supervisor.

The temporary works coordinator will complete a register and the temporary works supervisor will sign off the work at prescribed stages, when complete and then inspect regularly at regular intervals.

If there are numerous specialist temporary works, then there may be more than one temporary works' supervisor.

If changes are required to any temporary works, the temporary works supervisor will inform the temporary works coordinator. The temporary works coordinator will then issue a brief to the temporary works designer and start the process again.

The removal of temporary works will be managed by the temporary works supervisor and in accordance with the method provided by the temporary works designer.

18. Site Deliveries & Collections, Loading and Unloading

- Deliveries will be pre-arranged with the site manager to avoid school key times.
- Items will be delivered via lorries Twyford Road, along the driveway to the site compound.
- They will be unloaded or loaded in the case of waste either at the site compound or workface.
- All deliveries will be monitored by a logistics manager / banksman.

There is a shared delivery route with staff and visitor's car parking has been agreed. Deliveries will be timed outside school opening and closing times (Between 09.30-14.30).

19. Environment Hazards

- Discoverable asbestos – refer to asbestos controls above.
- Fuel storage and filling for plant – a bund and spill kit will be used.

20. Reducing Noise and Vibration

Plant and equipment should be well maintained and silenced where possible. The correct equipment for the task must be used in accordance with the manufacturer's instruction. PPE must be worn if necessary. Periods of work involving vibration must be limited according to the task and plant used.

The exposure limit for any vibratory tools will be calculated and the operatives advised of the time limits. Operatives' exposure levels will be monitored and then recorded by their employer.

- Records will be kept of any operatives' exposure times
- Operatives must be adequately trained to work with vibratory tools
- The site manager will advise neighbours in advance of any periods of noisy works.

21. Manual handling

Subcontractors will produce Manual Handling assessments within their RAMS. Manual handling will be kept to a minimum by the use of mechanical lifts, skates and trolleys where possible. Where it is not possible loads will be split into manageable sizes and/or lifted by more than one operative. All operatives will be train in manual handling and routes will be clear of obstructions and uneven surfaces.

22. Dust / Debris

- All dusty works are to be kept to a minimum, with the relevant procedures/tools in place to help reduce and control dust, the temporary sealing of doors and windows as a precaution will assist to prevent the migration of dust.
- All debris are to be bagged and removed to allocated skips on a daily basis.
- All operatives carrying out dusty operations works must wear appropriate protection masks / safety glasses and any necessary PPE. All operatives undertaking works near dusty operations must appropriate protection masks / safety glasses and any necessary PPE
- Scaffolds will have netting or Monoflex installed
- A comprehensive Demolition RAMS will be produced to indicate any exclusion zones that are required to undertake the works. Dust suppression systems and safe system of works is to be implemented to mitigate risk to the public and dust travel.

23. MEWPs

- The use of MEWPs will be controlled by the site manager, who will coordinate the MEWPs and movement of the MEWPs, considering pedestrian and transport routes and exclusion zones. Copies of operator's competency and thorough examination certification will be kept on site.
- A rescue plan will be implemented prior to works being undertaken.
- A structural assessment will be made of any grounds or surfaces that the MEWP will drive on.

24. Hot works

Hot works within the CTS site demise will be undertaken to permit and strictly to the CTS hot work procedure.

Hot works that are required outside the CTS demise will be coordinated with the client representative and to the client permit system, where appropriate.

Likely hot works are:

- Grinding cutting of steel.
- Grinding cutting of scaffold tubes,
- Soldering of pipework.

25. On Site Traffic Management.

There will be separate pedestrian and vehicle routes. Where crossovers are required a banksman will be present.

26. Existing and Temporary unstable structures on site.

All structures thought to be or identified as being unstable, will be surveyed by a qualified structural / TW engineer before works commence. The structural engineer will provide a method for the dismantlement / working on the structure, including strengthening design and any temporary support work required (See section 17, above).

The demolition contractor will then base his risk assessment and method statement on the above and this will then be approved by the structural / TW engineer.

27. Working with or around fragile materials.

Strip out works will be undertaken in a methodical sequence and carefully removing and fragile materials prior to dismantling structures. The areas for strip out works will be surveyed prior and any fragile materials noted. The sequence of dismantlement will be included in the subcontract RAMS.

Areas around any works which involve high vibration, will also be surveyed and any materials deemed to be fragile or loose will be removed.

28. Inspection and Maintenance of Plant and Equipment

All plant and equipment, including subcontractors' will be recorded in the site PUWER, LOLER and PAT testing registers.

Subcontractors will provide details of all tools and plant to be used on site at induction and any equipment brought to site after, will be including in the daily activity briefing and updated in the registers.

Tools and equipment will be inspected daily or prior to working with them and any defects noted. Weekly inspections will also take place and recorded in the registers.

Tools owned or hired by CTS are included in the Equipment Maintenance Register (SF39).

29. Airborne Diseases

Site operatives and staff will be asked to stay at home if they test positive or feel unwell.

30. Escape of Water

Any existing open or closed piped services systems will be inspected, validated and points of isolation identified and labelled. Valves to be exercised to prove these are in serviceable order. Any pre-existing or current leaks will be reported.

Identify temporary or permanent drainage provisions, ensure these are in good working order.

Draining down of existing systems will be carried out to an agreed point of discharge with facilities management, under permit to work which will include inspection prior and post drain down.

Site temporary services will be routed to avoid damage by physical impact or frost by insulating. Services to be pressure tested before putting into service. Temporary services to be isolated by hand when the site is closed unless there are automatic leak prevention measures in place.

New piped services will be installed by competent professionals who will follow the British Standards and manufacturer's instructions/guidance.

Testing and commissioning will be carried out in accordance with the MEP specification and the manufacturers parameters to the satisfaction of the commissioning specialist or authorised engineer.

Should the risk of escape of water be medium to high then a water management plan will be put in place.

In the event of escape of water, the emergency procedures will be followed (See JF26).

31. Ingress of Water

Where works require adaptations & alterations to the external building fabric, roofs, windows, walls & cladding. Vertical facades will be 'infilled' with solid water-resistant structures and open roofs or openings in. Roofs will have a scaffold roof, with Monoflex sides covering the entire opening, temporary waterproof roof structures and/or temporary waterproofing on existing structures with adequate drainage, so as prevent ingress of water.

Where adjacent buildings fabrics are exposed as part of the works, a temporary waterproof membrane will be installed to the exposed areas.

Where access is required on roofs, suitable protection will be applied.

