

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

The construction phase health and safety plan should be compiled by the Principal Contractor and initially submitted to the client for review with tender submission. The plan should set out how health and safety is to be managed and the level of detail provided should be appropriate to the risks. This document should be revised and updated as work progresses, and design details finalised.

AUTHOR	Steve Dearing	DATE	10/5/20	VERSION No.	Rev2
REVISED BY	Steve Dearing. Amendments to previous Rev1 highlighted in yellow.				

PROJECT DETAILS

Project Description <i>(Programme details, key dates, time required for mobilisation etc.)</i>	Note: BRI have been appointed PC after the project started, as main contractor originally and PC during the soft demolition works in Jan 2019, we are familiar with the site. Description of works: Partial internal demolition, three floor extension and fit out of new student accommodation. Location: 103 New Street, Huddersfield, HD1 2UD. The building was originally the “COOP” and is on the junction of New Street and the A62 ring road. The WILKO store is attached to the development.	
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Project Managers	Name	Zeb Pervaiz
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	Contact Details	Email: zeb@skatextiles.co.uk
Local Authority	Kirklees Metropolitan Council	

Site Manager	Joe Dellar of Big Red Industries
Any additional contacts relevant to the Scheme	This final phase of the project has minor demolition works, (Demolition operative & labourers). Additional sub-contractors: Electricians, plumbers, M&E, scaffolders, groundworks, will be required as work progresses. Safety documentation to be approved before any works can commence. Construction phase Health & Safety plan to remain as a live document for the duration of the works.
Details of existing records relevant to the H&S of the project <i>(i.e. relating to existing services, structures, constructions materials, survey data etc.)</i>	Asbestos survey, services: water, electricity, gas

MANAGEMENT OF WORK	
Management structure & responsibilities <i>(Individuals involved with the project, including details of their delegated responsibilities and contact information)</i>	The Principal Contractor Big Red Industries has adopted the following management structure for this project: Responsibilities: Nominated Project Director – Mike Lomas To promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment); Implement the Company health and safety policies and procedures. Administer the health and safety policies throughout the Company by appointing a Manager to be responsible for health and safety. Ensure the policy is reviewed regularly with the health and safety Manager and updated, as necessary. Make adequate financial provision for implementing the health and safety policies.

Management structure & responsibilities <i>(Individuals involved with the project, including details of their delegated responsibilities and contact information)</i>	Site Manager – Joe Dellar To promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment); Ensure everyone on site is aware of their responsibilities with regard to health and safety. Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety. Co-operate with the Company Health and Safety Consultants. Ensure that safety inspections and audits are carried out as required. Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc., have been provided and that there is supporting documentation. Ensure permits to work are issued, recorded and signed off for all appropriate works;
	Assistant Site Manager – Mark Daw To promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment). Be aware of the appropriate statutory health and safety requirements affecting the operations of the Company. Ensure appropriate health and safety training is given to all employees as necessary. Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment. Ensure compliance with the Company policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety. Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Management structure & responsibilities <i>(Individuals involved with the project, including details of their delegated responsibilities and contact information)</i>	Permit to Work Systems It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted. Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Co-ordinator of that operation. Persons issuing the permits must be competent and authorised in writing. Persons receiving the permits must be competent and authorised in writing. Persons working in confined spaces and underground ducts must be medically fit Hot work permits must be issued on a daily basis, the Authoriser is required to undertake to issue and clear the permits. Any hot work must be associated with a permit to work system to ensure strict control.
	Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations);
	Ensure that sites/ offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained. Keep all registers/records/reports as detailed within the Company Health and Health and Safety Manual, up to date and within a safe place. Ensure that all statutory notices are displayed on site notice boards, and that first aid facilities, and firefighting equipment are maintained. Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations. Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.

