

Construction Phase Health and Safety Plan

Central Methodist Church

Revision 09.06.15

Date of Submission 19/03/2015

This Health and Safety Plan has been developed from the CDM Co-ordinators Pre-Construction Information (PCI) and in accordance with the laid down requirements of the Construction (Design and Management) Regulations 2007 and supporting Approved Codes of Practice.

Project Details:

Re Roof of the existing single story extension and associated work. External ground works, car parking area and childrens play area at:

Central Methodist Church

Chapel St

Glossop

SK13 8AT

SITE OF PROPOSED WORK





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SECTION 1 PROJECT PARTICULARS:

Project Directory:

Client – Central Methodist Church only)	Rev Helen Stubbs 07949 299 363 (Emergency
Architect – SJ Design	Simon Jones - tel. 01663 742903
Electrical Eng - N/A	
Mechanical Eng – N/A	
Structural Engineer – N/A	
CDM Co-ordinator – SJ Design	Simon Jones - tel. 01663 742903
Contractor –	MPS Construction 0161 449 9905
Contract Manager –	Matt Sharp 07919091746
QS -	Pete Walvin

Authorities:

Nearest Hospital: Tameside Hospital, Fountain Street, Ashton Under Lyne, OL69RW
0161 922 6000 OR 999 IN EMERGENCY

Police: Derbyshire Police
101 OR 999 IN EMERGENCY

Fire: Glossop fire station
01457 852223 OR 999 IN EMERGENCY

Environment agency
0845 933 3111

Gas: Transco
0800 111 999

Water: United Utilities
08457462200

Electricity: United Utilities
0800 195 4141

Telephone: BT openreach
0800 800 154



Building Control:

1.2 DESCRIPTION OF WORKS

Re roof of flat areas of the church roof

Provide a new car parking area and re surface some of the existing car park

Create an external play area

Supply and install new high level windows

Minor electrical works

1.3 Existing Structures

The church will be occupied throughout the construction phase. The works will be clearly segregated from the aforementioned utilising Heras fencing.

There are existing drain runs in the vicinity of the proposed works. We have not been made aware of any other services in the vicinity of our work. We do not envisage the proposed work conflicting with these drain runs but suitable care will be taken when excavating for foundations in case the documented position is not accurate or if other non documented services are in the vicinity of the work.

Services to the existing church are likely to include Gas, Water, Electric and Telecomms

1.4 Asbestos

There was an asbestos report compiled by

A pre demolition asbestos survey was not deemed necessary for this project because of the lack of disturbance to existing structures

Any non-notifiable asbestos containing materials shall be removed by competent persons who have had the required training as per the requirement of Regulation 10 of the Control of Asbestos Regulations 2012.

MPS staff have/are given Asbestos awareness training and specific training on managing the accidental disturbance / exposure to ACM's.

In the unlikely event of inadvertent discovery of asbestos containing materials MPS shall implement controls as specified in activity specific risk assessment

1.5 Identified Items of concern requiring site-specific risk assessments.

Vehicular access/egress to and from the Contractors site. There is a concern with respects to the interface in this area during peak times as contractors and users of the church may be arriving together. Please see the risk control measures within the traffic management plan;



THE Church have stated that the site will be closed to all vehicles belonging to the public/staff who use the church. A pedestrian access will be maintained via the pedestrian gate from the pavement on Chapel street. Pedestrian access to the Church will be across the grassed area to the main entrance.

Working adjacent to an occupied residential dwellings and existing church buildings.

Emergency arrangements during the works and liaison with the occupants of the church.

Parking restrictions - contractor's staff must not obstruct the local residential roads. Parking for contractors vehicles will be available on site to the front of the Church.

Noise during the works;

Dust issues;

Adequate fire precautions to ensure that suitable arrangements are in place throughout the works;

Safe access and egress for the general public and visitors to the Church.

1.6 Access to the project

Access to the project will be through the secure vehicular and entrance gates, which will be located off Chapel st

1.8 Traffic Management

A dedicated traffic management plan has been developed for the project by MPS. Chapel st is a quiet residential road used for access to the Church but also serving a number of residential properties. When leaving the site vehicles should aim to turn around on the contractor's site if this is not possible larger vehicles will be safely banked back onto Church st utilising a banks person.

To allow the safe passage of vehicles entering and leaving the site the following control measures are to be implemented:

The sites entrance will be clearly identified.

All deliveries will be pre-planned around peak-traffic flows. On arrival at site all vehicles will be accepted by a MPS Contractor Banks person who shall be responsible for its management.

1.9 Timescales for the Project

Approximately 6 Weeks TBC With construction phase programme

1.10 Date of possession as stated in the Contract documents

The anticipated start date of the construction will be

1.11 Completion Date:

The anticipated completion date will be



1.12 Enabling/Temporary Works

Control of Temporary Works as identified under BS5975:2008 (Code of practice for temporary works procedures and permissible stress design of false work)

Hoarding / Fencing will be erected as detailed on the MPS site plan.