All the above will be subject to the temporary works process, including design and inspections.

32. Ornithosis, Leptospirosis, Hepatitis B

The area will be environmentally cleaned of any hazardous materials before works commence.

Areas will be ventilated.

Where applicable temporary pigeon netting will be applied and maintained to any openings to prevent pigeon access.

The workforce will be made aware of any risks and told to report any illness. Monitoring of any sickness will take place.

Relevant PPE will be worn.

Adequate washing facilities will be supplied.

33. Others

Works Adjacent to Railway Line:

- Initial correspondence to take place and BAPA may be required.

METHOD STATEMENTS / RISK ASSESSMENTS

Located in Site office Health and Safety Files:

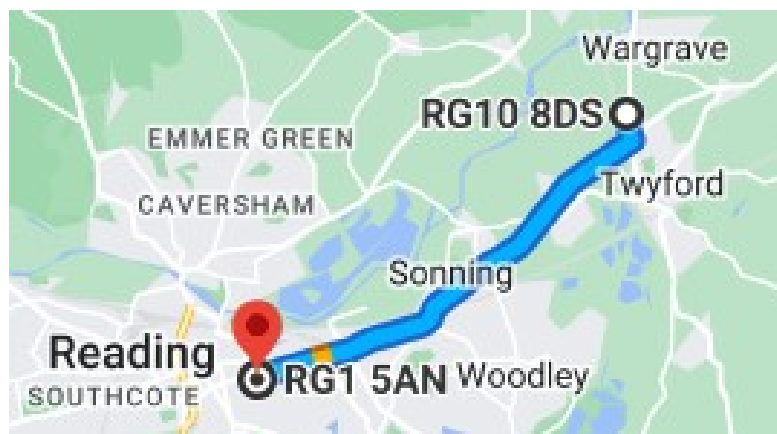
SECTION 8

EMERGENCY ARRANGEMENTS & ACCIDENT REPORTING

1. On arrival on site all persons are required to make themselves familiar with the procedure to be followed in the event of an emergency such as evacuation of the building due to fire.
2. The procedure will be clearly displayed both on the site and in the site office.
3. Accidents, ill health and dangerous occurrences require to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
4. All accidents, however trivial they may appear to be, must always be entered into the Accident Book B1510, which is located in the Site Project Folder.

Local A&E Hospital:

Royal Berkshire Hospital, London Road, Reading, Berkshire. RG1 5AN
Approx. 14 Minutes by Car



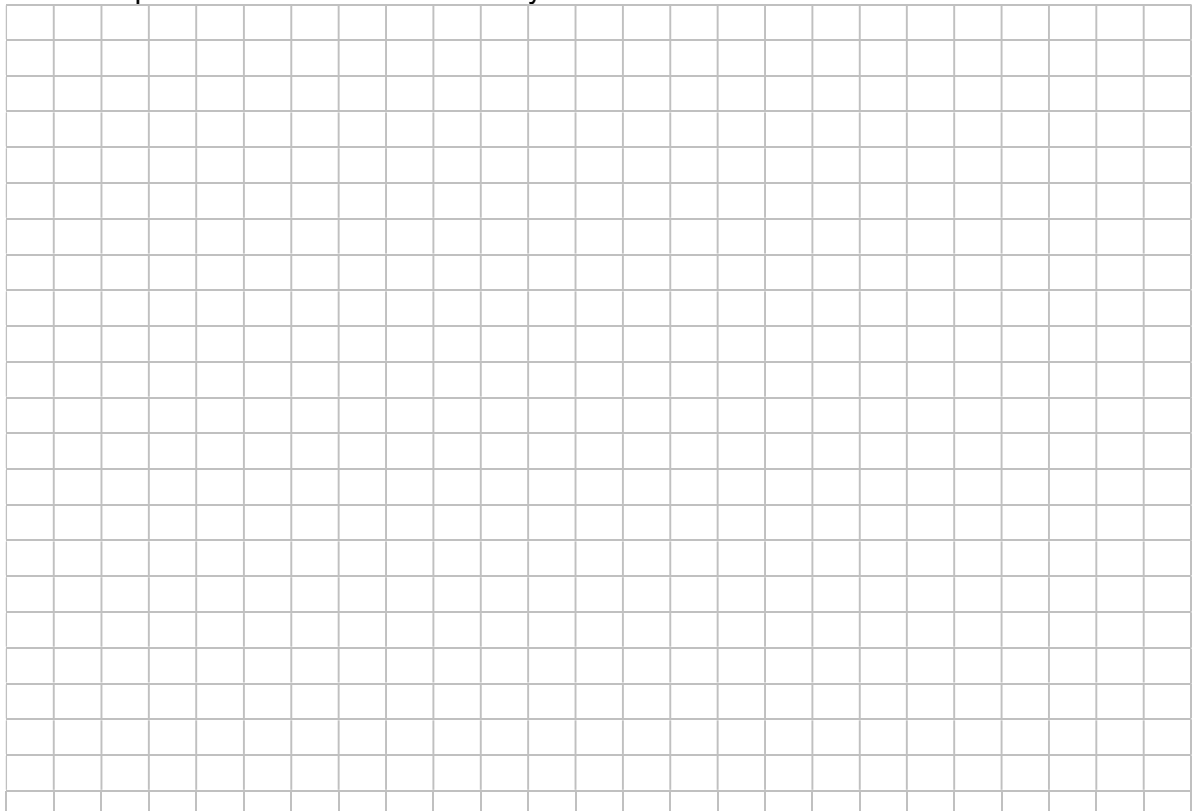
5. Procedure in the event of an accident
 - 1 A trained first aid person should be summoned immediately if an accident occurs on Company premises. A mobile first aid kit should be used on site unless a central first aid service is in operation.
 - 2 All accidents, including minor cuts and bruises etc., must be recorded in the accident book. Details of accidents occurring on site must be given to the Company such that they can be entered in the accident book and arrangements made to replenish stocks used from the mobile first aid kit.
 - 3 If an accident involves loss of blood, all reasonable precautions must be taken to avoid contact with the blood. First aid personnel should wear protective disposal gloves and plastic aprons if possible; any blood spillage should be cleaned up by the casualty.

Wash surfaces clean with detergent before disinfecting with a chlorine releasing disinfectant. Blood contaminated utensils must be cleaned using a

similar solution. Any contaminated wipes, cloths, disposable gloves, etc., must be placed in permeable bags for disposal.

