

Part Commercial & Residential Development

At

48-52 Leys Avenue

Letchworth Garden City SG6 3EQ

For

Haria Property Investment

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

Prepared by

G K Interiors Ltd

Unit 19 Cygnus Business Centre

Dalmeyer Road

Willesden, London NW10 2XA

Email: govind@gkinteriors.co.uk

July 2025

Construction Phase Health & Safety Plan Review Log

This Construction Phase Plan must be reviewed, updated from time to time so that it continues to be sufficient to ensure that construction work is carried out so far as is reasonably practicable without risk to Health and Safety.

As required under regulation 12.4 of the Construction (Design and Management) Regulations 2015.

Review Log:

Date Published: 7th October 2024

No	Date	Description	Name of Reviewer
01	25July 2025	First Issue – Construction Stage	David Eve

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

ACKNOWLEDGEMENT

Project:

The project consists of an erection of detached residential dwelling and construction of a 2 storey plus loft space 5-bedroom modern family house including mechanical and electrical services, hard and soft landscaping in forecourt and rear garden area.

Project:

**48-52 Leys Avenue Letchworth Garden City
SG6 3EQ**

It is a condition of GK Interiors Limited that the Construction Phase Health & Safety Plan should be read and fully understood by all members of the Project Management Team. The Project Director should ensure that the Construction Phase Health & Safety Plan is available to the Trade Contractors.

The following members of the Project Management Team should sign in the appropriate box to acknowledge receipt and understanding of the attached Construction Phase Health & Safety Plan for the above project.

Title	Name	Signature
Director	Govind Raghvani	
Project Manager	Govind Raghvani	
Quantity Surveyor	TBC	
Site Manager:	Govind Raghvani	
Health & Safety Advisor	David	

When all of the signatures are complete, the Document, along with this form, should be inserted into the Site Safety File and a copy of this form should be issued to Admin for insertion in the Main File.

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

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Project:

48-52 Leys Avenue Letchworth Garden City
SG6 3EQ

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Section 1: FORM F10

Insert F10 here.

**Section 2: PROJECT DIRECTORY
CLIENT TEAM**

Title	Details
Client:	Mr & Dr. Shah Haria Property Investment Ltd 30 Aylmer Drive Stanmore HA7 3EG
EMPLOYERS AGENT: -	A M Meri Chartered Consultant Architects 51 Fairway Avenue, West Drayton, Middlesex UB7 7AN Tel: 01895444998 Fax: Contact: Mob: 07983539426 Email: ammeriarchitects.com
Architect: -	A M Meri Chartered Consultant Architects 51 Fairway Avenue, West Drayton, Middlesex UB7 7AN Tel: 01895444998 Fax: Contact: Mob: 07983539426 Email: ammeriarchitects.com

Section 2: PROJECT DIRECTORY CLIENT TEAM

Title	Details
STRUCTURAL ENGINEER: - PARTY WALL SURVEYOR:	Krystal Engineering ltd 1 station road south Merstham Surrey RH1 3EF Tel: 01737333139 Fax: Contact: Kirsty Husson Mob: 07845025207 Email: kirsty@krystalengineering.co.uk
Principal Designer	A M Meri Chartered Consultant Architects Tel: 01895444998 Fax: Contact: Mob: 07983539426 Email: ammeriarchitects.com
Mechanical & Electrical Consultants	
Building Control Consultant TBC	Harrow building control Civic Offices Campus East Welwyn Garden City Hertfordshire AL8 6AE Tel No: <u>01438 879990</u> Fax No: Email : <u>building.control@hertfordshirebc.co.uk</u> Web: <u>www.hertfordshirebc.co.uk</u>

CONTRACTOR'S TEAM

Title	Details
Principal Contractor	GK Interiors Ltd Unit 19 Cygnus Business Centre Dalmeyer Road Willesden, London NW10 2XA Phone: 0208 459 9909 Fax: 0208 459 1122 Email: govind@gkinteriors.co.uk Contact: Govind Raghvani (Site Manager) Mobile: 07958 226 807 Email: govind@gkinteriors.co.uk Contact: Crusader Health & Safety Consulting David Eve (H&S Coordinator) Mobile: 07973893258 Email: David.eve@crusderservices.co.uk
Contract's Health & Safety Consultants	Contact: Crusader Health & Safety Consulting David Eve (H&S Coordinator) Mobile: 07973893258 Email: David.eve@crusderservices.co.uk

TRADE CONTRACTORS

Trade	Trade Contractor Details
TBC	TBC

STATUTORY BODIES

Local Authority Details Environmental Health Office

North Herts Council

Gemon Road
Letchworth Garden City
Hertfordshire SG6 3JF

Tel No: 01462474000

Fax No:

Email:

Web: www.hertfordshirebc.co.uk

HSE Enforcement Office

Health & Safety Executive

Woodlands
Manton Lane
Manton Lane Industrial Estate
Bedford
MK41 7LW

Tel: 03000031747

Fax:

Police Station

Police Station

Nevels Road
Letchworth
SG6 4ER

- Please do not use this email to report crime
- Emergency - always dial 999 text phone 18000
- Non-emergency - dial 101 text phone 18001 101

Hospital

Lister Hospital
Coreys Mill Lane, Stevenage,
Hertfordshire, SG1 4AB

Tel: 01438 314333

Website: <https://www.enherts-tr.nhs.uk/hospitals/lister/>

SECTION 3: EXISTING INFORMATION & CONTROL MEASURES

The Client and design team have provided a package of information which includes the drawings for the site showing elevations and boundary lines.

Existing Services and Utilities

Electricity, Mains Water, Gas

The Existing incoming services have been investigated, made safe and disconnected in the foot path outside the boundary line by the relevant statutory authorities.

The existing services for use are assumed to be disconnected / made safe by previous contractors employed to carry out demolition and foundations / drainage and ground floor beam and block floor.

GK Interiors Ltd project team will carry out the usual site checks including CAT scans to verify available information and check for unknown buried services prior to any works likely to expose workers to any risk of contact with buried or concealed services.

The existing temporary services on the site will be used to carry out and works and must be maintained throughout the duration of the project.

The existing site could have buried services, sewers and rainwater outlets. Prior to the planning of any excavation works, a survey of the existing buried services locations will be undertaken by a competent person.

Existing H&S file (if available)

Limited existing information is available for the existing demolished building.

Confirmation of Potential Asbestos Hazards

The Demolition/Refurbishment Survey have been carried out on behalf of the client by the asbestos removal contractor prior to the demolition works starting. ACMs was discovered in the property and have been safely removed by a licensed contractor. Copies of consignment, disposal and air clearance certificates will be obtained from the CA/Client and kept in file on site for records.

In the absence of definitive written confirmation that all asbestos has been removed from the building, any further opening works will need to assess the possibility of asbestos containing materials.

If any suspect material is exposed during the works, the works will immediately stop and the area will be sealed off. The site management team will be notified,

who in turn will report to the Principal Designer and call in specialist contractor to identify/confirm whether the materials contain asbestos.

The removal and disposal of asbestos (if any discovered during site survey /clearance/stripping out works) will be carried out by a licensed sub-contractor to the current Health & Safety Rules and Regulations. All the appropriate documents will be obtained from the sub-contractor and passed on to the Principal Designer for his approval before carrying out any work.

The site manager will ensure that all the works associated with the asbestos is carried out strictly in accordance with current Health & Safety Rules and Regulations.

The site manager will obtain consignment and disposal notes from the sub-contractor and forward them to the Principal Designer for the Health and Safety File. Copies of these documents will be kept in the file kept in the site office and the Head Office.

Surrounding Area/Environment

Existing Structure / Site Description

The site is located on 48-52 Leyes Avenue Letchworht Garden City SG6 3EQ

The site is located in predominantly mix use residential and commercial area. The site location is shown in Appendix 13.2 while the existing site layout is shown in Appendix 13.3 & 13.4.

The site is very conveniently placed to take advantage by walk of the nearby shopping and education facilities. Longer distance transport demands are also very well provided for by sustainable transport choices serving the site.

The site is located approximately 200m, 4 minutes walking distance from **Letchworth Garden City train station.**

The proposal is to construct basement and brick block cavity walls, first floor PC floors, steel and timber roof with tiled & flat roof, windows & external doors, services, finishes and fitting out, hard and soft landscaping for apart Commercial and residential dwelling at . 48-52 Leyes Avenue Letchworht Garden City SG6 3EQ

The new building will be as per the planning drawings submitted with the planning application.

Traffic Issues

The sub-contractors and suppliers who may move large and/or heavy loads, construction plant, materials and spoil (including vehicles used for carrying such when running empty) will limit the use of public roads as far as is reasonably practicable.

Routes will be agreed with the Local Authorities in advance. HGVs transporting materials and waste to and from Site will do so between 08:00 and 16:30 hours unless otherwise agreed with the Local Authorities or unless required by unforeseen events.

Very long delivery vehicles will only be allowed to approach site on after 09:00 Hrs and before 15:00 Hours or as stipulated by the local highways authority.

Other HGVs accessing or egressing the site will do so in accordance with the normal site working hours outlined above (**07:00 to 18:00 hours**) unless otherwise agreed with the Local Authorities or unless required by unforeseen events.

The Contractor will take all reasonable measures to ensure that delivery vehicles do not park on the adjacent roads prior to entering the Site.

GK Interiors Ltd when entering into any sub-contract for the execution of any part of the construction works or the supply or transport of heavy loads, construction plant, materials or spoil will incorporate in any such sub-contract provisions requiring the sub-contractor or supplier to comply with the requirements of conditions stipulated by the local authority highways department.

Restrictions on Deliveries

Whenever possible, vehicles will drive in and out from the access drive on The Rise. All large vehicles will be reversed in, guided by traffic marshals and drive out in forward direction as there is not enough area on site to turn the vehicle around.

Note: Booking of deliveries is mandatory on this project and within the time slots agreed, no booking, no delivery!

Site management are to use 'Schedule of Deliveries' form or similar visible arrangements (example shown in Appendix).

Pre-booking of deliveries will ensure no queuing of delivery vehicles thereby reducing CO2 emissions.

A traffic/delivery co-ordinator will be contactable at all times and drivers of delivery vehicles will be held and be required to phone ahead to ensure the road is clear.

If a holding area is required this will be agreed with the directorate of transportation and highways 28 days in advance. In normal circumstances the delivery vehicles of the groundwork contractors and major deliveries are in radio contact and are timed to avoid stacking.

Any delivery vehicle which misses the daytime slot will be instructed to park away from site in a suitable parking area

Site transport arrangements

The deliveries and collection of materials & waste will be carried out from site compound in the forecourt from the access road on The Rise.

All deliveries will be pre-planned to avoid the traffic congestions on the highway and within the car park areas and outside school drop off and pick up times.

Trained and experienced personnel (marshals) will co-ordinate delivery vehicles and offloading of deliveries and ensure that it is done safely and causes minimum disruption to adjoining occupiers and other users of the access road.

All heavy deliveries will arrive on site after 9:00 AM and no deliveries after 3:00 PM, to minimise obstruction and congestion during peak hours and school drop off/pick up times.

All suppliers will be informed that whenever possible, goods to this site are to be delivered in small loads, which can be handled and off-loaded in minimum time, which can then be loaded on to the goods hoist / gantry without disrupting the existing occupants.

ALL deliveries will be allocated a time slot. This time allocation is to be adhered to wherever possible to prevent vehicles queuing.

All builders' merchants and suppliers will be informed that prior to delivery reaching site, driver will communicate by telephone to site manager/Traffic Management /Banksman, to control traffic and handling delivery, to avoid congestion on site.

Site will call the next delivery once site is clear for parking the vehicle to designated areas.

Site deliveries will be controlled by phone communication with site office, hoist and site agent and Traffic Marshal /Banksman handling traffic and delivery.

Traffic Marshal/Banksman will co-ordinate access road to the site compound. No other vehicles will be parked in the site compound other than deliveries. The crane lifts will be pre-arranged and agreed with the neighbours.

Delivery vehicles will not be allowed to park on the roads near the site.

Access to the site for construction works will be maintained through the back of building on Openshaw Way for the whole duration.

Sub-contractors will be required to schedule their materials delivery to coincide with the progress of works.

Materials as far as possible will be distributed to their designated areas thus avoiding the overloading of the existing floors and any excess materials will be stored in the garden, on constructed sections of the building or on loading gantries and off site as situation demands.

The temporary closing of the walkways, by means of barriers will be carried out to prevent injuries to the passing public, whilst loading, unloading and manoeuvring the materials. The appointed traffic marshal or banks person within the site premises will monitor the loading & unloading of materials.

Vehicle movement restrictions

There will no parking on site for construction personnel or visitors.

Small deliveries will generally be delivered to site outside 48-52 Leys Avenue.

All site staff and personnel are to use public transport. Strictly no parking policy is applicable to all GKI personnel, suppliers and subcontractors' employees.

Deliveries to the site will be from Openshaw Way. It is proposed that construction vehicles will approach into Openshaw Way and reverse into site and park in the contractor's compound. Materials will be off lode from this spot by the forklift. Delivery vehicles and other construction vehicles will exit right onto a Openshaw Way after unloading and will proceed onto Norton Way South.