Should it be necessary to erect hoarding in an area that impinges on pedestrian walkways externally to the site, the local authority will be approached for permission and it shall be ensured that adequate licenses / permits are in place.

Lifting Operations: lifting operations will occur on site using a nominated competent 3rd party health and safety accredited contractor/s under a hired and managed or contract lift arrangement. Lifting operations will take place under a documented safe system of work (risk assessment / method statement/lift plan & berthing plan)

MPS Construction shall utilize the services of its structural engineering Consultant to give advice relating to temporary works. Following this advice, information shall be passed on to a competent contractor to incorporate this into their safe systems of work to ensure safety is maintained throughout works.

Scaffolding: MPS Construction shall appoint only scaffolding contractors who are NASC accredited and who also hold third party Health & Safety accreditation. A scaffold design shall be devised via the scaffolding contractor where required.

1.13 Site Welfare Facilities

In compliance with the Construction (Design & Management) Regulations 2007, Regulation 22(1)(c) suitable welfare facilities will be provided on site. These will comply with the requirements of Schedule 2 of the Regulations.

During the works temporary welfare facilities will be afforded by the provision of a self-contained unit containing a small site office and mess facility. A portable toilet will be provided as a separate unit.

The position of the welfare accommodation will be located as per the Traffic Management Plan.

1.14 Temporary Site Services

Temporary water (TBC) and electrical supplies will be taken from existing Church supplies

1.15 Existing Services

The existing drain runs in the vicinity of the works are shown on drawing 103

Services to the existing Church to be aware of are likely to include Gas, Water, Electric and Telecomms

1.16 Fire procedure / emergency plans



The Project Manager will act as Fire Safety Co-coordinator and ensure, so far as reasonably practical, that the site compound, construction works and associated welfare facilities are planned and arranged to reduce the occurrence of fire and maintain adequate means of escape for all site users. Please see section 7 for further details.

1.17 Site investigation/Ground Investigation report

N/A

1.18 Site Security

The site will be deemed a controlled site and will be secured by utilising the existing boundary fencing and corporate MPS site fencing (2 m high heras fencing).

The principal access points for vehicular traffic will be at the end of the Church car park off Chapel st.

The Project Site Manager will ensure as far as is reasonably practicable that unauthorised personnel do not enter the site compound. For further details please refer to the traffic management drawing which denotes the boundary positions.

Note:

Warning signs will be located on all access points and boundary fencing. Visitors visiting site shall report to the Project / Site Managers' office on arrival and sign the visitor's book.

**Out of hours security will not be provided but the Church may have CCTV that could be utilized?
TBC**

1.19 Storage of materials

The principal storage area will be located in the area identified on the site Traffic Management Plan. Additional storage areas will be at the discretion of the Project Manager. The storage of materials will be in full compliance with the Environment Agency (EA) guidance document 'Working at Construction and Demolition Sites PPG6 to ensure that pollution prevention measures are in affect.

All materials will be stored in a safe manner allowing for the safe passage of pedestrians and vehicles.

1.20 Loading / unloading area

Please see the TMP. Loading and unloading will be supervised an MPS banks man.

1.21 Existing Environment

The works are to take place adjacent to and in the main Church; that said the works will be totally segregated from the aforementioned. Residential properties and businesses are situated on the nearby roads. The area surrounding the site is used by staff and visitors of the Church and local residents.

MPS will foster effective communication links with the Church will notify residents in the



vicinity of the work.

1.22 Environmental Considerations

a) Pollution prevention measures will be implemented to ensure that no materials enter drains and or watercourses; this will include the safe storage of fuels and hazardous substances.

Fuel tanks will be placed on a suitable hard standing and spill kits will be available to clear/contain any spillage during refuelling operations

b) Noise and Vibration - to be established via a project specific risk assessment and method statement & monitoring

c) Dust - to be established via a project specific risk assessment and method statement

d) Mud on roads – We do not expect this to be an issue as all wheeled vehicles should stay on the clean tarmac car park area and not enter the site.

e) All method statements and risk assessments for the aforementioned activities will be submitted to the Clients representative and CDM Coordinator for comment prior to this activity commencing

f) Construction waste will be managed and contained in the appropriate secure storage containers to prevent contamination to drains and watercourses

g) Bat conservation: No works shall take place on site outside the summer months of May-September and outside the winter months of November-February. The works involve no disruption to the roost: the existing roof cover remains (and will be overlaid) and no metal panels will be removed; the replacement windows are not located near the roost.

The site will be surveyed by a competent person 2 days prior to start to ensure non-disturbance to bats. If bats are found during the work all work will cease and the advice of a competent person will be sought.

Revised 09.06.15

The window where there has been observed bat activity will be taped with high visibility tape in order to alert our staff to the presence of this biodiversity feature and no work will occur in this area. This area will have a notice to this effect taped to the window.

However, if works are to be undertaken to this window supporting the bat roost further methodology to indicate how it will be fitted in order to retain access to the inter-wall cavity will be supplied to HPBC for approval prior to any works commencing in this location.

1.23 Existing plans are records that are relevant to Health and Safety

The pre construction information prepared by SJ Design dated 10th September 2014 and is attached in Appendix 1 at the end of this document.

There was an asbestos report compiled by..... dated..... this should be consulted before work starts this is attached in Appendix 2 at the end of this document.

SECTION 2 ARRANGEMENTS FOR MANAGEMENT OF HEALTH & SAFETY

2.0 Contract Management Structure

This section contains the details of those with responsibility for the management of Health & Safety on this project.

Simon Jones – CDMC, SJ Design LTD

Matthew Sharp – Managing Director, MPS Construction (Contract manager for the project)

Peter Walvin – Senior QS, MPS Construction

..... – Site Manager, MPS Construction

2.1 Responsibilities

Contract Manager

- a) To ensure the Policies for the prevention of accidents, damage and waste are carried out
- b) To know the requirements of the Construction Regulations and all other appropriate regulations and to ensure means for their observation on site
- c) To ensure that all levels of staff and members of the workforce receive adequate training, including induction training
- d) To make certain that all Site Agents and Foremen understand the policy
- e) To set a personal example
- f) To ensure that all occurrences and accidents on site are reported and investigated

Site Manager

- a) In conjunction with the Site Manager to organise the site so that the work is carried out to the required standard whilst minimising risk to the workforce and those affected by MPS's undertakings



- b) Know the basic requirements of the Construction Regulations and ensure their observance on site, including the completion of all necessary registers and reports.
- c) Maintain good housekeeping on site and eliminate all hazards
- d) Check that all plant and equipment is maintained in good condition
- e) Ensure that protective clothing and equipment is available and used
- g) Check that the welfare facilities are maintained in accordance with the CDM Regulations
- h) Ensure no operatives are subject to excessive noise and that relevant hearing protection is worn
- i) Ensure no operatives are subject to excessive vibration
- j) Set a personal example.

Site Operatives

- a) To use the correct tools and equipment for the job and use safety equipment and protective clothing supplied
- b) To keep tools in good condition
- c) To report to supervisor any defects in plant or equipment
- d) To warn new men of known hazards
- e) To refrain from horseplay and the abuse of welfare facilities

Contractors/Subcontractors

- a) To comply with any reasonable directions from the project / site manager, and with any relevant rules in the construction phase plan
- b) Co-operate with the project / site manager, CDM coordinator and others working on the project or adjacent sites
- c) Inform the project / site manager about risks to others created by their work
- d) Provide details to the project / site manager of any contractor whom he engages in connection with carrying out the work
- e) Undertake construction work and associate activities that ensures the health safety and welfare of their employees and others who may be affected by their workplace activities
- f) Comply with all current legislation and requirements of MPS Construction Ltd
- g) Inform the project / site manager of any problems with the plan or risks identified during their work that have significant implications for the management of the project
- h) Inform the project / site manager about accidents and dangerous occurrences



I) Provide information for the health and safety file

2.2 Selection of Contractors

MPS Construction Ltd will appoint contractors in accordance with the policies and procedures for the Selection of Contractors. Selection will be based on any previous satisfactory working relationships and review of their Health & Safety policy and procedures.

Contractors wishing to undertake works for MPS are subject to a competency check in accordance with the requirements of Regulation 4, appendix 4 of the CDM Regulations 2007 & ACoP L144. Contractors are required to provide evidence of this competence, and MPS has identified the Contractor Health and Safety Scheme (CHAS) as the preferred vehicle for this.

The undertaking of such competency checks ensures that MPS complies with the requirements of the Construction (Design and Management) Regulations 2007, particularly Regulation 4 (Competence).

The contractor's management of Health and Safety is then monitored at the workplace by way of documented site inspections and audits to verify that the contractors risk control measures are effective.

2.3 First Aid

MPS Construction Ltd will supply First aid provision for all its staff and members of the workforce/visitors as required by CDM 2007 and Regulation 3 of the Health and Safety (First Aid) Regulations 1981 as amended in 2009.

Contractors and site visitors must report all accidents / near miss incidents to the Project Manager/Supervisor and these will be recorded in the site accident book (see section 2 (1.4) below).

The registered First-aider will be Matthew Sharp being the Project Emergency First Aider.

The first aid box will be located in the Project Managers office.

The nearest accident and emergency department is specified within the project directory

2.4 Accident Reporting

All accidents and near miss incidents, however slight, must be reported to the Project / Site Manager, who will ensure that they are correctly recorded and reported.

All accidents will be recorded in the Accident Record Book BI510 (which is kept on site) to ensure the Company complies with its Health & Safety Policy.

The following injuries are reportable under RIDDOR when they result from a work-related accident:

The death of a person (Regulation 6)

Specified injuries to workers (Regulation 4)



Injuries to workers that result in incapacitation for more than 7 days (Regulation 4)

Injuries to non workers which result in them being taken directly to hospital for treatment, or specified injuries to non workers which occur on hospital premises (Regulation 5)

2.5 Site Induction Procedures for Employees / Visitors

The Project / Site Manager / Site Engineer will ensure that all MPS employees, Contractors staff and visitors are given the standard MPS site induction before they commence work on site. On completion of the induction the employee will be asked to acknowledge in writing that they have been made aware of the current site rules and regulations.

Safety Goals for the Project

100% induction of all personnel on arrival to site

All working areas to be clean and tidy at all times and at the end of every working day

All access and egress points to be kept clear at all times

Pedestrian routes to be maintained and kept clear at all times

Traffic management to be monitored and complied with throughout the Construction Phase

Full compliance of health & safety rules by all site personnel

Zero accident or incidents

2.6 Management of Health and Safety on Site

The principal responsibility for the management of health and safety on site will lie with the Project Manager, although all staff, contractors and visitors will be made aware of their own individual duties at the induction stage.

The Project / Site Manager will be responsible so far as is reasonably practicable, for:

Undertaking site specific risk assessments where necessary and develop appropriate control measures to manage any identified risk

Inducting all new employees, contractor's staff and site visitors and ensuring that they sign the site register

Ensuring that all employees are made aware of and follow the rules contained in the Construction Phase Health & Safety plan

Ensuring that all employees, contractors and site visitors are made aware of and comply with the site's emergency procedures

Providing suitable and sufficient information, instruction and training to site staff, contractors and



visitors to enable them to comply with the site rules and Health & Safety legislation

Providing each Contractor with information in a manner that will allow him to pass on such information to his employees with regard to the site and associated risks

Ensuring that individual Contractors liaise with other Contractors on matters of Health and Safety

Making arrangements, taking into account the nature and size of the project, for employees to advise, discuss and comment on issues that will affect their Health & Safety

Providing suitable and sufficient personal protective equipment (PPE) for MPS staff which is appropriate for individual tasks and ensuring that Contractors representative provided proper training in the use of the equipment is given

Ensure, as far as is reasonably practicable, that all visitors are aware of and follow the rules contained in the Construction Phase Health & Safety Plan

Provide visitors with information on health and safety issues identified within the Health and Safety plan that might affect their health and safety. This will be done through the site induction process

So far as is reasonably practicable, ensure that the visitors are aware of the site's emergency procedures

Establish what personal protective equipment is appropriate to the visit and that the equipment is used.

Where practical all visitors should be accompanied during the visit to site.

Explain the fire evacuation procedures to all visitors be they MPS staff or those employed by others.

Individual Contractors/Sub contractors

Will ensure that they undertake the MPS site induction before commencement of work on site

Ensuring, as far as is reasonably practicable, that they comply with the Construction Phase Health & Safety Plan and site rules

Taking reasonable steps to ensure that only authorised personnel are allowed on site

Establish a method of liaison with the MPS Construction site manager and other Contractors

Giving reasonable direction to his staff and any sub-contractor, with regards to Health & Safety

Being aware of any risks associated with the work

Ensuring, so far as is reasonably practicable, that they are aware of any site rules contained in the Health & Safety plan, and have been advised and trained in the site's emergency procedures



2.7 Arrangement for Monitoring Health and Safety on Site

The Project / Site Manager will be responsible for carrying out random safety inspections

The following documents shall be displayed on site:

Health and Safety Law Posters plus all other relevant notices and signs

Site Rules.

Form 10

Accident Book.

Visitors signing in book

Employers insurance certificate

Details of first aiders and fire marshals

Fire action notices

Health and Safety Policy Statement

Site emergency details

2.8 Arrangements for Project Review and Liaison with Project Team

The Project / Site Manager will hold scheduled site meetings (day and time to be identified by the Project / Site Manager). The meetings will include a dedicated slot for health and safety related issues such as:

The exchange of design information between all parties

Health and safety related incidents / accidents

Programme the forthcoming works

Health and safety implications of next weeks program / anticipated activities

Scheduled labour on site and the need for induction / risk assessment approval

2.9 Site Rules

The following site rules have been adopted for this project see section 8

Procedure for Making and Review of Site Rules



The site rules will be discussed during the site induction with copies clearly displayed on the Health and Safety Information Board additionally. The site rules will be reviewed on an on going basis throughout the construction phase

a) Permits to work and Emergency Procedures

MPS Construction Ltd will establish a system of 'Permits to work' in areas identified as containing significant risks e.g. hot works, confined spaces, demolition, excavations etc.

MPS Construction Ltd will establish a system in respect of Emergency Procedures throughout the construction phase.

b) Continuing Liaison

MPS Construction will liaise with the CDM Co-coordinator / Designers with regard any redesign considerations which may have Health & Safety implications on the works / elements (and other contractor's packages). The Health and Safety issues arising from such alterations / inclusions including details of the associated risk analysis will be submitted to the CDM Co-coordinator for consideration prior to proceeding.

c) Unforeseen Eventualities

MPS Construction will establish a procedure for dealing with unforeseen eventualities during the project, resulting in design changes and a method for considering Health & Safety resources. As soon as an unforeseen eventuality arises the CDM Co-coordinator will be informed and a course of action agreed before proceeding.

The Health & Safety implications arising from any unforeseen eventuality will be submitted to the CDMC as soon as possible after the event and a course of action agreed before proceeding.

In the event that any redesign is required the Health & Safety implications will be submitted to the CDMC for consideration in good time before execution.

2.10 Training

All operatives working on site will have the following as a minimum:

Be asbestos awareness trained

Hold or be working towards CSCS

SECTION 3 IDENTIFICATION OF RISKS TO HEALTH & SAFETY

General site based activities

The site will be issued with a set of general Risk Assessments that reflect the anticipated hazards on a site of this nature. The document and its subsequent sections contain details of generic risks and appropriate control measures appropriate to the project and issues identified in the Pre-Construction Information Pack (PCI).

The Project/Site Manager will be responsible for establishing whether the individual elements of the Risk Assessment reflect the individual activities being carried out on site. Where the Project/Site Manager considers the risk assessment to be suitable, the Project/Site Manager will then be responsible for implementing the control measures identified.

For those items not considered suitable, the Project/Site Manager must either undertake a site specific risk assessment (see below) or contact the Health & Safety Department before carrying out the activity.

Specific / one-off activities

Where the Project / Site Manager identifies a workplace activity that poses a significant risk, and which does not fall within the general risk assessment document, the Project/Site Manager should complete a project specific risk assessment. If the Project/Site Manager feels that they are unable to carry the assessment they should contact the Health and Safety Department before carrying out the activity. Having completed the specific risk assessment the Project/Site Manager will be responsible for implementing the control measures identified.

The Site Manager, CDMC and the Client will be informed of such works and will be issued with a copy of the method statement

Contractor Risk Assessments

In accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and Regulation 13 of the Construction Design and Management Regulations 2007, Individual Contractors are required to carry out suitable and sufficient risk assessments for tasks which have a significant risk.

Each Individual Contractor's site representative must provide a copy of the assessment to the Project / Site Manager for inspection prior to commencing work on site.

The Project / Site Manager will be responsible for checking the suitability of the assessment and



specified control measures. The assessments / control measures must be;

- Dated
- Project specific
- Relevant to the task and identify all the hazards associated with the task
- Provide details of suitable control measures, and
- Compliant with all current legislation / best practice Those assessments deemed suitable will be agreed with the Contractor's site representative and recorded in the site risk assessment register. On going Review of Risk Assessments

As the work progresses, additional unforeseen hazards may be encountered. Therefore the Project /Site Manager and individual contractor's site representatives should regularly consider the need to re-assess the work because of a change in circumstances.



SECTION 4 GENERIC SAFE METHODS OF WORKING

See generic risk assessments, to be attached

SECTION 5 WASTE MANAGEMENT

What Is Waste?

Waste is defined "any substance or object that you discard, intend to discard, or are required to discard is waste and as such is subject to a number of regulatory requirements." Even if material is sent for recycling or undergoes treatment in-house, it can still be waste.

The establishment of good waste management practice will result in financial savings and will ultimately reduce the impacts upon the environment produced by construction and demolition works.

Site Waste Management Plan

Under the Site Waste Management Plan Regulations 2008 (Regulation 5(1)), any Client who intends to carry out a project on any one construction site with an estimated cost greater than £300,000 excluding VAT must prepare a Site Waste Management Plan that conforms to these regulations prior to the commencement of works.

In conjunction with the Site Waste Management Plan Regulations 2008 (Regulation 7 & 8), MPS as Principal Contractor shall ensure that the plan is updated on a regular basis, reconciled and passed to the Client no later than three months after the completion of the project including, reconciliation and reasons for any deviations from the plan.

All waste from the project / site shall be dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990, Environmental Protection (Duty of Care) Regulations 1991; and also in accordance with the Site Waste Management Plan Regulations 2008

MPS Construction will control its waste on site so far as is reasonably practicable by:

Appointing a nominated waste manager for the site

Segregating the different types of waste arising from the work, which will make it easier to supply an accurate description of the waste for waste transfer purposes

Where practicable, compounds for storing materials and waste skips will be located away from environmentally sensitive areas on site, such as drains, water bodies and site boundaries close to housing/offices

Labelling all waste skips to ensure that all personnel are aware which waste type should be



deposited in each skip.

Ensuring that waste carriers are registered with the Environment agency

When ordering, avoid over-ordering and order the lengths required

Providing storage facilities that will avoid materials exceed materials being stored so that they exceed their shelf lives or become damaged or contaminated from inadequate storage

On delivery, avoid damage during unloading and not accept incorrect deliveries, specification or quantity

Taking care during the handling of fragile materials to prevent damage

SECTION 6 HEALTH AND SAFETY INFORMATION (Health and Safety File / O & M Manuals

. 10.00 THE HEALTH AND SAFETY FILE

- . 10.01 Preparation of the Health and Safety File The Principal Contractor shall prepare the Health and Safety File and hand to the CDM Co- coordinator to permit the CDM Co- coordinator to comply with Regulation 20(2)(e) of the CDM Regulations. The Principal Contractor shall collate information throughout the construction phase. Information should be concise and relevant to the future use, maintenance and alteration of the building and should include as-built drawings, calculations, specifications, manufacturer's instructions, maintenance manuals and the like. The draft file shall be submitted to the CDM Co-coordinator two weeks before Practical Completion for comment. The final version, incorporating amendments where appropriate, shall be submitted to the CDM Co-coordinator at Practical Completion for approval and issue to the Employer.

. 10.02 Content The Health and Safety File will include or reference:

- . a) Description of the works including details of work activities carried out. Include here details of any difficulties encountered during the works and the methodology adopted to overcome them;
- . b) Details of residual hazards which will remain after completion;
- . c) Details of key structural principles where these impact on the Health and Safety of those persons carrying out future works or maintenance;
- . d) Details of hazardous materials used;
- . e) Information regarding the removal or dismantling of installed plant and equipment;
- . f) Health and Safety information about equipment provided for cleaning and maintenance;
- . g) Details of the nature, location and markings of significant services including underground services;
- . h) Information and as-built drawing

SECTION 7 FIRE SAFETY ON SITE

Fire Procedures /Precautions

With respect to the former, the emergency arrangements will be in accordance with Regulations 38-41 of CDM 2007 and the requirements of the Fire Prevention on Construction Sites-The Joint Code of Practice from Fire of Construction Sites and Buildings Undergoing Renovation, Seventh edition: May 2009. These arrangements will include the appointment of a Fire Marshal and Emergency coordinator whose names will be identified on the Health and Safety Notice and Information Boards that will be located within the Project Manager's office and mess room respectively.

Fire points will be placed at the workplace as per the emergency plan and also within the site office and mess facilities. The fire fighting equipment will be identified by suitable signage. These fire points will be located as per the marked up TMP.

Emergency routes and exits will be kept clear and will be clearly indicated by suitable signage.

Fire points will be placed at vantage points and will include a air horn sounder to make the workforce aware of a potential emergency. Tested portable extinguishers will be located at each fire point. The arrangements will be in accordance with MPS - Site Fire & Emergency procedure. All hot works will be controlled with the importance of good housekeeping stressed during the site induction.

The works will be in full compliance with the Regulatory Reform (Fire Safety) Order 2005, Regulation 8 of the Management of Health and Safety at Work Regulations 1999 and The Construction (Design and Management) Regulations 2007.

The construction works are to take place adjacent to occupied premises and Mellor Primary School, which will be occupied throughout the Construction Phase. Suitable arrangements including communication links will be established with the school to ensure that if a fire or other emergency was to occur during the works that all parties will be duly warned to allow evacuation to an ultimate place of safety.

MPS will provide a suitable and sufficient fire risk assessment. This will ensure that potential fire hazards are identified and the appropriate control measures introduced.

Roles and Responsibilities

In order to discharge the duties identified above the Site Manager or his delegated representative will assume the role of Principle Fire Marshall and Emergency Co-coordinator. He will be



responsible for implementing the fire management plan and liaising with the Fire Service, Client and other regulatory organisations.

The primary objective of the fire management plan is to:

- Establish and operate an effective emergency response and evacuation procedure
- Provide for the safety of all personnel
- Liaise with the client representative and comply with any specific site rules when working in occupied buildings

Provide a report to the Fire Service upon arrival at the site and establish, as far as practicable, whether all personnel have evacuated and accounted for

Secondary objectives include providing assistance to the Emergency Services with:

Site knowledge

Nature of raw materials stored on site

COSHH information on products stored on site

To minimise or prevent pollution of the water systems and environment The Emergency Services should be informed about:

The flammability and toxicity of raw materials

The possible toxicity of any breakdown products

The possible impact on the environment should any raw material or contaminated run off material enter the water system
Emergency plans The purpose of emergency plans is to ensure that everyone on site reaches a place of safety in the event of a fire. Small and low-risk sites, i.e. development projects, may only require simple plans whereas higher risk projects, i.e. those may impact on the client's undertakings will need more careful and detailed consideration. An emergency plan should:

Make clear who does what during a fire

Be effective if it is ever needed. On larger high-risk sites fire drills may be appropriate Whilst occupying accommodation /office units

Each person should know what they need to do in the event of a fire

Managers need to make sure that everyone on their sites knows what to do

Regular checks should be made to ensure that fire precautions are in place Provision of information Fire action notices should be clearly displayed where everyone on site will see them, for example at fire points, site entrances or canteen areas. Fire Emergency Plan Upon



notification of a fire/potential fire the Fire Marshal / Emergency Co-coordinator or his delegated representative will immediately contact the emergency services and the client's representative/CDMC. He will then, as far as practicable, ensure that all other workers leave there place of work and make their way to the fire assembly point. Under no circumstances should persons attempt to re-enter the building unless directed to do so.

On arrival of the Fire Brigade

On arrival at the site the Fire Brigade will take control of the situation and direct any subsequent action.

The Fire Marshal / Emergency Co-coordinator will advise the lead officer of any relevant information he may require such as

The location of the fire

The location of any flammable materials

The location of the flammable gas bottle storage (if applicable)

The names of any unaccounted persons who were known to be in the accommodation at the raising of the alarm

Any other relevant information he may need to fight the fire. If a MPS member of staff is requested to re-enter the building to assist the Fire Brigade they must be satisfied that in doing so it will not compromise their own health and safety. Fire Evacuation Procedures The following procedures apply to all staff, workers, visitors and others located in the Building without exception. Failure to evacuate the building and report to the assembly point may result in disciplinary action. The projects emergency arrangements will be discussed with MPS employees and the employees of contractors during the site induction. In the event of a fire If you discover a fire, sound the alarm immediately by shouting fire and activate the alarm system, which in this instance are air horns located at vantage points. The Project Manager will be in possession of a mobile phone with his number circulated to the client's representative. When you hear the alarm or when directed by an authorised member of staff, you must leave the building immediately. Specific duties: Fire Marshal / Emergency Co-coordinator (See above)

Specific duties: Staff and Workers When leaving the building, staff and workers must:

Leave via the nearest or safest fire exit point (if more than one)

Turn off any equipment which may worsen the situation or place others at risk, only if it is safe to do so and you do not place your self at risk

Close doors behind them

Congregate at the designated assembly points which are located at the pedestrian entrance. Staff and workers must familiarise themselves with its location



Report to the Fire Marshall and relay any information they poses which may assist the Fire Brigade i.e. possible sources of ignition, stored flammables etc. A no blame culture must be encouraged to prevent persons from withholding vital information. If you, or a visitor, are on an upper floor and have a disability that may affect how you may negotiate using the stairs, please make your way to the staircase and make your presence known to a Fire Marshall, or ask someone to report your presence to the Emergency Coordinator

Staff and Workers must not

Stop to collect belongings.

Congregate in front of the building

Seek to leave the site during an evacuation

Attempt to re-enter the building until the all clear has been given

Attempt to fight a fire unless they have been trained to do so and in doing so it will not compromise their health and safety

• **GENERAL INFORMATION**

Potential Causes of Fires The possible causes of a fire at this site are considered to be:

Failure to carry out hot works safely

Smoking

Faulty electrical tools

Faulty electrical systems

Arson

Faulty site accommodation heaters or heating systems

Covered or inappropriately sited heaters

Faulty gas installations

Faulty/leaking fuel tanks

Poor housekeeping The potential for fires to occur will be greatly increased where the following are stored or used:

Diesel

Petrol

Oxygen



Acetylene & LPG

Flammable liquids such as paints and adhesives

Flammable substances such as polythene protection

Large quantities of paperwork

Large quantities of flammable waste i.e. wood General Precautions

Before any hot works take place a Hot Works Permit must be obtained from the Site Manager

Smoking will not be permitted on site at all. Any person observed smoking on site will be removed immediately

All temporary site electrical systems must comply to a recognised standard and will be examined every 3 months with PAT testing on an on going basis.

An effective security system will be put into place including the signing in and out of all persons to establish the potential number of persons of site

Good housekeeping will be carried out to ensure that waste materials do not build up on site or in the offices

No unauthorised petrol driven machinery will be permitted on site

Storage of flammable gases / oxygen will be kept to the minimum and will be stored in well ventilated locked cages at least 3 metres apart

All flammable substances will be kept to a minimum in flame proof locked steel cabinets / containers, where possible in a secure place outside the building

All site offices to be kept tidy at all times

All site accommodation heaters to be securely fixed to the wall with non-flammable backings and be kept clear of waste or furniture

Daily checks to be carried out by the fire coordinator

Fire evacuation to be held at 3-month intervals Fire Fighting Equipment Portable fire extinguishers will be made available within all site accommodation units. A water and dry powder unit will be located adjacent to the final exit door, although Carbon Dioxide extinguishes may be used.

In the event of a fire the Fire Procedure & the Fire Marshal /Emergency Co-ordinator's instructions must be followed. The Health and Safety Department will complete any necessary notifications to the HSE or the Environment Agency etc.

Smouldering Materials



On discovering a smouldering raw material, intermediate or finished product, the employee must isolate the area, evacuate all near by personnel to the designated safe assembly areas and inform the Fire Marshal / Emergency Co- coordinator about the material, quantities, location and adjacent sensitive locations such as drains, flammable materials, toxic chemicals, etc.

SECTION 8 GENERAL FORMS

8A. SITE RULES



MPS GENERAL SITE RULES

All operatives must receive Induction Training in the rules of the site and the significant hazards. A record of this induction is kept later in this document.

A copy of these rules will also be displayed in the Site Office and must be read by all operatives.

All PPE as indicated by the risk assessments must be worn.

Safety Helmets - must be worn when instructed by the Site Foreman. **Hands** - Suitable gloves for each work task.

Eye Protection - wherever there is a risk of eye injury, suitable eye Protection must be worn.

Footwear - suitable footwear incorporating steel toe caps and mid sole Protection must be worn at all times.

Hearing Protection - If the site noise level or your particular operation exceeds **80Db (a)**, suitable ear defenders must be worn if the noise cannot be reduced at source.

Housekeeping - all working areas must be kept tidy at all times.

As areas of the building will be occupied, used by the clients work force, a high degree of good housekeeping must be maintained.

Electrical equipment - All electrical equipment used on site must have been tested, and carry an appropriate tag confirming the date of test.

No Smoking – No smoking is permitted



No Radio's – I-Pods or radios are not permitted on site,

Accidents – All accidents or incidents, serious or minor must be reported to the Site Manager / Supervisor immediately.

Hot Work - Wherever hot work is being carried out, a Fire Point consisting of appropriate fire extinguishers and two fire buckets must be available.

The above site rules are standard and not specific to this site. The site-specific rules are set out below.



Central Methodist Church

Specific rules

Operatives should only access the works via the MPS site compound off Church st

All operatives are to sign into site on a daily basis and out on departure.

All operatives must complete a site induction before leaving the site compound and entering the main site.

All operatives must wear MPS identification at all times, including sub-contractors who will be given an MPS i.d badge/Hi Vis vest

There is no parking available off site all vehicles must be parked within the MPS site compound.

Standard Site Operation Times: Mon to Fri: 7:30 and 17:30. Access to site via foreman who will hold keys and control any variations to working hours.

Fire extinguishers and alarm box locations to be identified at time of induction.

Under no circumstances is lone working to be carried out in the building.

All operatives must be aware that the use of foul and abusive language in any manner will not be tolerated.

Smoking is not allowed on site



The use of mobile phones is only allowed in the site office

MPS Health and Safety code of practice for staff and sub contractors must be strictly adhered to at all times.

HEALTH & SAFETY

CODE OF PRACTICE FOR STAFF AND LABOUR ONLY SUB-CONTRACTORS

Introduction

In order to minimise the risk of accident on our building sites,
Or persons in this organisation, we require that: - **Before** any labour only contractor is allowed to carry out work on the construction site, the contractor must understand their statutory duties applicable to the work they are undertaking.

Responsibilities include:

1. To be familiar with the Safety Policy and implement it at all times.
2. To develop a concern for safety personally, and for others.
3. To avoid improvising.
4. To co-operate with the company in maintaining a safe working environment and make your contribution to reducing accidents.
5. To suggest ways of eliminating hazards.
6. To take care of the Company property entrusted to you, refrain from horseplay, the abuse of welfare facilities and the misuse of equipment.
7. To operate only items of plant and equipment for which you have been trained, deemed competent and authorised to use.
8. To use the correct tools and equipment for the job. Use the safety equipment and protective clothing (P.P.E.), which is made available and issued when required.
9. To keep tool and equipment in good condition.
10. To report to you're / the. Site manager any defects in plant or equipment. Ensure that plant and equipment is in a safe and secure state when unattended.
11. To report any industrial injury, Industrial disease, or any incidents, which could result in personal injury or property damage, to you're site manager.
12. To comply with any risk assessments which have been undertaken.
13. To comply with company and on site safety rules.
14. To set a personal example.



UNDERTAKING

I acknowledge that I have read and am aware of the foregoing Code of Practice and undertake and agree to observe and conform to each and every provision of the said Code of Practice.

Date: Address.....

Signed:

Print Name.....

8B SITE INDUCTION RECORD

INDUCTION RECORD

Contract:

Project Manager:

Site Foreman:

THIS RECORD MUST BE KEPT FOR FUTURE INSPECTION.

A site induction has been given to the following personnel and each person has signed to verify that they have understood the content of the site induction and agree to abide by the rules of the site.

DATE	NAME	COMPANY	SIGNATURE





8C F10



8D PROGRAMME



8E SITE SPECIFIC RAMS



APPENDIX 1 – SJ Design pre construction Information



Appendix 2 - Asbestos Report