Management structure & responsibilities <i>(Individuals involved with the project, including details of their delegated responsibilities and contact information)</i>	Health & Safety Consultant – Matthew Blackburn Grad IOSH, SIIRSM, AaPS – Lighthouse Risk Services LLP. To promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment). Assist the Site Manager in the safe running of the site and ensure that the site is organised so that work is carried out with minimal risk to employees, contractors and all others affected. Ensure the adequacy of contractor’s risk assessments and method statements for all activities and oversee any high-risk activities or temporary works. Act as a point of contact for contractors whose activities will impact on others operating on/using the site. Ensure that site safety induction procedures are in place and implemented for everyone who works on site or visits the site and ensure that emergency arrangements are included within the induction and displayed on the site notice boards. Carry out regular site safety inspections to ensure that all hazards and risks are being addressed. Ensure safety information is provided for everyone who works on site or visits the site; obtain feedback of any health and safety issues and inform the Health and Safety Manager/Advisor. Disseminate health and safety information, to include any changes to the procedures. Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes. Carry out site and office inspections/audits as and when required. Investigate and issue detailed reports on incidents and accidents when required. Provide adequate advice to employees on all health and safety issues. Promote and encourage the planning and implementation of effective measures to minimise risk and reduction of accidents. Ensure all reportable accidents/incidents are notified to the Health and Safety Executive. Ensure suitable and sufficient welfare facilities are provided and maintained on site. Attend any meetings held with Health and Safety Executive as required.
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Health and safety goals for the project <i>(Including SMART objectives – Specific, Measureable, Achievable, Realistic, and Time bound), monitoring and review arrangements)</i>	Zero site accidents and incidents. Site Safety Inspection Scores of 85% or above (by our external Health & Safety Consultants Lighthouse Risk Services). Site Managers to hold SMSTS skills card / certification. All site operatives will hold relevant CSCS trade cards. Sensitivity and avoidance of disruption to adjacent properties (including residential living areas); Operate a 'transparent / open' system for health and safety feedback and exchange between employers, sub-contractors, the client and design team. Big Red Industries regards the promotion and implementation of a strong and effective health & safety culture to be an integral part of the total business activity of the company. It is deemed to be essential to the efficient operation of the company that the incidence of all workplace risks which may result in personal injury, ill-health or property damage be minimised. The policy of the company is to maintain high standards of health & safety and to protect employees, visitors, contractors and the general public from foreseeable risks wherever and however they come into contact with the company, its products & its services. We aim to have a culture in which exemplary safety standards are set and achieved. The company recognises that good health & safety practice revolves around an effective risk management process. As such, Big Red Industries will, through its organisation and arrangements for health & safety, put in place procedures to identify, evaluate, reduce and monitor workplace or work-derived risks on an ongoing basis and in all its activities. The Big Red Industries managing director Mike Lomas carries ultimate responsibility for all safety matters in the company. It is further recognised that the effectiveness of the company safety culture relies heavily on the active support and co-operation of all employees. All staff are expected to act responsibly at all times in all safety matters and actively to co-operate with management in discharging the company's safety related responsibilities. Since we take safety very seriously, any breach of this requirement will be considered grounds for disciplinary action. Employees are, nevertheless, strongly encouraged to report to management any shortcomings in safety practices.
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ARRANGEMENTS	
DETAILS OF ARRANGEMENTS AND COMMUNICATION IN PLACE FOR:	
Liaison between all parties including landowners, residents etc.	A Pre-start meeting will be held to make sure that all health and safety information is passed onto the relevant parties involved in the project. Meetings will be held on a regular basis to ensure full co-operation and co-ordination is maintained between all parties. Big Red Industries operate an open-door policy to all health and safety issues, all staff including all sub-contractors are encouraged to provide feedback and are welcome to pass on any concerns they may have. Regular meetings will be held with the full design and contracts management team to ensure that there is a clear and concise chain of communication throughout the works and exchange of design information between the Client, Designers, Principal Designer and contractors on site. Discussions on health and safety performance will be held between the health and safety manager, contracts manager and site manager on a regular basis throughout the duration of the project. Regular site health and safety inspections carried out by the company's health and safety manager will achieve this. All the findings from any projects health and safety inspections will be used to measure our performance and used for project reviews and annual safety audits. Issues with neighbours (such as noise, dust, vibrations, rights of light, access, safety etc.) should be discussed at these meetings and communicated accordingly.

ARRANGEMENTS	
Consultation with workforce	Meetings will be held on a regular basis to ensure full co-operation and co-ordination is maintained between all parties. Big Red Industries operate an open-door policy to all health and safety issues, all staff including ALL subcontractors are encouraged to provide feedback and are welcome to pass on any concerns they may have. The company encourages consultation with employees on all matters of health & safety concern. All staff has a duty to keep themselves up to date with their safety-related responsibilities, and with the relevant company safety procedures to be followed. The company is committed to the continued development of a positive safety culture where health & safety objectives are regarded by all as being directly aligned with our other business goals. The company recognises that the development of such a culture plays a key role in the continued improvement of its operational effectiveness and quality of service.
Exchange of design information	Construction progress meetings may require decisions to be made and so it is important that they are attended by sufficiently senior individuals to ensure that safety standards are to the highest possible standard. Construction progress meetings are an opportunity to: - Exchange design information between the Client, Designers, Principal Designer and contractors on site, - Receive progress reports from the contractors (the contractors will also hold progress meetings with subcontractors prior to the construction progress meeting. - Receive progress reports from the consultant team. - Receive records of sub-contractors and labour on site. They are also an opportunity to discuss issues raised, such as: - Weather reports. - Health and safety issues. Look ahead to the next period of works and any specific Health and Safety issues that may need to be addressed.

