CONSTRUCTION PHASE PLAN Draft 001

Project: land to Rear of 1 Downsview Terrace

Ref: CPP-DFT-DVT-001

Project Address:

Completed by: kieran coe (Green Coe Ltd)

Date drafted: 16th october 2024

Issue No. 1

Construction Phase Health and Safety Plan			
Project:		**Revision:**	**Draft 001**

DISTRIBUTION RECORD

Issued to

COPY No. 1	NAME	DESIGNATION	LOCATION
1.	Elsi design ltd	Client	Email
2.	Green coe ltd	Principal Contractor	Email
3.	Kieran coe	Site Manager	Site File
4.	Element design	Principal Designer	Email
5	Marcus Huber	Structural engineer	Email
6.			
7.			
8.			
9.		*Review to reflect changes	

Each copyholder is responsible for maintaining their copy of these Each copyholder is responsible for maintaining their copy of these instructions and for returning it should you leave the project.

The acknowledgement below must be completed and signed off by the Site Manager to confirm their acceptance and understanding of the Construction Phase Plan (CPP) and the Plan must remain in the Project Site File at all times.

Name……

Position……

Date……

Sign…….

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Construction Phase Plan

Introduction

This plan has been developed as required by the Construction (Design & Management) Regulations 2015, from information provided by the Client to manage Safety, Health and Environmental procedures for the construction phase of the Project.

1.0 Description of Project

1.1 Project Description & Programme

The project consists of building 1 new single-story dwelling on the site.

The proximity of existing houses and their gardens to the north and west and east boundaries means any new housing cannot be built too close – in line with the current regulations.

The current plan allows adequate garden space, access, and parking for the house, once the project is complete. During the early stages, once the site is clear, there is room to locate the welfare unit and position suitable loading and unloading within the site boundary.

The result of meeting these parameters is that the actual area for development is pulled well in on the south and west boundaries, and the new dwelling therefore becomes reasonable maximum scale of development.

The works will include:

Working at height
Excavations and associated works
Manual handling
Lifting operations
Temporary supports/ works
Use of CoSHH related products
Electrical Installations
Operating plant

<u>Key Dates & Information</u>

Project Start Date: **November 2024 (exact date to be confirmed)**

Project Completion Date: **12 weeks from start**

Existing Environment:

The site - the size is approximately 188m2 and is currently occupied by a small single storey concrete garage, sitting tight to the eastern boundary and 1 larger timber garden room / summer house raised from the ground level.

The rest of the site is open undulating ground, slightly sloping from north to south, bound on all sides by neighbouring residential gardens apart from the south elevation which is an access track to the new dwelling and various rear gardens from the adjacent street.

The space is reasonably kempt and accessible; the garage entrance at the south is to be widened with the removal of the garage and garden room before the main construction starts.

Environmentally there are some small, established shrubs and the remnants of landscaped raised beds.

Image 1 – map showing the approximate location of the site



Image 2 – access to south to be made wider



1.2 Project Directory

	Contract Details		
	Client Address:	**Contact Details:**	
1A	Elsi design Rams view Merryfield farm Soames lane Alresford SO240HF	Name: Tel: Mob: E-Mail:	Mark white [redacted] [redacted] [redacted]
	Principal Contractor:		
1B	Green coe Rams view Merryfield farm Soames lane Alresford SO240HF	Name: Tel: Mob: E-Mail:	Kieran Coe [redacted] [redacted] [redacted]
	Principal Designer		
1C	Element design 8-10 Clarence Road Berkhamsted Herts HP4 3AS	Name: Tel: Mob: E-Mail:	Sam Bromley [redacted] [redacted] [redacted]
	CDM Adviser (for Green coe)		
1D	SMC Safety Solutions Unit 6, Berewyk Hall Court Bures Road Colchester Essex. CO6 2QB	Name: Tel: Mob: E-Mail:	Steve Couch [redacted] [redacted] [redacted]
	Designer		
1E		Name: Tel: Mob: E-Mail:	

	Architect		
1F	**TBC**	**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
	Engineer		
1G	**TBC**	**Name:**	
		Tel:	
		Mob:	
		E-Mail:	

1.3 Existing Plans, Drawings & Records

The following information is available in the PCI File:

The Client has commissioned and has copies of measured surveys of the ground levels and original adjacent buildings on and around the site. A full Building Survey has been completed and parts used to form the PCI & CPP.

The Principal Designer is in receipt of the following (as detailed):

Design & Access Statement
Full Planning Documentation (various)
Preliminary Ecological Appraisal
Additional documents must be referred to as part of this project documentation on receipt from the Designers.

Existing Health and Safety File:
No existing Health and Safety File (HSAF) available for project. Green Coe will be providing information for the creation of a new HASF.

Existing Service drawings:
Please refer to Building Survey Report. Further CAT scans will be undertaken prior to any intrusive works.

