



HS00: Construction Phase Plan

Job

Client:

Adam Heyburn

Site Address:

37a Sunte Avenue, Lindfield, Haywards Heath, West Sussex, RH16 2AB

Principal Designer:

James Minett, Belmont Designs

Principal Contractor:

Charlie Alderton, Canning Ericsson Ltd

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1 Description of project

1.1 Project description

The project is located at 37a Sunte Avenue, Lindfield, RH16 2AB. The nature of the work is to renovate an old workshop into a new 2 bed house, the works involve the removal of the existing roof tiles, battens and felt and replacing with a warm roof and natural spanish slate tiles, we will also be lining all the internal walls with timber studwork and infilling with insulation, the existing cavities are to be filled with a blown in insulation, all areas to be plasterboarded and plastered, the existing sub floor is to be upgraded to a floating floor, we are installing a new plumbing system using an ASHP, the electrics are also being upgraded throughout.

1.2 Key dates

Start date - early February 2026.

1.3 Existing structures

Existing old workshop which is in a good condition.

1.4 Ground conditions

The ground conditions are good.

1.5 Existing traffic systems

1.6 Working restrictions (including any additional viral pandemic measures if/when relevant)

Monday - Friday: 08:00 - 18:00 hrs;

Saturday: 09:00 - 13:00 hrs

Sunday and Bank/Public holidays; no work permitted

2 Management structure

2.1.1 Managing Director

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation
- Ensuring that all viral pandemic mitigating guidelines, policies and procedures possible to minimise the spread of disease are in place and adhered to as required by current Public Health Authority and NHS advice

2.1.2 Contracts Manager

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the Organisation's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Conducting site meetings remotely as far as possible during a viral pandemic. Where this is impossible, undertake these meetings outdoors or in an open space, with only absolutely necessary participants, at a safe distance of 2m recommended by the Public Health Authority. If a meeting must take place indoors, limit occupancy, hold meeting in well-ventilated space, provide hand sanitiser (minimum 60% alcohol based) in room and configure space to help people maintain social distance
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift. During a viral pandemic this should include additional cleaning and waste disposal collection from welfare and toilet facilities as well as additional hand sanitisation and cleaning products
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Ensuring that appropriate PPE to mitigate spread of viruses is available at all times for use as/when advised by the Public Health Authority. In accordance with The Use of Face Coverings in Construction during a viral pandemic, where workers are not required to wear Respiratory Protective Equipment (RPE), face coverings should be made available and they are recommended to be worn in enclosed spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet
- Prompt investigation, recording and reporting of accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 Site Manager

The Site Manager is responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site