ARRANGEMENTS	
Handling design changes, approvals etc.	Design Changes - Regular meetings will be held with the full design and contracts management team to ensure that there is a clear and concise chain of communication throughout the works. During the design and planning stage Big Red Industries, the PD and contractors will discuss issues affecting what will be built, how it will be built, how it will be used and how it will be maintained when finished. This will avoid people being harmed or having unexpected costs because issues were not considered when design changes could still easily be made.

ARRANGEMENTS	
Selection and control of contractors	BRI will ensure that the contractors can do the job safely and without risks to health. BRI will make enquiries about the competence of the contractor – do they have the right combination of skills, experience and knowledge? The degree of competence required will depend on the work. Similarly, the level of enquiries will be determined by the level of risks and the complexity of the job. BRI and the contractor will communicate with each other throughout the process. Making sure that the contractor and their employees have information on: Health and safety risks they may face measures in place to deal with those risks & emergency procedures. BRI and the contractor will work together and coordinate activities, to make sure the work can be done safely and without risks to health. BRI will host regular meetings throughout. BRI will manage contractors' work. Measures put in place will be consistent with the level of risk: BRI will Consider: Who will be responsible for the work and what is expected of them? Who will supervise the work and how? How will the work be done and what precautions will be taken? What equipment should or should not be worked on/used. What personal protective equipment is to be used and who will provide it. What are the working procedures, including any permits-to-work? What are the arrangements for stopping the work, if there are serious health and safety concerns? Once the work has started BRI will check on how the work is going against what has been agreed as follows: Regular checks – ‘are the control measures working’ Investigating if things go wrong, e.g. near misses, accidents, ill health. If contractors deviate from agreed method statements and safe systems of works then work will STOP immediately and the facts determined. BRI will reserve the right to remove contractors from site.

ARRANGEMENTS	
Exchange of health and safety information	Discussions on health and safety performance will be held between the health and safety manager, contracts manager and site manager on a regular basis throughout the duration of the project. Regular site health and safety inspections, carried out by the company's health and safety manager will achieve this. All the findings from any projects health and safety inspections will be used to measure our performance and used for project reviews and annual safety audits. The client, client representative or project manager may also wish to attend these meetings.
Site security and responsibility for it	The Principle Contractor will be responsible for security throughout the contract. The building has been unoccupied for several years and has been partially vandalised. There are public areas to the front of the building and some land in the clients ownership for formation of a site compound to the rear which is accessible via a right of way across the Wilko park which is accessed from Alfred Street. The working areas are independently secured with a plywood hoarding/ heras type fence or similar approved. Outside working hours the working area, site compound and any haul route will be left in a clean and tidy manner. Entrances and external stores are to be maintained as accessible during the works. A turnstile with fingerprint scanner is in place to stop unauthorised access. An alarm system has been installed that links to "Hall and Rodes" they call the Principle Contractor if any movement is detected, the Principle Contractor will go to site to investigate, taking into account personal safety. A security guard carries out an inspection patrol approx. every two hours (out of normal working times). The Principle contractor will need to liaise with the client throughout the contract period to avoid conflict with the use of the adjoining Wilko Store. Security of the client's property will be required to be maintained at all times.
Site induction, record retention and verification	Induction Training: All operatives, site visitors and sub-contractors will receive site induction training relating to the health and safety aspects of the project. The site manager prior to commencing any works or visiting the site will carry out the training.

ARRANGEMENTS	
On-site training, toolbox talks etc., record retention and verification	Instruction and Training: If more than information is needed to ensure full health and safety compliance; it is the company's policy to provide all necessary training to enable personnel to carry their duties out safely. A copy of basic safety rules for contractors will be displayed on site and included in the site induction. In addition, a copy of the site-specific rules will be displayed where it can be seen by all site operatives and visitors. Sub-Contractors: The site manager will ensure that all sub-contractors have received adequate training in relation to their undertakings and will be required to show proof of training certification where necessary. Toolbox Training: The site manager will arrange for toolbox training throughout the duration of the project. The training will be carried out by our Site Manager/ Deputy Site Manager or our health and safety consultants.

