

*Construction Phase
Health & Safety Plan*

FOR
MFG Burgess Hill Service
173 London Road,
BurgessHill
West Sussex, RH15 8LJ

REVISION 1 (28/03/25)



FILE COMPILED BY:

**SCF LTD
THE OLD RAILWAY STATION
STATION ROAD
WIVELISCOMBE
TAUNTON
SOMERSET
TA4 2LX**

Tel: 01823 429741

E-mail: andy.cooper@scforecourts.co.uk

CONTENTS

- 1 H&S Plan Statement of Intent and Objectives**
- 2 Details of Project**
 - 2.1 Description of Project**
 - 2.2 Programme**
 - 2.3 Parties to the Project**
 - 2.4 Subcontractors**
- 3 Communication and Management of work**
 - 3.1 Management structure and responsibilities**
 - 3.2 Setting standards**
 - 3.3 Arrangements for selection of and co-ordination with Sub-Contractors**
 - 3.4 Information and training procedures on site**
 - 3.5 Overall communication**
 - 3.6 Design alterations**
 - 3.7 Monitoring Health & Safety**
 - 3.8 Site Rules**
 - 3.9 Emergency/accident procedures**
 - 3.9 Near Miss Reporting**
- 4 Arrangements for controlling significant site risks.**
 - 4.1 Extent and Location of existing records and plans**
 - 4.2 Traffic routes**
 - 4.3 Storage of Materials & Debris**
 - 4.4 Site Specific rules**
 - 4.5 Parking**
 - 4.6 Permits to work**

- 4.7 Security
- 4.8 Disruption to services
- 4.9 Working Hours
- 4.10 Site Office
- 4.11 Welfare Facilities
- 4.12 Temporary Works
- 4.13 Waste Management
- 4.14 Excavating and Ground Conditions
- 4.15 Noise in the Workplace
- 4.16 Working with Compressed Air
- 4.17 Vibration
- 4.18 Spill Prevention for Mobile Plant
- 4.19 Existing Services on Site
- 4.20 Lifting Operations.
- 4.21 Maintenance of Plant on Site.
- 4.22 Asbestos
- 4.23 Contaminated Land

5 Activities with risks to Health & Safety – Designer’s Risk Assessments

- 6 Risk Assessments / Method statements**
 - 6.1 Overall statement
 - 6.2 Pre Tender Health & Safety plan
 - 6.3 Contract Risk Assessments / method statements

7 Method Statements

8 Risk Assessments

9 Health & Safety File

1. HEALTH & SAFETY PLAN: STATEMENT OF INTENT AND OBJECTIVES

This Health & Safety Plan has been developed in accordance with the Construction (Design and Management) Regulations 2015. Its aim is to provide a structured approach to the management of health & safety issues and thus reduce, mitigate against or eliminate altogether, incidents that could affect the health, safety and well-being of those engaged in or affected by works on our sites.

The plan’s objectives are to:

- Establish and maintain safe working environments on site throughout the duration of the project.
- Ensure safe working practices are implemented and observed by **all** individuals and companies always engaged in construction activities.
- Ensure all working practices comply with relevant legislation / regulations and that management encourage all employees to continue striving towards exceeding current standards in health & safety at work.

ALL contractors must actively participate in the management of health and safety issues throughout the project by adhering to established, approved and safe methods of working.

These are defined by and outlined within the risk assessments and method statements generated by sub-contractors prior to the commencement of works. SCF Ltd requests the submission of this information at least two weeks prior to a sub-contractor's commencement on site. The review and ultimately, approval of this information is required to facilitate the management and co-ordination of all site-based and construction activities. This includes the management of risk and is deemed the most effective and appropriate way of achieving our objectives. Moreover, a sub-contractor's failure to provide adequate information as and when requested will result in our refusal to allow works to commence.

Our responsibilities...

Section 2(2) of the Health & Safety at work Act 1974, requires employers, so far as is reasonably practicable, to provide the following:

- Maintained plant and systems of work that are safe and without risk to health.
- Arrangements for ensuring the use, handling, storage and transport of articles and substances are carried out without risk to health or safety.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and those who may be affected by the works (i.e. members of the public)
- The maintenance of any place of work under the employer's control in a condition that is safe and without risk to the health and;
- The provision and maintenance (and means) of access and egress that are safe and without risk.

2 **DETAILS OF PROJECT**

2.1 **Description**

- New shop extension, new jet wash bay, new fuel pipework. Relocate existing vents to new location. Remove selected pumps. Remove car wash and plant room.

2.2 **Programming of Works**

Commencement Date: 28/04/25
Completion Date: June 2025
For programme of works see appendix

2.3 **Parties to the Project**

Employer:

Motor Fuel Group
10 Bricket Road,
St Albans
AL1 3JX

Principal Designer:

Frowsbury Projects
Office 3, Stronsay Business Centre,
Tilford Road, Hindhead,
GU26 6UG
Phone - 01243 211250
Email - Phil@frowsbury.com

Principal Contractor:

SCF Ltd
Station Road
Wiveliscombe
Somerset
TA4 2LX
Phone – 01823 429741
Email – bob@scforecourts.co.uk

Responsible Person:

Mr B Davey Contracts Manager (07712 877017)
Mr A Cooper H & S Manager (07598 262226)
Mr K Kitto Site Manager (07863 026825)

Architect

Frowsbury Projects
Office 3, Stronsay Business Centre,
Tilford Road, Hindhead,
GU26 6UG
Phone - 01243 211250
Email - phil@frowsbury.com

2.4 Sub Contractors:

Electrical – Client Direct

Asbestos Removal TBA.

Crane Hire TBA

Scaffold TBA

Fuel Works Malcolm Reading.

Other Trades	TBA
Labouring, Drainage,	SCF Direct employees
Civils, Excavations	SCF Direct employees

3. COMMUNICATION AND MANAGEMENT OF THE WORK

3.1 Management Structure and Responsibilities

SCF LIMITED

The management structure on this site and individual responsibilities of all members of the team are as follows:

MANAGING DIRECTOR: SHAUN STACEY

Responsible for all Company Health & Safety matters

HEALTH & SAFETY OFFICER: ANDY COOPER

The safety advisor, who will visit site, and will advise and assist in company in its objective to carry out work in a safe manner.

CONTRACTS MANAGER: BOB DAVEY

The Contracts Manager is responsible for the efficient and safe execution of the contract, ensuring that it is completed to programme and to the required quality standards defined on the drawings and specification. He is also responsible for maintaining good working relationships with the Client and his representative's co-ordinating the activities of all personnel involved in the contract and ensuring conformity with the company's Health & Safety Policy and the project Health & Safety Plan.

SITE MANAGER: CHRIS KITTO

Responsible for properly organising, supervising and co-ordinating the Works in accordance with the contract drawings, and specification. He is also responsible for ensuring all personnel, including Sub-Contractors, adhere to the Company's Health and Safety Policy and the project Health & Safety Plan.

3.2 Setting Standards

SCF Ltd intends to continue to maintain a high standard of safety on all our sites. All works shall be carried out in accordance with statutory requirements and where appropriate, with the details contained in our Health & Safety policy manual.

Individual employees will be advised about particular risk to their Health & Safety when inducted to the site. All employees will be advised about particular risks to their Health & Safety and will be provided with details of site rules, method statements and all other information contained in the Construction Phase Health & Safety Plan (which will be retained on site).

Health & Safety Goals for the project

1. Undertake the project with Health & Safety as paramount.
2. Integrate good Health & safety performance as a core element in every planning, design, & construction operation.
3. The Principal Contractor will implement a safety strategy with the prevention of accidents and ill health and promotion of wellbeing for everyone directly involved. There will be a target of zero accidents / incidents of all types.
4. Promotion of a positive Health & Safety culture through the supply chain and across the site, through effective leadership & engagement.
5. Create good lines of communication to promote cooperation at every level and to carry out works with the minimum of impact on adjoining properties & surrounding environment.

3.3 Arrangements for Selection of and Co-ordination with Sub-Contractors.**Selection Procedure**

All Sub-Contractors are selected from the Principal Contractor's approved register of Sub-Contractors. New firms will only be added to this register following assessment of their Health & Safety Procedures.

All materials suppliers will be requested to supply technical literature where there is a potential risk to health.

All machinery or plant that is supplied to site will be properly selected, used and maintained, as laid down in the following procedures: -

Plant will directly owned or will be hired from approved suppliers.

The Site Manager will be responsible for ensuring visually inspecting and checking any plant to be used on site is in good working condition and suitable for task to be undertaken. Only trained operators will be allowed to use plant.

Co-ordination of Sub-Contractors

The arrangements for directives and co-ordination of Sub-Contractors is as follows:

- a) The safety implications for the project will be discussed with the Sub-Contractor at the site meeting prior to commencing works. All Sub-Contractors will be advised about particular risks to their Health & Safety and will be provided with details of site

- rules, method statements and all other information contained in the Construction Phase Health & Safety Plan (which will be retained on site).
- b) The Contracts Manager and/or the Site Manager will organise progress /performance meetings with Sub-Contractors as deemed necessary throughout the course of the contract to discuss methods of working or conditions of safety. Minutes of the meeting will be taken and distributed where appropriate.

3.4 Information and Training Procedures on Site

All persons visiting the site, are required to report to the Site Office on each working day and to sign the daily Visitors Book. Persons working on site over a long period will sign register each day.

Before any Contractor commences work on site they shall be fully briefed and receive Induction Training from the Site Manager. This will include.

- Explain what person will be required to do and whom they will be responsible to.
- Shown the site rules.
- Shown the MFG site rules.
- Ascertain if person attending site has any disability or illness and if so risk assess effects on the site.
- Working times allowed on site.
- Fire assembly points
- Code of conduct within the MFG Forecourt. No radios, no photos, tools not to be left on site and dress code.
- Warn persons of potentially dangerous areas or operations being carried out, or areas requiring special precautions, or any permit to work areas.
- Identify if person will be using any plant or machinery and that they are competent to use the equipment (check certificates where appropriate).
- Ensure person has appropriate protective clothing or equipment. (safety helmet, boots ear & eye defenders).
- Show location of welfare facilities and first aid equipment.
- Advise of procedures for emergencies (accidents fire).
- Any visitors under the age of 18 to be risk assessed and must not use plant or power tools unless under direct supervision of a suitably qualified person.

All persons will sign to confirm they have received induction and that they have understood the contents of the Construction Phase Health & Safety Plan

At the time of signing in daily there will be an opportunity for the Site Manager to update the Contractors of any subsequent Method Statement or risks identified.

3.5 Overall Communication

Communication and co-operation with the Client, contract Administrator, Principal Designer, Tenants, employees and Sub-Contractors will be maintained at all times via the following procedures;

- The Client, Contract Administrator and Principal Designer will be kept informed of safety matters at the regular site meetings and this will be recorded in the minutes.
- Health & Safety co-operation between Contractors will be co-ordinated during sub-contract meetings held on site and controlled and recorded via the Permit to Work procedures if appropriate.
- The Management of Health & Safety on site will be controlled by the Contracts Manager/Site Manager. Management of Health & Safety documentation will be controlled by the Contract Manager.

3.6 Design Alterations

The Principal Contractor is to assess the Health & Safety implications of any Contract Instructions and advise the Contract Administrator, prior to execution, of any significant risks.

The Principal Designer is to be informed of any unforeseen eventuality that occurs during the project execution that may result in substantial design changes, and which may affect the Health & Safety Plan, in order that the Principal Designer may liaise with the designer to reassess Health & Safety risks.