- Ensuring staff are given regular briefings and reminders on the processes and procedures to minimise the spread of viruses, including focus on vulnerable groups and young people e.g. Apprentices
- During a viral pandemic, encouraging wherever possible workers travel to site in their own transport (car, van or bike) and if they have no option but to share transport request that journeys be shared with the same individuals, with the minimum number of people at one time, with good ventilation, facing away from each other, encouraging the wearing of face coverings and maximising the distance between people. Vehicles should be cleaned between each journey. Explain that they should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and getting out of the vehicle
- During a viral pandemic, considering staggering arrival and departure on site to reduce crowding in and out and reliance on public transport at peak hours (05:45 - 8:15 and 16:00 - 17:30) for those who have no other option, providing more than one entrance and exit, one way flow routes and hand washing facilities at entrance and exit during a viral pandemic and regulate use of corridors, lifts and staircases. Additionally putting in place alternatives to touch-based security devices such as keypads and finger print recognition. Putting in place additional parking and bike racks during a viral pandemic so operatives can travel to work separately
- During a viral pandemic, explaining Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Ensuring staff understand the safe social distance of 2m. Review layouts to allow staff to work apart from each other and use floor paint or tape to make areas to help operatives maintain 2 metres. Where the 2m rule is not practicable, operatives should work side by side or facing away from each other, use appropriate PPE and use screens to create a physical barrier between people where appropriate. In accordance with The Use of Face Coverings in Construction, where workers are not required to wear Respiratory Protective Equipment (RPE), face coverings should be made available and they are recommended to be worn in enclosed spaces, where social distancing isn't always possible and where workers come into contact with others they do not normally meet
- Reviewing site office and site reception areas to reduce face to face contact and put in place other communications channels. Use screens to create a physical barrier between people where appropriate.
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Putting in place safe distance communications such as by radio or if face to face all attendees at least 2m apart in an open space during a viral pandemic
- Ensuring only workers deemed necessary to carry out the physical work or supervision should attend site during a viral pandemic and rearranging tasks to enable them to be safely done by one person where possible
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people during a viral pandemic
- Considering reducing job and location reduction and creating fixed, consistent pairings of people who carry out their duties together in a team during a viral pandemic (so each person works with only a few others)
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift and during a viral pandemic ensuring; additional cleaning of all toilet facilities, extra provision of soap and water (or hand sanitiser (minimum 60% alcohol based) if water is not available) for hand washing and extra hand towels as well as extra cleaning after each break or shift of welfare facilities
- During a viral pandemic stagger breaks and lunches to minimise congestion in welfare areas and staff are able to safely distance (2m). Workers should take their lunches separately, for example eating lunch in their own vehicles or well away from each other. Reconfigure seating and tables to maintain spacing and reduce face to face interactions. Encourage outside areas for breaks. Workers should be required to stay on site rather than visiting local shops. All eating areas must be thoroughly cleaned at the end of each break and shift
- Allowing regular breaks to wash hands
- Ensuring that adequate first aid and firefighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager. In addition reporting on where a worker has been diagnosed as having a virus recognised during a viral pandemic and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of the disease
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements, non-safe social distancing e.g. operatives working closely at less than 2m during a viral pandemic, etc.
- During a viral pandemic identifying areas where people need to hand things to each other and find ways to remove direct contact e.g. via drop off zones
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent. Where possible tools and plant should not be shared during a viral pandemic and should be labelled for individuals. During a viral pandemic equipment should be regularly cleaned/disinfected using appropriate cleaning products (buttons/handles/switches) and where possible after each use [see Toolbox Talk TT86: Tool hygiene and reducing spread of viruses]
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation.
- During a viral pandemic, ensuring workers do not share vehicles or cabs. If this is not practicable, use a fixed pairing system of people and with the minimum number of people at any one time. Make sure vehicles are well ventilated and individuals face away from each other. Maximising the distance between people and encourage

the wearing of face coverings may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned between journeys and objects/surfaces disinfected using gloves and standard cleaning products. Provide hand sanitiser for getting in and out of vehicle.

- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way and during a viral pandemic does not risk the spreading of the virus through unsafe working
- During a viral pandemic ensuring safe deliveries and collections to mitigate the spread of the virus and that all operatives understand these procedures
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site
- Encouraging any operative who displays symptoms of a virus recognised during a viral pandemic no matter how mild or who has received a positive test result to follow Public Health advice and to stay at home as per NHS guidance, quarantining their tools/equipment from further use until they have been cleaned and disinfected
- Ensuring that extra care is taken around "extremely vulnerable" operatives, enforcing social distancing around them in the workplace
- Ensuring pandemic public notices are visible and help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.

2.1.4 Contractors

The responsibilities on contractor personnel are the same as the Organisation's employees. The Organisation's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 Employees

All employees (permanent and contract) shall:

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy
- Observe all safety rules and codes of practice and in particular during a viral pandemic pay attention to the company and site policies and procedures to avoid spread of the disease
- During a viral pandemic employees should observe strict social distancing of 2m whilst working and when using welfare facilities, frequently wash hands throughout the day/shift and avoid sharing tools and plant. They should also wear face coverings where; social distancing isn't always possible, in an enclosed space and where workers come into contact with others they do not normally meet.
- Ensure the appropriate safety equipment (PPE) is worn (this includes employees and limb (b) workers) and appropriate safety devices are used where there is risk of injury. During a viral pandemic under no circumstances should PPE be shared. All reusable PPE should be thoroughly cleaned after use, and single use PPE disposed of so it cannot be reused
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work as well as any non-safe social distancing (e.g. operatives working at less than 2m from colleagues)
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Make themselves familiar with viral pandemic policies and procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

3 Management of the work

3.1 Health and safety goals

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)
- Health and Safety [Display Screen Equipment] Regulations 1992
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Health and Safety [First Aid] Regulations 1981
- RIDDOR 2013
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 1998
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos Regulations 2012
- Deposit of Poisonous Waste Act 1972
- Environmental Protection Act 1991
- Safety Signs and Signals Regulations 1996
- The Health and Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
- Work at Height Regulations 2005

3.2 Monitoring and reviewing

The Site Manager/Supervisor and/or Site Foreman as part of their line management responsibilities will inspect the site on a daily basis using Form HS24: Site Inspection or HS25: Site Audit. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.