ARRANGEMENTS	
Welfare facilities	The PC will provide welfare facilities on the site with temporary connection to existing service connections. These facilities are always to be maintained in a clean and tidy manner. Temporary services, water and electricity, can be taken from existing supplies within the property subject to agreement. Sanitary conveniences Suitable and sufficient sanitary conveniences will be provided or made available at readily accessible places; So far as is reasonably practicable, rooms containing sanitary conveniences must be adequately ventilated and lit; So far as is reasonably practicable, sanitary conveniences and the rooms containing them must be kept in a clean and orderly condition; Separate rooms containing sanitary conveniences must be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside. Washing facilities Suitable and sufficient washing facilities will be provided or made available at readily accessible places. Washing facilities must be provided — in the immediate vicinity of every sanitary convenience, whether or not also provided elsewhere; and in the vicinity of any changing rooms required by paragraph 4, whether or not provided elsewhere. Washing facilities must include — a supply of clean hot and cold, or warm, water (which must be running water so far as is reasonably practicable); soap or other suitable means of cleaning; and towels or other suitable means of drying. Rooms containing washing facilities must be sufficiently ventilated and lit. Washing facilities and the rooms containing them must be kept in a clean and orderly condition. Separate washing facilities must be provided for men and women, except where they are provided in a room the door of which is capable of being secured from inside and the facilities in each room are intended to be used by only one person at a time.

ARRANGEMENTS	
Welfare facilities (continued)	Drinking water An adequate supply of wholesome drinking water must be provided or made available at readily accessible and suitable places. Where necessary for reasons of health or safety, every supply of drinking water must be conspicuously marked by an appropriate sign. Where a supply of drinking water is provided, a sufficient number of suitable cups or other drinking vessels must also be provided, unless the supply of drinking water is in a jet from which persons can drink easily.
	Changing rooms and lockers Suitable and sufficient changing rooms must be provided or made available at readily accessible places if a worker has to wear special clothing for the purposes of construction work; and cannot, for reasons of health or propriety, be expected to change elsewhere. Where necessary for reasons of propriety, there must be separate changing rooms for, or separate use of rooms by, men and women.
	Changing rooms must be provided with seating; and include, where necessary, facilities to enable a person to dry any special clothing and any personal clothing or effects. Suitable and sufficient facilities must, where necessary, be provided or made available at readily accessible places to enable persons to lock away any special clothing which is not taken home; their own clothing which is not worn during working hours; and their personal effects.
	Facilities for rest Suitable and sufficient rest rooms or rest areas must be provided or made available at readily accessible places.
	Rest rooms and rest areas must be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time. include suitable arrangements to ensure that meals can be prepared and eaten. include the means for boiling water; and (e) be maintained at an appropriate temperature.

ARRANGEMENTS	
First Aid/ Accident Investigation	A qualified first aider will always be on site; the first aid and accident process will be included at the induction process. There will be a first aid box located in the site office / working area. There is also an appointed first aid person on site that can give emergency treatment when necessary. ACCIDENT INVESTIGATION All accidents will be investigated by the company. The degree of investigation may well vary with the degree of injury, damage and circumstances. However, as a matter of course it should always include the following points: • The chain of events leading to the accident. • The cause(s) of the accident and of the injury. • Recommendations for action to prevent a reoccurrence. The Investigation should also consider: • Breaches of statutory duty or company rules. • Other hazards or weaknesses in procedures which, though not contributory may have been revealed during the investigation. • Existing accident statistics. The objective of the accident investigation is never to apportion blame on any individual(s) but should only seek to report on the facts and causes of what occurred. Where the facts are unclear this should be stated and likely causes established. If human error is believed to be a significant cause, the reasons for this must be investigated. Lack of knowledge, training or unsuitability for the job are management and not employee failings. Only when these have been considered, as well as the possibility of genuine mistakes being taken into account, can the conclusion of wilful and intentional acts or omissions be concluded. Accident investigations will be undertaken using the appropriate accident report form. On conclusion, any remedial actions should be implemented where reasonably practicable, to prevent reoccurrence so improving workplace standards, procedures and training requirements.

ARRANGEMENTS	
Serious Accidents & RIDDOR notifications to HSE and project team	ACTIONS TO TAKE IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT • Preserve the scene (but make safe). • Take photographs. • Prepare a sketch plan with measurements. • Take names and details of all witnesses. • Obtain all relevant documentation. • Notify H&S consultant & insurance brokers. • Notify solicitors. • Commence internal investigation. • Complete RIDDOR report. • Appoint a designated person to speak to the investigating authority on the company's behalf. • Inform employees not to speak on behalf of the company without consent. • Consider how to deal with media.
	RIDDOR RIDDOR requires certain incidents be reported to the enforcement authorities. The four categories of incidents that need to be reported are defined below along with the appropriate reporting procedures. DEATH OR MAJOR INJURY If there is an accident connected with work and: • an employee, or a self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence); or • a member of the public is killed or taken to hospital. then the enforcing authority must be notified without delay (e.g. telephone) and within ten days an accident report form completed online (F2508) must be sent to the enforcement authority (See "WAYS TO REPORT" below).