1.4 Environmental restrictions & existing on-site risks

Safety Hazards

1.4.1 Boundaries and Access, Including Temporary Access –

Operatives will sign in upon arrival at the Site office.

Site access for vehicles will be directly from staples barn lane following the private track to the site entrance.

There will be one access point throughout the project. Access to site will be from staples barn lane which is a public road with limited car parking spaces. Parking will be provided via the one space on site and on street parking within walking distance.

A banksman and barriers are to be used where necessary for deliveries and whenever deemed appropriate by the Site Manager. The barriers will be retained onsite. All deliveries made will be where reasonably practical with the principal contractors 3.5T truck making small just in time deliveries to prevent excess from being materials stored on site or the requirement for large vehicles . All deliveries will be offloaded within the site boundary in the designated offload area and no unloading will take place in the private track at any time.

Pedestrian routes will be established on site to provide safe access to work areas. Pedestrian routes will be either located a safe distance away from vehicles or provide physical protection.

Primary vehicle routes will be established to handle the most common vehicle movements on site. Where risks are high because of the number or nature of vehicle movements, risk control measures will be implemented further.

Delivery drivers entering or exiting the site must not interfere with site neighbour's ability to access their property/ driveways etc. Ground mats will be provided on site and all vehicle drivers will park on these to prevent the requirement for a wheel wash.

The entrance to the site is accessed from the private track via staples barn lane. All deliveries must be co-ordinated by the onsite Site Manager to prevent any accidents or damage occurring.



The main duty to manage the traffic risks on site rests with Green coe during works, but all sub-contractors, plant operators and delivery drivers, have their part to play.

All delivery drivers, sub-contractors and visitors must report to the site compound, signage will be displayed at the site entrance to this effect.

A specific Traffic Management Plan (TMP) will be carried out by Green coe to cover all site activities. This plan will be updated as construction work progresses. The Traffic Management Plan will be displayed in the site office and communicated to all relevant parties.

1.4.2 Restrictions on Deliveries, Waste Collection or Storage –

Working hours will commence from 08:00 hrs until 16:30 hrs (will be reviewed during seasons, due to natural daylight but will not exceed 17:00hrs), and removals and deliveries will be directed to the site office during these hours. Any oversized deliveries will be notified to the Site Manager before they are dispatched for special arrangements to be made should this be necessary. All deliveries will be arranged in quieter hours due to local school.

Waste will be stored in designated areas, and disposed to, suitably licensed facilities in accordance with current legislation. Green coe intend to operate a zero-waste program and will recycle fully, where possible.

1.4.3 Adjacent Land Uses –

The surrounding area is predominantly occupied by further domestic dwellings and garages.

Pedestrians may be present along the track and associated roads and paths. A primary school is located within the area close to site.

Green coe shall foster and maintain good relations with all persons that could be affected by construction works. Green coe will regularly liaise with them to ensure that any Health and Safety issues are identified, discussed, and resolved accordingly. This will be particularly important regarding noise and dust generation, traffic management (access/egress), site security etc. Levels of dust, noise and vibration will be kept to a minimum to always protect the adjacent personnel. Full dust management control will be enforced by the Principal Contractor to ensure water suppression, extraction and similar are used at all times. Noisy equipment will be kept to a minimum and in controlled hours i.e. after 9am and before 4pm.

Access and egress will be monitored and strictly controlled, and Green coe will ensure that there is no spread of mud from site onto public highways.

Note: Measures will be undertaken to prevent nuisance and risks to third parties as well as personnel on site. Mud must not be allowed to spread off site onto the access roads, and Green coe will provide appropriate measures such as road mats , as necessary.

1.4.4 Existing Storage of Hazardous Materials – **N/A**

1.4.5 Location of Existing Services, particularly those that are concealed –

Please refer to full Building Survey Report. Underground service drawings will be consulted prior to any excavations taking place and the area must be surveyed and CAT scanned in addition to carrying out all works in accordance with HSG 47.

Overhead power lines are present on entry to the site. The presence of these services will be taken into consideration when planning deliveries and the usage of larger plant equipment. HSE Guidance will be followed e.g. installation of signage/goalposts etc in accordance with https://www.hse.gov.uk/pubns/gs6.pdf. Prior to undertaking any works that may affect existing services Green coe will liaise with the statutory authorities to ascertain the exact positions of these services and ensure that they are suitably isolated/made safe, safely, and carefully.

Details of protection and signage for these overhead services will be documented within the method statements for deliveries to site by all contractors.

Green coe will adequately protect and prevent damage to all services and not interfere with their operation without consent of service authorities or other owners.

1.4.6 Ground Conditions, Underground Structures or Water Courses –

Refer to Building Survey Report

1.4.7 Information about Existing Structures –

Please refer to full Building Survey Report – for small existing building.