In addition to the above, this site will be visited by the Company Health and Safety Advisor or representatives appointed on their behalf, on a regular basis. Reports of these visits will be left on site for information and action.

3.3 Liaisons between parties on site

Any site liaison will be consistent with normal line management and contractual procedures. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.

Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

3.4 Consultation with the workforce

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.

Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe.

3.5 The exchange of design information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Client to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Client for approval as necessary.

3.6 Handling design changes during the project

Under the current CDM requirements, it is required that any design change, which ultimately has the potential to impact on the health and safety of those completing works or end users of the completed scheme, should be communicated and managed through the Principal Designer.

3.7 Selection and control of contractors

This will be provided through the usual management regime on site viz.: direct communication between contractor representative and Contract Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.

Representatives from relevant contractors would attend the site progress meetings with attendance by client representative as appropriate.

Both client and contractor meetings during a viral pandemic should be held remotely as far as possible by phone, video meeting, by radio on site or email. If it is essential to attend in person the meeting will be held in an open space or outdoors observing strict 2m social-distancing rules and only essential attendees will be present.

Additionally all contractor employees are required to attend a site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed.

See the Appendix for details of a typical questionnaire (Form HS28: Contractor Questionnaire) used in the selection of contractors. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management.

3.8 The exchange of health and safety information between contractors

The exchange of health and safety information between contractors will take place during pre-start meetings, and throughout the duration of the project by the use of on-site meetings, letters and electronic means.

3.9 Site security

Suitable and sufficient measures will be taken to exclude unauthorised visitors from the site and to regulate and control all site visitors. Site specific risk assessment will determine the most appropriate measures required.

3.10 Site induction

All personnel arriving on site will be required to attend a site induction session before starting work.

The induction (Form HS05: Site Induction) (with signed attendance Form HS06: Site Induction Register) will revolve mainly around the Site Rules (Form HS17: Site Rules), a copy of which will be given to each individual. Records of these inductions will be retained.

3.11 On-site training

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28: Contractor Questionnaire). Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

3.12 Welfare facilities

Suitable and sufficient welfare facilities will be provided to reflect the requirements of Schedule 2 of the CDM Regulations 2015. These will include sanitary conveniences, washing facilities, including hot and cold water, drying area, rest room, drinking water and arrangement for the preparation and eating of meals. During a viral pandemic additional hand washing facilities will be provided as well as an enhanced cleaning regime of welfare facilities will be undertaken, frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, switches, plant handles using appropriate cleaning products and methods as well as sufficient rubbish bins for hand towels and regular remove and disposal. Additionally during a Covid-19 outbreak it must be ensured that sufficient rest breaks for staff are staggered throughout the day so staff are not taking breaks at the same time with unsafe social distancing. Workers should take their lunches separately, for example eating lunch in their own vehicles or well away from each other. Encourage outside areas for breaks. In indoor welfare facilities, reconfigure seating and tables to maintain spacing and reduce face to face interactions and keep them well ventilated. Workers should be encouraged to stay on site rather than visiting local shops. Allow extra breaks for hand washing.

3.13 The production and approval of risk assessments and written systems of work

Risk assessments and written systems of work will be produced and approved well in advance of the operation being carried out.

3.14 The reporting and investigation of accidents and incidents including near misses

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means.

3.15 First aid

On-site first aid arrangements will be commensurate with the operations being carried out.

3.16 Site rules

All company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28: Contractor Questionnaire). Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision. Training will be recorded on forms HS23: Toolbox talk training record and HS42: Operatives and employee training record.

All personnel arriving on site will be required to attend a site induction session before starting work.

The induction (Form HS05: Site Induction) (with signed attendance Form HS06: Site Induction Register) will revolve mainly around the Site Rules (Form HS17: Site Rules), a copy of which will be given to each individual. Records of these inductions will be retained.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded (Form HS28: Contractor Questionnaire). Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

All workers must be made familiar with the Site Rules in relation to the additional measures put in place during a viral pandemic and these should be strictly observed.