ARRANGEMENTS	
Serious Accidents & RIDDOR notifications to HSE and project team	DISEASE If a doctor notifies the Company that an employee suffers from a reportable work-related disease, then an 'F2508a' disease report form must be completed online and sent to the enforcing authority (See "WAYS TO REPORT" below). DANGEROUS OCCURRENCE If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An 'F2508' report form must be completed online and sent to the enforcing authority within ten days WAYS TO REPORT It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods: By web to: www.hse.gov.uk/riddor/report.htm By telephone to: 0845 300 9923 (fatal and major injuries only) The project which the contractor is undertaking; Incident date, time and location; and the incident circumstances and any immediate (or planned) actions (to be) taken.
Production and approval of site information	Health and Safety signage will be provided and displayed throughout the site as necessary, this is to include Mandatory, Prohibition, Warning and Safety Information Signs.

ARRANGEMENTS	
DETAILS OF ARRANGEMENTS AND PROVISIONS IN PLACE FOR:	
Basic site rules <i>(Such as PPE provision, use of mobile phones, lone working, work at height, use of work equipment, radios, electrical test and inspection, etc.)</i>	Before any works are to commence on site Big Red Industries will induct all site operatives, all relevant C.S.C.S. and safety training certification must also be provided. Big Red Industries will ensure that all necessary precautions are taken while undertaking works, to safeguard the 'Health Safety and Welfare' of all contract employees, clients employees and visitors Big Red Industries must ensure that materials are delivered during the pre-arranged times, and stored on site in a safe manner. All deliveries will report to the site foreman to agree a designated parking/unloading area. This will be close as possible to the work area to reduce manual handling risks of the sanitary ware when moving to the work location. Big Red Industries will ensure that noise levels are controlled to a reasonable level. All complaints will be notified, and action taken as necessary If required Big Red Industries will provide identity badges for all personnel on site and visiting site. The badge will show the name and title of the person, the name and address of the contractor and should be visible at all times. A 'No Smoking' rule will be in place on-site at all times, segregated 'smoking' and 'E-Smoking' areas will be defined outside the site boundary. An area adjoining the site compound will be designated as a smoking area. All access routes will be kept clear of obstruction at all times and free from debris / mud etc. All visitors/ employees/ contractors must wear mandatory PPE items (Hi Viz, hard hat , safety footwear) All employees must ensure that the appropriate behaviour / language are maintained throughout the duration of the project.

ARRANGEMENTS	
Fire & emergencies <i>(Incl. designated fire assembly point(s), fire marshals, liaison arrangements with other interested parties, fire drills, test evacuations, fire inspections, fire precautions, permit to work systems, etc.)</i>	Should the event of a serious injury arise, the site management should be informed, and the appointed person should call the emergency services. If a person is trapped, the fire brigade should be summoned immediately. A single (nominated) person should be instructed to go to the main entrance point of the site and guide the emergency services to the scene of the accident. Unless the injured person is in a dangerous situation i.e. danger from collapsing materials, do not move the person other than to make comfortable. If the injured person has stopped breathing, artificial respiration should be given, until the emergency services have arrived. The approved first aid person should carry this out. Once the emergency procedures have been taken, the company's health and safety consultant must be informed, and then the incident must be reported to all the appropriate parties. The emergency service numbers will be displayed (within the site) on communal area notice boards which will include the police, hospital and fire services numbers. Should any existing fire evacuation routes be unavailable to the workforce, temporary escape routes are to be indicated by the Principal Contractor in his Construction Phase Plan. FIRE ALARM SYSTEM It is the responsibility of the Principal Contractor to implement a Fire Management Plan and provide adequate firefighting equipment onsite.

ARRANGEMENTS	
Fire & emergencies <i>(Incl. designated fire assembly point(s), fire marshals, liaison arrangements with other interested parties, fire drills, test evacuations, fire inspections, fire precautions, permit to work systems, etc.)</i>	IN THE EVENT OF A FIRE On discovering a fire, the Principal Contractor shall raise the alarm using the method set down in the fire evacuation management plan. UPON HEARING THE ALARM The Big Red Industries site manager will instruct all site operatives / visitors of the designated fire escape route and assembly point, this will also be displayed on the fire plan. Proceed calmly via the fire escape route. Assemble as shown on plan, reporting to the site manager. The site manager will call a roll of all operatives / visitors from the site attendance sheet for that day. If any person is not accounted for, he must advise the senior fire officer who is missing and their previous work location. Do not return to the site until instructed by the site manager. FIRE RISK CONTROL All sources of ignition and fuel where practicable will be kept in separate locations. All flammable substances, materials will be stored safely and correctly when not in use. The site manager, through induction will familiarise all site operatives, sub-contractors and visitors to site with both Big Red Industries and the client's fire plan and emergency procedures, and the location of firefighting equipment and methods of raising the alarm. The site will be equipped with fire extinguishers in relation to the proposed undertakings of the project. Controls on hot working shall be implemented e.g. Hot Work Permits, provision of firefighting equipment, provision of a fire watch and controls on hot working. There shall be no hot working for 1 hour prior to the site closing to allow a post works fire watch to be implemented.