- 4 If an accident results in hospitalisation or absence from work of three days or longer it must be reported to the Health and Safety Executive using form F2508.

Incident Investigation Report (Record 9)

Project:										
Document Ref No:										
Company/subsidiary involved:										
Location of incident:										
Date of incident:					Time of incident: AM/PM					
Type of incident:										
Potential severity:		☐ Major			☐ Serious			☐ Slight		
Probability of recurrence:		☐ High			☐ Medium			☐ Low		
Description of how incident occurred:										
Use this space to sketch site if necessary										
										

Incident Investigation Report (Record 9) (Continued)

Signature of investigator:

Date:

Follow up action/review of recommendations and progress:

Name of reviewer:

Position/title of reviewer:

Signature of reviewer:

Date:

SECTION 9

HEALTH AND SAFETY WELFARE ARRANGEMENTS

Site welfare and the first aid arrangements will be included in accordance outlined in the CDM regulations of (2015) including

Sanitary conveniences
Washing facilities
Drinking water
Changing rooms
Facilities for rest

- 1 The location of first aid arrangements will be indicated by adequate signage together with notification to all site personnel on induction training.

CTS staff shall utilise welfare facilities within the site and compound, this will include rest and washing facilities.

- 2 Names of qualified persons appointed in accordance with the Health and Safety (First Aid) Regulations 1981 will be clearly displayed at prominent positions on the site.

Appointed Persons: **Simon Shand and Alex Nicholson**

SITE RULES

1	Specific site rules are as contained both in the Health and Safety for Employees and Subcontractors together with the Site Induction Form.
2	Any non-compliance with health and safety will result in the issue of a Health and Safety Non-Compliance Notice.
3	Safety helmets/headgear to be worn in designated areas.
4	Personnel protection equipment provided for your use on specific tasks is to be worn, .i.e. goggles, gloves, ear defenders etc.
5	DO NOT borrow or loan tools and equipment.
6	RETURN ALL TOOLS provided for your use to the person in charge.
7	MAINTAIN fire requirements of the site
8	KEEP the working area free from debris. REMOVE debris to designated areas only
9	Store hazardous materials in stores provided.
10	Keep walkways and gangways free from obstruction.
11	DO NOT ENTER into unauthorised areas and obey all signs displayed on site.
12	Keep all toilets and welfare facilities clean and free from litter.
13	Ensure power leads do not trail across walkways and are removed from sockets on completion of the work activity.
14	DO NOT WORK above 2 metres without proper access equipment or protection from falling.
15	DO NOT disconnect alarms, safety equipment or guards.
16	DO NOT work on live electric services without proper authority.
17	DO NOT obstruct entries to service installations (cupboards, inspection chambers etc)
18	DELIVERY VEHICLES are not to be left outside the site overnight or at weekends.
19	NO radios or personal stereos.
21	NO smoking in the site grounds.
21	NO Fraternisation with staff or visitors.
22	MOBILE PHONES are ONLY to be used in designated areas within site compounds

SECTION 10

COMMUNICATION AND TRAINING OF HEALTH AND SAFETY AND WORK PERMITS

- 1 All site personnel will be provided with a short induction course on arrival on site and issued with the Site Induction Information Sheet.
- 2 Details will be given on the location of the FIO Notification displayed on the project together with relevant parts of the Health and Safety Plan.
- 3 Additional safety training may be provided on the project, where required, which persons will be required to attend.
- 4 Site Rules are to be displayed on site.
- 5 Site operatives will receive weekly toolbox talks to ensure they are aware of specific issues (current and new) relating to their work.
- 6 Arrangements for providing co-ordination on health and safety issues on site will be by:
 - a. Daily contact with contractors' representatives on site.
 - b. The review of contractor's safety performance at principal contractors /contractors meeting.

SECTION 11

HEALTH AND SAFETY FILE

The Health and Safety file is required at the end of notifiable projects and provides information that will be needed by anyone who is preparing for construction work or cleaning work on an existing structure, including maintenance, repair, renovation, modification or demolition.

The Principle Designer will prepare the Health & Safety File for handover to the Client.

During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

The Building Manual will include

- List of sub-contractors, suppliers and manufacturers name, address and telephone numbers.
- 'Record' or 'as built' drawings and plans used and produced throughout the construction process.
- Specialist sub-contractor as built drawings
- General details of the construction methods and materials used.
- Details of the equipment and maintenance facilities within the structure.
- Maintenance procedures and requirements for the structure.
- Manuals produced by specialist contractors and suppliers, which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure. Manufacturer's literature.
- Any other information relating to general maintenance and cleaning of the building.
- Details of the location and nature of utilities and services, including emergency and fire-fighting systems

All information is to be handed over to the CDM Principal Designer on completion of the project.

SECTION 12

ARRANGEMENT FOR MONITORING COMPLIANCE WITH HEALTH AND SAFETY LEGISLATION

The monitoring of health and safety on the project will be based on guidance contained in H.S.E. guidance "Successful Health and Safety Management" (HS(G)65 and based on active monitoring systems i.e. identification of potential risks before things go wrong. The following levels of monitoring will be implemented on the project.

Level 1:

Evaluation of effectiveness of Company Policy for Health, Safety and Welfare at Work together with the availability and compliance with risk assessments.

Audit items:

- Scaffolding
- Excavations
- Lifting Appliances
- Demolition
- Plant, Hoists Mechanical
- Cartridge Tools
- Welding Burning
- Roofing Work
- Steelwork
- Falsework
- Materials Storage
- Means of Access
- Site Housekeeping
- Environmental Pollution
- Protective Equipment
- Training
- Security/Hoardings
- Welfare
- Electrical

Auditing will be carried out unannounced on a frequency determined by works in progress but at a frequency no greater than every 15 working days.

Action: Contracts Manager

Level 2:

Site Safety Supervisors Weekly Inspection Report to be completed at a frequency not exceeding any 7 days and forwarded to the Contracts Manager.

Action: Contracts Manager.

Level 3:

Visual inspection of the works area on a daily basis with discussion with employees and subcontractors, where applicable, on works in progress together with where remedial action required the issue of safety instructions.

Action: Site Manager

SECTION 13

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (C.O.S.H.H.) POLICY STATEMENT

The Company will ensure the collection of up to date information of the toxicity and potential hazards of all substances used by the company. This information will be made available to those with a legitimate need for that information.

The Company will limit exposure to and where necessary monitor the use of substances hazardous to health as an ongoing priority.

Particular care will be taken with the introduction of new substances and the risks will be assessed as required.