3.17 Fire and emergency procedure

See completed Fire Plan (Form HS19: Fire Plan)

4 Contact names

Involvement	Name	Address	Contact
Client (Employer)	Adam Heyburn	37a Sunte Avenue Lindfield Haywards Heath West Sussex RH16 2AB	Tel: 07484167027 Mob: Email: adamheyburn68@gmail.com
Principal Designer	James Minett Belmont Designs		Tel: 01444 455161 Mob: 07885 387900 Email: james@belmont-designs.co.uk
Principal Contractor	Charlie Alderton Canning Ericsson Ltd	Hunters View, Hamsey Road, Barcombe BN8 5TG	Tel: 07533293223 Mob: Email: canningericssonltd@gmail.com
Local Authority	Mid Sussex District Council	Oaklands Oaklands Road Haywards Heath West Sussex RH16 1SS	Tel: 01444 458166 Mob: Email:
HSE Local Office	HSE Buckingham Palace Road	151 Buckingham Palace Road London SW1W 9SZ	Tel: Mob: Email:
Environment Agency	Environment Agency Worthing	Guildbourne House Chatsworth Road Worthing West Sussex BN11 1LD	Tel: 03708 506 506 Mob: Email:
Gas	SGN (southern gas networks) - emergency		Tel: 0800 111 999 Mob: Email:
Electricity	UK power networks		Tel: 0800 3163 105 Mob: Email:
Water	Southern Water - emergency		Tel: 0330 303 0368 Mob: Email:
Telecommunications			Tel: Mob: Email:
Cable & Wireless			Tel: Mob: Email:
Traffic Control			Tel: Mob: Email:
Fire	Haywards Heath Fire Station		Tel: 01273 786211 Mob: Email:
Hospital	Princess Royal Hospital	Lewes Road Haywards Heath RH16 4EX	Tel: 01444 441881 Mob: Email:
Police	Haywards Heath Police department		Tel: 01273 475432 Mob: Email:

5 Arrangements for controlling significant safety risks

5.1 Delivery and removal of materials and equipment

Materials will be delivered wherever possible to location to be used immediately. Where unable to use immediately, materials will be placed/stored in locations so as not to interfere with works operations. Deliveries will be subject to a "call-off" system wherever practicable and suppliers advised of most appropriate access to the site. Materials to be moved around the site will be facilitated by use of dumpers, dump trucks, lorries and forklift trucks as necessary using approved haul routes and access/egress points. During a viral pandemic avoid any signing of documents or provision of certificates that can be otherwise completed digitally. Should a physical signature be required ensure immediate hand washing is undertaken thereafter. Practice strict social distancing of 2m at all times during the delivery.

5.2 Dealing with services

Electricity to the accommodation will be mains supply wherever practical and adequate award of contract notice is received. Alternatively, portable "silenced" generators of sufficient size will be employed and suitable arrangements put in place to deal with environmental noise and pollution. Fuel supply to generator will be from in-built fuel tank supplemented by bunded fuel bowser with lockable fuel lines. All supplies to units to be of approved design and tested for electrical safety immediately following installation.

Electrical wiring within accommodation units will be tested at recommended frequency suppliers of hired units required to supply evidence of electrical safety.

Banksman facility to be provided to supervise all activities in close proximity to these services. No raised bodies under overhead electric lines to be permitted unless minimum safe vertical and horizontal distances can be achieved. See site Specific risk assessment.

5.3 Adjacent land use

5.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads. See site Specific risk assessment.

5.5 Preventing falls

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005. See site Specific risk assessments.

5.6 Working with or near fragile materials

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc. See site Specific risk assessment.

5.7 Control of lifting operations

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment. See site Specific risk assessment. During a viral pandemic lower lifts and hoist capacity to reduce congestion and contact at all times and regularly clean touchpoints.

5.8 Maintenance of plant and equipment

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support. During a viral pandemic; tools and plant should not be shared between workers as far as possible, practice good hand hygiene behaviours, and frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, switches, buttons and plant handles using appropriate cleaning products and methods.

5.9 Working on excavations and poor ground conditions

All practicable steps will be taken to prevent danger to any person, including where necessary the provision of supports, steps or battering. An inspection will be carried out by a competent person before each shift is commenced. See site Specific risk assessment.

5.10 Work on or near water where there is a risk of drowning

Suitable measures will be taken to prevent persons falling into water, prevent them from drowning and provide some means of prompt recovery in the event of such a fall.

5.11 Traffic routes and segregation of vehicles and pedestrians

The Contract Manager/Supervisor will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken. This will be recorded in HS48: Traffic management plan

In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of Banksman will be provided to take control of reversing vehicles. These Banksman will be wearing the equipment and clothing specified in the Company Policy. Contractors will be required to follow same policy.