ARRANGEMENTS	
ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS	
Traffic management <i>(Incl. deliveries, stockpiles and storage, pedestrian segregation, etc.)</i>	There is a car park to the rear of the building accessible from Alfred Street which will form the main site access. There is a large turning circle for manoeuvring area within the car park but access will be required to this area at all times to service the adjoining Wilko department Store. Banksmen will be required for any vehicles manoeuvring within public areas. There will need to be careful control of the delivery of materials to avoid peak times. To that end a traffic management plan shall be prepared by the Principal Contractor and agreed with the Client before any work commences on site. This will cover access for vehicles and pedestrians including locations of warning signage. Any haul routes for delivery of materials & means of maintaining access for means of escape and servicing. Huddersfield town Centre is well connected with the M62 motorway via a series of A roads from the town centre. The site is in the busy town centre opposite the main shopping street and the A62 which is also heavily used by commuters at peak times. The areas around the site for storage and waste collection are restricted. Deliveries will need to be carefully managed and programmed to avoid peak times of activity anticipated during rush hour in the morning and evening. The adjoining Wilko Department Store will be occupied and in use. In particular, deliveries are made by articulated vehicles to the loading bay directly adjoining the site compound during the early hours of the morning and so there are to be no obstructions, vehicles, skips etc. within the car park at any time. The Client will liaise with the contractor directly and on a regular basis regarding access arrangements and may require the temporary suspension of work causing noise and vibration. Access outside the working area must be maintained with a clearly defined route free of trip and other hazards together with warning signage and barriers as necessary. Work may have to be phased to accommodate this requirement.

ARRANGEMENTS	
Services <i>(Temporary and permanent arrangements)</i>	Consult with Brentwood consulting engineer's information. Consult with all available plans. Use scanning devices to check for the presence of services before commencing work. If in doubt seek advice.
Accommodating adjacent land use <i>(i.e. noise, dust, schools etc.)</i>	Where noise levels from a site may adversely affect neighbours, adequate monitoring will be carried out and effective steps taken to reduce or modify the exposure. Records of assessments shall be kept, and further assessments made whenever a significant change in work procedures is made. All plant hired for site work will be noise suppressed.
Supporting existing and temporary structures	Refurbishment works being carried out, general propping and support works to be carried out as and when required and covered in works specific risk assessments and safety method statements. Architects drawings to be reviewed prior to the construction works commencing. Contractors assessment and proposals for temporary support requirements to be confirmed with the clients Structural Engineer prior to demolition commencement. Following structural assessment and completion of alterations to retain and alter existing structural walls/ removal of staircases edge protection to be retained to all voids and edge of slab areas. Edge protection to be in place at all times.

ARRANGEMENTS	
Preventing falls	In line with The Work at Height Regulations 2005 all work at height will be properly planned and organised, to minimise the risk of a fall liable to cause personal injury. If there is a risk of anything falling from height and other persons may be in the work place, then the area will be cordoned off and warning signs posted All personnel working at height will have received training and instruction. Ensure the provision of safe access and egress. Suitable signs and barriers to be positioned directly below works to warn of overhead operations. Edge protection to be erected at all openings or edges where a person or materials are liable to fall and there is a risk of injury. It is policy that all working platforms should be provided with edge protection. Edge protection to consist of a toe boards and handrails. If the workplace contains an area in which there is a risk of someone being struck by a falling object or person this area must be clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it – establish and police any exclusion zones. All operatives and those working below overhead operations will wear appropriate P.P.E. Carry out regular inspections of all access equipment. Only PASMA trained operatives to assemble, adapt, dismantle and check tower scaffolding. Suspend any works during strong winds, poor visibility or icy conditions. Survey working area before and works are allowed to be undertaken. Stepladders are to be used for short duration periods only, any extended period of work must be carried out on a mobile tower. ☐ Before any attempt to use step ladders, checks must be made to the condition of: - ☐ Treads. ☐ Stiles. ☐ Hinge arrangements. ☐ Restraining rope. Any damaged stepladders must be taken out of use immediately.