1.4.8 Previous Structural Modifications – **N/A**

1.4.9 Fire Damage, Ground Shrinkage, Movement or Poor Maintenance – **N/A**

1.4.10 Difficulties Relating to Plant and Equipment in the Premises –

Banksmen will be used at all times. Small plant to be stored safely on site and locked off. Minimum amount of fuel will be bought onto site and refuelled during the day. No fuel will be stored on site for plant or equipment.

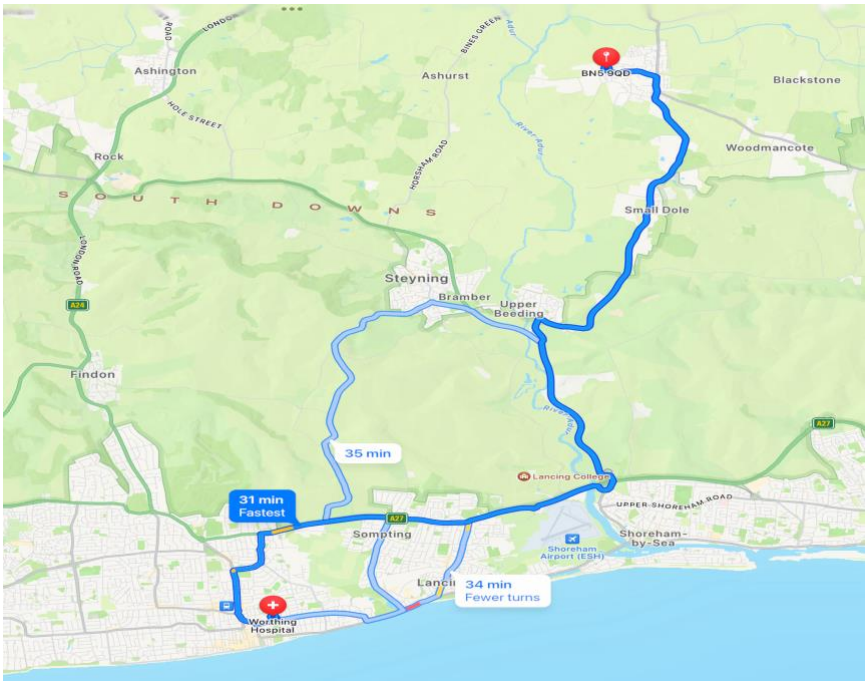
1.4.11 Health and Safety Information Contained in Earlier Design, Construction, or as built Drawings – **N/A**

1.5 Hospital Location & Contact Numbers

A. Nearest Hospital (A&E) & contact details

Worthing hospital
Lyndhurst road
Worthing
West Sussex
BN11 2DH
Telephone Number: 999 or 101 Direct: 01903 205111

Distance from Site: 14 miles (approx. 31 minutes by Car)



2.0 Management of the Work

2.1 Health & Safety Goals for the Project

The objectives of the project are as follows:

To carry out the work without accidents/incidents, dangerous occurrences and near misses, which may cause harm to the Health or Safety of personnel involved with the project or to third parties.

To manage the contract with a view to minimising risk and completing the project within the allotted time scale and to the quality and satisfaction of the Client.

The above objectives will be achieved through the robust management of Health & Safety and Environmental issues via green coe Management Systems, Identified within the green coe Health & Safety, Environmental Policy.

The Green coe Health, Safety & Environmental Policy and Covid-19 Risk Assessment are included within the Site H&S Folders.

2.2 Monitoring and Audit Arrangements

The monitoring of Health & Safety, Environmental and Quality performance is an essential part of the green coe Integrated Management System.

The objective is to measure compliance with the Management System and to foster a culture of continual improvement.

The procedure is a combination of Proactive and Reactive Monitoring as follows:

Inspections

Site Manager / Supervisor Weekly Inspections

The Site Manager will carry out weekly Safety & Environmental Inspections of their site and record the findings on the appropriate Forms.

Accident & Near Miss Reports

Each week any near miss or accidents occurring are reviewed by Management.

The data from active and reactive monitoring is used to take preventative, protective or remedial measures to improve future performance.

Internal Auditing

On-going process, green coes aim is to carry out audits on a weekly basis, this will be led by the Site Manager.

External Audits

SMC Safety Solutions will carry out monthly CDM Audits and provide a written report to the Managing Director for distribution to all parties.

2.3 Arrangements for Regular liaison and consultation and communication.

Site Meetings

These will be held on a Weekly basis. This will require the complete team (Client if required), Principal Contractor & a representative from each of the subcontractors on site.

NB. Health & Safety will be a standing item on the agenda for all meetings.

Design and Build Liaison

For Design and Build elements the Head of Design (Client) will manage and coordinate the Designers and liaise with the Project Principal Designer.

Any changes in design not involving Designers controlled by Green coe should be forwarded via the Principal Designer for review.

Each Design change must be accompanied by a revised Design Risk Assessment if a new hazard has been introduced.

Project Review

To ensure each stage of the project is managed successfully a review of the Construction Phase Plan shall take place whenever there is a significant change in work priority.

The review shall be undertaken by Green coe and SMC Safety Solutions who will discuss all aspects of health and safety including programming of the work, management of sub-contractors, accident/incident records, inspections etc.

2.4 Selection and Control of Contractors

Contractor Management

As the Principal Contractor Green coe has a responsibility to control the actions of contractors and consultants operating on their sites and for ensuring that the contractors and consultants have sufficient skills, knowledge, experience, and resources to carry out their tasks. Prior to commencing work contractors are required to attend a Pre-Contract meeting where a set Agenda Form is discussed and completed.

Task specific Method Statements and Risk Assessments are required prior to work commencing on site; these must be signed as approved by the Site Manager and make specific mention and procedures of how their works are to be carried out with Covid19 and the site-specific requirements.

A detailed programme of works must be provided by the contractor to enable the Site Manager to integrate the work into the site programme.

Sub-contractors will be expected to attend regular weekly site meetings to discuss the programme, Co-ordination between contractors and Health & Safety issues. Throughout the contract sub-contractors will be monitored and inspected against their Method Statements to ensure compliance.

2.5 Site Security

The entire working area will be protected by Heras fencing, where practicable, which will be inspected daily as part of the Temporary Works requirements. The site will be locked and gated at the main access point. The fencing will be checked daily for any damage, fly posters, graffiti or similar. CCTV is installed on site with motion security lighting.

Safety and instructional signage will be required as part of this segregation plan and should alert others working in the area as to the local dangers and hazards, and the works being carried out, within any segregations.

2.6 Site Induction and on-site training

Toolbox Talks/Inductions

All persons under the direct control of Green coe (acting Principal Contractor) will be given a safety induction which give information on potential hazards, risks, and control measures necessary to reduce the risk of injury, ill health, property, or environmental damage. On induction all operatives will receive specific Toolbox Talk before works are to start. These discussions are also an opportunity for active consultation in Health & Safety matters.

Induction Forms are held in the H&S Site File.

CSCS/CPCS Cards

Green coe is committed to achieving the highest percentage of contractors covered by skills cards as possible. All persons working on this project will possess or will be working towards a CSCS or CPCS Card for their respective discipline and evidence of this must be produced prior to attending site or on the day during the site induction.

2.7 Welfare Facilities and First Aid Arrangements

Welfare

Green coe will be responsible for ensuring that adequate welfare facilities are provided for all operatives and visitors attending the site. Full welfare will be provided for the correct amounts of operatives under CDM15, including hot & cold water, toilets, breakout area with equipment for warming food, fridge etc...

1st Aid Arrangements

Green coe will ensure that first aid equipment and personnel qualified to give first aid are always available on the site.

Green coe will provide and maintain the first aid box which will be in the Site Office.

- Site First Aider/s: Site Manager/s (FAW) –will be displayed on notice board.

2.8 Reporting and Investigation

Accident Reporting

The Site Manager will complete accident/incident or near miss reports as follows:

i. Accident report form
ii. Violence incident report form
iii. Near miss reporting card

NB: Sub-contractors have a duty to report all accidents and near misses to the Site Manager.

The Site Manager is responsible for providing information on all site accident statistics, these will be considered and reviewed weekly; Copies of statistical data must be made available to SMC Safety Solutions on a weekly basis.

2.9 Risk assessments and Systems of Work

Risk assessments and method statements

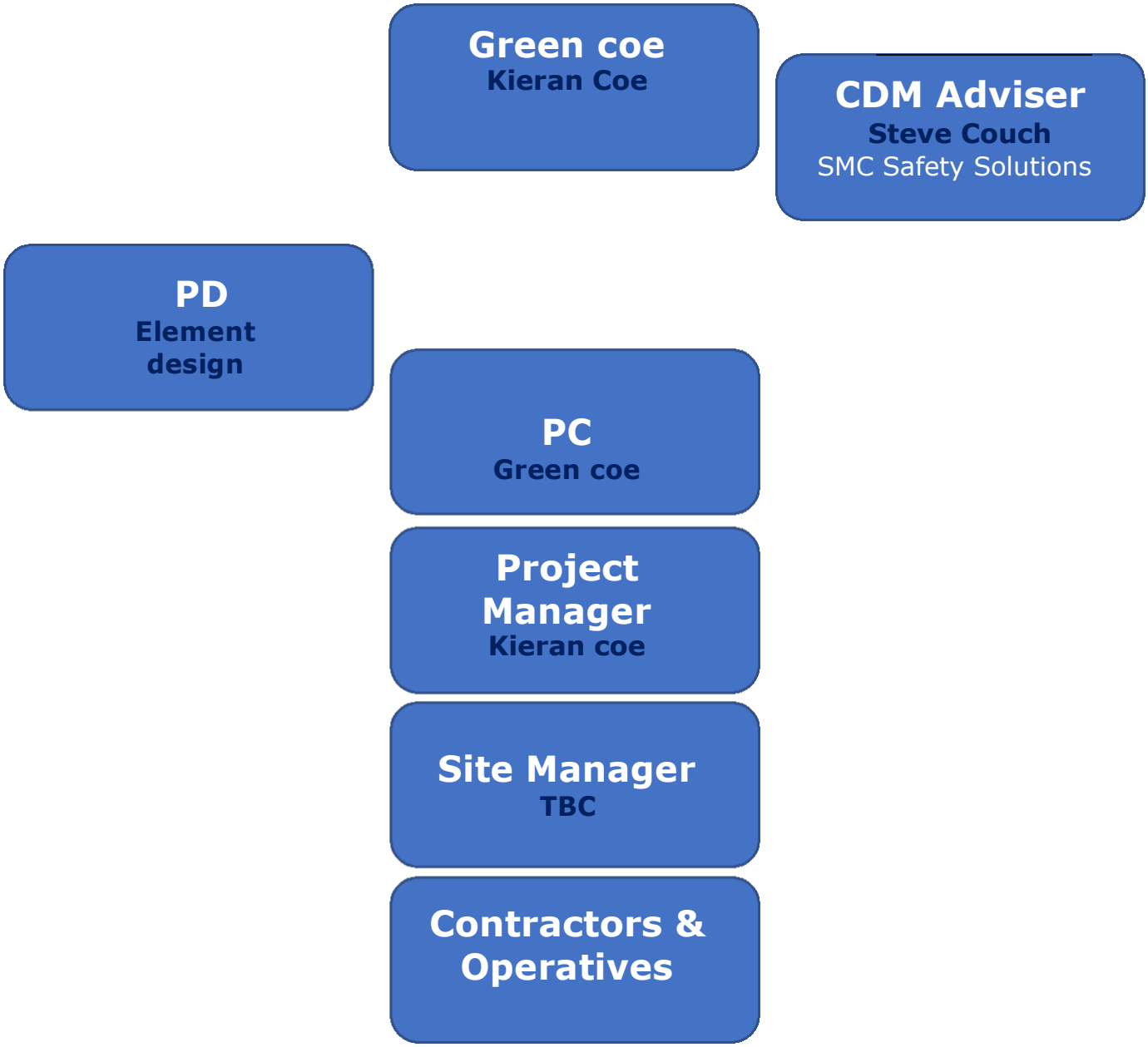
A comprehensive, multi-discipline set of reference risk assessment proforma is provided in the health and safety management system. Project specific risk assessments and method statements will be made available to site personnel at induction/updated as appropriate.

Task Method Statements will contain as a minimum:

- Temporary Works Procedures
- A clear heading highlighting contract details (and relevant order number) and the exact location of the work;
- The technical content of the job/ task;
- The safety content of the job including evidence that a full and thorough Risk Assessment has been undertaken. All aspects of the task need to be thought out and all significant hazards identified, including those to and from third parties. The risks associated with the hazards identified need to be recorded and the control methods to reduce the risk clearly defined;
- The material/ substances – listed with risks and precautions;
- The equipment to be used;
- The timing of the job/ task (start and end dates/ times);
- The duration of the job/ task;
- Access and egress;
- Protective Clothing/ Equipment required (and issued);
- Number of employees to be used;
- An emergency telephone number (24 hour)
- The sub-contractors to be used.

Sub-contractors will ensure at all times that they strictly comply with the method statements they are working to.

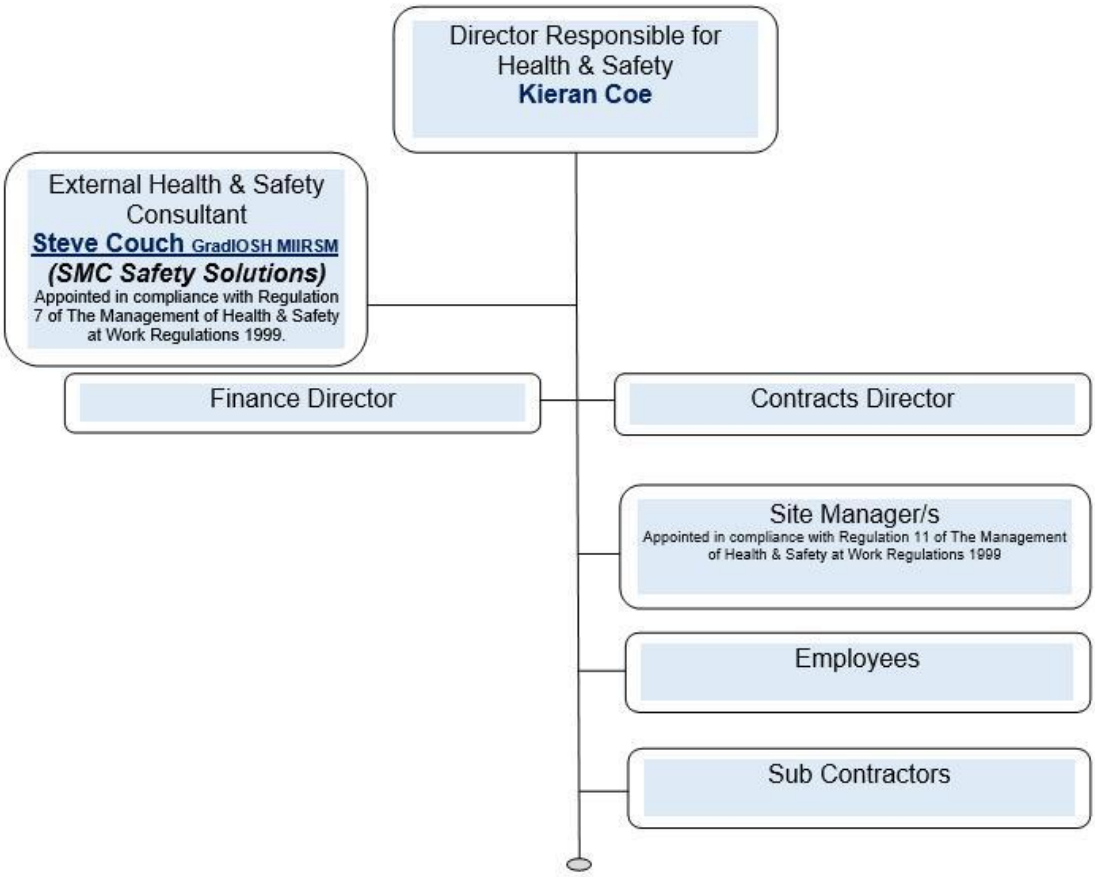
2.10 Management Structure Chart



Green coe – Organogram

2. ORGANISATION FOR HEALTH AND SAFETY

COMPANY STRUCTURE FLOW CHART



2.11 Site Rules

Site Safety Rules

These site rules have been developed to protect site workers and others who may be affected by site activities to execute works in a safe manner with due regard for health, safety, and the environment.

These Rules will be complied with and brought to the attention of all site personnel when starting on site. Failure to comply with these site rules shall result in removal of personnel from the site.

1. All site personnel and visitors are required to sign in and out daily.

2. No person shall be permitted to work on site unless they have attended a Health and Safety induction, are aware of the hazards systems in place and are fully conversant with the emergency procedures for fire and accidents.

3. A designated smoking area is available outside of the compound and will be advised during induction; smoking is not permitted anywhere else on site.

4. A drugs and alcohol policy will be rigorously enforced. No person under the influence of drugs or alcohol will be permitted to enter or remain on site. Any prescribed medication should be brought to the attention of the Site Manager and First Aider/s.

5. Working hours for the site will be 8.00am (noisy works after 9am) to 5pm, any working outside of these hours will be by prior recorded arrangement with the Site Manager.

6. All vehicles & plant will be directed by a competent banks person when manoeuvring on / around site.

7. A site maximum speed limit of 5 mph for all vehicles etc is in force and signs will be displayed at site entrance(s) to emphasise this limit.

8. All access and egress routes will be designated and kept clear of obstructions at all times.

9. Only appointed banks men or slingers will be permitted to give signals or sling loads during lifting/ manoeuvring operations.

10. Any plant or equipment brought to site will be in good working order and fit for purpose with all safety guards and warning systems etc. in place and accompanied by current, valid certification.

11. No person will use any hazardous material or substance (e.g. solvents, adhesives, paints, degreasers, oils, fuels etc.) without receiving relevant Health and Safety information, obtained from manufactures and only then after an appropriate COSHH risk assessment has been carried out and recorded in the COSHH Register. Personnel will be given the appropriate protective equipment and clothing to enable safe use with no detriment to health to themselves or others that may be affected. Appropriate Personal Protective Equipment is to be worn at all times e.g. hard hats, gloves, high visibility vests, eye protection, ear protection and safety footwear. Storage areas will be provided for this equipment, but it is the user's responsibility to look after it and to report any losses, defects or replacements that are needed. The misuse of personal protective equipment issued to a sub-contractor will be contra-charged to their company.

12. Any electrical equipment brought to or used on site is to be 110v and must display the current Pat Test Certificate. There will be no overloading of electrical supplies.

13. The following permit to work systems will apply as a minimum:

All works on the site will be subject to a general permit to work and requests for permits must be accompanied by a project specific risk assessment and relevant method statement. Additional permits may be required according to the work activity and must also be accompanied by the same paperwork. Failure to abide by the permitting procedure may result in removal from site.

Additional permits will be required for: **Hot works, permit to dig and confined spaces** which will be specified at daily briefings and discussed going forward.

All permits will be obtained through the Site Manager PRIOR to affected works commencing.

14. Parking of vehicles will be in designated areas only. Parking for contractors and their operatives will be advised during induction. Deliveries must be planned, and the delivery companies made aware of the traffic management plan for the project.

15. Appropriate attention will be paid to the Health and Safety notices displayed in all areas of the project and surrounding buildings.

16. All accidents or incidents will be reported to the Site Manager as soon as practical.

17. Only competent certificated persons, who have been authorised to do so, may erect, alter, or dismantle scaffolding, all scaffolding will be inspected by a competent person and records kept before use.

2.12 Fire and Emergency Procedures as per the Joint Fire Code of Practice

Fire Precautions

The site shall be designated a "No Smoking Zone".

A designated smoking area is available outside of the site compound and will be advised during induction; smoking is not permitted anywhere else on site.

Fire Escape routes will be maintained at all times and highlighted within this plan under appendix F.

Access for Fire Response vehicles will be maintained at all times.

No material will be burnt on site.

A Hot Work Permit regime will be in operation on site. Permits will be issued prior to any hot work being undertaken. Any permit will be issued by an authorised person only as per 'Permit to Work' section-2.11 (13).

A Fire Management Plan will be completed prior to starting on site and will be continually reviewed, updated, and reissued as per the Joint Fire Code of Practice.

Emergency Procedures

The safety induction will give all operatives basic understanding of the fire and emergency instructions. The Site Manager will ensure that all areas of work are evacuated. Should an evacuation alarm be sounded, all contractors should report to the site office, therefore it is essential that all operatives are made aware of the muster point in their initial induction. This allows for all operatives from the site being evacuated to be accounted for in the roll call.

The Fire Management Plan will be displayed in the site office.

2.13 Management of Waste

Skips will be placed in designated areas as identified on the site plan. A secured perimeter will be set once placed by means of Heras panels or chapter 8 barriers.

All waste will be handled in compliance with current waste management regulations, including but not limited to the Waste (England and Wales) Regulations 2011. Electrical components shall be disposed of in accordance with The Waste Electrical and Electronic Equipment (WEEE) Regulations. To reduce waste removal Green Coe shall minimise packaging entering the working areas. Where possible, removed items will be stored for potential reuse. We are potentially working towards a zero-waste footprint and plan to reuse all waste via recycling.

The Site Manager is responsible for the removal from site of waste generated by the project and its segregation and/or disposal in accordance with Government Regulations and green coe procedures.

Green Coe shall ensure that all waste is stored safely and that skip containers are covered to prevent any waste being removed or blown out. All skip movements will be confirmed to the Site Manager together with appropriate, legible certification.

Waste material will not be allowed to accumulate on site and removed as soon as practicable in accordance with the Green Coe - Environmental Policy and muck away procedures. Food wastes will be taken off site daily for disposal. Vermin bait boxes will be located in areas around site by an external contractor and managed accordingly.

3.0 Arrangements for controlling significant site risks

Significant Risks and Control Measures

3.1 All vehicles must adhere to the site traffic procedures and observe speed limits, otherwise drivers may not be allowed back to the site. The site is covered by a 5MPH speed limit, due to restricted road size and local hazards etc. All vehicles arranged by the Green coe will be requested to adhere to these safe speed limits and safety procedures. Risk to operatives, visitors and traffic movement passing site entrance. Care to be taken and signage to be erected where appropriate. No vehicles will be permitted to enter site unless authorised by the Site Manager. Prior to undertaking any works that may affect existing services Green Coe will liaise with the statutory authorities to ascertain the exact positions of these services and ensure that they are suitably isolated/made safe, safely, and carefully.

3.2 Asbestos

It is also not foreseeable that any Asbestos Containing Materials may be found during excavation works.

However, all operatives must be either trained in Asbestos Awareness or will be briefed via TBT prior to works to follow procedures in the unlikely event that previously undiscovered asbestos is accidentally encountered or released.

If any suspected material or dust deposits be noted, then Green Coe will ensure that the materials are not disturbed and that the Principal Designer and Client is informed, and the materials are collected and tested by a certified asbestos removal Company / laboratory.

3.3 Operatives must only access the working areas, welfare provision, and pedestrian routes as shown on the site plan or as designated elsewhere.

3.4 Deliveries will be directed to report to the Site Manager for coordination. Any oversized deliveries will be notified to the Site Manager before they are dispatched for special arrangements to be made.

3.5 All waste materials will be removed from site and transported to the approved waste transfer stations.

3.6 Working on electricity – only competent and qualified operatives trained to BS 761-2008 will be allowed to work on electricity.

3.7 Working with Gas – Only certified contactors will be appointed.

3.8 Site Plant – All operatives must hold a valid CPCS/NPORS card for the applicable plant/machinery being used.

3.9 All emergency escape routes will be clearly marked and kept clear at all times. The Site Manager will ensure all operatives comply with the fire safety plan which will be covered at site induction.

3.10 Manual Handling – operatives will be trained in manual handling and TILE assessments will be completed as part of the Green Coe 'dynamic' risk assessment process for all manual handling activities that cannot be completed without mechanical means.

3.11 Scaffolding – For any Temporary Works - Scaffolding - Only competent certificated persons, who have been authorised to do so, may erect, alter, or dismantle scaffolding, all scaffolding will be inspected by a competent person (weekly), tagged and records kept before use. A Handover Certificate must be provided on completion, and for ALL adaptations made.

3.12 Working at Height – (Any activity above ground/floor level) Before any works commence RAMS must be authorised by the Site Manager.

Any persons required to Work at Height must have received suitable training for either the type of access equipment required to be used, or awareness training in general. Training certification must be supplied, and clear safe working procedures must always be followed.

All access equipment to be used on site will be recorded on the PUWER register in the Site File and inspections will be required weekly and recorded. Podiums, steps and hop ups will be tagged and display weekly inspection.

3.13 Confined Spaces – All works will be covered by Permit and will be controlled by the Site Manager.

3.14 Temporary Works – Green Coe shall identify all Temporary Works and ensure that adequate design is in place prior to any such works being carried out. All design elements including Temporary Works will be submitted / reviewed by the Principal Designer & Engineer. All designed temporary works will comply fully with BS5975 and any other appropriate British Standards / legislation. A Temporary Works Coordinator will be appointed to manage all works, at all times.

3.15 COVID 19 – Due to the current unprecedented conditions we are facing, Green coe will ensure that procedures remain in place to prevent the spread and possible exposure to COVID 19. Everyone working or visiting at this project will undergo a COVID 19 Induction and will sign to confirm their understanding of the Green Coe COVID 19 RAMS and supporting management procedures. Green Coe will operate a Zero Tolerance Policy. RAMS provided by ALL contractors must be fully compliant to any current guidance and the instructions set by Green Coe.

NB: The above summary is not an exhaustive list and must be monitored and updated where and when required.

4.0 Appendices

A. F10 – N/A due to project timescale and number of workers, at any one time.

B. Pre-Construction Information and supporting appendices

C. COVID 19 RA (Within site file and displayed on site)

D. Health and Safety Policy (Within site file and displayed on site)

E. Environmental Policy (Within site file and displayed on site)

F. Fire & Emergency Plan – Site Plan

A. Fire & Emergency Plan – to be formatted (by green coe) and displayed on site. The Plan must be reviewed as works progress.

G Sub-Contractors Contacts list

H. Site Set Up, TMP & Compound (Within site file and displayed on site).

5.0 HEALTH AND SAFETY FILE

Kieran Coe is responsible for providing the Principal Designer with information required for the Health and Safety File.

Contractors are to provide information to the Principal Contractor as and when they complete each stage of the project.

All required information is to be with Kieran Coe, 4 weeks before practical completion.

5.1 Health and Safety File Format

The Principal Contractor will be required to arrange for and obtain any necessary information for the preparation of the Health and Safety File.

The Principal Designer will require all documentation to be in their possession four weeks prior to completion of the project, with any documents not available at that time identified and marked 'to follow'. An electronic copy of all information will be required by the PD for incorporation into the Health and Safety Files.

The Principal Contractor will ensure that all sub-contractors, from whom information will be required, are made aware of this obligation at the commencement of their work, also the Principal Contractor will ensure that they collect all relevant documentation as the project progresses.

The Health & Safety file shall be provided in a single indexed electronic document format (including all manufacturers' data, drawings, etc). In addition, separate electronic copies of drawings in AutoCAD, and editable word / excel documents shall be provided.

A single hard copy of the Health and Safety File shall also be provided to the Client.

Further information on format is to be to be supplied to the Principal Contractor, as identified in the Pre-Construction Information.

Key file information shall include the following:

- A brief description of the work carried out
- Project directory including key sub-contractors & suppliers
- Any residual hazards which remain and how they have been dealt with
- Key structural principles and safe working loads for floors and roofs etc, particularly where these may preclude the placing of scaffolding or heavy machinery etc
- Hazardous materials used
- Information regarding removal or dismantling of any plant and equipment
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location, and markings of significant services, including hidden cables; gas supply equipment; fire-fighting services, etc
- Fire strategy
- Product Literature for items installed
- Test Certificates
- Guarantees and Warranties
- Information and as-built drawings, its plant and equipment, and relevant reports.

Appendix F:

Fire & Emergency Plan (Emergency services)

Displayed on site

Fire & Emergency Plan (Internally)

To be formated and reviewed as works progress

APPENDIX G

Sub-Contractors Contact Details

	Contract Details		
S 1		**Contact Details:**	
1	**To be updated**	**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
2		**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
3		**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
4		**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
5		**Name:**	
		Tel:	
		Mob:	
		E-Mail:	
6		**Name:**	
		Tel:	
		Mob:	
		E-Mail:	

Appendix H

Site Set Up & Compound



SITE PLAN

10 metres @ 1:100 on A3

Appendix I

Covid 19 Procedures

See Site File & Notices