All lorries are equipped with audible reversing alarms. Sweepers are to be equipped with reversing cameras. It is the Organisation's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet. However, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.

5.12 Storage of materials and work equipment

Aggregate type materials will be stored on site wherever it is practical to do so without adversely affecting the works operation notwithstanding that the materials will be delivered to a suitable programme of frequency and quantity to avoid stockpiles wherever possible. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. Other materials and products such as street furniture, cabling, appliances, consumables will be stored off site and delivered as required to minimise disruption to site operations.

5.13 Any other significant safety risks

6 Arrangements for controlling significant health risks

6.1 The removal of asbestos

All such work will be carried out in accordance with the Control of Asbestos Regulations 2012, the associated Code of Practice - Work with Materials containing asbestos and The Asbestos Essentials - Task Manual. Licensed asbestos removal contractors will be used when necessary. See site Specific risk assessment.

6.2 Dealing with contaminated land

A full site investigation will be carried out to establish previous use. Where contaminants are present a full system of vehicle and pedestrian control will be operated. This will incorporate such measures as covered lorries, wheel washes, enhanced hygiene and decontamination facilities (e.g. drench showers, deep arm basins) and a full programme of health education and information for operatives, including the provision of appropriate Personal protection equipment (PPE). See site Specific risk assessment/method statement.

6.3 Manual handling

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts. See site Specific risk assessment. During a viral pandemic 2 person lifts should be avoided, however if they are unavoidable, maintain consistent 2 persons lifting e.g. between the same people.

6.4 Use of hazardous substances, particularly where there is a need for health monitoring

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring. See product specific COSHH assessments.

6.5 Reducing noise and vibration

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives. See site Specific risk assessment.

6.6 Additional pandemic measures

The following critical measures will be in place during a viral pandemic and workers must adhere to them, otherwise they will be asked to leave site.

Workers should not come to work if they have any symptoms of the virus or have received a positive test result.

Workers whenever possible should travel to work alone, using their own transport such as car, van or bicycle.

If they have no option but to share transport: Journeys should be shared with the same individuals and with the minimum number of people at any one time, with good ventilation, facing a way from each other, with face coverings recommended, maximising the distance between people and vehicles/touch points cleaned between each journey and they should wash their hands for 20 seconds using soap and water or hand sanitizer (minimum 60% alcohol based) if soap and water are not available before entering and getting out of the vehicle. Avoid public transport. If it is the only option for them, management will consider changing/staggering working times to reduce congestion on public transport and avoid workers using it during peak times. Operatives should be reminded that face coverings are recommended on all types of public transport during a viral pandemic.

Workers should wash their hands as soon as they arrive on site and on exit.

To reduce the spread of viruses workers should undertake regular hand washing for 20 seconds with soap and water and if this is not available, use hand sanitizer. They should use the bins provided for hand towels. They should wash hands on arrival at site, and when they arrive home, after they blow their nose or cough or sneeze, before they handle food/eat and after they have used the toilet.

Workers should be reminded that wearing of gloves is not a substitute for good hand washing.

Workers should respect the 2m rule and operate at a safe distance at all times. Where the 2m rule is not practicable and as agreed with line management, maintain a social distance of "one metre plus" provided that mitigation measures are in place to reduce the risk of transmission in which case operatives should work side by side or facing away from each other, use appropriate PPE as advised and use screens to create a physical barrier between people where appropriate. For operatives working in close proximity, fixed, consistent pairings of people who carry out their duties together in a team will be created. Face coverings are recommended to be worn in the workplace and available from the Organisation where; social distancing isn't always possible, in an enclosed space and where workers come into contact with others they do not normally meet.

Worker should keep all working areas well ventilated.

If workers feel unwell at work, they must advise a supervisor or manager immediately, avoid touching anything, cough or sneeze into tissues or the crook of their elbow and return home. Then follow the NHS guidelines.

Restrictions will be in place on the number of people who can access the toilet and welfare facilities at one time. Workers must be reminded to practice the safe social distance of 2m at all times should they need to queue and when using the facilities.

All non-essential visitors are not allowed on site.

Site meetings will be kept to a safe minimum and that attendees should stand 2 metres apart from each other and that they will be conducted outdoors/in open areas if possible.