ARRANGEMENTS	
Working with or near fragile materials	This task is only to be carried out by competent persons who have the relevant skills, knowledge and experience to be able to work with the material safely. CSCS cards and training qualifications will be checked by the Principle Contractor. Separate RAMS documents will be produced where necessary. These are to be read, understood and signed by the operatives dealing with this material.
Segregation of the works and the occupiers & visitors of the building	The Principal Contractor is ultimately responsible for the planning and management of the day-to-day activities on site, with regular meetings being held with the design team and Principal Designer throughout the duration of the contract. It is the responsibility of the Principal Contractor to take all necessary steps to ensure the safety of anyone attending/visiting site and to ensure that all working on or visiting the site are inducted as to risks and safety measures upon arrival on site. This shall include the provision of Site Safety Rules, training/inductions, toolbox talks and the effective dissemination of information to all contractors, organisations and individuals, both working on site or in the vicinity of the works if appropriate. Site hoarding/ security fencing to be erected around the site compound and around all external walls, heras or similar approved. The Principle Contractor will be in possession of the majority of the site and will be responsible for security throughout the contract. The working area should be independently secured with a plywood hoarding/ heras type fence or similar approved. Outside working hours, the working area, site compound and any haul route should be left in a clean and tidy manner. Entrances to all properties and external stores are to be maintained as accessible during the works. The Principle contractor will need to liaise with the client throughout the contract period to avoid conflict with the use of the adjoining Wilko Store.

ARRANGEMENTS	
Control of lifting operations	The work site will be surveyed for any overhead services or other hazards on site. Should any overhead services exist on site, HSE document GS6 and the local utility company must be consulted. Appropriate goal post warning systems should be positioned where required. All works are to be planned and controlled by a competent person. All operatives engaged within the work activity shall be competent for the tasks they are performing. An “Appointed Person” will be responsible for all lifting operation, or series of repeat operations. This person will be trained, competent, fully experienced in all such operations and the carrying out of assessment, planning, procedures and control of the operations. (LOLER and PUWER, 1998 as amended). In consultation with others, as may be necessary, the “Appointed Person” will select the most suitable lifting equipment for the task to be undertaken. After installation, lifting equipment will be thoroughly examined by a competent person before use and at intervals not exceeding 12 months. Safety nets will be used if palletised loads are being lifted. Hard hats and other appropriate PPE will be worn at all times during the operations. The “Appointed Person” will define no-entry areas which will be enforced, e.g. under suspended loads and the swing areas of appliances. Operatives appropriately trained, informed, instructed and competent shall carry out pre-use checks of all lifting accessories. Any faulty accessory will be taken out of service immediately, labelled, indicating the fault and repaired as soon as practicable. The “Appointed Person” will, where necessary, prepare a written plan of operations and clearly communicate it to all parties concerned or likely to be affected by the operation. A standard procedure may be implemented where there are repeat lifts, all of the same nature.

ARRANGEMENTS	
Control of lifting operations (cont.)	The “Appointed Person” will check adequacy of the training and competency of any operator(s), slinger(s) or signaller(s) appointed to carry out the operation.
Maintenance and statutory examinations of plant and equipment	All Big Red Industries plant/tools and equipment is well maintained and regularly serviced. 110v Portable electric tools are portable appliance tested/ certified on a 3-monthly basis. Vibrating equipment usage is kept to the lowest levels reasonably practicable operatives have their shifts rotated to reduce exposure to vibration. Fuelling of larger plant will only be carried out in the site compound where appropriate firefighting equipment is provided. To minimise the risks of plant operation a site register will be maintained for those holding training certificates/ licenses.

ARRANGEMENTS	
FALLS FROM HEIGHT Fixed scaffolding erection safety control measures.	All tubular scaffolding to be erected and dismantled in accordance with the National Access and Scaffolding Confederation (NASC) Technical Guidance Note TG20:13 “Guide to good practice for scaffolding with tubes and fittings”. Only trained scaffolders to erect and dismantle tubular scaffolds. All tube and fitting scaffolds to be designed and have strength and stability calculations provided by a competent person, unless it is a “Basic Scaffold” designed in accordance with NASC Technical Guidance TG20:13. Fall arrest equipment to be used during tubular scaffold erection and dismantling. All staff to be trained in the use of the fall arrest equipment. Scaffolds to be erected and dismantled in accordance with a safe system of work. During the erection, altering and dismantling of scaffolding measures to be taken to exclude the public and other trades people from the work area and, where possible, a safe distance around it. Where possible, the work area to be segregated using guards, barriers etc. Modifications to tubular scaffolds must only be carried out by trained scaffolders. All completed scaffolds to be inspected by a competent person and a handover certificate to be issued to the user. A scaffolding register to be provided after this inspection has been completed. Users to be instructed to inspect each scaffold on a daily basis before use. A weekly inspection by a competent person to be undertaken and an entry made in the scaffold register. All defects and corrective actions to be entered into the scaffold register. Only authorised staff to carry out modifications to scaffolds. All incomplete scaffolds to display warning signs identifying the areas where access is restricted and be suitably protected by physical means to prevent unauthorised access. A permit to be obtained from local councils etc. where scaffolding is to be erected in areas where members of the public have access, e.g. adjacent to the public highway.
Storage arrangements for hazardous materials substances and equipment	Any identified hazardous materials/ substances will be identified through the COSHH process and suitable storage made available if its use cannot be avoided.

ARRANGEMENTS	
Asbestos	The property was constructed pre 1974 and has been altered since. There are records of the presence of asbestos. A refurbishment survey has been carried out and details provided in tender packs. Any material believed to contain asbestos is to be drawn to the attention of the designer immediately so that arrangements can be made for it to be checked by a specialist asbestos consultant. Note: approved removal took place during the soft demolition completed in January 2019.
Manual handling	All site operatives are to have received manual handling training. Issue toolbox talks on site to remind of the importance of the correct handling of materials. Encourage the use of a point of work risk assessment. i.e. T – Task I – Individual Capability L – Load E – Environment Use mechanical aids where possible, reduce carrying distances and avoid repetitive handling. Use good handling techniques i.e. Feet should be apart when lifting with one leg slightly forward. Hold the load securely, lift with a straight back using the power in the legs. Keep the load close to the body. Avoid twisting or stooping whilst carrying. Look ahead and not down at the load. Remove obstructing objects before lifting or placing loads.
COSHH <i>(Incl. storage, handling, use, transportation, spillages, emergency provisions etc.)</i>	C.O.S.H.H: Any hazardous materials / substances used on site will be subjected to a C.O.S.H.H. Assessment; all the relative safety information will be passed onto the site manager and the Client for its inclusion into the 'Construction Phase Health and Safety Plan' then implemented and integrated into project file. The C.O.S.H.H. 'All you need to Know' poster will be displayed in a central location within the Site.

ARRANGEMENTS	
Noise and vibration	When a process creates noise and vibration and exceeds any “action level”, where reasonably practicable, any person exposed should be removed from the area of excessive exposure, until it is reduced to the least level reasonably practicable. When not reasonably practicable to remove the person from the exposure, or alter the process to reduce exposure levels, or insulate the person from the exposure, suitable, adequate and sufficient personal protective equipment will be provided and the wearing of it strictly enforced. Where noise levels from a site may adversely affect neighbours, adequate monitoring will be carried out and effective steps taken to reduce or modify the exposure. Records of assessments shall be kept and further assessments made whenever a significant change in work procedures is made. All plant hired for site work will be noise suppressed. Adequate, suitable and sufficient information, instruction and training will be given to all operatives on the use, fault detection and wearing of personal protective equipment issued to them. All areas where there is an excessive noise hazard will have warning and mandatory signs clearly displayed outside the affected areas. Where practicable, prefabrication of units will be undertaken off site to limit noise. Operatives will be made aware of the ‘safe’ working limits for HAVS exposure when using equipment. Operation of equipment that creates excessive vibration will be rotated between operatives to minimise the exposure to individuals. Operatives will only operate equipment for short periods of time (5 minutes maximum) before taking ‘mini-breaks’ to exercise hands to maintain good blood flow. Hands must be kept warm. Operatives should wear gloves to keep hands warm. Additional clothing may be required to keep main body temperature up. Cold hands into cold glove will remain cold. Always ensure clean dry gloves are used. Where possible the use of equipment that creates excessive noise or vibration should be eliminated through use of other mechanical equipment that does not require the user to hold onto the handles.

ARRANGEMENTS	
Other significant risks: CORONAVIRUS	A covid-19 risk assessment has been completed and will be reviewed monthly to account for changes to government guidelines, other legislative bodies or BRI processes. Covid-19 rules have been developed and will be communicated to existing inducted employees and all attendees on site. Relevant signage will be posted around the site. All RAMS will be additionally checked against covid-19 guidelines (2M, social distancing, washing hands etc).

HEALTH AND SAFETY FILE	
Document type (paper, MS Word, PDF etc.) <i>(Incl. topic headings and file structure)</i>	Paper, PDF
Arrangements for gathering information <i>(i.e. point of contact, email address, postal address etc.)</i>	Refer to Contact details above
Method of storage <i>(i.e. memory stick, cloud, hard copy etc.)</i>	Memory stick, company directory, hard copy

Revision History and Approval

Rev.	Nature of changes	Approval	Date
1	Big Red Industries First issue	SD	30/4/20
2	Site manager, COVID-19, Security	SD	10/5/20