Each site has copies of up to date information relating to the substances to which the regulations apply. Employees are required to ensure they are familiar with the safety requirements of both the assessments and safety product data and use the substances in the prescribed manner.

No flammable gases are to be stored within the site working area overnight.

Remember the regulations are aimed to protect the health of all employees; if in doubt regarding the contents of information supplied ask your supervisor for assistance.

CONTRACT TRADING SERVICES LIMITED HEALTH AND SAFETY PLAN

1. All new arrivals on site will attend the CONTRACT TRADING SERVICES LIMITED Induction Training.
2. This may include the following
 - Induction training by the Site Manager or Site Appointed Person for implementation of induction training.
 - Toolbox talks

There will be no exceptions, apart from one-off delivery drivers.

3. CONTRACT TRADING SERVICES LIMITED shall ensure that all operatives are provided with the following information as appropriate to their function, either orally or in writing.
4. **Copy of Company Policy for Health and Safety at Work**

Contractors will be required to be issued with their own company safety policy.

Other sources of health and safety information can be found on the notice board or in the site canteens.

5. **Specific Hazards**

CONTRACT TRADING SERVICES LIMITED staff will discuss the specific hazards with regard to the above personnel to include the issue of induction cards.

All contract supervision will ensure that their own labour is advised of any specific hazards that relate to their works. That all their labour is trained with regard to these hazards.

6. General Hazards

Noise

Noise assessments will be carried out by CONTRACT TRADING SERVICES LIMITED. It should also be carried out by the contractor who will create the noise. Ensure that the correct silencing has been fitted to the item of plant.

The area is signed and screened (if required after the assessment).

Ear protection is used (if required after the assessment).

Note: all relevant Personal Protective Equipment (PPE) will be issued through your relevant foreman **AND MUST BE WORN**.

Dust

Attempt to reduce levels of dust if the generation of dust cannot be eliminated. Cutting, drilling or grinding, can these operations be carried out with water. When blowing out, use water. When sweeping up, damp down. If chasing or grinding is carried out, ensure that an extraction system is used. Ensure that eye protection is worn, the correct dusk mask is worn. These will be issued by your foreman. He will also issue you with the relevant C.O.S.H.H. assessment.

Fall from Heights

Before commencing work ensure that all scaffold is in place, that there is safe access by tied and footed ladder and that all traps are correctly covered. If the area of work is unsafe to commence, do not start, advise your foreman.

Falling Objects

Wear Safety Helmets at all times when on site

Ensure that toe boards, brick guards and netting is in place, there are no gaps.

Do not drop or allow plant or material to fall to below. If working above other trades, ensure it is safe to progress, if not advise your foreman, do not start work. If you are working below other trades and protection is inadequate, advise foreman, do not start work.

The Use of Plant

Use only plant that you have been trained to use. Ensure it is in good working order before you commence work, if not advise your foreman. Use correct PPE. Angle grinder wheels will only be changed by qualified personnel, a list of these persons is held in the site project folder. Major items of plant (fork lift, dumpers, cranes excavators) will only be driven by certificated drivers. (A copy of these certificates are held on site and only used when holding current inspection test or examination certificates.)

Excavations

Ensure that a competent person is present during operation. The correct plant and equipment is used. Prior to commencing work the excavation is inspected. The excavation is made safe for other site personnel and members of the public. Material, spoil or plant should not be positioned to endanger the excavation. Depending on ground conditions air monitoring will be performed as necessary.

7. Fire Procedures

In the event of fire being discovered.

Emergency procedures for the site will be displayed in the site office and canteen, these will include accident and fire evacuation procedures.

A marked-up layout drawing showing the site's assembly point and relevant emergency routes and means of escape will form part of the procedure.

The site manager will act as a site fire co-ordinator in the event of a fire and will as far as is reasonably practical administer the relevant fire precautions.

All site personnel will evacuate the area and assemble at the assembly point where each person will be accounted for with the use of the site register. (Notice displayed). The site manager will signal the alarm. In conjunction with the alarm, the site manager will contact the fire brigade.

If for any reason the site manager is not available at the time of a fire, then the fire procedures displayed on the site hoarding clearly define the action to be adopted.

Fire point stands (including fire extinguishers) will be positioned in relevant locations throughout the site (where possible adjacent to the means of escape).

At no personal risk, try to ensure that no other personnel are in the area.

Advise a member of CONTRACT TRADING SERVICES LIMITED staff of the fire and its position. Each foreman will check and confirm that his men have been accounted for or if not they're last known work place.

(This information will be reported to the fire brigade by a designated member of CONTRACT TRADING SERVICES LIMITED staff.) The same member of staff will advise the site of the situation. No attempt is to be made to reenter the affected area. A member of CONTRACT TRADING SERVICES LIMITED staff will direct the fire brigade to the fire and inform them of the last known workplace of any missing site personnel.

8. Site Rules

- All Visitors and Deliveries are to make contact with the site manager and sign in before entering the site.
- Safety equipment to be used at all times
- No horseplay on site.
- No alterations to the scaffold except by qualified scaffolders.
- No 240-volt equipment to be used on site unless a permit to work is issued.
- No misuse or abuse of mechanical plant.
- Alcohol Abuse - any person suspected of being under the influence 'of alcohol, in the possession of or found to be drinking alcohol on site will be ejected from site and subjected to disciplinary procedures.
- Accident Procedure - all accidents, no matter how minor, are to be reported to the Site Manager. He will then carry out any reporting procedure.
- PPE shall be made available to and maintained for use by all staff, operatives and subcontractors at all times, where appropriate, whilst present on the Site.
- Whilst operating on Site, hard hats, safety footwear and high visibility waistcoats/jackets shall be worn at all times.
- Reporting of any unsafe situation to the site manager.
- Emergency procedures and Fire procedures.
- No eating or smoking in the building.
- No radios or personal stereos.
- No fraternisation with staff or visitors.
- Mobile phones are only to be used within the designated mobile friendly areas with the site compounds
- Smoking is permitted in the designated areas
- All deliveries are to be arranged in advance with the Site Manager. Delivery times: Term time Monday to Friday – 09:30-14:30. Non-term time: Monday to Friday – 8:00-16:30.
- Normal working hours will be 08.00 to 18.00 hours Monday to Friday. Saturday – 08:00- 13:00 only. Works outside of these times will only be permitted by prior agreement with the Project Manager, Client and local Environmental Health Officer.

- The Contractor shall regularly undertake and document site safety inspections and audits in a format agreed with the Client's safety adviser.
- Riding on site transport will only be permitted to authorised personnel where proper seating has been provided.
- Access routes, stairways, means of escape and fire exits shall be kept clear and unobstructed at all times.
- All prohibition and warning signs shall be obeyed at all times.
- The Contractor shall ensure that all staff, operatives, sub-contractors and visitors have received a site safety induction prior to being allowed onto the Site (Identification to be displayed on site helmets or ID badges). A copy of the site rules is to be issued to each individual present at the site safety inductions.
- All visitors to the Site shall visit the site manager to sign in. Before proceeding onto the Site the Contractor shall advise them of any hazards on the Site and ensure that the appropriate PPE is worn. Before leaving the Site, all visitors shall report to the site office to sign themselves out.
- The Contractor shall not interfere with or adjust any part or element of the existing treatment facilities, nor the services supplying it.
- The Site shall be kept clean, with noise and dust levels being controlled to within the specified limits.
- 'Hot Work' will only be permitted under the use of a Wokingham Borough Council Hot Work Permit.
- No 'Hot Work' involving blow-lamps, welding or burning equipment, etc. may be carried out during the last two hours of the working day. The Contractor shall inspect such work locations immediately before he vacates Site. (Alternatively, the Site must remain supervised for 2 hours after 'Hot Work' has been carried out).
- Class 3A and 3B laser equipment may not be used without the submission of a detailed method statement to the CDM Principal Designer. Class 1 or 2 laser equipment must not be set with the beam at eye level. Notices and advice to the hazards related to the use of lasers shall be given to all operatives.
- All approach and access roads shall be kept clear and free from vans, tools, materials and debris at all times.
- Only competent and trained electricians shall be permitted to work on electrical services and devices.
- Plant operatives must be certified by a recognised authority e.g. CITB, CSCS, CPCS, CSR, CTA and valid certificates produced on request.
- Fires and the burning of waste shall not be permitted on the Site.
- All vehicles, plant, machinery, tools and other equipment shall be regularly inspected and serviced in accordance with recognised standards.

- All site generators, equipment and machinery shall not exceed specified noise levels when operating.
- All statutory requirements shall be conformed with e.g. the electricity at work, PPE, COSHH, noise at work and Construction Regulations.
- A formal reporting system shall be provided for any accidents or incidents that may occur.
- The Site shall be kept clear to permit emergency vehicles to have access to all parts of the Site, at any time.
- The Contractor shall adopt the principles of 'A tidy site is a safe site', through the implementation of good housekeeping and organisation.
- Procedures covering the control of deliveries shall be used to avoid random drops all over the Site.
- Sufficient first aid provisions shall be provided and maintained at clearly identified points around the Site.

9. First Aid

Appointed Persons: **Simon Shand / Alex Nicholson**

First Aid Facilities will be clearly marked **First Aid**.

Action to be taken in the event of an accident.

1. The injured person is to make his way to the nearest first aid facility.
2. If the first aider is not present the injured person is to contact a member of staff who will:
 - a) send for first aider;
 - b) reassure the injured person.
3. No first aid to be administered without the presence of a first aider.
4. If the injured person is unable to go to the site office a colleague should advise the first aider and take him to the scene of the accident.
5. The first aider will call the ambulance if necessary.

Major Accident or Incident Requiring Emergency Procedures

- 1 On witnessing accident/incident if it is not possible to aid the injured, obtain help, do not endanger yourself.
- 2 Immediately find a member of CONTRACT TRADING SERVICES LIMITED staff who will direct a first aider to the scene.
- 3 The first aider and the site safety supervisor will assess the situation, arrange for the emergency services to be called and ensure access to the incident is clear, wait for emergency services and direct them to the scene.
- 4 First aider to stop with the injured person.
- 5 Contact the prescribed persons to advise of the incident by phone or fax.

Site Welfare

Toilets and washing facilities are situated on site.

Site Safety Personnel

Site Safety Supervisor

SECTION 15

CONTRACT TRADING SERVICES LIMITED CONTRACT FIRE SAFETY PLAN

- 1 All activities, operations and procedures must comply with the latest edition of the 'Joint Code of Practice from Fire on Construction Sites and Buildings Undergoing Renovation' published by the Building Employers Confederation, the Loss Prevention Council and the National Contractor's Group.

Fire Points will be designated by the Site Manager and recorded in the Fire Plan for the building and provided with suitable fire extinguishers adjacent to fire escapes on each floor.

Smoke detectors have been installed to provide an early warning system.

The Fire Plan will identify the nearest escape staircase.

Under no circumstances are the lifts to be used.

Records will be maintained at the inspection and maintenance.

The Site Manager is appointed as the Site Fire Safety Co-ordinator for the project and is responsible for the following:

1. Duties as identified in attached Section 16.07
 2. Procedures for:
 - Emergency Fire Protection Arrangements
 - Implementation of Hot Work Permit System
 - Other procedures as identified in the attached document.
 3. Implementation of weekly checks and monitoring all Emergency Evacuation and Fire Escape routes are to be inspected by the Site Manager during his random inspections.
2. Each subcontractor is responsible for their own fire prevention equipment and no work must be allowed to proceed without suitable fire prevention procedures in

FIRE PREVENTION ON CONSTRUCTION SITES

1. FORWARD

- 1.1. Every year there are numerous major fires on construction sites and in buildings undergoing refurbishment. All have serious consequences: people are injured, buildings, including those of historic interest, are destroyed. Plant and equipment is damaged, work is held up and completion dates are not met. The majority of fires can be prevented by designing out risk taking simple precautions and by adopting safe working practices.
- 1.2. Therefore all parties involved must work together to ensure that:
 - a adequate detection and prevention measures are incorporated during the contract planning stage; and
 - b the work on site is undertaken to the highest standard of fire safety thereby affording the maximum level of protection to the building and its occupants.
 - c This code should be read in conjunction with the Construction (Design & Management) Regulations 2015 where applicable.

2. COMPLIANCE WITH THE CODE

- 2.1. Compliance with this Code, which applied to construction sites, including those where demolition, alternations, fitting out, renovations, refurbishment or repair work is being carried out, will minimise the risk of accidental or malicious fires.

NB: Non-Compliance with the Code by the Construction Industry, by those who procure construction and by construction industry professionals could result in insurance ceasing to be available or being withdrawn resulting in a possible breach of construction contracts which require the provision of such insurance.

3. INTRODUCTION

- 3.1. Proper planning for fire, safety and health must be an integral part of overall preparation and budgeting for the efficient running of construction projects. Clear procedures and standards must be laid down at the start and adequate resources, in terms of time, materials and money, must be committed to the prevention of fires, accidents and ill-health.

4. DEFINITIONS USED IN THIS CODE

- 4.1. Fire Resistance: the ability of an element of building construction, component or structure to fulfil, for a stated period of time, the stability and fire integrity requirements of BS 476 Parts 20, 21 and 22.
- 4.2. Refurbishment: the alteration, renovation or repair of an existing building or structure.

- 4.3. Temporary Building(s): temporary accommodation including pre-fabricated cabins, site huts, cargo containers and caravans.
- 4.4. Fire Detection System: system comprising components for automatically detecting a fire, initiating an alarm and initiating other action as appropriate. Such systems also incorporate manual fire alarm control points.
- 4.5. Central Station: continuously manned remote centre in which information concerning the state of intruder or fire alarm systems is displayed, recorded and passed to the emergency services.

5. DESIGN PHASE

- 5.1. Assessment of the Fire Risk During Design - The Employer shall require the designers to have considered health, safety and fire risk in the process of developing and preparing their design. The employer shall also require the CDM Principal Designer, appointed in accordance with the CDM Regulations, to have ensured that the fire risk and potential for damage have been properly assessed and are kept to a minimum during construction and that the finished building will comply with all statutory requirements in respect of fire precautions. If the CDM Regulations do not apply to the project the employee, in conjunction with those undertaking the design responsibility e.g. architect, engineer and contractor, must appoint a Co-ordinator for the design phase to discharge this function.

6. CONSTRUCTION PHASE

- 6.1. The Principal Contractor appointed in accordance with the CDM Regulations, or where the CDM Regulations do not apply to the project, a site fire safety co-ordinator appointed by the Main Contractor will be responsible for assessing the degree of fire risk and for formulating and regularly updating the site fire safety plan (which may be part of the health and safety plan prepared in accordance with the CDM Regulations or may be a separate document) as construction proceeds, and must liaise with the CDM Principal Designer for the design phase. If the Main Contractor has not been appointed as the Principal Contractor under the CDM Regulations the Principal Contractor shall liaise with the Main Contractor.

The plan must detail as a minimum:

- a the organisation of and responsibilities for Fire Safety;
- b general site precautions, fire detection and warning alarms;
- c the requirements for a Hot Work Permit regime;
- d site accommodation - location, construction and maintenance;
- e fire escape and communications (including an effective evacuation plan and procedures for calling the fire brigade);
- f fire brigade access, facilities and co-ordination;
- g fire drills and training;
- h effective security measures to minimise the risk of arson;
- i a materials storage and waste control regime.

6.2. The Principal Contractor or Site Fire Safety Co-ordinator must:

- a ensure that all procedures, precautionary measures and safety standards as laid down in the Site Fire Safety Plan are clearly understood and complied with by all those on the project site(s);
- b where required by the Site Fire Safety Plan, ensure that a system using Hot Work Permits is established and monitor compliance;
- c carry out weekly checks of fire fighting and test all alarm and detection devices installed on site;
- d conduct weekly inspections of escape routes, fire brigade access, fire fighting facilities and work areas and monitor the requirements laid down in the Site Fire Safety Plan;
- e liaise with the local fire brigade including arranging site inspections and familiarisation tours;
- f liaise with site security personnel where they are employed;
- g maintain a written record of all checks, inspections, tests, fire patrols and fire drill procedures;
- h regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade;
- i during an alarm, execute those duties required for the safe evacuation of the site, and ensure that all staff and visitors report to the assembly points;
- j promote “a fire safe working environment” at all times.

6.3. Large Projects: (where specified by the Insurer(s) in the policy).

- a On large projects, the Principal Contractor or Site Fire Safety Co-ordinator should appoint, where appropriate, a fire marshal(s) and deputy fire marshal(s) to assist in the implementation of the Site Fire Safety Plan.
- b Where appropriate, the fire marshal(s) should be full time but otherwise preferably combining this duty with health and safety responsibilities. However, where circumstances dictate a part-time role, it is essential that the fire marshal(s) are afforded sufficient time to execute their fire safety duties. They should be adequately trained in fire safety matters and have sufficient status and authority for the effective execution of their duties and responsibilities.

- c Liaison with the emergency services is essential In particular the fire brigade must be provided with site plans detailing:
- fire brigade access, fire-fighting shafts, fire lifts ad temporary hoist facilities;
 - dedicated emergency escape routes and staircases;
 - positions of dry riser inlets and wet risers;
 - fire points
 - temporary building(s) and stores within buildings;
 - hazardous items e.g. flammable liquids, gas cylinders, gas mains, electrical risers, temporary holes in floor slab etc.

7. EMERGENCY PROCEDURES

- 7.1. The fire alarm, audible alarm will be provided by the clients system and that there will be automatic rate of rise heat detectors within the construction area for the duration of the works until such time as these can be changed to smoke detectors when the majority of works are complete.
- 7.2. It is noted that a fire alarm test is carried out weekly on Monday at 4pm.
- 7.3. Written Emergency Procedures must be displayed in prominent locations and given to all employees on site. A good example of a set of fire orders is shown below:
- 7.4. Identified personnel e.g. security guards, must be briefed to unlock gates, doors etc., in the event of an alarm,
- 7.5. Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

ACTION IN THE EVENT OF A FIRE	
1. Raise the Alarm	
	Sound the Horn Dial 999 Or Shout FIRE, FIRE Activate any manual call points / fire break glass
2. Call the Fire Brigade	
	Dial 999 or 112 and tell the operator that the fire brigade is required at • THE PIGGOTT SECONDARY SCHOOL, TWYFORD ROAD, WARGRAVE, READING, RG10 8DS
3. Inform Site of fire.	
	Inform staff of a fire on their grounds, contact the reception or alert a member of staff.
3. On hearing the site fire alarm	
	All personal is to leave the site and assemble at the CTS COMPOUND – MARKED MUSTER POINT Site Foreman to take charge of emergency. Do not stop to collect personal belongings. Turn off generators, compressors and other powered equipment. Turn off all heat producing equipment and shut cylinder valves. Attack fire with the equipment provided if it is safe to do so. Obey instructions from the Principal Contractor or Site Fire Safety Coordinator and fire marshal(s) or supervisory staff. Do not re-enter site until told it is safe

8. FIRE PROTECTION

8.1. To minimise the occurrence of any fire due to working on site;

The fire alarm detection system within the working area will be modified to include a rate of rise heat detection which will not activate due to the occurrence of dust but will detect fire.

9. TEMPORARY COVERING MATERIALS

9.1. When finished surfaces or fittings incorporated into a building are to be temporarily protected during construction or refurbishment then in selecting a protective covering material regard must always be paid to the relative fire load and the potential for fire growth and spread.

9.2. Where the internal finished surfaces for fittings incorporated into a building are to be temporarily protected by flexible covering materials (such as sheeting) these must conform to the requirements of Loss Prevention Standard LPS 1207 Fire Requirements for Protective Covering Materials including tests at a NAMAS accredited laboratory.

10. PORTABLE FIRE EXTINGUISHERS

10.1. Personnel must be trained in the use of portable fire fighting equipment.

10.2. Adequate numbers of suitable types of portable extinguishers must be available throughout the site.

10.3. Extinguishers must be located in conspicuous positions near exits on each floor. In the open they should be situated in red painted boxes raised 500 (five hundred) mm above ground level with a sign "FIRE POINT" at a height readily seen above intervening huts or storage.

10.4. As work progresses the adequacy of portable fire fighting equipment must be reviewed.

10.5. To protect distribution panels and items of electrical equipment, appropriate extinguishers (such as those containing carbon dioxide) must be provided close to the equipment concerned.

10.6. All mechanically propelled site plant should carry an appropriate fire extinguisher.

10.7. On particularly large or costly items of equipment or plant, the installation of Automatic Fire Detection and extinguishing systems should be considered.

10.8. Extinguishers, hydrants and other fire protection equipment must be maintained and regularly inspected to a schedule established by the Site Fire Safety Co-ordinator.

11. SITE SECURITY AGAINST ARSON

- 11.1. The most effective method of deterring trespassers as well as preventing malicious fires is to erect a hoarding or fence around the perimeter of the whole site.
- 11.2. Where such a hoarding or fence is impracticable, building(s), flammable liquid stores, liquefied petroleum gas cylinder storage and combustible material stores must be fenced or otherwise suitably protected.
- 11.3. Illumination of the site is an additional deterrent to unauthorised access and is recommended.
- 11.4. On high risk and expensive projects the use of CCTV cameras is an option that should be seriously considered.
- 11.5. At the end of each working day a fire check must be undertaken, particularly in areas where hot work has been undertaken. Where 24 hour security is provided, fire checks should be undertaken throughout the night, during holiday periods and at weekends.
- 11.6. All access equipment including ladders will be removed from site or securely stored within site compound outside of working hours.

12. TEMPORARY BUILDING(S)

- 12.1. Where required by The Regulatory Reform (Fire Safety) Order 2005, the Principal Contractor or other person must ensure that an application for a fire certificate for site offices is made to the Health and Safety Executive's area office.
- 12.2. Temporary Building(s) should be separated from the building under construction or refurbishment and other permanent buildings to provide a reasonable fire break, which should preferably be at least 10 (ten) metres.
- 12.3. Where the fire break is less than 6 (six) metres, Temporary Building(s) must be constructed with materials that do not significantly contribute to the growth of a fire or the propagation of smoke and/or corrosive fumes. They should meet the following criteria:
 - a Class I surface spread of flame performance in BS 476 Part 7 to all internal wall and ceiling surfaces and to external surfaces of walls. External surface of roof to meet Class AA in BS 476 Part 3;
 - b walls to roof to achieve 30 (thirty) minutes Fire Resistance (integrity and insulation) to BS 476 Parts 20 and 22; roof to be tested from below;
 - c doors and windows to achieve 30 (thirty) minutes Fire Resistance (integrity) to BS 476 Parts 20 and 22;
 - d where Temporary Building(s) are vertically stacked, the roof/floor assembly, and members supporting it should achieve at least 30 (thirty) minutes Fire Resistance (integrity, insulation and load-bearing capacity.) to BS 476 Parts 20 and 21 and comply with Building Regulation requirements;

- e furthermore, such Temporary Building(s) must be designed and constructed in such a way whereby the above fire characteristics can be demonstrated during a full-scale, real fire test of the overall assembly.
- 12.4. It is often necessary to erect Temporary Buildings within the building under construction or refurbishment when space is severely restricted. In such instances the Temporary Building(s) must meet the fire performance characteristics stated in section 11.3. Temporary Building(s) should be erected in locations, which provide ease of access for the fire brigade and easy evacuation for personnel. In this respect locating Temporary Building(s) within basements or on upper floors i.e. at a height in excess of 7.5 (seven and a half) metres from the site access level, should be avoided. Where this is not practical other suitable precautionary measures must be adopted after consultation with the fire brigade. These measures must be maintained during the course of construction and until a time when the Temporary Building(s) can be relocated within the lower floors.
- 12.5. Temporary Building(s)
- located inside the building under construction/refurbishment or inside another permanent building; **OR**
 - within 6 (six) metres of such building(s)
- must be fitted with Fire Detection System. In the case of Large Projects (as referred to in paragraph 6.3), the Fire Detection System must be linked to a Central Station unless there is 24 hour site security.
- 12.6. Where floors of Temporary Building(s) are raised above ground level, the space beneath must be enclosed to prevent accumulation of rubbish, whilst still allowing under-floor ventilation. No combustible materials should be stored under any Temporary Building(s).
- 12.7. Heaters for use in Temporary Building(s) must be fixed, preferably above floor level, fitted with securely fixed metal guards and maintained in a sound condition.
Carelessly drying clothes cause's fires. Coat stands and drying racks must be firmly positioned at a safe distance from heaters, which should be thermostatically controlled and have enclosed elements.
- 12.8. No smoking is permitted on any building site or within any work site boundaries. Designated smoking areas will be established and displayed within the site office.
- 12.9. All heaters and cooking appliances must be properly installed and adequate ventilation provided. Electrical or gas cookers are preferable to gas rings for cooking.
- 12.10. In Temporary Building(s) and areas where flammable liquids and gases are stored, the installation of automatic Fire Detection Systems and intruder alarms is strongly encouraged.

- 12.11. Automatic Fire Detection Systems must be installed in Temporary Building(s) used for cooking. Consideration should be given to the installation of automatic sprinkler systems and intruder alarms.
- 12.12. Temporary Building(s) should not contain more than the minimum of furniture and fittings made from synthetic materials

13. SITE STORAGE OF FLAMMABLE LIQUID AND LPG

- 13.1. Containers of highly flammable liquids and LPG cylinders should preferably be stored in open compounds, which are securely fenced and shaded from the sun. Stores containing highly flammable liquids must be surrounded by a bund sufficient to contain the maximum contents of the largest from stores, plus 10 (ten) per cent, and must not be allowed to fill with water or waste material.
- 13.2. Where it is necessary to store flammable liquids and gases in circumstances other than as in paragraph 13.10 the quantity so stored must be kept below 50 (fifty) litres or half a day's supply, whichever is the lesser. The containers must be kept in a store, cupboard or bin, which is of fire resistant construction.
- 13.3. Ideally, storage areas should be sited at least 10 (ten) metres from permanent and Temporary Buildings but containers must not be stored within 4 (four) metres of any building or boundary fence unless the boundary is a wall with at least 30 (thirty) minutes Fire Resistance. In the latter case, containers and drums should be at least 1 (one) metre below the top of the wall.
- 13.4. Products, which could add, to the intensity of a fire, such as oxygen, or to the toxic hazard in the event of fire, e.g. chlorine, must not be stored in the same compound as flammable liquids and LPG.
- 13.5. Appropriately worded warning signs e.g. **"HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" & "NO NAKED LIGHTS"** must be boldly displayed at entrance to stores.
- 13.6. The floors of flammable liquid and LPG cylinder stores should be paved or compacted level with a suitable hard standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all flammable materials, weeds and rubbish.
- 13.7. Any electrical fittings therein, e.g. lights and switches, must be intrinsically safe.
- 13.8. The provision of automatic flammable gas detection equipment should be considered for enclosed storage locations.
- 13.9. Adequate numbers of extinguishers appropriate to the hazard should be sited at storage area entrances.

14. ELECTRICITY AND GAS SUPPLIES

- 14.1. Electrical supply installations, both temporary and permanent, must be installed in accordance with The Institution of Electrical Engineers' Regulations for Electrical Installations (the IET Wiring Regulations) and the Electricity at Work Regulations 1989.
- 14.2. All electrical work should be undertaken by a competent electrician.
- 14.3. Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months. The results must be recorded in a register kept for the purpose.
- 14.4. Where possible, main switches, other than those controlling security lights, should be turned off when work ceases and all equipment unplugged when not in use.
- 14.5. All gas supplies must be installed by a Council of Registered Gas Installers (CORGI) registered gas fitter. The Contractor must check that those carrying out the work are so registered.
- 14.6. Gas supply to appliances should be by fixed piping or armoured flexible tubing. Gas cylinders should be located outside buildings, secured and protected from unauthorised interference. Gas appliances should be fitted with control taps.

NB: if the only control is on a cylinder situated outside a building, there can be a dangerous build-up of gas during the time-lapse between turning on and ignition.

15. HOT WORK

- 15.1. A "permit-to-work" system must be adopted where required by the Site Fire Safety Plan. Wokingham Borough Council have their own Hot Works Permit, this must be completed and authorised before any Hot Works commences.
- 15.2. Before starting hot work, the area must be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition, the opposite side must be examined to ensure no combustible material will be ignited by conducted heat.
- 15.3. Suitable extinguishers of appropriate type must be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.
- 15.4. Exposed wooden flooring and other items of combustible material, which cannot be removed as in 15.02 must be covered with sand or other non-combustible material.
- 15.5. When welding, cutting or grinding, the work area must be suitably screened using non-combustible material.
- 15.6. Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.

- 15.7. "Tar" boilers, lead heaters and similar equipment should only be taken onto roofs in exceptional circumstances, when a non-combustible heat insulating base must be provided to prevent heat igniting the roof. Such equipment must always be supervised by an experienced operative and be sited where spilled material can easily be controlled. Gas cylinders must be at least 3 (three) metres from the burner and at least one appropriate extinguisher must be to hand.
- 15.8. The area of any hot work must be thoroughly examined one hour after the work has finished.

16. WASTE MATERIALS

- 16.1. Good housekeeping is essential on all sites. Waste material, if allowed to accumulate, provides an excellent starting point for fire. Therefore all waste, packing materials, wood, shavings and oily rags must be regularly removed. Special attention should be paid to corners, bases of shafts and other out-of-the-way places.
- 16.2. Unwanted materials from the more open areas of a site must also be collected at regular intervals.
- 16.3. Separate metal bins, with close-fitting metal lids, must be provided for oily rags and other combustible waste.
- 16.4. All collected waste materials awaiting disposal must be kept in an area away from Temporary Building(s), stores or equipment.
- 16.5. All dry vegetation must be cleared regularly.
- 16.6. Rubbish must not be burned on site.
- 16.7. Any cooling mediums (such as the chilled beam cooling medium which contains a Glycol concentration) must not be disposed of within the drainage system. They must be removed and disposed off site.

17. PLANT

- 17.1. All internal combustion engines of contractors' powered equipment should be positioned in the open air or in a well ventilated non-combustible enclosure. They should be separated from working areas and other buildings and sited so that exhaust pipes and exhaust gases are kept clear of combustible materials.
- 17.2. Fuel tanks must not be filled whilst engines are running.
- 17.3. Compressors should be housed singly away from other plant and in separate enclosure(s).
- 17.4. Plant and equipment must be protected against accidental impact.

- 17.5. Air intakes must be situated so that the air is cool, uncontaminated and free from flammable gases or vapours.
- 17.6. Where appropriate, sand trays should be provided to absorb drips of fuel or lubricant.

SECTION 16

HEALTH & SAFETY GUIDANCE INFORMATION

A HEALTH & SAFETY GUIDANCE INFORMATION PACK is kept within the site office containing the following HSE documents

- **HEALTH & SAFETY AT WORK**
- **COVID-19 SITE OPERATING PROCEDURES (where applicable)**
- **THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013**
- **PROVISION OF WELFARE FACILITIES AT FIXED CONSTRUCTION SITES**
- **THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015**
- **SILICA - HSE INFORMATION SHEET 36**
- **PERSONAL PROTECTIVE EQUIPMENT (PPE): SAFETY HELMETS - HSE INFORMATION SHEET 50**
- **GENERAL ACCESS SCAFFOLDS AND LADDERS - HSE INFORMATION SHEET 49**
- **TOWER SCAFFOLDS HSE INFORMATION SHEET No 10 (REV 3)**
- **CONSTRUCTION FIRE SAFETY HSE INFORMATION SHEET No 51**