Start and finish times on site may be staggered to reduce congestion and contact times. Breaks will be staggered so staff are not taking breaks at the same time.

Workers should take lunch separately well away from colleagues. Workers should stay on site and be encouraged not go to local shops and should bring a pre-prepared lunch and drink if possible.

Workers should not sign any documents that can otherwise be digitally signed. Workers should not share phones/tablets/pens etc.

Workers should not share their tools or plant as far as possible. Workers should label their own to avoid people accidentally sharing tools. All equipment is to be cleaned and disinfected using appropriate cleaning products at the end of each shift or when changing user or operators. Workers should be reminded that wearing of gloves is not a substitute for good hand washing.

Vehicles used by different operators should be cleaned between each journey and objects/surfaces disinfected particularly in areas of high use such as handles, switches and buttons using appropriate cleaning products and methods.

Vehicles should be kept well ventilated at all times.

Workers should not share vehicles or cabs, where suitable distancing cannot be achieved. This includes travelling to site. If this is not possible, journeys should be shared with the same individuals e.g. use a fixed pairing system of people and with the minimum number of people at any one time, maximising the distance between individuals and wearing face coverings is recommended. Make sure vehicles are well ventilated (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Vehicles used by different operators should be cleaned between each journey and objects/surfaces disinfected using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. Provide hand sanitizer for getting in and out of vehicle.

Increased cleaning of welfare facilities will be undertaken to minimise the spread in communal areas and at touch points. Portable toilets should be cleaned and emptied more frequently.

Workers should use all PPE as instructed and dispose of them properly, especially disposable face masks and gloves then that they should wash their hands immediately to stop cross contamination.

Government guidance on social distancing refers to "one metre plus", defined as two metres or one metre with risk mitigation measures in place, where two metres isn't viable. Close working should not be carried out during a viral pandemic and the Organisation will try and rearrange tasks to enable them to be safely done by one person unless impracticable otherwise. If essential explain that the Organisation will 1) Plan all other work to minimise contact between workers. Ensure any time spent closer than two metres will be kept to an absolute minimum. Create consistent pairings of people who carry out their duties together in a team during an outbreak (so each person works with only a few others) 2) Encourage the practice of good hand hygiene behaviours. 3) Recommend workers wear face coverings. Explain to workers that reusable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so it cannot be reused. 4) Increase ventilation in enclosed spaces if possible. 5) Use stairs instead of lifts/hoist. If this isn't possible, where lifts and hoists are used their capacity will be lowered to reduce congestion and contact at all times and touchpoints regularly cleaned. 6) Use screens to create a physical barrier between people where appropriate. 7) Make sure people face away from each other or side by side.

Operatives should avoid non-essential trips within buildings and sites and communicate by radio rather than face to face.

Where in place, operatives should observe the one way flow routes through buildings and site.

6.7 Any other significant health risks

To comply with DP26 and DP29 obligations set out by Mid Sussex Council - to ensure dust suppressions methods are in place and used where necessary, to ensure regular dust monitoring is happening through visual inspections.

To carry out all demolition and construction works in accordance with recognised industry best practice and relevant guidance. Dust emissions arising from construction activities will be managed in accordance with the Institute of Air Quality Management (IAQM) 'Guidance on the assessment of dust from demolition and construction' (or equivalent guidance). Appropriate mitigation measures will be implemented as necessary to minimise dust impacts on nearby receptors.

Noise and Vibration generated during construction phase will be controlled in accordance with BS 5228: Code of practice for noise and vibration control on construction and open sites. All reasonably practicable measures will be taken to minimise noise and vibration impacts, including the use of suitable plant and equipment, adherence to agreed working hours, and the implementation of mitigation measures where required.

The site will be managed to ensure that construction activities do not give rise to unacceptable impacts on neighbouring occupiers and remain compliant with relevant local authority requirements.

7 The health and safety file

7.1 Layout and format

This must be agreed between the client and the principal designer at the start of the project and will include:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services and so on)
- Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs
- Hazardous materials used (for example, lead paints and special coatings)
- Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services
- Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors)

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks.

7.2 Arrangements for the collection and gathering of information

The principal designer will prepare, review amend or add to the file and give it to the client at the end of the project. If his duties terminate prior to the end of the construction phase then the principal contractor will carry out these duties.

Clients, designers and contractors will supply the information necessary for compilation and updating the file.

Everyone providing information will ensure it is accurate and provided promptly.

7.3 Storage of information

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable