

Construction Method Statement/ Management Plan

Rev 002.0

Bartlett Arboretum

Farm White House Lane, Spencers Wood, Reading, RG7 1HR

///fine.ledge.rivers

Site Team & Distribution Information:

Project Manager	Jim Dudley	07553198434
Site Manager	TBC	TBC
Project QS	Katie Jackson	07918348761
Contracts Manager	Richard Batterson	07551279174

Stage	By Whom	Signature	Date
Developed	J Dudley	<i>J Dudley</i>	January 2025
Checked	R Batterson		January 2025
Approved			

Issued to:	Bartlett Tree Experts (Clients)	Jon Banks
	SNUG [PD/CDM]	Ben Chainey

CONTENTS

Revision Sheet

Introduction

Project Directory

Site Location

- 1.0 Project Description and Scope**
 - 1.1 Key Programme Dates and Milestones**
 - 1.2 Front of Site and Access Alterations**
 - 1.3 The Office, Maintenance Wing and Laboratory**
 - 1.4 Traffic Logistics Plan, access to the site**
 - 1.5 Traffic logistics Plan for the site**
 - 1.6 Existing Environment and Records**
 - 1.6.1 The site**
 - 1.6.2 Site Description**
 - 1.6.3 Traffic routes to Site**
 - 1.6.4 Risk of Flooding**
 - 1.6.5 Noise Pollution**
 - 1.6.6 Initial Site Set Up**
 - 1.6.7 Access to the Site and Rules**
 - 1.6.8 Site Induction**
 - 1.6.9 Site Deliveries**
 - 1.6.10 Parking**
 - 1.6.11 Use of the Site**

1.6.12 Existing Site and Structures

1.6.13 Existing Services and Ground Conditions

1.6.14 Existing Survey Records

2.0 Communication and Management of the Work

2.1 Management Structure and Responsibilities

2.2 Site Management

2.3 Activities on or Adjacent to the Site During the Works

2.4 Health and Safety Aims for the Project

2.5 Health and Safety Monitoring and Review of Performance

2.6 Communication and Liaison Between Parties on Site

2.6.1 Worker Involvement & Consultation

2.6.2 Communication methods on site

2.6.3 Exchange of Design Information Between the Involved Parties on site

2.6.4 Arrangements to Ensure Co-operation between Project Team Members and Co-ordination of their Work

2.6.5 Selection and Control of Contractors

2.6.6 Exchange of Health and Safety Information between Contractors, Security, Site Induction and On-Site Training

2.6.7 Welfare Facilities and First Aid

2.6.8 Reporting and Investigating Accidents, Incidents and Near Misses

2.6.9 Risk Assessments and Method Statements

2.6.10 Site Rules and Other Restrictions on Contractors or Suppliers including Access to those parts of the Site Occupied by the Client and Others

2.6.11 Fire and Emergency Procedures/ Contacts

2.6.12 Rescue Planning

2.6.13 Permits to work and Authorisation Requirements

2.6.14 Security Arrangements

3.0 Environmental Restrictions and Arrangements for Controlling Significant Site Risks

Safety Risks, Including:

- 3.1 Environmental Restrictions and Control Measures**
- 3.2 Vermin**
- 3.3 Existing Hazardous Materials**
- 3.4 Temporary Works**
- 3.5 Preventing Falls**
- 3.6 Work with or near Fragile Materials**
- 3.7 Work on Excavations or Work where there are Poor Ground Conditions**
- 3.8 Working over or Near to Water**
- 3.9 Control of Site Traffic, Traffic Routes and Segregation of Vehicles and Pedestrians**
- 3.10 Control of Lifting Operations or Plant and Equipment on Site**
- 3.11 The Storage of Materials (particularly hazardous materials)**
- 3.12 The Control of any other Specific Design Risks (from pre-construction or design information)**

 **Health Risks, Including:**

- 3.13 The Removal of Asbestos, surveys and results**
- 3.14 Smoking on Site**
- 3.15 Dealing with Contaminated Ground**
- 3.16 Manual Handling**
- 3.17 Use of Hazardous Substances, particularly where there is a need for health monitoring**
- 3.18 Reducing Noise and Vibration**
- 3.19 Exposure to UV Radiation (from the sun)**

4.0 The Health and Safety File

- 4.1 Layout and Format**
- 4.2 Arrangements for Collection and Gathering Information**

Appendix 1

- Site Safety Files Layout
- Site Safety Rules

Appendix 2

- Risk Assessment and Method Statement Checklist

Appendix 3

- Temporary Works Process Chart

Appendix 4

- ▲ Site Logistics and Layout Plan

Appendix 5

- ▲ Contractor H&S Assessment Questionnaire

Appendix 6

- ▲ Relevant Event

REVISION SHEET

<u>REVISION</u>	<u>DATE</u>	<u>CHANGES MADE</u>
001.0	10/01/25	First Issue
002.0	28/01/2025	Note added to page 52 – No delivery beyond permitted hours of work. Appendix 4 details added. Working hours corrected to read 0800 – 1700 in all areas of the document.

Abbreviations:

PD	–	Principal Designer
PC	–	Principal Contractor
CDM	–	Construction (Design and Management) Regulations 2015
CMS	–	Construction Method Statement
HSE	–	The Health & Safety Executive
Amiri	–	Amiri Construction Ltd

INTRODUCTION

The Construction Method Statement has been populated based on information supplied at tender stage via our client team with logistics and planning with the Amiri team.

The plan will be updated and revised along with the CPP as the site develops and as the site logistics change throughout the construction process.

The Plan has been produced in accordance with the Construction (Design and Management) Regulations 2015 and the Health and Safety Act 1974

Information from the Principal Designer (PD), Designers and Client contained in the Pre-Construction information pack has been incorporated into this Construction Phase Health and Safety Plan by Amiri Construction Ltd who are acting as the Principal Contractor (PC) for the project. The developed plan will be copied into the Principal Designer for comment and this will be obtained before work is permitted to commence on site. The PD is responsible for providing the pre-construction information, ensuring that the design team eliminate risks associated with design elements, or where this is not possible to reduce any remaining risks or control them. The PD must ensure co-ordination and co-operation between designers and assist the PC to produce the Construction Method Statement (CMS).

This plan will be incorporated into the Amiri site safety file where additional Health and Safety information is collated and gathered as the project develops further (refer to Appendix 1 for layout of files). Information such as Risk Assessments, safe systems of work, method statements, monitoring sheets, inductions etc. will be part of the developed plan.

This Construction Method Statement is further developed in line with the development of the project. This document and further health and safety information relative to the site is collated and placed in the Site Safety Files (refer to Appendix 1 for layout and content of the files) as detailed above.

These files are collated and maintained on site by the Site Team and as mentioned above, form the development of the Construction Method Statement throughout the duration of the project.

The contents of the Construction Method Statement and the Site Safety Files will be regularly reviewed by the Amiri project manager and senior managers to ensure they reflect the project and any work being undertaken. The PC will ensure that the CMS is kept up to date with the project and design.

This Construction Method Statement and any subsequent updates/ revisions will be issued to all tendering sub-contractors on the project in order to allow them to understand in advance the health and safety requirements particular to Amiri Construction Ltd and this project.

PROJECT DIRECTORY

Employer

Name: Bartlett Tree Experts
Address: Cutbush Lane East, Shinfield, Reading, RG2 9AF
Contact: Jon Banks
Telephone: 01189 883618
Email: jbanks@bartlett.com

Architect/ Contract Administrator

Name: Snug Architects Ltd
Address: The Studio, 59 Rumbridge Street, Totton, Southampton, Hants, SO40 9DR
Contact: Ryan Bond
Telephone: 02382 029500
Email: ryan@snugarchitects.co.uk

Project Manager

Name: Snug Architects Ltd
Address: The Studio, 59 Rumbridge Street, Totton, Southampton, Hants, SO40 9DR
Contact: Ben Chainey
Telephone: 02382 029500
Email: ben@snugarchitects.co.uk

Principal Designer (CDM-PD)

Name: Snug Architects Ltd
Address: The Studio, 59 Rumbridge Street, Totton, Southampton, Hants, SO40 9DR
Contact: Ben Chainey
Telephone: 02382 029500
Email: ben@snugarchitects.co.uk

Principal Contractor (CDM-PC)

Amiri Construction Ltd
Eagle Point,
Little Park Farm Road
Fareham
PO15 5TD

Project Manager:

Contact: Jim Dudley
Mobile: 07553198434
Email: jimdudley@amiriconstruction.co.uk

Site Manager:

Contact: TBC
Mobile: TBC
Email: TBC

Contracts Manager:

Contact: Richard Batterson
Mobile: 07551279174
Email: Richardbatterson@amiriconstruction.co.uk

Quantity Surveyor:

Contact: Katie Jackson
Mobile: 07435767916
Email: katiejackson@amiriconstruction.co.uk

Construction Director:

Contact: Dave Gee
Mobile: 07920 536955
Email: davidgee@amiriconstruction.co.uk

Commercial Director:

Contact: Dave Moore
Mobile: 07717 741007
Email: davemoore@amiriconstruction.co.uk

Health, Safety & Environmental Manager:

Contact: Simon Starks
Mobile: 07391 418 451
Email: sheq@amiriconstruction.co.uk

Principal Designer (BSA-PD)

Name: Snug Architects Ltd
Address: The Studio, 59 Rumbridge Street, Totton, Southampton, Hants, SO40 9DR
Contact: Ryan Bond
Telephone: 02382 029500
Email: ryan@snugarchitects.co.uk

BREEAM AP

Name: Snug Architects Ltd
Address: The Studio, 59 Rumbridge Street, Totton, Southampton, Hants, SO40 9DR
Contact: Mark Sworder
Telephone: 02382 029500
Email: mark@snugarchitects.co.uk

BREEAM Assessor

Name: Dynamic Energy Consulting
Address:
Contact: Derek White
Telephone: 07970 839967
Email: derek.white@dynamicenergyassessors.co.uk

Quantity Surveyor

Name: RLP Surveyors
Address:

Contact: Owen Hemmings
Telephone: 01462 436318
Email: owen@rlpsurveyors.co.uk

Landscape Architect

Name: UBU
Address:
Contact: Mark Johnson
Telephone:
Email: mark@ubu-design.co.uk

Civil & Structural Engineer

Name: Jubb
Address:
Contact: Katerina Spaul
Telephone: 01962 841210
Email: k.spaul@jubb.uk.com

SuDs & Drainage Engineer

Name: Jubb
Address:
Contact: Karol Gyba
Telephone:
Email: k.gyba@jubb.uk.com

Ground Engineer

Name: Jubb
Address:
Contact: Dexter Williamson
Telephone:
Email: k.williamson@jubb.uk.com

Flood Risk Assessor

Name: Jubb
Address:
Contact: Ritesh Jethwa
Telephone:
Email: r.jethwa@jubb.uk.com

Energy & MEP Engineer

Name: Ion
Address:
Contact: Ryan Dorrington
Telephone: 01794 368693
Email: r.dorrington@ion-consulting.co.uk

Electrical Utilities Engineer

Name: Ion

Address:

Contact: Tom Kitcher

Telephone: 01794 368693

Email: t.kitcher@ion-consulting.co.uk

Highways Engineer

Name: Paul Basham Associates

Address:

Contact: Izzie Diment

Telephone:

Email: i.diment@paulbashamassociates.com

Planning Consultant

Name: Davis Planning

Address:

Contact: Neil Davis

Telephone: 01189 787972

Email: mail@davis-planning.com

Arboriculturist

Name: Bartlett Tree Experts

Address:

Contact: Jason Hasaka

Telephone: 01275 371000

Email: jhasaka@bartlett.com

Building Control (Design Stage)

Name: Building Control Partnership

Address:

Contact: Rosie Pye

Telephone: 01329 824672

Email: RPye@fareham.gov.uk

Irrigation Engineer

Name: Irrigation Engineers

Address:

Contact: John Roy

Telephone:

Email: john.roy@irrigation-engineers.co.uk

Ecologist

Name: 4 Woods Ecology

Address:

Contact: Su Forster

Telephone: 02380 029590

Email: su_forster@yahoo.co.uk

Soils Assessment

Name: Tim O'Hare

Address:

Contact: Tim O'Hare

Telephone:

Email: tim.ohare@toha.co.uk

LVIA

Name: LVIA

Address:

Contact: John-Paul Friend

Telephone:

Email: jp@lvialtd.com

Acoustic Engineer

Name: 24Acoustics

Address:

Contact: Chris Connell

Telephone: 02381 555002

Email: chrismcconnell@24acoustics.co.uk

Fire Engineer

Name: Marshall Fire

Address:

Contact: Daniel Taylor

Telephone: 01279 962967

Email: dtaylor@marshallfire.co.uk

Security Specialist

Name: Design Out Crime Consultancy

Address:

Contact: Simon Bottom

Telephone: 07806 721722

Email: designoutcrimeconsultancy@gmail.com

Atomic Statement

Name: Katmal

Address:

Contact: Keith Pierce

Telephone:

Email: keith.pearce@katmal.co.uk

Emergency Out of Hours Contacts:

Jim Dudley (Project Manager)

Mobile: 07553198434

Paul Fleming (Contracts Manager)

Mobile: 07741661124

HSE:

For information, advice and support relating to construction site issues contact the Health & Safety Executive information line below: -

Basingstoke:

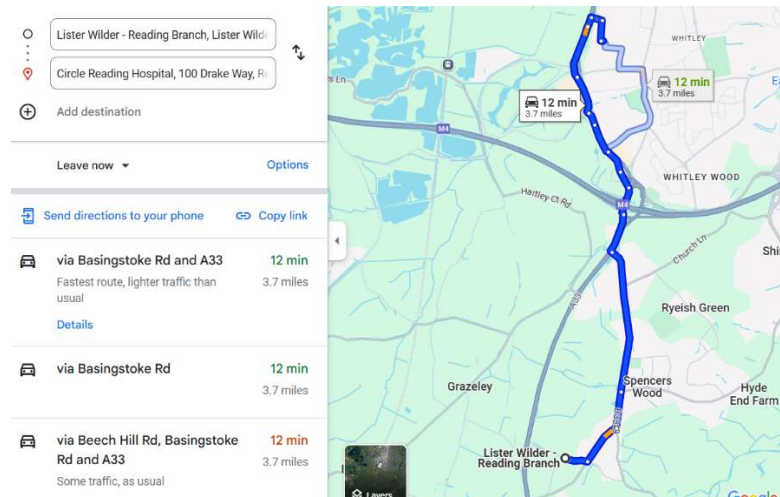
Priestley House
Priestley Road
Basingstoke
RG24 9NW

Telephone: 0845 345 0055



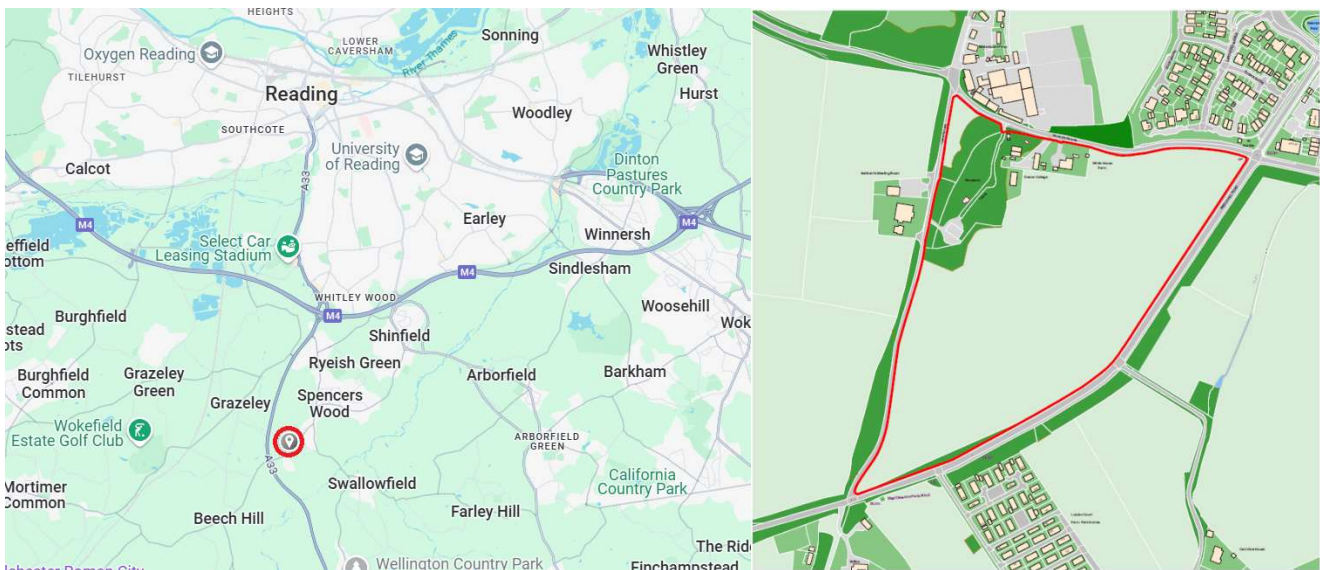
LOCAL ACCIDENT & EMERGENCY HOSPITAL:

Circle Reading Hospital,
100 Drake Way,
Reading
RG2 ONE



Site Address & Location:**SITE LOCATION MAP**

- White House Farm, White House Lane, Spencers Wood, Reading, RG7 1HR
- What 3 Words: **///fine.ledge.rivers**
- The site White House Farm, White House Lane, Reading, RG7 1HR is approximately 25 acres near Spencer's Wood just outside of Reading. It currently contains a residential property and curtilage to the North with some other minor buildings, a protected wood in the Northwest corner and a large open field to the south which forms the majority of the site. The site is bounded by the three roads of White House Lane, Beech Hill Road and Yew Tree Lane. The centre of Reading lies approximately five miles away to the north. The site has access to the A33 to the west and onto the M4 and M3 motorways with easy access to London and beyond.



1.0 PROJECT DESCRIPTION AND SCOPE SUMMARY DETAILS

Construction of research and office building, and maintenance wing, with associated landscaping and vehicle parking spaces.

Scope Includes:

- Clearance of the site
- Removal of hard standings
- Grubbing out and removal of foundations
- Removal of septic tank and below ground drainage
- Highway and access alterations.
- Groundworks
- Substructure works (including screw pile foundations)
- Superstructure works (timber frame, larch trusses, timber floors, metal pitched roofs, GRP flat roof, colonnade, glazed link, windows & doors)
- External works (Hard/Soft landscaping, board walks, firefighting pond)
- Below ground foul and surface water drainage.
- Main services (Electric/Water/Internet).
- Installation of Fire Alarm System.
- Installation of CCTV and Security Systems including access.
- Internal finishes & decoration (floors/walls/ceilings).
- Heating & Plumbing installations.
- FF&E items.

1.1 Key Programme dates & Milestones

Early works/ Enabling works

During our first week onsite, we will set up the site perimeter heras fencing, along with demarcation and height clearance safety barriers to the overhead electric cables. We will bring in a temporary welfare unit, and place this just inside the site boundary.

The first groundworks operation will be to form the stone access road, to enable clean access to the site area. We propose to lay the as designed road, with the geocell system, and then top it with a temporary type stone aggregate (to protect the geocell). We can then run our heavy lorries and deliveries across this. Alterations to the road connection and bell-mouth will also be early on the agenda.

We will also look to set up our temporary service supplies to the main site accommodation during the initial works. We were shown an existing temporary water supply that we can tap into (adjacent to the farmhouse), as

well as a 63amp supply in the existing garden shed (within the farmhouse grounds), that we can utilise to run our site setup.

Groundworks and Piling

Once the access roadway has been formed, the groundworkers will proceed with the reduce dig excavation of the building areas. We will be laying the proposed design stone make-up beneath each building footprint area, so

that it acts as a piling mat area. The groundworkers will also be forming temporary stone surrounds to each building (for scaffold to be setup on), as well as a designated designed stone hardstanding for the crane location, and stone access routes to each building area. Formation of these stone running surfaces will ensure that we keep a clean and tidy site, and do not venture outside of the building works area, and cause any undue damage to the surrounding ground/soils.

The steel screw piling works are programmed to commence from week 6. These specialist piles will be installed using an 8t excavator, which will work off of the stone pile mat surfaces that the groundworker previously set up.

These piling works are anticipated to take around 2 weeks to complete. Whilst the piling works are underway, the groundworker will remain onsite to commence works to the mains services routes and new surface water attenuation drainage. It is anticipated that the groundworker will stay onsite for the entire duration of the build period, due to the extent and diversity of the works involved.

Superstructure and Shell

The steelworker will start onsite from week 9, setting up the steel grillage bases to the Research & Office structures, followed by the erecting of the steel frame to the Maintenance building. These works will take around 2 weeks to complete, and will then be followed by the setup of perimeter working scaffolds to each building.

Once we have completed the scaffold works, the timber frame contractor can start their operations. Our proposed timber structure is a 'Passivhaus' system, which means that the floors, walls and roof structures can be

brought onto site in pre-formed sections, meaning erection times onsite are greatly improved, giving an overall 3 week programme period to setup both the Research and Office buildings.

Whilst the timber frames are being erected, we will have a cladding contractor working on the single skin steel sheeting works to the Maintenance building.

The buildings are linked with covered structures, which are to be formed from accoya timber. These works will be a separate specialist joinery contractor, who will follow on from the timber frame contractor, working in conjunction with the site carpenters, who will be prepping and installing timber cladding, as well as setting up support timber works for the zinc façade cladding works.

We will have the carpenters onsite working on the facades until around week 24 of the build.

The zinc facing works to the sloping roofs and vertical facades will be able to start from around week 19, and are expected to take around 7 weeks to complete.

Windows installation will need to link in with the timber and zinc facades works, so will start from week 20, with a target date of early March (week 22), to have the buildings substantially weathertight & secure. This then enables

internal elements to commence early.

Internal Works

The initial internal works will be the fixing of inner timber frameworks to build out the walling make-ups. The 'Passivhaus' system requires an additional internal insulation layer to ensure the whole make-up achieves the designed u-values. This will be set with a timber stud framing.

The M&E contractor will start from around week 24, with their 1st fix operations, and work in tandem with the carpenters, and dryliners. There is minimal traditional plaster boarding works involved in the finishes,

as most walls are mdf lined, which the carpenters will undertake. The floor make-ups will require specific co-ordination, as some areas have an underfloor heating system incorporated.

The sloped ceilings have a feature acoustic 'wood wool' type finish (Trokdekt), which needs to be carefully designed and co-ordinated with the electrical contractor, ensuring that light fittings / sounders etc are correctly

set out (a system we had a great deal of experience of when building EBC).

Decoration and flooring works will follow the walling and ceiling works, along with 2nd fix electrical, and general fit-out finishing operations.

Our programme allows for a sensible 17 week overall period to accommodate the unique internal finishing works.

General External Works

We plan to install the perimeter deer fencing early in the build, so that it will act as a means of security fencing to the site as a whole (we do have separate heras fencing to the main build works areas). This will then link in with the groundworker starting the extensive surface water drainage works to the fields to the east of the site.

These works should hopefully run parallel with the formation and laying of the new incoming mains electric, and water supply works. We have sequenced these operations at the same time, to minimise potential surface degrading to the soils in fields area. We will look to complete the attenuation drainage basin and associated works by mid-January. When these works are finished, the groundworker will then turn their attention to the formation works of the west side carpark, within the protected woodland area.

Prior to starting, we will be setting up tree protection (in line with the arboricultural statement), as well as segregation fencing.

The new carpark will be formed by 'hand dig' only, in order to protect the trees and root systems. We have earmarked a 6-week period to undertake these works. The groundworker will work their way out from the carpark

area, forming the new boardwalk access structure, working with the carpenters.

The aim is then to be able to use this new west side carpark as additional site parking during the final months of the build. The groundworker will be able to re-start the finals around the new buildings from around week 27 (following removal of the scaffolding). They will proceed with the drainage finals, foul drainage tanked unit and uplift and removal of temporary stone access surfaces.

The designed footpaths will be laid, along with fencing works, and the final formation of the main access roadway surfacing, laying the plastic bodpave topping build-up.

Mains Services

The tender schedule outlines that the existing overhead SSEN cable (supplying the farmhouse), is to be removed and then buried below ground to enable high sided vehicles to access the site. These works are denoted as 'by the client'. We have shown these works potentially taking place prior to Amiri commencing their main works onsite, but at present, the sequencing for this is unclear. If the cables remain, then this will affect our access to the site, although we would expect these works to have taken place to enable the demolition of the existing bungalow to happen. No quote for these works was provided in the tender pack. The new mains electric supply will be laid across the site from the NE boundary of White House Lane / Beech Hill Road. Our programme shows these works potentially taking place through November / December, although it's currently unknown what the timeframe is for SSE. It is understood that the client has already actioned and paid for the new mains electric works.

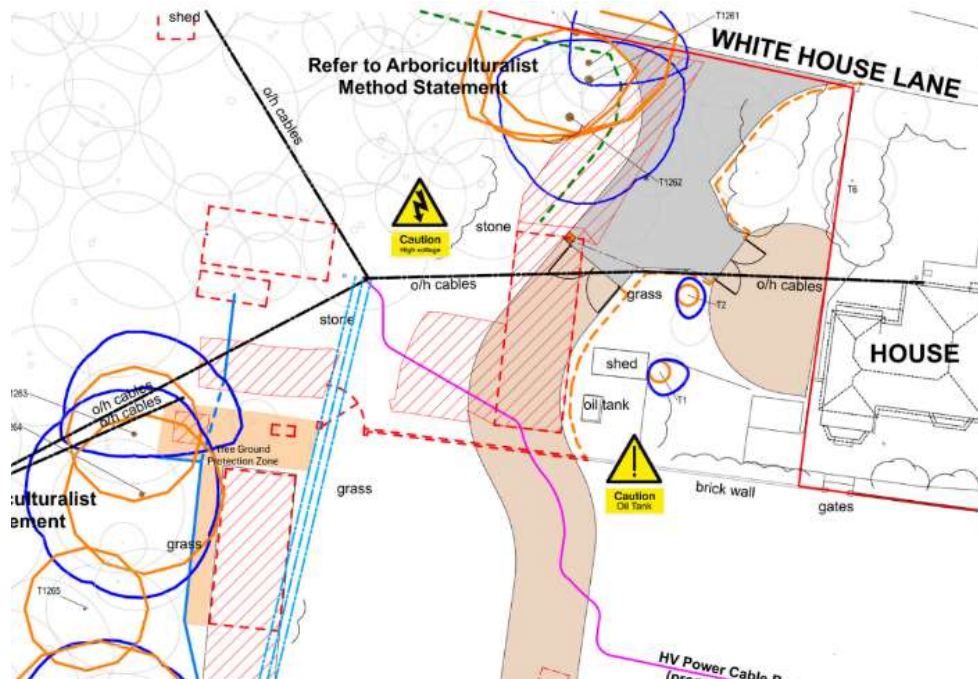
The new incoming mains water services do not involve the statutory authorities, as the new supply pipework will be connecting to existing meters on the boundary of Beech Hill Road.

Client Fit Out Works

At present there are no details of the proposed fit-out works for the facility. We have identified a potential early access period on our programme, and will liaise directly with the client to work around their specific requirements.

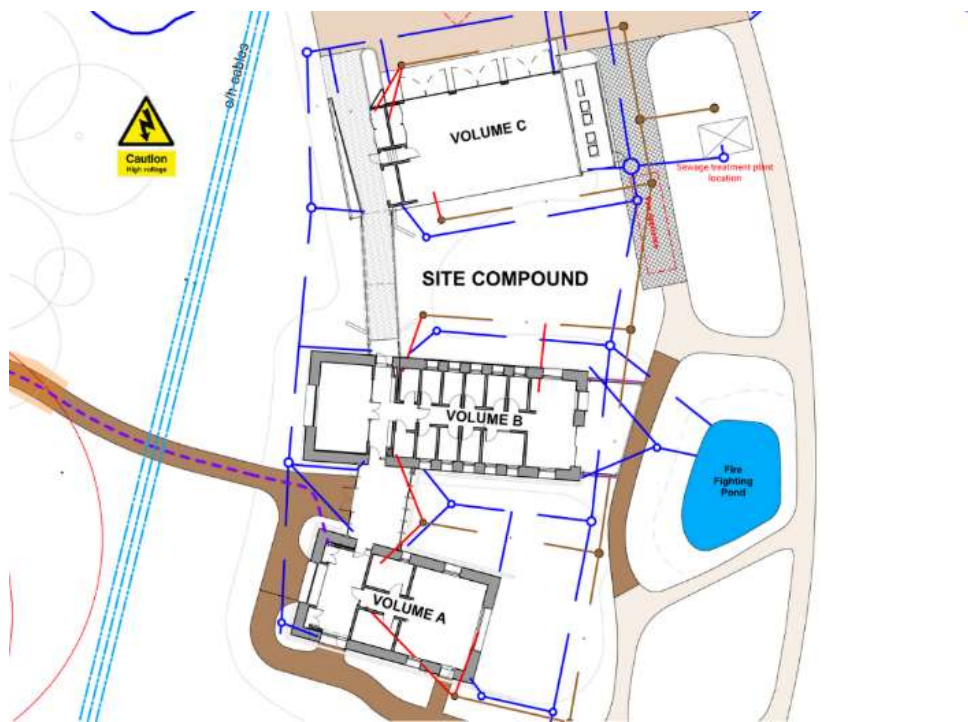
1.2 Front of site and access alterations

Taken from Snug drawing Site Plan DR-A-1000-T1



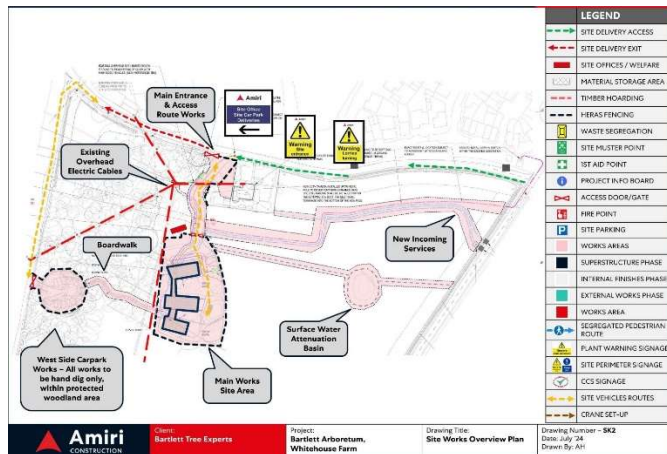
1.3 The Office, Maintenance Wing and Laboratory

Taken from Snug drawing Site Plan DR-A-1000-T1

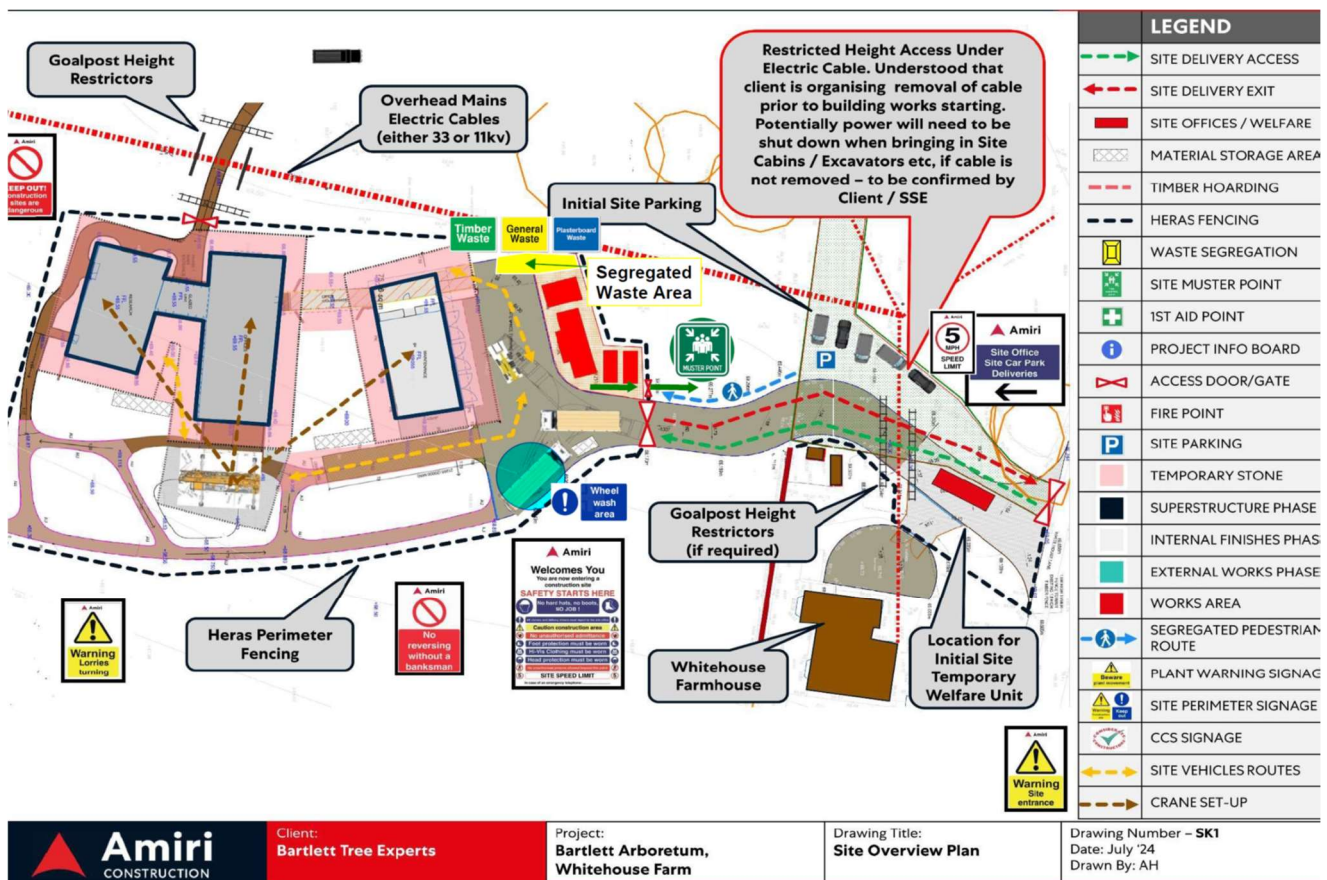


1.4 Traffic Logistics Plan, access to the site

Use of the A33 will be encouraged due to its proximity to the site although especially for larger vehicles such as those delivering wall and roof cassettes and steelwork. Part of the early enabling works will be to build the entrance road into site as this will assist with getting construction vehicles straight off the road and also the improved splay will reduce the risks involved with leaving the site. All vehicles will exit site forward facing.



1.5 Traffic Logistics Plan for the site



1.6.0 EXISTING ENVIRONMENT AND RECORDS

1.6.1 The Site

The site White House Farm, White House Lane, Reading, RG7 1HR is approximately 25 acres near Spencer's Wood just outside of Reading. It currently contains a residential property and curtilage to the North with some other minor buildings, a protected wood in the Northwest corner and a large open field to the south which forms the majority of the site. The site is bounded by the three roads of White House Lane, Beech Hill Road and Yew Tree Lane. The centre of Reading lies approximately five miles away to the north. The site has access to the A33 to the west and onto the M4 and M3 motorways with easy access to London and beyond.

1.6.2 Site Description:

The existing 'Dean cottage' mobile home/static caravan and existing Garage/Workshop are to be removed/demolished prior to commencement of the main works. The A33 runs to the west /south west of the site. White House Lane connects onto the A33 to the north west of the site. White House Lane has several light industrial / commercial developments along its northern edge. Beech Hill Road runs to the south east of the site connecting Reading to the villages and onto Basingstoke to the south west. Yew Tree Lane runs along the western boundary and has a more rural character. There is a suburban development to the north east of the site.



1.6.3 Traffic Routes to Site from the main highways

Access to the new development area will be provided during the early works through the existing entrance to the site off White House Lane prior to widening and slight alteration which will take place in the first few weeks. All deliveries and movement of traffic will be closely co-ordinated and managed by Amiri via their appointed subcontractors for these works.

We are committed to using delivery contractors that are Fleet Operator Recognition Scheme (FORS) members where possible. The scheme requires fleet operators to fit equipment to vehicles safeguarding vulnerable road users such as cyclists. FORS require a single route of access. This is based on location and the surrounding roads.



There will be a one-way entrance / exit route, clearly shown with Amiri directional signage; suppliers will be provided with a map explaining the access route from the A33, as a number of the surrounding roads go through residential areas and have smaller road widths.

Site Photo – North Side

1.6.4 Risk of Flooding

A Flood Risk Assessment (FRA) appear to demonstrate that the proposal can be successfully implemented with no adverse effect to the risk of flooding both on and around the site location. Sequential Testing does not require applicants to consider entirely new propositions, but merely to apply a reasonable level of flexibility when considering new proposals. On this basis, and taking into account statutory legislation, there is no requirement to apply a sequential test to the proposal.



1.6.5 Noise Pollution

We recognise noise and neighbours do not mix. We will liaise with the Client and close to the site neighbours to discuss and inform about planned activities, ensuring we limit the impact on surrounding operations, as well as the neighbouring houses. Procuring the right equipment and managing activities at certain times

help control noise pollution. Should noisy operations that could produce levels greater than 85db (A) be required, we would notify the Client's Project Manager in advance.

1.6.6 Initial site set up

Before any construction works take place (enabling or main works) the developed logistics plan as laid out in the "Logistics" sections above and the notes below must be taken into account and adhered to at all times:

- Form and secure the site boundaries, entrances, site compound areas with double clipped heras fencing and where required for Fire Risk Assessment purposes, solid panelling.
- Establish contractor's site offices, welfare facilities and toilets as marked out in our tender submission document.
- Establish delivery vehicle off-loading areas and material storage areas. It is noted that storage of excavated material has been agreed pre-construction as a VE item.
- Establish contractors / visitor's car parking areas on the site.
- Establish pedestrian access / egress routes leading from contractor's site set up.
- Install warning signs "Keep out Construction Site, No Unauthorised Access and branding etc."
- Undertake any protection works (to existing services, trees, hedges, existing buildings, structures etc.).

▲ **No persons will be allowed to work on site until they have undertaken an Amiri Site induction.**

▲ **No deliveries to the project will take place without prior consultation with Amiri Site Management and 24 hours' notice being given to Amiri Site Management.**

All existing surrounding buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

No noisy works can be undertaken before 8.00 am and particularly noisy work operations are to be controlled and managed.

1.6.7 ACCESS TO THE SITE & Rules

- Access and egress from the site will be via White House Lane throughout the duration of the works.
- The logistics of the site deliveries and circulation of material around the site will need to be carefully considered between the Contractor, subcontractors and the supply chain. This is expected to be discussed daily at the site daily co-ordination meetings with the subcontractors.

- All operatives that are present on site must conform with the site induction process and behavioural standards as a requirement to display their PPE, CSCS cards and any visitor's pass issued at all time on site.
- The Contractor and all subcontractors shall comply with traffic and other regulations with regard access to and from site.



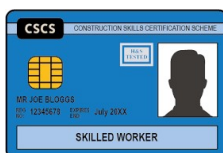
1.6.8 Site Induction

Amiri has a zero tolerance on anyone wondering or accessing site without authorisation. Anyone who visits the site must make themselves known to the site management team or covering manager in their absence and have a full safety induction if they are going to be carrying out any activities, or a visitor induction if their visit is of a non-practical nature i.e. a meeting or inspection. Amiri's Policy is that all tradesman or skilled workers provide evidence of competency for the task they will be undertaking on our projects.

The most recognised method in construction for demonstrating competency is the CSCS scheme, which is the Amiri preferred evidence for an induction. However, the card must be relevant to the task you will be undertaking, have a valid date clearly printed and the individual's photo must be clear so that the Amiri manager can confirm the right person is presenting the evidence as themselves.

There are many cards available through the CSCS scheme which are identified by the colour of the card:

- ▲ Green Labourer Card – Non-Skilled Work.
- ▲ Red Card - Trainee Card/Temp Card.
- ▲ Blue Card – Achieved NVQ2 or completed apprenticeship in their area of expertise.
- ▲ Gold Card – Achieved NVQ3 + In their area of expertise.
- ▲ Black Card – Management NVQ5,6 & 7.
- ▲ White Card – Academically Qualified via Diplomas, CIOB, HND's or HNCs.
- ▲ Yellow Card – Visitors card. N.B CSCS stopped issue this card in February 2020 but the card is still valid until the expire date shown.



CSCS cards are intended for construction related occupations only and many people holding the card work in roles considered to be non-construction related, such as site cleaning and catering staff. Historically these workers have applied for the Construction Site Visitor card because they were told to do so by their employer, this was often a result of policies requiring sites to be 100% carded, as opposed to construction workers being 100% qualified.

Amiri recognises that the construction industry is made up of many skilled experienced people who do not possess a CSCS card and therefore provided the individual can provide other means of demonstrating their competency, they will be permitted to work on our sites.



There are some specialist trades such as scaffold, Plumbing & electrical that have a similar scheme which is affiliated to the CSCS scheme. These are acceptable as shown below.

If the competency evidence is over 5 years, a covering letter from their employer to support them by confirming their training & Qualifications are up together and have attended regular CP refresher training on their area of expertise and latest H&S legalisation.

1.6.9 Site Deliveries

+

The logistics of the site deliveries and circulation of material around the site will need to be carefully considered between the Amiri and the Contractors.



A Traffic Management Plan (TMP) will be written so that there is adequate room for lorries to pull in off the road and have an area for unloading without being a safety issue or damaging materials through poor space control.



A delivery booking system will need to be followed by all contractors and supply chain wishing to have materials delivered. This will be via the Amiri on site management team so that all deliveries can be co-ordinated for timings and activities within the site compound.

At no point are deliveries permitted to carry out a reversing manoeuvre in the public realm without a banksman. Unbanked vehicles can cause road accidents if pedestrians being struck through no co-ordination of control of the situation.

The banksman will hold the vehicle until the footpath and road is clear to undertake their manoeuvre. Only once the immediate area is free from other road users and pedestrians will the activity take place.



During the manoeuvre the banksman and vehicle is committed therefore the banksman's role will be controlling pedestrians and other road users until the vehicle has safely completed their manoeuvre.

Suppliers will be provided with a map explaining the access route via the A33 and White House Lane, as a number of surrounding roads have restricted widths, so must be avoided by anything larger than a car. We are committed to using delivery contractors that are Fleet Operator Recognition Scheme (FORS) members where possible as already mentioned in section **1.3.5** above. The scheme requires fleet operators to fit equipment to vehicles safeguarding vulnerable road users such as cyclists. FORS require a single route of access. This is based on location and the surrounding roads. This route will be issued to each of our suppliers/subcontractors.

1.6.10 Parking



- The Contractor shall not permit the parking of construction workers and staff in unauthorised locations around the site.
- Site directions as mentioned previously will be compiled and provided to all Contractors, Suppliers and Visitors by the Main Contractor at the point of their appointments or placing a purchase order for materials.

1.6.11 Use of the site

- All operations will be confined to the area of the site. This should be adhered to by all subcontractors carrying out works on site.
- The site shall not be used for any purpose other than that of carrying out the works.
- The Contractor will endeavour to prevent any contamination of local water course and will ensure the works have no effect on local wildlife.
- The Contractor will be mindful of trees with Tree Protection Orders.
- No subcontractor shall display or permit advertisements to be displayed on site without the written consent of the Main Contractor and Employer.
- The Contractor should be given vacant possession of the site from the Date of Possession stated in the Contract Particulars.

- During any work, the existing roadways must remain clear for vehicles and access for emergency vehicles at all times.
- **The speed limit on site for all site vehicles will be 5 mph.**
- **All site personnel and visitors must wear at all times safety helmets, safety footwear and hi-visibility vests/jackets.**
- **All entrances and exits and associated fire exit to all existing surrounding buildings must be kept clear at all times during the project works.**

The main site entrance gates and perimeter access roads leading to the main site entrance gate and the site compound area, and any specific delivery off-loading areas to be used by all delivery vehicles, will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site.

Details of this will be provided to all suppliers and contractors in order that the correct size of vehicle can be sent.

- **No deliveries to the project will take place without prior consultation with Amiri Site Management and 24 hours' notice being given to Amiri Site Management.**
- **All deliveries must be carried out in strict accordance with Amiri delivery site protocols.**

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Amiri's Project Manager to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

All delivery vehicles will be marshalled into the specific site delivery area and the site entrance gates will be closed to prevent unauthorised access by any members of the public and to create a safety barrier between the surrounding buildings and properties and site activities.

- **No vehicle will be permitted to reverse anywhere on or near the site without a banksman.**

The site entrance is adjacent to White House Farm and opposite Lister Wilder Reading Branch; these areas will remain in full and active use throughout the entire duration of the project works. Some traffic management will be required when carrying out any project works on White House Lane.

The parking or stopping of contractors or delivery vehicles on the main perimeter access roads is not permissible and the movement of all delivery vehicles, contractors and visitors' vehicles into and out of the site will be carefully managed and monitored at all times.

After entering the site all contractors and visitors must park their vehicles in the designated temporary contractor's car park area which will be located adjacent to the site offices and welfare facilities (phase 2 works).

Contractor's parking will have limited car park spaces so contractors should consider reducing the number of vehicles visiting site.

Parking of site vehicles shall be restricted to a designated area within the confines of the site.

 **Amiri accepts no responsibility for any vehicles parked on or off site.**

All gates or doors into and leading from the site compound area, site delivery and material storage areas and main construction project work areas must at all times remain locked and shut to prevent unauthorised access into the construction project work areas, compound area, delivery and material storage area by any adjacent building occupants or members of the public.

All existing buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

All orders placed with subcontractors and suppliers will have this information attached and enclosed within their documentation.

The site layout plan (please refer to appendix 4) that has been compiled details the site compound area, main construction project work areas, location of site offices and welfare facilities, fencing, access for construction plant, deliveries and personnel and fire assembly point for all site personnel and visitors.

Consideration will be given to the existing occupants of the nearby buildings/businesses and users of the nearby footpaths, and roadway at all times. The layout logistics plan will be continually revised throughout the construction programme period to allow the installation of protection or scaffold components when undertaking project works or any enabling works.

Great care should be taken when entering and exiting the site at all times as there will be vehicles, pedestrians and members of the public using the surrounding roadways and footpaths at all times during the day.

The site offices, welfare and toilet facilities like all the construction work areas will be separated and segregated from all ongoing surrounding activities.

From the initial start onsite with the main works, heras fencing will be erected along the south and west boundaries to prevent unauthorised access. This will be at the time the site clearance to these two boundaries is taking place.

1.6.12 EXISTING SITE & STRUCTURES

Being Demolished and therefore not retained.

1.6.13 EXISTING SERVICES & GROUND CONDITIONS

It is noted that Employer has removed existing services to site, apart from the HV overhead cable.

Records of known underground services are in existence and some have been noted within the tender documents.

All services will need to be located and marked on site prior to commencing any project works.

- **All existing services will be treated as “Live” until proven otherwise.**
- **The client is to confirm in writing that all services have been disconnected at a point outside of the project site boundaries or suitable location. Without this, the demolition works cannot be authorised and cannot start.**

Any work on the existing services can only be done so with the above confirmation received from the client and Amiri would have to issue the subcontractor with notice to commence. In turn, the subcontractor is required to submit for approval fully detailed method statements and risk assessments to Amiri.

All contractors will comply with the HSE Booklet HS(G) 47 “Avoiding Danger from Underground Services”.

Full CAT scans will be made before any excavation work is undertaken. Amiri will review the existing health and safety file and all survey reports for the site prior to any excavation.

Power and water for the welfare and site compound, including for the asbestos removal and demolition will be obtained from the existing services by agreement with the client.

- **Qualified electricians will be used to carry out any work on any services including temporary supplies to any temporary accommodation cabins.**

Prior to the commencement of any groundworks all existing ground investigation reports or surveys available will be studied in detail prior to any excavation works. The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. An assessment will be carried out by all contractors undertaking any work in the ground with regards to the need for earthwork support and temporary works requirements. This will be included in all RAMS.

Should any unknown or hazardous materials be found during any project works then work should stop, the Amiri Site management immediately be notified, the area should be made safe and testing will be carried out to establish the nature of the hazardous material, before Amiri Site management give authorisation and approval for works to safely recommence in the area.

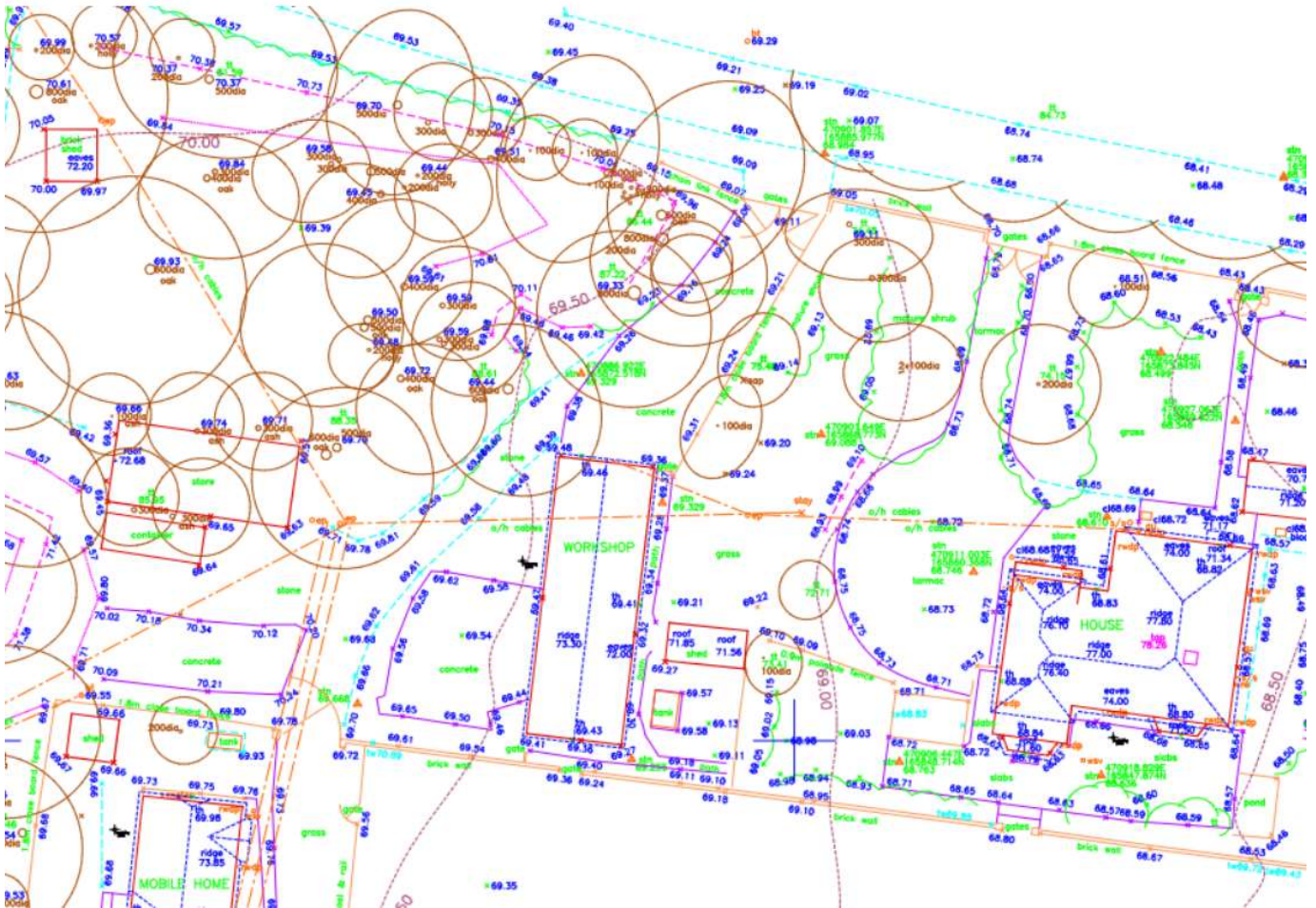
Any hazardous materials found will be removed by a registered, authorised and competent contractor all in accordance with current legislation and procedures.

If any unknown obstructions are found during the project works then work will immediately stop and the Amiri Site Management will be immediately informed, who will in turn contact the client and all relevant parties.

The local utilities company concern will be contacted and any existing drawings will be studied before the works are recommenced.

1.6.14 EXISTING SURVEY RECORDS

Topographical surveys are available in the tender information but few records of existing buried services. The Main contractor will be undertaken a subscan radar survey of the excavation areas to ascertain the whereabouts of any existing services.





Please note that all surveys, information and tender documentation relating to the works to be undertaken on the proposed site and land should be reviewed in extreme detail prior to any project works commencing and the conclusions and recommendations detailed within any existing report and survey should be taken account of and discussed with the client prior to any works commencing.

2.0 COMMUNICATION AND MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE AND RESPONSIBILITIES

The following personnel will be involved in the project: -

POSITION	NAME	LOCATION	PHONE No.
Director	Jon Daines	Head Office	01489 557700
Pre-Construction Director	Andy Corry	Head Office	01489 557700
Construction Director	Dave Gee	Mobile	07920 536955
Commercial Director	Dave Moore	Mobile	07717 741007
Surveyor	Katie Jackson	Mobile	07487690675
Contracts Manager	Richard Batterson	Mobile	07551279174
Project Manager	Jim Dudley	Mobile	07553198434
Site Manager	TBC	Mobile	TBC
SHEQ Manager	Simon Starks	Mobile	07391 418451

Please refer to the Amiri Health, Safety and Environmental Policy for the roles and responsibilities for individuals.

2.2 SITE MANAGEMENT

Amiri Construction Ltd will ensure that competent supervision is on site at all times during the work. The Amiri Project Manager Will be: - **Jim Dudley**.

The above will be supplemented with Site Managers when needed. In addition, all subcontractors will have their own site managers/supervisors/black hats, that in turn will supplement the Amiri's site management.

At all times there will be full time supervision and first aider on site with a visiting Contracts Manager and Director as indicated in the table above. The Amiri Safety advisor will undertake site safety inspections as described in section 2.5 below.

The contents of this plan and the company Health, safety and Environmental Policy detail the procedures to be adopted in order to ensure that the health and safety on site is managed to high standards.

A site layout logistics plan (please refer to appendix 4) has been produced and will be held on site along with the traffic management layout as presented in this document to be used during the induction. This plan will undergo a cycle of amendments as the works progress.

2.3 ACTIVITIES ON OR ADJACENT TO THE SITE DURING THE WORKS

All work and storage of materials in connection with this project will be contained within the site boundaries and compound area and specific project work areas as detailed on the site layout plan (please refer to appendix 4). There will be subcontractors' offices and stores on site as required. There will be space for waste skips. Subcontractors will be advised to only bring materials for immediate use in the works. All plant not being used will be off-hired and removed off site. The site compound area and project work areas will be secured using heras fencing and or solid fencing as stated in our tender submission document and as required by the Risk Assessments for the site.

All entrances and exits and associated fire exit to all existing surroundings must be kept clear at all times during the project works.

All materials will be stored in the site compound area and specific site project work areas as agreed on site with the Amiri Site Management team.

All project works must be carried out in safe and correct manner at all times ensuring that no member of the public or roadways or occupants of the existing adjacent and surrounding buildings are put in danger at any time from any project works and are protected at all times.

All adjacent existing surrounding buildings, facilities, structures and grounds outside the agreed project work areas are strictly out of bounds to all contractors and visitors.

2.4 HEALTH AND SAFETY AIMS FOR THE PROJECT

Amiri will ensure that contractors provide toolbox talks to their employees and on occasions, the Amiri Site Management will deliver these. The following list details the aims that will be targeted and the planned toolbox talks that will be carried out during the course of the works: -

- I) Communicate with the Client's Project Manager and others by means of regular meetings and emails/phone calls in order to ensure smooth running of the project and advance warnings of any problems affecting the client businesses & employees around the project. During these meetings Health and Safety is openly discussed.

- II) Making safety the number one priority by engaging the workforce in day-to-day health and safety management and consulting/ involving them.
- III) Ensure any subcontractors if used on site are vetted with regard to Health and Safety prior to commencing any work on site.
- IV) If there is no Risk Assessment & Method Statement (RAMS) for the work then no work is started.
- V) Ensure regular Toolbox Talks are provided during the project (Twice Monthly). A suggested start list is as follows: -
 - Work at Height
 - Dust control
 - RPE
 - Emergency Rescue from Height
 - Mobile tower erection
 - Scaffolding safety
 - Environmental Emergency Control on Site
 - Fire Safety including hot works and the use of fire extinguishers
 - Hot Works Permits
 - COSHH
- VI) Compliance with current legislation on noise and vibration
- VII) Aim for zero RIDDORS
- VIII) Ensure that the Construction Method Statement is kept up to date with the progress of the project.
- IX) Hold regular safety update meetings with the contractor's supervisors throughout the project. (Whether formal or informal).

2.5 HEALTH AND SAFETY MONITORING AND REVIEW OF PERFORMANCE

Stage 1:

- **PROCORE will be the official place to visit with the necessary level of permission to view most of the site record; except the Construction Method Statement (CMS), RAMS, signing in/out register, TBT and plant inspections that will be maintained as a hard copy. All other documents will be stored on PROCORE.**

Monitoring of the work on site will initially be undertaken by the Amiri's Project Manager on a regular basis. The site Health and Safety Monitoring will be carried out during walk throughs and recorded in the daily diary. The monitoring will be carried out to ensure compliance with agreed Risk Assessments and Method Statements. Safety Action Notices can be given to contractors not complying or flouting any site safety rules.

At the end of each week there is a weekly safety report completed by the Project Manager that is stored in PROCORE and those with the necessary level of permission, including the subcontractors should be able to view the report on PROCORE. There will be no hard copy stored on file as before

Stage 2:

Safety inspections will be undertaken by the visiting Health, Safety and Environmental advisor – Simon Starks. Generally, the visits will be at random on a three to four-week cycle but in certain stages throughout the programme the visits will increase. This will depend on the risk rating of the period in the programme.

These visits may also be increased when attending sub-contractor meetings, etc. Safety Audits will be electronic and will have actions listed at the front of the report and details and action noted within the report. These actions will be colour coded for action:

- **Red is immediately.**
- **Amber is noted as within 7 days or 24 hours.**
- **Green is N/A or in order at the time of the visit.**
- **Blue is outstanding/well and above requirement or innovative.**

Any unsafe actions will result in the work or the whole project being stopped until rectified. An overall percentage score will be provided in the report and these will be copied to the site, Contracts Manager and Construction Director.

The project manager will use an action sheet to complete details of the action taken, when it was actioned and this will be emailed to the Safety Advisor and Contracts Manager.

On the return visit by the Safety Advisor all previous items are checked for action.

Stage 3:

Monthly contract review/ design review meetings are held on site at regular times and during these meetings health and safety is one of the topics for discussion. A report is prepared by Amiri which includes a section on Health and Safety. Regular internal contract review meetings are also held between the Amiri personnel and only at these meetings is when the Construction Method Statement, Audit Sheets, Monitoring Sheets and Safety Meeting minutes are reviewed. Subcontractors' health and safety performance are also discussed and reviewed. Action points are raised and implemented. As previously mentioned health and safety goals are also reviewed. These meetings can be recorded but may only be a list of action points.

Stage 4:

The senior management in the company will meet with the safety advisor on a 6-monthly basis in order to review overall performance and implement/agree on the actions necessary to improve safety. The safety policy will also be reviewed at this meeting.

2.6 COMMUNICATION AND LIAISON BETWEEN PARTIES ON SITE

2.6.1 WORKER INVOLVEMENT & CONSULTATION

Suggestions and discussion with the workforce will be encouraged on site in the following ways:

- Near Miss reporting will be encouraged.
- The SLAM (Stop, look, Assess & Manage) technique promoted by the HSE will be encouraged too on this site to get workers involved in improving the safety culture.
- Open door policy for all workers to discuss or express any concerns on health and safety with the Amiri management team is encouraged and practiced.
- 'Don't Walk By' principle will be encouraged and people's views are gathered at Toolbox Talk sessions.
- Safety Meetings will be held regularly on site and will be open, to allow workers to engage & consult with managers & other workers. These may simply take the form of an unrecorded discussion.
- Safety notification sheets will be displayed on the noticeboard for personnel to complete and place on the managers desk should they wish to.

2.6.2 COMMUNICATION METHODS ON SITE

Amiri Construction will hold regular meetings with the Client / Client's representative to provide updates on work progress and plan monthly, weekly and daily project work operations.

Regular morning meetings will be held between Amiri site management and contractors' supervisors to agree the work for the day and detail any hazardous operations that may take place.

A daily hazards board will be sighted on entry to the site work area.

2.6.3 EXCHANGE OF DESIGN INFORMATION BETWEEN THE INVOLVED PARTIES ON SITE

The works and the design will take into account that there must be no risk to any public, pedestrians or adjacent building occupants (i.e., users of surrounding footpaths, car park areas, roads and adjacent buildings occupants or visitors). Hazard and risk analysis/ specific risk information in the design from the consultants included in the Pre-Construction Information pack will be used in the production of the operational Risk Assessments for the elements of works. Review of this information will take place at the design review meetings. This information will then be given to the subcontractors their labour along with the Health and Safety Plan at tender stage. Any hazards highlighted in the Pre-Construction information pack have been taken into account and have been used to produce the schedule for risk assessments and method statements. A copy of this plan will be supplied to the subcontractors so that they may produce their own risk assessments and method statements relative to the work(s) being carried out on this project.

Design information from the architect and engineer will be issued for construction to the site team who will then copy direct to all subcontractors and PROCORE. A drawing register and register of all documents relating to design information will be kept on site with a copy on PROCORE.

Any information relating to designs carried out by Amiri designers or contractors will be copied to the Principal Designer for issue to all other parties (comments and approval will be received prior to implementation of work being undertaken). As detailed above, a hazard and risk analysis will be carried out by the designer so that any residual risks are noted for the personnel undertaking the works to consider in their risk assessment and method statements.

2.6.4 ARRANGEMENTS TO ENSURE CO-OPERATION BETWEEN PROJECT TEAM MEMBERS & CO-ORDINATION OF THEIR WORK

Regular design team/ co-ordination meetings will be held on site or on TEAMS between the site team members regardless whether the project is design and build or traditional contract.

Part of the meeting will discuss progress and financial aspects of the project but safety, design risks, specific risks will be discussed and recorded for action and the information flow will be agreed so that this information filters correctly down to site level. The Principal Designer will be key to this process as will all designers, the Principal Contractor and Contractors.

Following any design changes Amiri will either issue a Confirmation of Instruction (COI) or a change enquiry to the Client's Project Manager, this is costed and agreed by the project manager/ client prior to being carried out.

The work will then be assessed regarding review of current risk assessments and any changes undertaken. This information will then be forwarded to the relevant subcontractors for them to review their risk assessments prior to carrying out the work.

2.6.5 SELECTION AND CONTROL OF CONTRACTORS

All new subcontractors will be issued with the Amiri standard Health and Safety Vetting Enquiry Form at tender stage. The information and form that is returned will then be forwarded to the Amiri safety advisor, who will then contact the Project Manager/Site Manager on the required action to be taken prior to appointment.

A copy of the assessment questionnaire is contained within appendix 5 of this document and must be completed by all new contractors appointed by Amiri.

2.6.6 EXCHANGE OF HEALTH AND SAFETY INFORMATION BETWEEN CONTRACTORS, SECURITY, SITE INDUCTION AND ON-SITE TRAINING

All personnel must undergo an Amiri Site Induction prior to commencing work on site and walk the site to understand the restrictions in place and importantly, the location of first aid equipment.

All visitors and contractors must sign 'in' when arriving on site and sign 'out' when leaving site. The site personnel/ visitors Book is held in the site office.

All visitors and contractors coming to site must undergo the site induction prior to entering the site work areas or building to carry out any work or visit. A copy of the Site Induction has not been inserted into the appendix as this will take the form of an A3 or A4 presentation on site. Specific project information will be delivered in person by the Amiri site management team. Regular Toolbox Talks will be required to be provided on site by all subcontractors to their workers and evidence of these must be recorded and provided to Amiri. A suggested list is contained earlier but this can alter to suit the work being undertaken (as detailed in section 2.4). Involvement and feedback from the workforce will be encouraged.

The standard Site Safety Notice boards will be mounted in the site office and canteen area. Emergency contact details will be displayed on the site office should this area be unoccupied at the time of the visit.

Safety will be one of the topics for all meetings with the client and contractors. Information will be exchanged at these meetings and an open forum is encouraged so that views, suggestions and opinions are tabled.

The site logistics plan clearly shows the position of the site welfare, fencing, storage areas, loading/unloading areas, specific project work areas and access/egress routes for all vehicles and personnel. This plan will be added to, to indicate fire points and muster points in the case of an evacuation. This plan will be mounted on site on the site office noticeboard as well as the canteen safety noticeboard and local to the work areas.

The assembly point for all contractors will be adjacent the site parking area as detailed on the site layout plan (please refer to appendix 4).

2.6.7 WELFARE FACILITIES AND FIRST AID

For the enabling works: -

- Heras fencing will be erected to secure the construction site wherever there are gaps with the existing perimeter fencing.
- The contractor's site offices, welfare facilities and toilets will be located as shown in the plans appended and at the start of this document.
- Delivery vehicle route and off-loading areas for material storage will be as per the logistic plan laid out in this CMS.

- Contractor's / visitor's car parking areas will be established once identified where it will be located.
- Establish pedestrian access / egress routes leading from contractor's car parking area to the site offices / welfare facilities and from the site office / welfare areas to the project work areas.
- Undertake any protection works (to existing trees, services and existing masonry walls etc.).

Carrying out the enabling works prior to the commencement of the main construction works will ensure that the project works are planned and set up correctly. It will also allow us to provide the required welfare facilities.

During the enabling works, a groundhog unit equipped with toilet, canteen room and an office will provide the minimum requirement for the welfare for the small number of operatives expected on site.

The ECO groundhog unit will have minimum facilities for heating food and water, provision of drinking water and allow operatives to sit and eat in a clean and healthy environment.

The main welfare facilities will have an area set aside to allow changing of clothing with pegs or hooks and some benches. There will be heating provided so that in the event of the clothing becoming wet they can be dried.

The toilet facilities will contain enough urinals and flushing toilets to suit the number of operatives to be employed on site at any one time. There will be hot and cold running water and sinks which allow the full forearm to be immersed and washed. Towels or hand driers will be provided.

The site office area and welfare facilities and toilets will be kept in a clean and tidy state at all times.

A trained first aider will be on site at all times when works are being carried out. In addition to this we will obtain information of any contractor'/subcontractor's personnel that are first aid trained as some of the contractors being used will also provide first aid cover. A First Aid box will be located in the Site office along with eye wash facilities and a list of the first aiders and how to contact them will be displayed on the safety noticeboards.

2.6.8 REPORTING AND INVESTIGATING ACCIDENTS, INCIDENTS AND NEAR MISSES

All RIDDORS will be investigated by the Amiri safety advisors and the company form completed and forwarded to the Managing Director for action and review.

All operatives are encouraged to report all accidents and complete the Accident Book held in the site office. Incidents and near misses are logged and discussed at meetings.

Any visits by the HSE will be reported immediately to the Client and Principal Designer. The Amiri safety advisor will also be informed immediately of the visit.

2.6.9 RISK ASSESSMENTS AND METHOD STATEMENTS

Any contractor/subcontractor cannot commence work without an approved Risk Assessment and where required, an approved Method Statement. All operatives of contractors/subcontractors will be made aware of and have the information explained that is contained within their company's Risk Assessment and Method Statements prior to carrying out the works. This will be done through the supervising foreman for the contractor who will inform his workforce of the hazards and control measures for the works plus any COSHH Assessments.

All contractors will be given dates for the return of the health and safety documentation which will be in advance of the work being undertaken. This will allow a period of time to comment on the appropriateness of the documentation.

Subcontractors will be asked to sign and agree to work to the documentation and will be monitored by the site management against this information.

Any deviation from the agreed method can only be done following agreement with Amiri site management and an amendment being signed for in the documentation by Amiri. Work will be stopped if it is not in accordance with the documentation. Risk Assessment and Method Statement checklist vetting forms are appended within **appendix 2** and this will be given to the contractors prior to submission of their documentation so that the information required is correct and complies with the form.

2.6.10 SITE RULES AND OTHER RESTRICTIONS ON CONTRACTORS OR SUPPLIERS INCLUDING ACCESS TO THOSE PARTS OF THE SITE OCCUPIED BY THE CLIENT AND OTHERS:

Amiri company site safety rules relating to this site are enclosed within **Appendix 1** of this document and will accompany the induction given to all contractors and visitors to site. These rules will also be displayed on the site safety notice boards.

Access to any areas outside the proposed work areas must be following a permit to work system issued by the Amiri Site Management team and contractors must not wander into other areas outside the agreed project work areas. Transit to and from the work areas will be detailed and agreed at the induction.

With the exception of the agreed project work areas all other existing surrounding buildings, grounds, structures and facilities are strictly out of bounds to all contractor's personnel and visitors.

All personnel must wear safety helmets, safety footwear and hi-visibility vests (bearing the name of the relevant contractor or subcontractor by whom they are employed) at all times whilst on site. In the case of this site only, the hi-vis are as per the client's requirement for "Capital Project", which is red and not yellow.

▲ All project works must be carried out in full compliance with Amiri Site Rules.

All delivery drivers, contractors and visitors to the site will not be permitted to take any photos or videos at any time using any devices (i.e., Smartphone, iPad or camera) unless they have sought and been given strict permission by Amiri Site Management. Any unauthorised use of a device will result in the person's device being confiscated and the person being removed from site with no return.

2.6.11 FIRE AND EMERGENCY PROCEDURES/ CONTACTS:

Temporary fire extinguishers will be positioned in all temporary accommodation, fuel banded and as the project develops, temporary fire points will be set up around the site project work areas and on certain point's temporary wireless fire alarm units will be mounted to act as a temporary fire alarm system. These fire alarm units will be linked to ensure that when any temporary fire alarm is activated it will set off all other fire alarms on all floors throughout the buildings and give a clear signal to all personnel in all areas of the new buildings to evacuate the buildings immediately.

There will be no smoke detection during the work but visual checks will be carried out by all on site and any hot works will be avoided where possible, but if need will be under permit system.

A written fire safety plan in accordance with the **Fire Prevention on Construction Sites, 9th Edition** (Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation) and HSE guidance **HSG 168 Fire Safety in Construction Work** will be compiled and a site layout plan indicating exit routes, fire points and wireless fire alarm locations will be developed and displayed on the noticeboards and at the fire point locations. This information will be conveyed to all personnel at the site induction.

The temporary fire alarm system will be tested weekly and the fire extinguishers will be inspected weekly then entered into the fire safety log section of the site safety files and temporary fire safety equipment inspection register.

The muster point for all contractors on the project will be adjacent the site parking area as detailed on the site layout plan (please refer to appendix 4). This will be indicated on a plan during the induction and shown during the walk round of the site.

Any hot works undertaken on site will only be permitted following issue of a Hot Works Permit issued by the Amiri Site Management. Where possible hot works will be avoided.

No Halogen Type Lights are permitted to be used on site at any time.

No work involving blowlamps, soldering irons, cutting torches etc. may be carried out on site during the last hour of any working day.

Fire safety and use of extinguishers will form part of the Toolbox Talks being undertaken.

Details of emergency contacts and procedures will be contained on the safety notice boards.

2.6.12 RESCUE PLANNING

Details of rescue from workplaces will be detailed where required in the specific risk assessments and method statements. The access for the emergency services will be via the existing main perimeter access roads and through the main site entrance gates which will remain free, clear and unobstructed at all times during the project works.

Specific means of rescue will be provided for any work at height and access to upper floors/ roof level will be via new internal staircases or external scaffolding staircase (Haki stairs).

All the existing fire exits to all existing surrounding buildings must be kept clear at all times throughout the entire duration of the project.

2.6.13 PERMITS TO WORK AND AUTHORISATION REQUIREMENTS

The Amiri Site Management will operate and issue the following permits:

- Excavation
- Hot Works
- Confined Space access
- Use of a Concrete Pump
- Use of a Crane
- Electrical Permit
- Temporary Works
- Roof Access

Should this list change during the project then site personnel will be informed by means of a toolbox talk session provided by Site Management.

No work is to be undertaken outside the fenced site work areas or agreed specific project work areas without the prior approval of the Amiri Site Management.

No confined space works will commence until risk assessments and method statements have been agreed and approval has been obtained from Amiri Site Management and the correct PPE is worn and the correct control measures have been put in place and are strictly adhered to.

2.6.14 SECURITY ARRANGEMENTS

The work areas will be made secure areas during the work and out of hours. Warning signs will be erected to heras fencing to warn personnel, members of the public and children of the hazards.

Hoarding will be erected around the perimeter of the site using a Temporary Works Designed Kentledge system. There will be no ground penetration if this system is adopted. Pedestrian barriers will be erected around the site project work areas (where required) to segregate pedestrians from the plant and traffic routes.

Amiri Site Management will adopt a permit to work system when any works are to be undertaken outside the site fenced work areas. Full liaison will be made with the client and the surrounding building occupants before any works are carried out outside the site fenced work areas.

The permitted working hours will be 0800 to 1700 hrs daily with weekend working (Saturdays only – 0800 to 1300 hrs) by arrangement only with Amiri Site Management. Working on Sundays and Bank Holidays is prohibited. Personnel will be notified if this changes.

When any buildings are finally enclosed then the doors will be installed and locked shut at the end of each day.

With the exception of the agreed project work areas all other existing surrounding buildings, structures and grounds are strictly out of bounds to all contractor's personnel and visitors.

All materials, tools, plant and equipment must at all times be stored within the site compound area and project work areas and in a safe and secure place. No plant, equipment or materials is to be left unattended outside the project work areas or site boundaries.

All personnel must wear safety helmets, safety footwear and hi-visibility vests (bearing the name of the relevant contractor or subcontractor by whom they are employed) at all times whilst on site.

3.0 ENVIRONMENTAL RESTRICTIONS, EXISTING ON-SITE RISKS AND ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS:

SAFETY RISKS, INCLUDING:

3.1 ENVIRONMENTAL RESTRICTIONS AND CONTROL MEASURES:

A Construction Environmental Management Plan (currently being developed) will be in place for this project.

All waste will be removed from site and disposed of by registered waste carriers into registered landfill sites.

Evidence of consignment notes and disposal certificates for any hazardous waste will be copied and inserted into the Health and Safety File.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

The Amiri Site Management will be responsible for the implementation, measuring, monitoring and control of all site waste procedures.

It will be the aim to recycle materials removed from site where possible and to segregate waste produced during the build works. This information and records of waste leaving site will be recorded by the Amiri Site Management.

In addition to these any fuel oil / diesel brought to site must be in bunded tanks or on bunded pallets if in small quantities. Emergency spill kits will be located adjacent to the bunded areas, Drip trays will be implemented to ensure no accidental spillage with returning the nozzle gun from filling up. Careful consideration will be given for their location on the site.

Debris and mud must not be permitted to enter the public highway. A lorry jet wash facility will be located within the site compound area if needed.

The site will hold an emergency spill kit to be able to stop any accidental spillages of fuel etc. entering the existing drains or ground generally.

All site personnel will be inducted and shown the location of the emergency spill kit and the response procedure to follow should an incident occur on site.

Existing drainage or groundwater run off drains are to be kept clear and maintained, but in the case of this site there appear to be no risk.

Amiri Site Management will liaise with the client concerning the disposal of waste material in accordance with Local Authorities requirements and current regulations (i.e., gypsum (plaster/plasterboard)).

All skips will be in a secure location within the site fencing. Some waste materials are to be stored in lockable skips within the main site compound area.

3.2 VERMIN:

There is always a risk of vermin being present on sites and this must be taken into account in the risk assessments completed by the contractors.

The following procedures will be strictly adhered to by all personnel on site: -

- ▲ A Good refuse disposal regime will be adopted.
- ▲ Good washing facilities will be provided and the workforce will be encouraged to use them.
- ▲ Gloves will be worn by operatives and cuts and grazes will be covered over.
- ▲ **Vaping or Smoking will not be permitted anywhere on site or in any buildings or on any roof areas or in close proximity to the site. The rules for smoking apply to all types of smoking products including electronic cigarettes.**

Smoking will only be permitted within a designated area of the site compound. Anyone found smoking outside the smoking area will be asked to leave site with no return. This includes the smoking of any E-Cigarettes.

All food waste will be put in sealed receptacles and all site personnel will be encouraged and told to keep a clean and tidy site at all times and to remove and put waste at the end of each day in the correct receptacle.

3.3 EXISTING HAZARDOUS MATERIALS:

Existing ground investigation reports will be studied in detail prior to any works commencing.

All project works will be carried out in a safe and correct manner at all times and should any unknown objects or materials be discovered or encountered in the ground during the course of the works that are suspected containing ACM, then the Amiri Site Management should be immediately notified and all works within the area stopped and the area made safe until further analysis and testing of the material or object has taken place and approval has been given to recommence the works within the area by Amiri Site Management.

If any hazardous materials found will be removed by a trained and competent contractor all in accordance with current legislation and procedures.

Controls and procedures will then be put in place by Amiri to remove the hazard to all site personnel and any person working within or around the existing buildings.

Therefore, great care and attention should be taken at all times during the project works to ensure that no person is put at any risk in relation to any hazardous materials that may be discovered or encountered during the works.

3.4 TEMPORARY WORKS:

Any temporary works will only be undertaken in strict accordance with Amiri Construction Temporary works procedures document S40.1 (please refer to separate document).

Appendix 3 outlines the temporary works process chart for the design, construction and management of temporary works by Amiri Construction Ltd.

Any temporary works on site will be correctly inspected and recorded in the Amiri Construction temporary works register (section 7 of the site safety files).

Temporary works are defined in the Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falseworks BS 5975: 2008 as:

- “An engineered solution” used to support or protect an existing structure or permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side slopes of an excavation during construction operations on site or to provide access.
- Those parts of the works that allow or enable construction to protect, support or provide access to the permanent works and which may or may not remain in place after the completion of the works.

Temporary works include, but are not limited to:

Earthworks - trenches, excavations, temporary slopes and stockpiles.

Structures - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.

Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g., mobile cranes and piling rigs.

3.5 PREVENTING FALLS:

Any Scaffold erection will only be undertaken in accordance with the NASC Guidance Note SG4:15. Scaffolds must be erected in accordance with the NASC TG20:13 or BS EN12811-1.

- Prior to striking any scaffold permission must be obtained from Amiri Site Management and after an inspection of the area the scaffold may be struck.
- When erecting/dismantling scaffold the area below must be cordoned off to others.
- All scaffolders must have attended a scaffold awareness course in the last 12 months.
- Each morning all scaffolders will attend a briefing to review work to be undertaken. All will be reminded on the wearing of safety glasses and the use of harnesses.
- All scaffolders must comply with SG4:15 and use and wear safety harnesses. Personnel not wearing them will be asked to leave site immediately with no return.
- Areas of scaffold being adapted/ installed/ dismantled must have physical barriered off exclusion zones set up and be clearly signed.
- Scaffolding contractors cannot rely on the presence of a watchperson or worker undertaking any adaptations to stop others accessing the scaffold work area.
- All installations including adaptations to scaffold must have a handover certificate issued to Amiri site management.
- All scaffold installations including adaptations will be inspected by Amiri site management before signing the handover certificate. The scaffold can then be opened up for use.

- A rescue plan must be in place and the rescue equipment must be on site to ensure that retrieval of injured or fall arrested persons from height is possible.

Where required scaffolding will be made visible and protected from vehicle impact where there is a risk from collision with vehicles.

Scaffolding to have protection installed (where required) with netting/ sheeting to all sides which front onto any pedestrian access paths to prevent dust or debris affecting passers-by.

The scaffolding areas adjacent to roadways will be assessed for additional protective measures prior to installation.

Foam rubber protection is to be afforded to all scaffold sections where not concealed securely by Hoarding or Heras Fencing.

Amiri will ensure that wherever possible high-level work is undertaken from the safety of mobile elevated work platforms.

When scaffolds are being used then the weekly registers will be completed by the competent person.

A scaffold schedule will be compiled by the Amiri Site Management and one point of access up to the working platforms will be a scaffold staircase so that emergency rescue can be undertaken.

Where possible Amiri will encourage the use of podium steps or mobile scaffold towers in place of steps or ladders. Ladders and steps will not be banned from site (permit to be issued for any use!) but podium steps and mobile scaffold towers will be considered first.

- ▲ **Special Note:** If operatives or delivery drivers are required to climb or access the rear of any vehicle then suitable and sufficient risk assessments and procedures must be adopted to prevent any injury from persons falling from the vehicle trailer, bed or rear. Handrails must be first considered then fall arrest in the form of soft fill bags, air bags installed around the vehicle if access has to be carried out.

3.6 WORK WITH OR NEAR FRAGILE MATERIALS:

There are no known works being undertaken near fragile materials at present at this stage of the project.

Any work required to be undertaken near any fragile materials will be carefully planned and undertaken with great care and attention ensuring a safe system of work is adopted and correct protection is installed and provided at all times.

No works near any fragile materials will commence until risk assessments and method statements have been agreed and approval has been obtained from Amiri Site Management and the correct PPE is worn and the correct control measures have been put in place and are strictly adhered to.

3.7 WORK ON EXCAVATIONS OR WORK WHERE THERE ARE POOR GROUND CONDITIONS:

All existing ground investigation reports or surveys will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

If any unknown objects are found during the project works then work will immediately stop and the Amiri Site Management will be immediately informed who will in turn contact the client and all relevant parties.

Normal standard protective measures will be adopted when undertaking any excavation works or remedial works with regard to supporting the sides of the excavation or foundations. Details of this will be contained within the contractors RAMS.

3.8 WORKING OVER OR NEAR TO WATER:

Not applicable to this project.

3.9 CONTROL OF SITE TRAFFIC, TRAFFIC ROUTES AND SEGREGATION OF VEHICLES AND PEDESTRIANS

The existing surrounding roadways are constantly busy at all times of the day with vehicles.

Traffic signs and control will be in place along the existing roads to remind the delivery drivers of the speed limits and pedestrians use. Speed restriction signs and warning signs will be erected on the perimeter of the site fence as you approach the site entrance.

Site directions will be compiled and provided to all contractors, suppliers and visitors.

During any work the existing roadways must remain clear for vehicles and access for emergency vehicles at all times.

The speed limit on site and for all vehicles entering and exiting the site will be 5 mph.

All site personnel and visitors must wear at all times hi-visibility vests/ jackets whilst on site. Each subcontractor will be requested to provide their own workers with hi-vis in red colour and the format as stipulated by the client.

- **No persons will be allowed to work on site until they have undertaken an Amiri Site induction.**

All deliveries to the project must be notified to the Site Manager 24 hours prior to arriving on site. No delivery will be carried out beyond the permitted hours of work.

All vehicles accessing the site must adhere to the speed limits and be aware of the presence of other vehicles, pedestrians and footpath users and visitors at all times.

All personnel must consult with Amiri Site Management concerning delivery site protocols and actual times deliveries may be permitted.

- **All deliveries to site will strictly adhere to the following procedures: -**
- All Deliveries will be guided into the vehicle turning compound and also into the construction site.
- All delivery drivers will be required to stay in their cab unless necessary to exit. Any loading and offloading arrangements on site will ensure wherever possible that drivers remain in their vehicles.
- Where drivers are required to exit their vehicle, they should wear PPE, the minimum that is required on site.
- All deliveries must be met at the site and must be escorted on and off site by a competent banksman at all times.
- A minimum of 24 hours' notice must be given to Amiri site management prior to any deliveries to site.
- Do not allow vehicles to reverse or leave the site without a banksman present.
- All delivery drivers will wear the correct PPE whilst on site.
- All vehicles entering and exiting site must strictly adhere to all speed limits and must be driven with extreme caution at all times. Amiri operates a speed limit of 5mph on site.
- All drivers must be informed of any height or width restrictions or the existence of any overhead cables prior to driving to the site delivery area.
- All deliveries must be guided into the site-specific delivery area by a trained banksman and the site entrance gates will be closed to prevent unauthorised access by any members of the public or any nearby building occupants and to create a safety barrier between the surrounding buildings and site activities.
- If you need to close or block any roadways, then this must be agreed in advance with Amiri Site Management and the appropriate signage be erected.

All local speed, parking and directional traffic restrictions must be observed at all times.

All orders placed with suppliers will contain this information.

All existing and surrounding buildings, footpaths, car park areas and roadways around the site will remain in full and active use throughout the entire contract period. Traffic management will be required when carrying out the project works and this will be discussed and agreed with the client prior to being carried out.

All entrances and exits and associated fire exit to all existing and surrounding buildings must be kept clear at all times during the project works.

The main site entrance gates and perimeter access roads leading to the site that will be used by all delivery vehicles will need to be assessed prior to delivery of any materials to ascertain the type and size of delivery vehicles that can or cannot be used to access and exit the site.

All delivery vehicles will be marshalled into the specific site delivery area and the site entrance gates will be closed to prevent unauthorised access by any members of the public and to create a safety barrier between the surrounding buildings and properties and site activities.

Weekly delivery schedules will be compiled, where necessary, and daily discussions will be undertaken with the Project Manager / Client to co-ordinate safe times for the delivery of materials and movement of plant and equipment.

After entering the site all contractors and visitors park their vehicles in the designated temporary contractor's car park area which will be located within the vehicle turning compound / or adjacent to the compound itself.

Contractor's parking will have limited car park spaces so contractors should consider reducing the number of vehicles visiting site.

 **Amiri accepts no responsibility for any vehicles parked on or off site.**

All gates or doors into and leading from the site compound area, site delivery and material storage areas and main construction project work areas must at all times remain locked and shut to prevent unauthorised access into the construction project work areas, compound area, delivery and material storage area by any adjacent building occupants or members of the public.

Great care should be taken when entering and exiting the site at all times as there will be vehicles, pedestrians and members of the public using the surrounding roadways and footpaths at all times during the day.

The parking or stopping of contractors or delivery vehicles on the main perimeter access roads is not permitted and the movement of all delivery vehicles, contractors and visitors' vehicles into and out of the site will be carefully managed and monitored at all times.

▲ **Please Note the following IMPORTANT information:**

- Access / Egress routes for vehicles may be altered throughout the project works to suit the sequence of site operations and specific project work activities.
- Access for emergency vehicles to all parts of the site and the project work areas and existing adjacent and surrounding building areas will be maintained at all times.

3.10 CONTROL OF LIFTING OPERATIONS OR PLANT AND EQUIPMENT ON SITE:

All plant and equipment on site can only be used following the inspection of current certification and maintenance documents. Weekly registers have to be completed for all plant and equipment that present a hazard to the operators or others on site (i.e., cranes, MEWP, excavators, dumpers, forklifts, hoists etc). The weekly register will be held in the site office and must be completed by the operators.

All equipment on site will be isolated at the end of the shift or out of hours.

There will be crane lifts and hiab lifts used to offload and lace materials. All lifts will be subject to BS 7121 and by trained and competent personnel.

Users of plant and equipment will only be permitted to proceed following the issue of suitable proof of training and competency to operate the equipment (i.e., CITB CTS Certificate, RTITB Certificates, etc).

Any lifting operations will only proceed with the issue and approval of Risk Assessments, Method Statements and Lift Plan. A trained slinger/banksman and appointed person will be used for any lifting operations.

Amiri will be in attendance and monitor and control the Health and Safety during this work.

All electrical tools on site will be 110 volt or battery powered only. A battery charging point will be set up in the canteen area for charging of cordless battery-operated tools.

All high-level project work will be under the strict control of Amiri site management.

All work on site must at all times strictly adhere to the work procedures, operations, risk assessments and method statements as detailed out within all Amiri Safety documentation.

Amiri will, as required by the Client, give at least 24 hours' notice of any large items of plant that are to be delivered or taken away from site during the project works so to ensure that client's existing arrangements and activities are not affected in anyway.

3.11 STORAGE OF MATERIALS (PARTICULARLY HAZARDOUS MATERIALS):

There should be no need to use or store hazardous materials on site but should the need arise then a full COSHH assessment will be produced from the hazard data sheets and this will detail the correct storage methods and use. This may entail the use of specific secure fireproof COSHH containers or bunded storage pallets/ areas.

General storage will be in line with the site layout plan and on a just in time basis.

An area will be set aside on the construction site to store material that will be used straightaway within the works.

3.12 THE CONTROL OF ANY OTHER SPECIFIC SITE RISKS (FROM PRE-CONSTRUCTION OR DESIGN INFORMATION):

The information provided by designers at tender and pre-construction stage will be studied in detail and specific risks noted and actions placed on specific team members. This information will also be provided to any contractors that are connected to that element of work. This information can take the form of design risk assessments, design hazard analysis, notes on drawings, notes on specifications etc.

HEALTH RISKS, INCLUDING:

Storage of Materials (particularly hazardous materials)

3.13 THE REMOVAL OF ASBESTOS, SURVEYS AND RESULTS:

Not Project Applicable

3.14 SMOKING ON SITE:

There is strictly to be NO VAPING or SMOKING on site, within any existing buildings or structures or on any roof areas or in close proximity to the site. The rules for smoking apply to all types of smoking products including electronic cigarettes.

A fenced smoking area will be set up in the site compound area for the project and this is the only place personnel may smoke on site.

Anyone found smoking outside this area will be immediately removed from site with no return.

3.15 DEALING WITH CONTAMINATED GROUND:

All ground investigation survey reports that exist will be studied in detail prior to the commencement of any excavation works.

The ground conditions of the site will be taken into account at all times when carrying out any project works to ensure all works are carried out in a safe and correct manner during the project works.

Should any hazardous waste be discovered during the project works then a specialist disposal company will be utilised to remove it from site following testing of the product.

Amiri will proceed with caution with all excavation works and stop work if any suspect material is found. The Amiri Site Management will then take action to have the material tested before work can re-commence.

3.16 MANUAL HANDLING:

All work Risk Assessments must take account of any manual handling risks and where significant a separate Manual Handling Risk Assessment will be completed.

Wherever possible Amiri will ensure that automation or mechanisation for lifting of materials is the preferred method in order to reduce the risk of Manual Handling injury.

- ▲ All contractors working on site must have had training in safe manual handling techniques and where possible lifting and moving equipment will be employed/ used.
- ▲ Whenever possible all materials will be moved mechanically.

Designers will take account that any materials specified should be reduced in size so that 20kg will not be exceeded or if they are, then the installation can be carried out mechanically. Steelwork will be reduced in size where possible.

Materials being moved between levels will be broken up into small sections or components to reduce manual handling risks.

3.17 USE OF HAZARDOUS SUBSTANCES (particularly when there is a need for health monitoring):

Amiri will ensure that contractors complete and attach COSHH Assessments for any materials that present a hazard to the user to the Risk Assessment completed by contractor. Operatives will be made aware of this information by their supervisor and monitoring will be carried out in compliance with this information. Work must not proceed without this information.

Wherever possible, hazardous substances will be substituted with less hazardous materials (i.e., water based as opposed to solvent based).

When there is a need for health monitoring when using a specific product then evidence of this will be required from the contractor prior to commencing work on site.

3.18 REDUCING NOISE AND VIBRATION

Any power tools that are used that cause vibration will be selected for the lowest emission possible and Amiri will have procedures in place on site in accordance with the New Vibration at Work Regulations to reduce the exposure of operatives to any vibratory tools.

All contractors will be reminded of the need to select equipment and plant that reduces vibration and noise to the lowest achievable level. This is for exposure to personnel.

Contractors will also take into account when completing Risk Assessments that they must reduce noise and vibration exposure by such means as taking regular breaks, reducing the time of use on the equipment, enforce use of PPE for noise and vibration and encourage operatives to keep warm and promote exercise for better circulation in the body.

With noise, contractors must first consider reducing at source and selecting low emission equipment. PPE is a last resort and is unlikely to reduce the exposure figures.

Contractors working on site must ensure that the vibration figures for all tools are known and personnel exposure figures are provided to personnel to allow them to monitor action and limit values. A policy and procedure must be in place before commencing work.

When there is a need for health monitoring when carrying out specific work with noise producing plant or equipment or vibratory tools then evidence of this will be required from the contractor prior to commencing work on site.

Due to the close proximity of neighbouring properties the site will not operate at weekends and site noise should be controlled and reduced as far as possible at all times.

The noise levels are detailed in the planning restrictions document and must not be exceeded.

No noisy project work operations are to be undertaken at any time before 8.00am on any day of the week.

3.19 EXPOSURE TO UV RADIATION (From the Sun)

The welfare facilities will contain supplies of sun barrier cream where external works are required to be undertaken and this will be detailed in the site induction.

Note: Personnel on site will not be permitted to wear shorts or remove tops at any time. Long sleeved shirts/ clothing must be worn (not vest type). T-shirts to elbow length must be worn as a minimum. Details of this will be provided to all personnel at the induction

3.20 ATOMIC WEAPONS EMERGENCY PLANNING

The proposed Bartlett Arboretum at Whitehouse Farm is within the Detailed Emergency Planning Zone (DEPZ) of AWE Burghfield AWE(B) but outside the Urgent Protective Action Zone. In the very unlikely event of a radiation emergency¹ at the nearby AWE (Burghfield), personnel on site will be notified by a pre-recorded telephone message (landline only) from the AWE Alerting System. In addition, notifications may be received via local radio (Heart Berkshire: 97.0 and 102.9 MHz FM; BBC Radio Berkshire: 95.4 and 104.1 MHz FM), TV (e.g. BBC South, ITV Meridian), news websites or social media. This will advise members of the public to seek shelter immediately². Since the site is outside the Urgent Protective Action Zone this action is seen as precautionary, not expected to yield a net safety benefit and unlikely to have any benefit if prolonged. None the less every effort will be made to ensure that everyone on site achieves shelter.

If anyone on site receives notification prior to the Site Manager, they should make the Site Manager aware immediately. The Site Manager will immediately notify all personnel on site to stop activities.

The Site Manager will ask people on site to:

- Ensure that all vehicles, plant and machinery are fully turned-off, locked and secured.
- Ensure other colleagues and personnel have acknowledged the emergency (e.g. those wearing ear defenders or operating machinery)
- Do not finish off any activities – immediately stop, make safe the working area and leave towards Whitehouse Farm.

All personnel on site, including visitors, without exception must immediately make their way safely to Whitehouse Farm Building on site (adjacent to the entrance of the site from White House Lane, North) to receive instruction from the site manager or other responsible person.

The Site manager will take a register to show that all people on site have made it to Whitehouse Farm.

It is anticipated that Whitehouse Farm building will accommodate all personnel on site; this building will be made obvious to all present on-site during induction. Use of alternative welfare cabins will not be allowed.

¹ an event which releases radioactive dusts or gases to the atmosphere in quantities that could expose a member of the public to a dose greater than 1 mSv – REPIR Guidance paragraph 69.

² As the cloud of radioactive material passes the airborne concentration of radionuclides is expected to be greater outside than inside a good building so members of the public are advised to go indoors.

The following rules will apply:

- All windows and vents should be closed immediately. No air conditioning units are to be used.
- Where possible, avoid making landline or mobile phone calls for at least 30mins following the emergency notification to avoid overloading the local networks.
- The Site Manager will notify relevant authorities of presence of personnel on the site.
- Do not, unless expressly told to do so by trained persons or the emergency services leave the cabins.
- Listen to local radio for updates.

This document details the preparations for, and response to, receiving the alarm.

Preparedness

A landline connection will be installed in Whitehouse Farmhouse and in the Bartlett Research Laboratory Building to receive the alert.

A key to Whitehouse Farm building will be available to the site manager, either in the possession of the site manager or in the construction welfare unit.

Whitehouse Farm is a substantial building (approximately 2,906 sq ft built of brick under a tile roof and thought to have been constructed in the 1960s). It is presented as a 6-bedroom house with secondary accommodation. As such it has space to accommodate up to 80 people (the maximum considered to be likely to be on site at any one time), although at the upper bound of this number, which is expected infrequently, it may not be particularly comfortable with 3.4 m² per person (probably more than allowed for in a trans-Atlantic flight). Sufficient bedding will be stored for 80 people but again, it will not be particularly comfortable if the full number is present when the alarm is raised.

The building is suitable for taking shelter in the event of atmospheric pollution including radioactivity.

Site induction training for all persons on site will include them being made aware of this plan. Specifically, they will:

- Be made aware that the Whitehouse Farm building is the muster point for an AWE alert,
- Be made aware that on hearing the alert they should:
 - Take immediate actions to make their workplace safe,
 - Make their way to Whitehouse Farm,
 - Be sure that anyone they see while on their way to shelter is aware of the alert.

The local authority prior information leaflet will be available to anyone on site and a poster will be displayed on all Health and Safety notice boards and any other suitable display board explaining the initial actions to take on receipt of the alarm.

If we accept that the average walking speed is about 3 miles per hour (1.34 m/s) and that the site is about 0.42 km long, we can estimate that people should be able to make shelter within 5 minutes or so of hearing the alarm. Given that the council requires 15 minutes to raise the alarm, it is quite likely that the main plume of radioactive material will have traversed the site by the time people are alerted. However, if these people were under tree cover, they are likely to have received a lower inhalation dose than people caught in the open due to the filtering and delaying action of the tree canopy.

There will be no need to decontaminate people this far from the AWE(B) site. However, local media will be monitored and if self-help decontamination is recommended then the people on site will follow the instructions given. The property has a family bathroom and three ensuite facilities to allow people to shower in private should the need arise.

Implementation and Review

This End User Emergency Plan is the responsibility of the Site Manager (Research Laboratory Manager) and should be reviewed every three years or when local authority information changes. If required, any amendments to be made to this plan should be confirmed in writing with the Wokingham Borough Council Emergency Planning Officer. If, following review of the Plan, it is established that a higher number of personnel are utilising the site regularly, the provisions to be kept on site in the event of an emergency should be adjusted accordingly.

It is the responsibility of the Site Manager to maintain records for each permanent or regular person on site in a locked, secure facility on site, within Whitehouse Farmhouse for emergency use. These records should include details of relevant contact numbers for next of kin. Any visitors will be asked to provide an emergency contact at site induction.

Within 3 months of first occupation of the development, the final contact details and names for those responsible for the monitoring, review and activation of the plan will be submitted to the Wokingham Borough Council Emergency Planning Officer.

4.0 THE HEALTH AND SAFETY FILE:

4.1 LAYOUT AND FORMAT:

The Health and Safety File information will be collected by Amiri and will then be handed over to the Principal Designer for comment prior to issue to the client. The information, layout and format of the Health & Safety Files will be agreed with client and Principal Designer during the course of the project works.

- ▲ **One hard copy and two electronic copies will be prepared and handed over on completion of the project.**

4.2 ARRANGEMENTS FOR COLLECTION AND GATHERING INFORMATION:

Amiri will collate the information during the works and present it to the Principal Designer as the project progresses to ensure the format and content are suitable.

The information will initially be held electronically on the company server and PROCORE until ready to hand over to the Client/ PD.

APPENDIX 1

- Site Safety File Layout – **MOST OF THE DOCUMENTS WILL BE ON PROCORE.**
- Site Safety Rules

FILE 8: SITE HEALTH, SAFETY AND ENVIRONMENTAL FILE

Bartlett Arboretum

- 1.** Introduction
- 2.** Health & Safety Policy Statement and Environmental Policy Statement
- 3.** Company Insurance
- 4.** Pre-Construction Health and Safety Information
- 5.** F10 Notification and HSE Correspondence
- 6.** Construction Method Statement
- 7.** Technical Reports/ Asbestos Survey Reports

8. Accident Book Entries

9. Accident Reports

10. Fire Safety Plan

11. Environmental Management

12. Traffic Management/ Site Logistic Plan

13. Safety Meetings

14. Emergency Procedures

15. A&E Hospital Information

16. Emergency Contacts

~~17.~~ ~~COVID-19 Checklist~~

~~18.~~ ~~COVID-19 Site Safe Operating Procedures~~

19. Risk Assessments, Method Statements and COSHH Assessments A-Z

20. Temporary Works Information and Register

21. Toolbox Talk Information and Attendance Sheets

22. Site Managers Monitoring Forms

23. Contracts Manager Inspection Checklists

24. Environmental Checklist

25. Fire Safety Equipment Register

26. Workplace Inspection Register

27. Plant and Equipment Register

28. Telehandler Checklist/ Register

29. Permit Register

30. Portable Appliance Register

31. Action & Notification Forms

32. Cleaning Log

33. Fall Protection Equipment Register

34. Vibration Exposure Register

35. Weekend/ Out of Hours Notification Forms

36. Blank Permits

37. Completed Permits

38. Induction Register – Information will be on file

39. Induction Record Forms – Information will be on file

40. Amiri General Induction

41. Site Specific Induction Information

42. Induction Questionnaire and Test Sheets

43. Site Personnel Register

SITE RULES – Bartlett Arboretum, Reading:

- 1) Access to the working area can only be obtained following the site-specific induction and all personnel are required to confirm they understand the requirements of the Method Statements/Risk Assessments associated with their work. An emergency contact name and number will also be required to be clearly printed on the induction form.
- 2) Personal Protective Equipment shall be worn at all times and by all parties within the working area. There will be no exclusions. The basic minimum requirements are:
 - ▲ **Safety Helmet**
 - ▲ **Safety Footwear** (to include steel toe cap and midsole)
 - ▲ **Hi – Viz waistcoat or jacket (bearing the name of the relevant contractor or subcontractor by whom they are employed).**
 - ▲ **(Other PPE will be as per the requirements of the risk assessments).**
- 3) **Long sleeved shirts/ clothing must be worn (not vest type). Shorts are not permitted to be worn on site.**
 - ▲ **T-shirts to elbow length must be worn as a minimum.**
- 4) A site personnel attendance register will be completed by everyone including visitors entering to site. The site personnel attendance register ('sign in' and 'sign out') will be instigated for use in case of Emergency. This must be completed by all staff, operatives, visitors etc. The register will be located within the site office.
- 5) There must be no fraternising with any of the adjacent buildings staff, pedestrians or the passing public. Please report any incidences to the Site Management team.
- 6) All site employees are to make themselves aware of the emergency, first aid and fire safety arrangements and escape routes on the site and the site assembly point.
 - ▲ **If in any doubt ask any member of the Site Management team or your supervisor.**
- 7) **VAPING AND SMOKING IS BANNED ON SITE OR IN CLOSE PROXIMITY TO THE NEW BUILDING.**
 - ▲ **An external smoking area may be set up within one corner of the confines of the site compound area. This is the only location you may smoke. Anyone found smoking or vaping on site will be asked to leave site with no return.**
 - ▲ **This includes the smoking of any E-Cigarettes.**

- 8) Any accidents, incidents or near misses are to be reported to the Project Manager or a member of the Site Management Team. Accidents however minor must be entered into the accident book held in the site office on the safety noticeboard. The completed form will then be removed and placed into a secure filing system. There will be a list of qualified First Aiders displayed on the Site Notice Board and the First Aid kit is held within the site office.
- 9) Diabetics, asthma, epilepsy sufferers and person using drugs for medication are required to report their condition to the project manager on this site either during or just after the induction. This information will be kept confidential.
- 10) The consumption or possession of alcohol on the site is strictly prohibited. No person will be allowed to work on this site either having consumed alcohol or if suspected of being unfit for work as a result of alcohol.
- 11) The possession or taking of drugs on this site other than for authorised medical purposes is strictly prohibited. The taking of drugs for medical purposes is to be notified to the Project Manager.
- 12) All access and emergency routes shall be kept free from obstruction at all times.
- 13) The consumption of food and drinks on site is prohibited; with the exception of drinking water, but the empty water bottle(s) must be disposed of in the site recycling bin. Please use the canteen provided for all food consumption.
- 14) Operators of Plant and equipment shall be trained in the use of the equipment they are using and be trained to a standard acceptable to Amiri Construction. These qualifications are to be produced at the site induction to the site management team member on request and prior to any works being undertaken. All operators are responsible for mandatory safety checks before operating their equipment without exceptions.
- 15) **Only 110 Volt electrical tools are permitted on site and these must be accompanied by a current PAT certificate/ tag.**
- 16) The speed limit on all main perimeter access roads leading to site will be 30 mph. The speed limit for all vehicles on site and within the site compound and for entering and exiting the site will be 5 mph.
- 17) It is strictly forbidden to ride on plant as a passenger (e.g., Dump trucks / JCB).
- 18) All site employees shall co-operate in keeping the site tidy and clear away debris and rubbish at the end of each work shift. This includes the site welfare facilities.

- 19) Reversing on site can only be carried out under the guidance of a trained banksman.
- 20) All plant and equipment must have the engines switched off and keys removed when plant is not in use or at the end of each shift.
- 21) No site employee is to interfere, damage or abuse any safety sign or item provided in the interests of site safety.
- 22) No one is to remove or interfere with any scaffold structure/work platform unless they are trained to do so and have the project manager's permission. (CISRS Scaffolders Certificate).
- 23) Site employees are to report any defects of plant or equipment to their manager immediately
- 24) Permits to Work will be required in respect of various elements of the project.
 - ▲ Temporary Works, Hot Works, Confined Spaces, Demolition, Excavation, Electrical Isolation, Roof Access, Use of a Crane (This is not an exhaustive list and will develop throughout the works).
- 25) Ladders should be used for access to a working platform only and should be secured. Step ladders should only be considered after all other alternatives have been considered and cannot be used. Podium steps and mobile scaffold towers are the preferred method for accessing work at height.
- 26) Normal site hours are 0800 – 1700 hrs Monday to Friday. Saturdays (0800 to 1300 hrs) are not normally worked and must be agreed in advance with Amiri Site Management. The site is closed on Sundays.
- 27) No fluids, chemicals or wash down of any mortar or concrete containers, or wagons is permitted into the ground without agreement with Amiri. Any accidental spills are to be reported immediately and the emergency spill plan put into action. An emergency spill kit is available on site. If not visible please notify Amiri.
- 28) No mud or debris is to be taken out of site or deposited onto the roadway.
- 29) The existing roads, public footpaths, pedestrian and delivery vehicle routes must not be blocked at any time.
- 30) Radios and MP3 players are not permitted on site.
- 31) There is to be no lone working on site.

- 32) Halogen type lights are not permitted on site.
- 33) **All deliveries to the project must be notified to the Site Management 24 hours prior to arriving on site and must be undertaken in strict accordance with site delivery procedures.**
- 34) No work involving blowlamps, soldering irons, cutting torches etc. may be carried out on site during the last hour of any working day.
- 35) All materials, tools, plant and equipment must at all times be stored within the site compound area and project work areas and in a safe and secure place. No plant, equipment or materials is to be left unattended outside the project work areas or site boundaries.
- 36) Any works outside the confines of the agreed project works areas may only be carried out after strict permission has been received from Amiri Site Management.
- 37) All delivery drivers, contractors and visitors to the site will not be permitted to take any photos or videos at any time using any devices (i.e. Smartphone, iPad or camera) unless they have sought and been given strict permission by Amiri Site Management. Any unauthorised use of a device will result in the person's device being confiscated and the person being removed from site with no return.
- 38) **Prior to any personnel going on any roof area a ROOF ACCESS PERMIT must be obtained from Amiri Site Management.**

REMEMBER: DON'T WALK BY - REPORT ALL UNSAFE CONDITIONS IMMEDIATELY

IF IN DOUBT, ASK!!

AMIRI OPERATE AN 'OPEN DOOR' POLICY – TALK TO A SITE MANAGEMENT TEAM MEMBER

APPENDIX 2

- Risk Assessment and Method Statement Checklist

▲ (This information will be gathered and the register copied here during any updates to this document as the project progresses).

Risk Assessment and Method Statement Checklist



Project Name

Project Number

Subcontractor

Task / Activity

All risk assessments & method statements (RA & MS) submitted by subcontractors must be suitable and sufficient for the work being undertaken. This means that they must address the significant risks and be clear on how such risks will be controlled. The following checklist must be completed by the appointed Amiri Site Management Team Member prior to allowing works to proceed therefore sufficient time must be allowed by the commercial team for receipt of the RA & MS, checking and re-submission if required. Any response which is stated as 'No' or 'Part' must be rejected. The amended RA & MS must be re-submitted for review. Works can only proceed once the RA & MS is deemed to be suitable and sufficient. This checklist is a guide for minimum requirements and is not exhaustive – there will be other items you may consider need to be included within RA & MS.

This check is not an acceptance of responsibility for the way in which work is planned, resourced and carried out and all works must be monitored on an ongoing basis.

RISK ASSESSMENTS

Do the risk assessments meet the following criteria?

Yes No Part * Insert Comments in boxes below

1. Project particulars stated

Check:

- Project name & address, contractor's details, date that risk assessment was undertaken, is it signed & dated?

☐ Yes ☐ No ☐ Part

2. Risk assessments follow the HSE's 5 Steps to risk

Check Significant risks are recorded and identify:

- Persons at risk e.g. operatives, public etc?
- How they might be harmed?
- Risks are evaluated and precautions stated?
- The assessment has a review section?

☐ Yes ☐ No ☐ Part

3. All significant risks are considered?

Check that:

- All significant risks have been identified. These risks that if left uncontrolled could result in serious injury/ill-health or damage.

☐ Yes ☐ No ☐ Part

METHOD STATEMENTS

Does the method statement meet the following criteria?

Yes No Part * Insert Comments in boxes below

4. Subcontractor Package, Title, Revision, Number and Date.

Check:

- Company, package, title, revision number and date.

☐ Yes ☐ No ☐ Part

5. Description of the work.

Check the description of the work including:

- What is to be done.
- Sequence to the work.
- Timing: when will it start.
- Location: actual place on site it will take place.
- Methods – how each part will be done.
- Duration – how long it will take.
- Details of waste control and removal.

☐ Yes ☐ No ☐ Part

Risk Assessment and Method Statement Checklist



METHOD STATEMENTS (Continued)

Does the method statement meet the following criteria?

Yes No Part * Insert Comments in boxes below

6. Resources Required.	Resources required: • Personnel involved and their training/competence. • Plant and equipment to be used. • Relevant training certificates and test/examination certificates to be supplied (e.g. CPCs, 12 monthly thorough examination, weekly registers, etc.). • Supervision – by whom and name. • Materials to be used (environmental details or protection to be given (e.g. banded diesel tanks)).	☐	☐	☐	*
7. Access / Egress, Loading and Unloading	Access / Egress, Loading / Unloading: • Details of access for personnel to the site area and work area. • Details of access for plant equipment and materials to site and work area. • Details of loading / unloading and storage areas. • Lift Plans & Risk Assessment for Crane Lifts.	☐	☐	☐	*
8. Control Measures.	Control Measures: • COSHH Information. • Inductions, toolbox talks, etc. • Special training (confined space, tower erection, etc.). • Security. • Permits to work/access. • Manual Handling Information (e.g. weight, size, location, etc.). • Protection of others. • Protection from falls. • PPE that must be used. • Environmental protection.	☐	☐	☐	*
9. Specialist Involvement.	Specialist Involvement: • Details of any contractor used (e.g. temporary works engineer, scaffold designer, etc.). • Reference to other documents (soil surveys, asbestos surveys, structural calculations, etc.).	☐	☐	☐	*
10. Emergency Arrangements.	Emergency Arrangements: • Rescue-how-by whom (e.g. if harness is engaged at height, if personnel became injured, etc.). • First Aid, First Aiders and Special first aid requirements. • Fire evacuation procedures (reference to site safety plan). • Spillage resulting in possible environmental damage.	☐	☐	☐	*
11. Temporary Amended Systems.	Temporary amended systems: • Traffic routes, fire arrangements, temporary services, changes to previous method statements.	☐	☐	☐	*

Risk Assessment and Method Statement Checklist



METHOD STATEMENTS (Continued)

Does the method statement meet the following criteria?

Yes No Part * Insert Comments in boxes below

12. Who the information has / will be submitted to and communicated to.

Who the information has / will be submitted to, including:

- Checking, review and updating provisions.
- Change requirements.
- Confirmation of operatives brief.

☐ ☐ ☐

13. Monitoring and Compliance.

Monitoring and Compliance:

- Reference to Risk Assessments and Control Measures.
- Monitoring by whom and when.
- Enforcement - how - by whom.

☐ ☐ ☐

Is the Risk Assessment & Method Statement Satisfactory?

YES – ACCEPT
Monitor the Works

NO – REJECT
Request resubmission

Initial Review

By (Name)

Date

Which sections need amendments?

☐
☐

Comments after 1st resubmission

By (Name)

Date

Which sections need amendments?

☐
☐

Final Review carried out by:-

By (Name)

Date

Comments

☐
☐

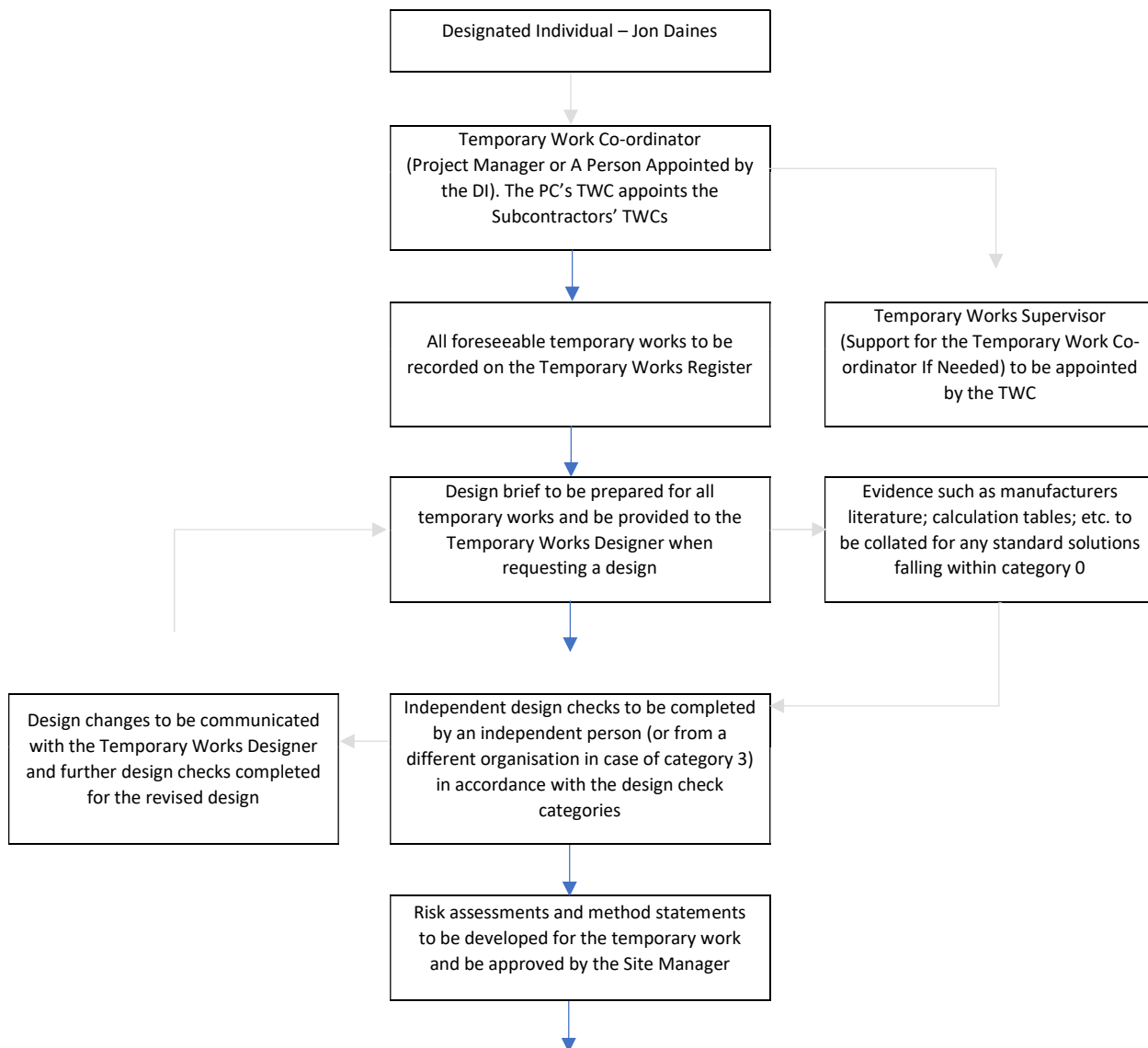
If the risk assessment/method statement fails to meet the required standard after the 1st re-submission then seek guidance from your Health and Safety manager.

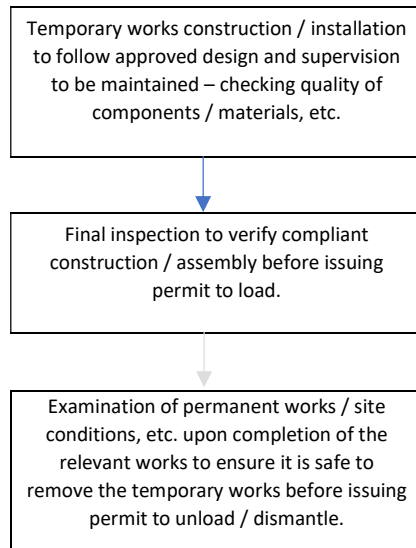
APPENDIX 3

- Temporary Works Process Chart

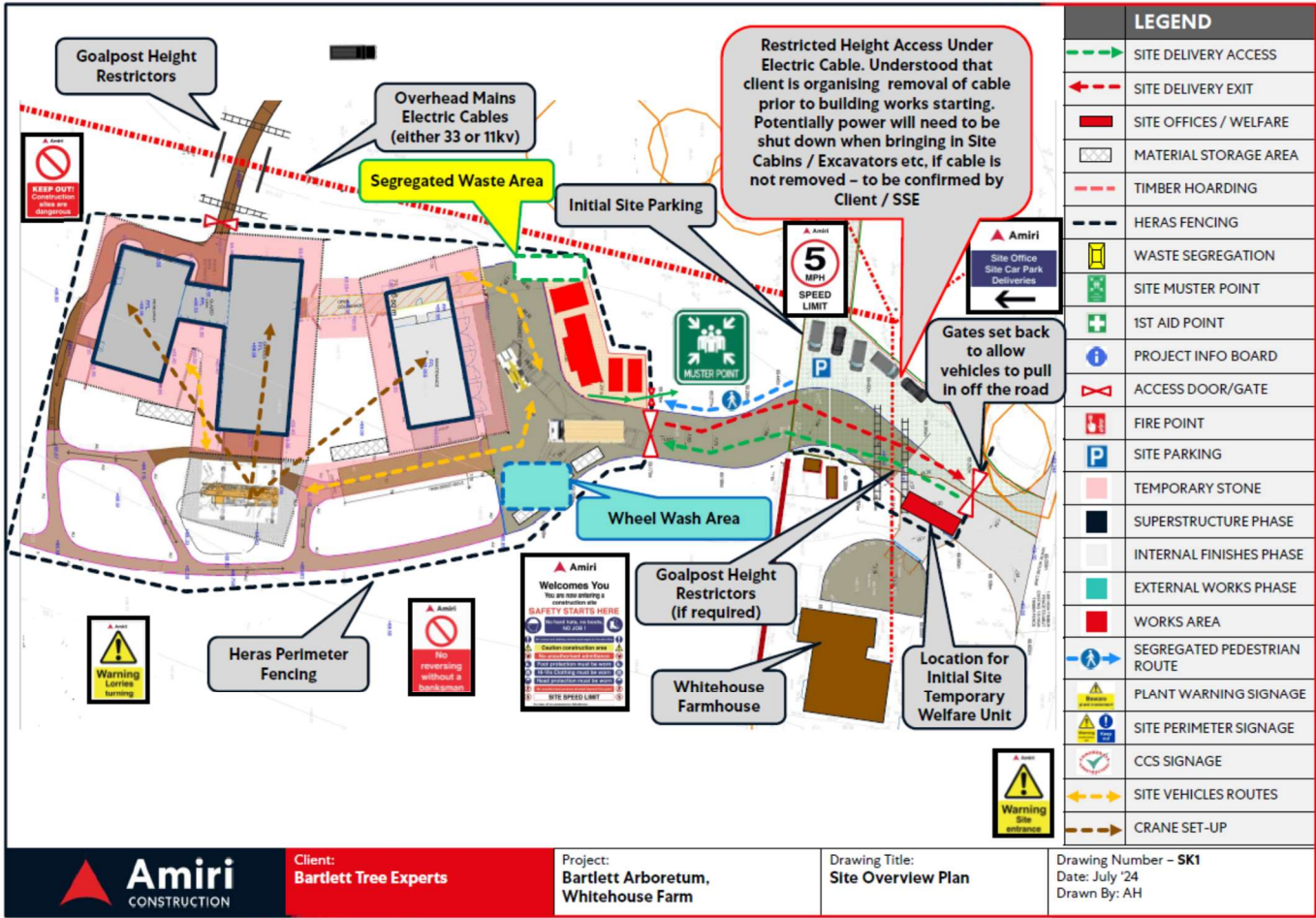
Temporary Works Process Chart

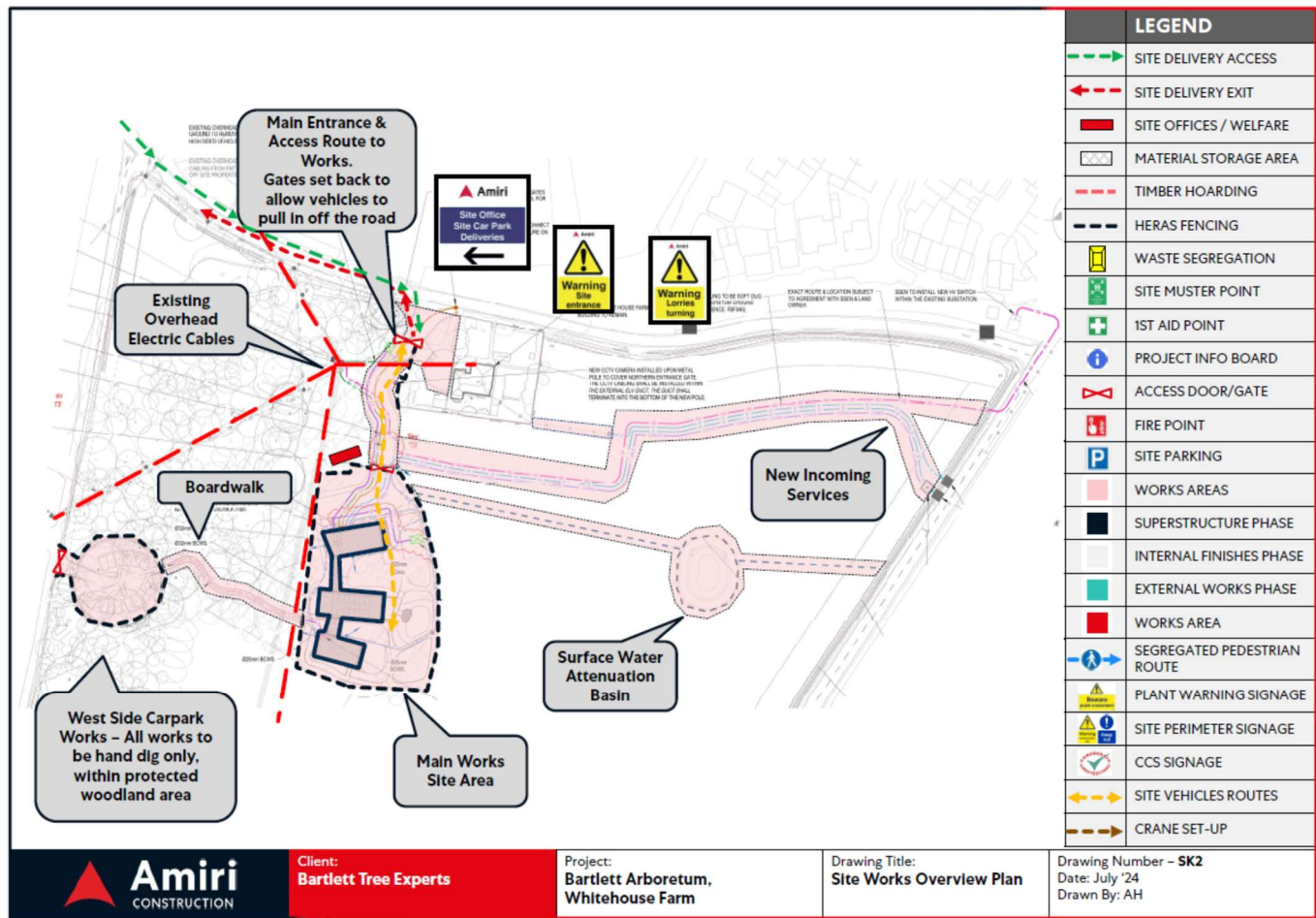
The TWC appointed for this project is: Jim Dudley





APPENDIX 4





APPENDIX 5

- Contractors H&S Assessment Form

CONTRACTOR COMPETENCY QUESTIONNAIRE

From: Amiri Construction Limited Eagle Point, Little Park Farm Road, Segensworth, Fareham, Hampshire PO15 5TD		Telephone: 01489 557700 E-mail: info@amiriconstruction.co.uk	
To: Organisation Name Address		Telephone: Fax: E-mail: Ref:	
Completed by:	Position:	Date:	Sig:
Proposed Project:			
Request for information from Company:			
Contact Name:			

Should your company be accredited to one of the SSIP (Safety Schemes in Procurement) bodies such as CHAS, SMAS, Safecontractor etc. then please complete questions 1, 3, 8, 12, 15 & 19 only.

Otherwise, please answer the following questions and supply the relevant information, as requested providing supporting details and documentation separately.

1. **Company Health and Safety Policy**

Please provide a copy of your current Health and Safety Policy.

<i>Attachment enclosed</i>	yes	no
<i>Please tick as appropriate</i>		

2. Health and Safety Management Arrangements

Please provide information on your company Health and Safety Management arrangements to show; how you discharge your duties under CDM 2015 and other relevant safety arrangements, general health and safety management and how health and safety arrangements are communicated to employees.

<i>Attachment enclosed</i>	yes	no
<i>Please tick as appropriate</i>		

3. Health and Safety Advice

What access does your company have to competent health and safety advice, and especially construction related advice. Provide details of the qualifications and experience of the personnel/company that provide health and safety advice.

<i>Attachment enclosed</i>	yes	no
<i>Please tick as appropriate</i>		

4. Training

Please provide information on training in health and safety provided to your employees indicating minimum standards for specific roles within your company. Please provide evidence (certificates of training)



Attachment enclosed	yes	no
Please tick as appropriate		

5. Qualifications and Experience

Provide information showing relevant qualifications and experience of employees, including managers and supervisors.

Attachment enclosed	yes	no
Please tick as appropriate		

6. Auditing, Monitoring and Review of Policy and Procedures

What procedure has your company in place for inspection of and monitoring the correct implementation of procedures?

How and when are reviews undertaken?

What is the company health and safety audit procedure and who carries out the audit?

Provide sample copies of recent inspections/audits.

Attachment enclosed	yes	no
Please tick as appropriate		

7. **Worker Involvement**

How do you consult the workforce on health and safety matters?

Attachment enclosed	yes	no
Please tick as appropriate		

8. **Accident Reporting Investigations**

Provide information on your procedure for reporting, recording and investigation accidents and incidents.

Provide records of all accidents, RIDDORs, enforcement actions against the company in the last 5 years, together with any remedial actions taken by the company.

Attachment enclosed	yes	no
Please tick as appropriate		

9. Competence and Performance of Sub-Contractors

What are your arrangements for ensuring the competence of any sub-contractors who are used, and any sub-contractors who they may use?

How do you monitor sub-contractor health and safety performance?

Please provide examples.

Attachment enclosed	yes	no
Please tick as appropriate		

10. Risk Assessment/Method Statement Procedures

What is your company procedure for carrying out risk assessments/method statements and ensuring they are job specific and communicated to your employees?

Please provide examples.

Attachment enclosed	yes	no
Please tick as appropriate		

11. Co-operation and Co-ordination

How does your company engage in co-operation with others, and the co-ordination of work activities?

Attachment enclosed	yes	no
<i>Please tick as appropriate</i>		

12. **Environmental Policy**

Do you have a policy and arrangements for dealing with environmental issues?

Attachment enclosed	yes	no
<i>Please tick as appropriate</i>		

13. **Environmental Advice**

Do you have access to competent advice on environmental issues?

Please indicate whether provided from an internal or external source.

Attachment enclosed	yes	no
Please tick as appropriate		

14. **Environmental Performance**

Do you involve your employees to help ensure good environmental performance?

How is this done?

Attachment enclosed	yes	no
Please tick as appropriate		

15. **Waste**

Do you have procedures in place to reduce waste materials from your products/services?

<i>Attachment enclosed</i> Please tick as appropriate	yes	no
---	-----	----

16. **Reduction of Energy Usage**

Do you have procedures in place to reduce energy requirement in your products/services?

<i>Attachment enclosed</i> Please tick as appropriate	yes	no
---	-----	----

17. **Sourcing Materials**

Do you buy your materials from 'Environmentally friendly' sources?

<i>Attachment enclosed</i> <i>Please tick as appropriate</i>	yes	no
---	-----	----

18. Emergency Procedures

Do you have procedures in place to respond to and mitigate the impacts of any emergencies or events that may harm the environment?

<i>Attachment enclosed</i> <i>Please tick as appropriate</i>	yes	no
---	-----	----

19. Professional Bodies

Is your company a member of a professional body or organisation relating to construction, health and safety or the environment?

<i>Attachment enclosed</i> <i>Please tick as appropriate</i>	yes	no
---	-----	----

APPENDIX 6

RELEVANT EVENTS

- Coronavirus (COVID 19) Site Operating Procedures will be evoked if it becomes necessary as a Relevant Event.