The Principal Contractor will ensure that the Health and Safety Plan is developed and maintained throughout the construction phase, incorporating amendments and revisions as necessary.

3.7 Monitoring of Health & Safety

At commencement of each site- A site specific set of risk assessments and method statements are produced and a hard copy is kept on site for all operatives to read and sign. Also a site managers audit check list is also completed weekly contents of which are detailed in the appendix.

The Site Manager will carry out regular (daily) site diary sheets. This will be kept on site and made available to the Principal Designer and client representative if deemed necessary.

At intervals the Health & Safety advisor will carry out where required, Health & Safety site inspections. These visits are recorded with relevant comment, and are distributed to the Managing Director, Contracts Manager, Site Manager. If necessary the managing director will revise the Company's safe systems of work.

3.8 **SITE RULES**

3.8.1 Reporting of RIDDOR

All injuries, however slight, must be entered in the Accident Book.

The Site Manager / Contract Manager shall complete the Companies Accident or Injury Form for every reportable accident and or disease. This form must be completed for fatalities and for every accident where an employee loses three or more days work or which results in hospital treatment for more than 24 hours. This is a statutory requirement under the Health and Safety at Work Act. This form is to be forwarded to the Safety Advisor to notify HSE.

3.8.2. SITE RULES

All personnel on site will comply with MFG site rules while they are working on site. These rules will be added to SCF induction and displayed within the canteen/office.

SCF Site Rules

It is SCF Ltd policy to ensure all operatives are made aware and understand all site rules prior to commencing work.

Site rules must be observed at all times. Failure to do so will result in SUMMARY DISMISSAL Or in terms of sub-contractors, instruction to vacate site. The rules include:

- All visitors to site must sign in at the gate and Site Manager's office.
- All personnel on site should to be restricted to the site area and not trespass on the clients property
- All plant and equipment will be stored or parked within the contractors designated areas only. All electrical equipment not being used is to be isolated and returned to storage area.
- Food and drink must only be consumed within the designated welfare areas
- Litter must not be left on site.
- No burning of rubbish allowed.
- LPG / Flammables materials must be removed from all building and other areas, **All cylinders to be stored in secured, vented locked cages.**
- No drugs, unless proscribed, or alcohol are permitted on site at any time.
- Smoking or vaping will only be allowed within the designated smoking area.
- Vandalism of any sort will not be tolerated
- Urination and defecation other than in the toilets provided by SCF Ltd will lead to instant dismissal
- **No one is to enter site without wearing:**
 - **Head Protection to BS5240 Part 1 (1987): Safety Helmet**
 - **Foot Protection to BS1870: Safety Footwear to have anti static properties.**
 - **High visibility vest / jackets to a minimum of EN 471 Class 2.**
 - **Additional PPE must be worn when and where safety regulations and work activities dictate.**
 - **Long trousers**
 - **NO FOOT PROTECTION; NO HEAD PROTECTION = NO WORK**
- Operatives must not handle any substances without having in their possession a copy of the relevant COSHH assessment and / or manufacturers safety information; a copy of which must be forwarded to SCF Ltd for co-ordination activity.
- No swearing on site.
- All electrical equipment and items of plant must be tested and certified before use.
- All site traffic –plant and vehicle
- You must understand and follow your Safety Method Statement and associated risk assessment and ensure that a Take 2 assessment has been completed and follow the

action agreed. You must consider all risks before you commence the task and take the necessary precautions.

- No radios or loud music on site.
- Use of items where proof of testing is unavailable, will not be permitted.
- **240-volt tools are not allowed.** All tools must be 110-volt type or battery powered
- Plant must only be operated by suitable trained personnel.
- Suitably qualified personnel, appointed by their employers, must only change abrasive wheels.
- Site operatives are not to engage in conversations with any of the patrons on site.
- Where hot works are being or are about to be carried out, a suitable fire extinguisher must be kept adjacent to the works at all times.
- A permit will also be required for all high risk activities (including hot works and confined spaces).
- All personnel must ensure they protect their own health, safety and welfare and should not put either themselves or those around them at risk. Advice should be sought from line managers / supervisors if individuals believe the working environment is not safe.
- If contractors wish to undertake any potential noisy operations above 85dbs, SCF Ltd must be notified prior to work commencing and appropriate risk assessments and method statements compiled. All high noise activity must cease at 18:00
- Any concerns, issues or problems relating to Health & Safety must be reported to SCF Ltd immediately.
- Fire Exits must be kept clear at all times.
- Due to the potential for restricted space on site and associated risk whilst interfacing with members of the public, all material deliveries must be co-ordinated with the Site Manager in advance of their arrival.
- Radios are not permitted on site.
- **Mobile telephones can only be used in the site office. All mobile phones to be turned off whilst on site.**

OTHER SITE SPECIFIC RULES

- Any alteration to existing services must be carried out by appropriately trained operatives before any alterations are carried out the site foreman must be notified and checks are to be made to ensure services are not disrupted to any adjoining buildings. If services are to be disrupted proper consultation with owners / occupiers must be carried and agreement made on timings. Owners to be notified if any disconnections are to be carried out.
- Contractors are not permitted to use plug in electrical plant outside the site. Battery tools will only be permitted in this area.
- Any fire or security alarms must remain in working order.
- Noise Dust and vibration to be minimised where possible by using appropriately protected equipment.
- Working Hours to be between 7am & 6pm Monday to Friday. Weekend working is to be arranged with Frowsbury beforehand.
- Clients personnel may visit site by appointment and are to be allowed access provided they have appropriate clothing and comply with requirements of H&S regulations. Site manager to advise of any risk areas. Any visits should be noted in site register.
- Minimal parking is available on site and care to be taken to ensure access to adjoining premises is not compromised. If necessary unload materials and park off site.
- Any delivery vehicles are to be accompanied by a banksman.

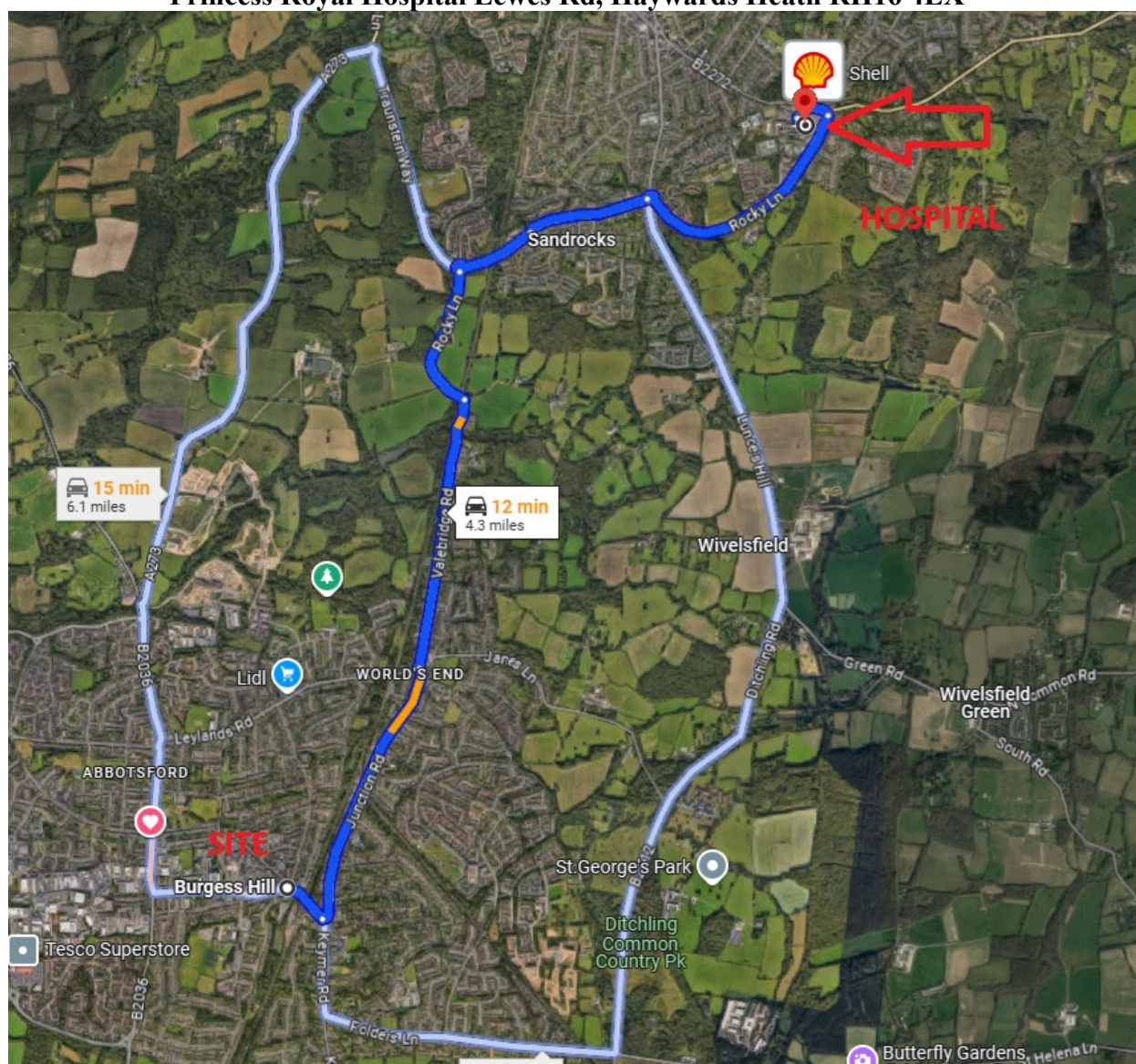
3.9 Emergency & Accident Procedures

3.9.1 Emergency Procedure

In the event of an emergency i.e. serious personal accident, the site manager will follow this procedure:

1. **Stop work**
2. Clear area
3. Take care of injured
4. Call Emergency telephone 999
5. Isolate area/protect other persons
6. Advise Contracts Manager, without delay.
7. Complete relevant report form.

Nearest A&E Hospital **Princess Royal Hospital Lewes Rd, Haywards Heath RH16 4EX**



3.9.2 Accident Procedures

In the event of an accident the Site Manager will follow this procedure:

1. **Stop Work**
2. Ensure that any injured person is attended to

3. Isolate machine, tools and/or equipment
4. Not disturb anything
5. Ensure remaining hazard is guarded
6. Note anything significant and make general observation of scene
7. Obtain details of witnesses
8. Telephone the Contracts Manager as soon as possible
9. Advise the Safety Advisor/Principal Designer

3.9.3 Fire Marshall

The Site Manager shall be the Fire Marshall on the site. The site manager is responsible for making sure that the fire brigade is called.

- Upon discovery of a fire operate fire alarm.
- Evacuate site to muster point.
- Call the emergency number. Tel - 999
- If safe to do so attempt to fight fire using appropriate fire extinguishers.

3.9.4 First Aider

The first aider on site will be Chris Kitto. The site manager is responsible for making sure that emergency number is called. Tel - 999

- First Aid post will be located in the site office.
- Follow Accident procedure.

3.9.5 Communication in emergency

Where possible use a land line to contact emergency services. In the event that a land line is not readily available there are staff on site at all times with mobile phones to enable contact to the emergency services. Tel - 999

3.9.6 Post emergency / accident

Following an accident or dangerous occurrence the Contracts Manager in conjunction with the Health & Safety will:-

- Investigate the accident
- Obtain written statements
- Take photographs where necessary
- Make out a written report
- Contact the HSE as necessary
- Forward form F2508 to HSE in respect of such incident
- Maintain records of all Form F2508 forwarded to HSE
- Send copy of Form F2508 to the firm's Insurance Company
- Review any modifications to company procedures with the chairman.

3.9.7 Near Miss Reporting

- SCF Near miss books will be in the site's welfare and site managers office.
- All near missis will be held on site and a copy sent to SCF office.
- All near missis are recorded for analysis then actioned following the event to ensure there is no re-occurrence on all of SCF's sites.
- This is communicated via re-training or toolbox talk.

3.9.8 Spillages on Site

Spillage kits will be stored next to the site (see site traffic/fire plan)

The site will not have a diesel fuel tank for the plant. All hired plant will be supplied with a full tank of fuel which will not be fully consumed during the project.

Petrol powered disc cutters will have small 4 litre petrol cans which will be stored in the company vans.

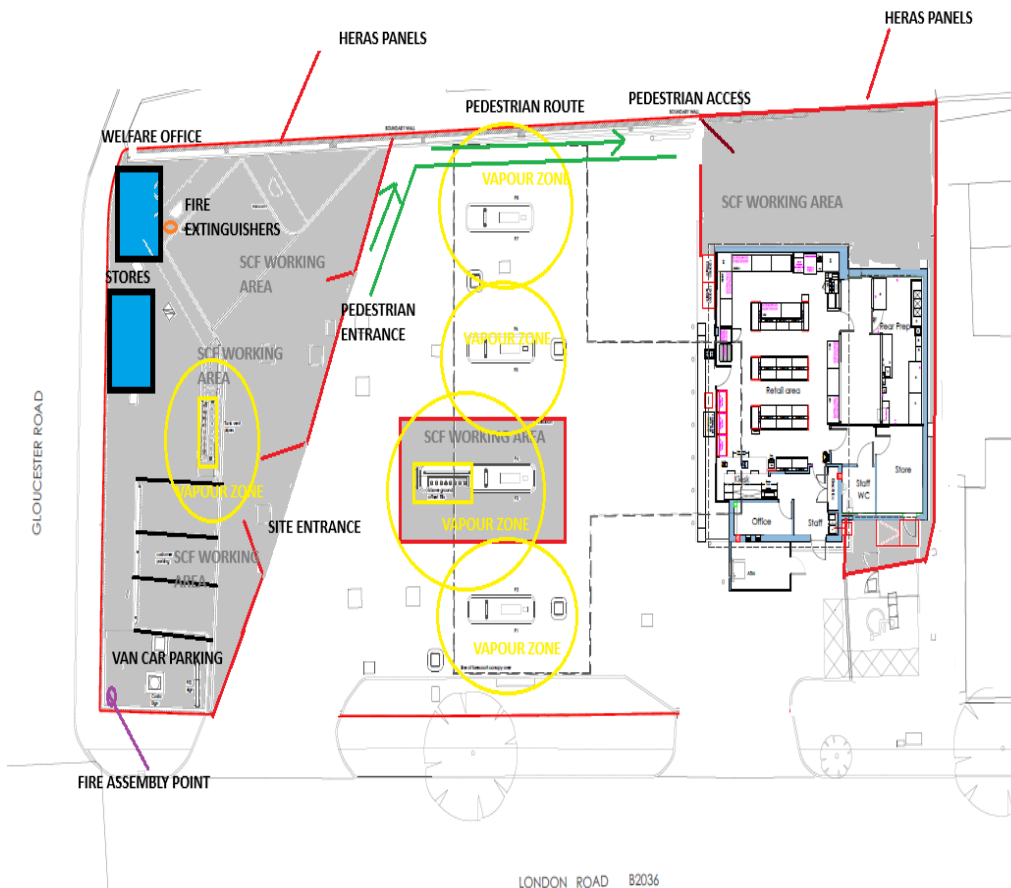
4. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

4.1 Extent and Location of existing records and plans

- Layout drawings for the property have made available through the employer at the time of tendering.
- Asbestos survey- received.
- Ground Survey – *not received*
- Measured building survey - *not received*
- *Pre Construction Information (Client on site).*
- Existing services to the buildings to be worked on are assumed to be alive unless otherwise proven not to be. If any services are found during the course of the works care must be taken to ensure services are not disrupted to any other occupied premises without consulting the owners / occupiers.
- Where any services are identified as needing to be kept live these should be identified and site staff made aware of their location and appropriately signed.

4.2 Traffic Routes and segregation of vehicles & pedestrians.

- SCF will create a traffic management plan for the site.
- A Site specific Method Statements are prepared for the site set up.
- SCF will ensure MFG's traffic management plan is followed outside the site.
- All deliveries will be escorted by an SCF banksman upon arrival, and escorted to the site exit. All suppliers will be informed of the procedure in advance by SCF.
- Heras crowd barrier to be erected in the working area between traffic routes.
- When absolutely necessary the fencing may be temporarily removed to allow limited loading and unloading of materials. On these occasions operatives on site to be warned and temporary barriers erected to restrict pedestrian access in vicinity of vehicles. All vehicles entering area to have banksman.
- Parking of vehicles on site is to be within the contractor's compound area only.
- Agreed access routes to the site must be observed at all times.
- All roads and footpaths will be protected and maintained in a condition suitable for foot and vehicular traffic.
- Notices indicating the areas of construction will be displayed and provide sufficient warning to prevent persons entering areas of construction work is to be undertaken.



Fire Plan for the site at the Burgess Hill SS

At the site induction carried out by our Site Manager all new operatives on site will be informed of the Fire / Emergency evacuation procedure, should the procedure be amended then all operatives will be reappraised of the situation prevailing at the time.

Fire Safety measures will be taken by the installation of fire extinguishers at Fire Exits, temporary alarms located at ground level by the use of hand bells and temporary signage fixed indicating Fire / Emergency escape routes.

The Emergency Services will be able to access the site by the existing access / egress routes. The working area will be fenced off to the entire perimeter to stop unauthorised access onto the site.

The site manager will ensure that all waste materials are cleared as the works progress to avoid build-up of rubbish on site.

Before any hotwork is carried out, a permit to work must be raised and issued by the Site Manager, or his appointed deputy, and at the conclusion of each days work, a "walk around" site will be carried out by the Site Manager, or his appointed deputy, to ensure the building is left in a safe state.

4.3 Storage of Materials and debris

All materials will be stored in agreed designated areas (in compound) and will be promptly removed during handover days (Monday and Friday). Skips will be damped down and covered as necessary to prevent excessive dust, debris contaminating the area.

4.4 Site Specific Rules

- Security/demarcation of working areas will be provided by the use of barriers and signage, and all means of escape will be maintained or alternatives provided.
- The Contractor will ensure that the existing highways are not unnecessarily obstructed or made hazardous by works vehicles. Safe access to the site for deliveries will be maintained at all times.
- All visitors to the site must report to the Principal Contractor's site office or Site Manager.
- No one is to enter the site without wearing
 - Head Protection (Safety Helmet BS5240 part1 1978)
 - Foot Protection (safety footwear (BS1870 with anti static properties)
 - High Visibility Vest / Jacket (min EN471 class 2)
 - PPE appropriate for tasks to be carried out
- All vehicles are to be supervised when manoeuvring within the site or the entrance area. If vehicle is to remain on site it should be parked in the designated area.
- Ensure adequate supervision including use of a banksman is provided for moving all mechanical plant.
- Agreed access routes to the site must be observed at all times.

- All mechanical and electrical equipment must have appropriate test certificates
- 240 volt tools are not allowed. All tools must be 110v in the normal working areas.
- Plant must only be operated by suitably trained personnel.
- All manual handling is to be carried out strictly in accordance with the Manual Handling Operation Regulations 1992.
- The Principal Contractor is to immediately report to the Principal Designer any accident resulting in major injury (as defined in RIDDOR). All accidents are to be recorded as an element within the Principal Contractor's report to be given at each site meeting.
- Where hot work is required Permits to work must be obtained from site manager and must have appropriate fire extinguishers present.
- Noise of plant and operatives and the timing of activities.
- Ensure clear demarcation between areas the public may access and all areas where construction works is being undertaken.
- Ensure occupiers and members of the public are afforded safe access and egress, and that all means of escape in the event of fire, or other hazardous occurrences, are maintained at all times.
- Ensure all materials are stored in agreed designated areas and that materials stored are well maintained. Materials should not be stored on any public areas and materials stored shall be kept to the minimum commensurate with the construction activities under way at that time, or in the immediate future.
- If any materials suspected as being asbestos or deleterious in nature are discovered in an unspecified location, work should cease, and further instructions sought from the Contract Administrator.
- Ensure that skips are located in agreed designated locations and that skips are promptly removed when full. Damp down and cover skips as necessary to prevent excessive dust, debris contaminating the area.
- Food and drink must only be consumed within designated welfare areas.
- No drugs (unless prescribed) or alcohol are permitted on site at any time.

4.5 Car Parking for Contractors' Employees:

Parking of vehicles on site shall be in contractor's compound only. Tools and plant may be offloaded closer to the workplace with site manager's permission.

4.6 Permits to Work:

Permits to work will be required for

- **Hot Works**

No hot works are anticipated on this site

- Should there be a requirement to engage in hot works the site manager will introduce a Permit to Work system in a specified area.
- There should be no cutting with the use of a flame on site.
- Any 'hot work area' will be provided with appropriate fire extinguishers.
- All hot work must cease 1hr before site is to be closed.
- Gas monitors are to be provided where necessary.
- Gas Cylinders MUST not be stored within the building. Storage of cylinders is to be in a locked and ventilated cage.

- **Clearance Certificate**
 - On live sites- The site manager/supervisor will complete a model clearance certificate
 - The clearance certificate will show the work taking place within the day/shift, and will be signed by both the MFG shop manager and the site manager/supervisor.
- **Working at Heights**
 - All working at heights will be controlled by a permit to work issued by the site manager.
 - MEWPS will only be operated by qualified employees
 - Trenches and excavations will be protected by crowd barriers at all times.
 - Scaffolding will be erected by a competent contractor. All scaffolding will have Scafftags fitted and recorded in the temporary works register.
- **Working with Asbestos**
 - Should any other asbestos be found works to stop until specialist testing and advice obtained
 - Prior to carrying out any works on asbestos a method statement is to be prepared by specialist.

4.7 Security:

- All employees to be restricted to working area apart from access and egress to the site.
- Heras panels (GS7) will be double clipped around the site perimeter.
- Heras gates will be fitted on the site entrance, and kept closed during normal working hours.
- General security arrangements to be agreed client or occupier of the site where appropriate.
- The site is to be secured at night to prevent unauthorised access.
- No small tools left on workface, plant parked within compound with keys removed.
- During the project's program, there will be periods of down time where works will stop waiting for equipment/plant to be delivered. For short durations the site will remain secured with fencing and locked gate. For longer durations the site cabins and fencing will be removed. However some of the fencing may still be left in place to protect any potential residual hazards whilst awaiting the new equipment/plant.

4.8 Disruption of Essential Services:

Under no circumstances must services be interrupted without prior arrangement with the Occupants.

4.9 Working Hours:

Normal working hours 08.00am – 17.00pm Monday to Friday.

All out of hours working to be arranged with the client or occupants

4.10 Site office

The following documents must be kept and maintained in the site office:

- Health & Safety Plan
- Daily safety Record

- Induction Training check list
- Accident Book and Plant Register
- Method Statements for all Sub-contractors (see H & S Plan)
- Hot work permits / Clearance certificates (Where necessary)

The following equipment must, at all times, be kept on site:

- First Aid Kit
- Spill kits
- 3 Fire Points: 1 in site office, 1 on site I in existing area (all 9kg dry powder)

4.11 Welfare Facilities

- Temporary welfare cabins set up on site as per the CDM Regulations 2015

Fire extinguishers will be provided in each working area. The fire muster point is located outside the Site Entrance.

4.12 Temporary Works

- Temporary works on site will be carried out as per the SCF Temporary Works Procedure 2021
- Temporary works Coordinator – Andy Cooper
- Temporary works Supervisor – Chris Kitto
- Temporary works design for SCF – TBA
- Temporary works design scaffolding – TBC
- Permanent works design – Frowsbury Projects

All temporary electrical supplies on site will be outside the site's perimeter where practical. Temporary 240v cables will be armoured and electrical tools will be 110v or battery powered.

4.13 The Management of Waste on Site

On site quality procedures are constantly monitored by the site team which consists of:

Site Manager
Contracts Manager
Safety Manager

Existing materials will be checked to verify that they are not contaminated or noxious.

Disposal of either contaminated or "controlled" waste or other waste will be via a licensed waste contractor, whose responsibility it is to find a suitable disposal site for the waste.

Waste hauliers will be informed of the site rules in advance. All vehicles entering and exiting will be escorted by a banksman.

Different skips will be made available for different types of waste. Mixed loads of waste will not be offered for disposal.

Liquid waste will be collected and stored in a large bunded containers for subsequent removal to a disposal site.

No waste will be discharged into a foul sewer without prior consultation with the relevant authority.

Waste created by the site will either be removed or be retained on site for re-use at a later stage.

Authorisation from the relevant authority will be obtained before any discharge may be made into any river, watercourse or sewer.

4.14 Excavating and Ground Conditions

SCF will ensure that: - Site specific Method Statements are prepared for the works

- details of the ground conditions likely to be encountered in excavation work or the buildings or structures affected before any work is undertaken
- this information will be discussed with the site supervision to enable work to be planned safely
- special consideration be given to the stability of plant when working on peat or other unstable ground, to ensure that the loading can be supported adequately.
- where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.
- excavation work will not begin on site until all plant, materials and equipment necessary to carry out the excavation work safely is available on site.
- no person is permitted to enter any unsupported excavation more than 1.2 metres deep unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. Shallower trenches may require support in very poor conditions.
- all excavations required to be supported are inspected before the commencement of each shift
- a thorough examination is made of any excavation required to be supported which has been open for 7 days and then every 7 days after.
- a thorough examination is made after blasting in or near the excavation or if there has been a fall of earth or rock or if any part of the support has been substantially damaged.
- These thorough examinations must be recorded in the site register
- access and plant are routed away from the edge of excavations.
- stop blocks or other precautions must be provided to prevent vehicles tipping into excavations from over running the edge.
- materials are stacked or placed near the edges of excavations.
- secure barriers are around all excavations and for those that are more than 1.2 metres deep or around excavations of any depth in public areas substantial protection is constantly in place
- ladders are securely fixed to provide safe access into excavations and to provide a means of egress in the event of flooding.
- Excavation supports, underpinning or shoring (designed by specialists where necessary)
- All personnel required to enter excavations wearing a safety helmet.
- The safety of the public, particularly children, blind or disabled persons, must be considered when excavations are left open outside working hours.
- Where health hazards may be encountered, e.g. landfill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc., the Company Safety Advisor will be asked for advice on precautions required, e.g. air sampling, monitoring etc.

4.15 Noise in the Workplace

SCF will ensure that: -

Noise in the workplace is included in the Site specific Method Statements.

- information on the noise level of any plant which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.
- static plant to be installed on site or in the workshop is planned to be in a position which takes account of the effects of noise on the workers or the public.
- where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise.
- depending on levels of noise and the action levels which apply (First Action level 80 dB(A) daily personal exposure; Peak Action level 200 pascals peak sound pressure; Second Action level 85 dB(A)) A written noise assessment by a competent person will be made.
- suitable measures to reduce the risk are available to employees, on request.
- measures to reduce the risk are taken
- suitable ear defenders must be provided and worn.
- Ear Protection Zones are designated, and signs displayed.
- Equipment is maintained.

4.16 Working with Compressed Air

SCF will ensure that: -

- the use of compressed air is included in the risk assessments and method statements.
- any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, etc.).
- noise control measures are in the Site specific Method Statements.
- instructions are given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.
- all necessary safety equipment, e.g. eye protection, hearing protection, gloves, is available and worn when required.
- the necessary maintenance, lubrication, draining of receivers etc is being carried out and that any defect in the compressor, towing arm stand, side panels, gauges, hoses, connections or tool is reported immediately to the relevant Manager responsible for the plant
- the operator is aware and competent to carry out a visual inspection, checking couplings, etc., before using the equipment
- all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers, etc.
- Check equipment daily before use, and report defects immediately.
- Ensure all guards, safety devices, brakes etc are in good condition and operating correctly.
- Ensure engine cover stays are in good condition and fully locked into position when the cover is open.
- Engine covers/flaps must be in place during use, to ensure noise control is effective, this also includes mufflers fitted to breakers. Additional protective equipment such as ear muffs or goggles may be required and these will be worn.
- Hoses, connection and valves must be in good condition and correctly fitted.
- When using an air "lance" or similar, eye protection must be worn and a valve fitted to the lance to shut off the air supply. The work area should be cleared of other persons unless they are also adequately protected.
- Take care when blowing out condensation etc from hoses and ensure that the open end is secure and not pointing at anybody.

- Do not use compressed air for blowing down clothing etc as compressed air can enter the body via the skin. this is a major reason for people not to "fool around" with compressed air as severe injuries can result.
- Disconnect equipment from the compressor when changing discs, tools etc, do not just fold.
- Ensure the jockey wheel, stands and brakes are operational before manhandling compressors. Use a vehicle to move compressors wherever possible.
- Wear eye foot and ear protection where needed but especially with breakers and abrasive discs.

4.17 Vibration

Hand ARM Vibration will be included in the risk assessments and method statements. All available techniques will be used to minimise as far as necessary vibration from hand power tools. Consideration will be given to the use of heavier plant which may have an adverse effect on the structures and buildings around the operations.

All vibration breaking carried out by mini digger attachment where practical.
HAVS register on site and completed by site manager when required.
Toolbox talks on the risks of HAVS given on site.

4.18 Spill Prevention for Mobile Plant

The site office will have a 25lt spill kit outside the door. No diesel tank on site.
Mobile plant re-fuelled at the forecourt pump using company fuel card.

4.19 Existing Services on Site

All known services on site are to marked/highlighted. All information regarding the historical utility will be on site and shared with the operatives before any excavation begins.

Hand dug slip trenches are to be hand dug around locations of underground services.

Site area assessed for possible overhead electric cables. (*none found*)

Area CAT scanned every 500m during excavation.

All works will conform to guidance HSG47

Banks men observing excavation at a safe distance.

Permit to excavate in place.

Information regarding new services location found will be shared with the Principal Designer and client on site.

4.20 Lifting Operations.

Lifting operation using a crane on site will be under 'contract lift' hire conditions. King Lifting will be responsible for producing a lifting plan, crane, controlling the lifting process and supplying banksmen on site. SCF will manage the operation and ensure all the control systems are in place and inform King Lifting of all potential hazards before the lift commences.

4.21 Maintenance of Plant on Site.

Operators/drivers of plant on site will complete daily/weekly inspection sheets before operating the machine. Defects and completed inspection sheets will be

passed to the site manager. Defects will be reported to the SCF office, and the completed form will be retained by the site manager for inspection. Small hand tools such as battery drills and transformers will be visually inspected by the users on site. Defects will be passed on the site manager.

4.22 Asbestos

Although there has been an asbestos survey carried out on site, and no ACM's shown within the working area. There is still the chance of a new discovery during the project. Any items discovered will be treated as an ACM until testing has proved otherwise. The client and Principal Designer are to be kept up to date with any discoveries as soon as possible.

SCF risk assessments include the discovery of ACM's.

4.23 Contaminated Land

Material from the trial holes will be sent for analysis to determine the Waste Acceptance Criteria (WAC) categorisation. SCF do not anticipate anything unusual in the earthworks materials. However, the client and Principal Designer will be kept up to date once the tests are completed, and SCF's RAMS adjusted if there are higher than usual levels of contamination.

5. DESIGNERS RISK ASSESSMENTS (INCLUDING PRE-TENDER HEALTH & SAFETY PLAN)

Principal Designer's identification of significant risks.

- Asbestos contamination (*survey report provided*)
- Demolition including partial demolition.
- Temporary supports
- Excavations
- Working at height
- Noise / dirt & dust
- Access / egress to public roads via MFG's forecourt access points.

6. RISK ASSESSMENTS / METHOD STATEMENTS

6.1 Overall statement

In accordance with our Health & Safety management procedures all elements of this construction project have been reviewed in terms of their implication / affects on health, safety & welfare of our staff and others involved in or around the site. Appropriately trained and experienced professionals have completed this review in conjunction with the pre-tender and initial phase health & safety plans.

The review was conducted by.

- The Contract Manager
- The Company Health & Safety Advisor
- The Site Manager

Sub contractors engaged in elements of work that have been identified as hazardous, will be issued with specific information relating to those hazards and identifying areas of risk, which will need to be addressed in their method statements / risk assessment submissions. The Contracts manager will ensure that these risk assessments / method statements are provided before commencement of work on site, and are distributed to those involved. The site manager will ensure that works on site are carried out in accordance with the risk assessments / method statements provided.

The continuous submission of risk assessments / method statements etc. will form part of the continued development of this construction phase Health & Safety Plan. All sub contractors we intend to employ on site will be issued with copies of this plan or parts of when appropriate.

7.0 Contractors Method Statement

Site specific method statements will be prepared from SCF's Construction Proposal Document. An initial assessment of method statements is detailed on the method statement review. The site will be continually monitored, and further assessments made as appropriate as works progress. Where changes in specification occur if these require new or adapted method statements these will be provided before commencing operations on site.

8.0 Contractors Risk Assessments

Initial risk assessments are detailed on the risk assessment review. Each item identified as a potential risk has been provided with an individual risk assessment. The site will be continually monitored and further assessments made as appropriate as works progress. Where changes in specification occur if these require new or adapted risk assessments these will be provided before commencing operations on site.

9. HEALTH & SAFETY FILE

All relevant information recorded will be passed to the client regarding the projects Health & Safety plan. Project details will be recorded as work proceeds.

Principal Contractor will assist the Principal Designer's with the preparation of the Health and Safety File. All information to be made available to the Principal Designer's on project completion.

The Principal Designer is therefore to be informed of, or be provided with, as appropriate, the following by the Principal Contractor: -

1. Records of works carried out
2. Residual hazards
 - i. Updated asbestos register if any found and details on any removal
 - ii. Buried services and any works carried out to same.
3. Key structural principals & safe working loads (if altered from existing).
4. Hazardous materials if any used.
5. Cleaning or maintaining structure
6. Details of any services (if encountered) with positions and any works carried out.
7. COSHH Assessments for materials proposed and disposal details
8. Any other information / details of structure that may have significance for health & safety in future works (for works carried out under this contract)

APENDIX INDEX

- 1. SCF Health & Safety Policy**
- 2. SCF organisation Chart**
- 3. SCF Insurance Details**
- 4. Site Rules**
- 5. Site Induction Training**
- 6. Daily Site Register**
- 7. Site Set up Check List**
- 8. Hot Work Permit**
- 9. Working at heights check list**
- 10. Traffic Routes**
- 11. Example of method statement**
- 12. Construction programme**
- 13. Risk assessment documents**

Signed....



Date 28/03/25

Bob Davey (Contracts Director)

Amendments Detail	Date	Name