Lorries will be safely guided into the loading zone by trained road marshals.

Any delivery vehicle which arrives late in the afternoon and which cannot be offloaded during the designated time period will be re arrange delivery time for next available slote

Sub-contractors and suppliers will be instructed to take deliveries of long materials on long delivery vehicles on Saturdays and ensure that the delivery is off loaded during the designated Saturday working hours – 07.00 -13.00 Hrs.

Areas/locations of parking provision for site and construction traffic will be agreed with the Local Authorities prior to the commencement of works. No daytime or overnight parking of site or construction vehicles outside any construction compounds or work sites will be allowed except where the delivery or removal of materials is taking place at that location and with prior agreement with the Local Authorities. Lorries waiting to enter or leave the site will switch off their engines to avoid unnecessary engine noise and emissions.

Accessibility / Delivery Strategy

Upon signing in at the Site Office, the Construction Operatives will gain access to the construction works areas via the pedestrian access as indicated on site set up plan.

All construction related deliveries of materials, equipment & plant will need to be pre-booked in advance and checked in at the main Site. The Site Manager will be kept informed of the delivery schedules.

All contractors will need to arrange for delivery vehicles & loads so not to interrupt the hotel daily running of the hotel.

All materials and plant, as far as possible, will be distributed to their designated areas thus avoiding the overloading of the existing floors and any excess materials will be stored in the garden, on constructed sections of the building or on loading gantries and off site as situation demands.

All contractors have to maintain shared access and emergency exit routes clear at all times.

Construction personnel or materials transfer will be permitted to enter the building occupied by others unless agreed with tenants and facilities manager.

Segregation of Work Areas

Work and contractors compound will be segregated to prevent unauthorised persons entering the site or the loading areas. On crane lift days manned temporary barriers will be erected to create safe areas.

The Site Management will develop suitable risk assessment and traffic plans, including vehicles and plant to be delivered to the site compound and then distribution to the work areas.

The recommended standards of barriers will be utilised for the segregation of work areas.

- Site perimeter - 2.4m high closed hoarding, painted and maintained.
- Walkways - Solid board, covered as necessary. If covered, suitable and adequate lighting to be fitted as necessary.
- Signage - All signage to comply with the Health & Safety (Safety Signs and Signals) Regulations.
- Temporary closures – by use of plastic barriers (Red & White) or pedestrian crowd barriers.

No one will be allowed into working areas without reporting to the site manager, supervisor or foreman and receiving a suitable site induction.

Traffic / Pedestrian Routes

No public rights of way are permitted within the construction site area. All visitors will be accompanied by member of site management team after full health and safety induction and wearing suitable PPE, as required by risk assessments and site rules.

Security Arrangements

The main security interface will be offered by the Site Management.

It is not anticipated that the tenants will require access to the site work areas and compound during the construction works.

GKI site personnel in the form of the Site Manager and Site Manager's Assistant will ensure that entering & exiting the site will be monitored. All operatives and visitors are to sign in at the Main / Security Gate at the designated location which will be manned by a security person/GKI Site Operative & in the Site Office which shall be situated in the compound in the parking area at the rear of the site.

All operatives will wear high visibility jackets/vests at all times during working hours.

The site is generally secured, but care must be taken during the break times when deliveries have been received and when finishing the shift, not to leave the site unsecured by leaving any openings or gates/doors unlocked that may be used for additional access. Due care will be taken to ensure that fire exit doors are not left open by means of regular observation and constant vigilance. It is anticipated that suitable audible alarms are installed on the fire exit doors. The site Management personnel will ensure that regular patrols around the site hoarding are carried out to ensure that all is in sound condition and not breached.

SECTION 4: DESCRIPTION OF THE WORKS

The project consists of an erection of detached residential dwelling and construction of a 2 storey plus Basement and loft space 5-bedroom modern family house including mechanical and electrical services, hard and soft landscaping in forecourt and rear garden area.

The existing rear part of building at 48-52 Leys Avenue will be demolished by a sub-contractor employed by Main contractor.

The site is in predominantly mix use residential and commercial area.

The new residential development will be as per the design drawings submitted with the planning application to Noth Hert Council.

Prior to taking possession of the site:

The owners and the occupiers of neighbouring and adjoining buildings will be notified of the commencement date of the works.

Local Authority will be consulted and informed prior to start of the works.

Local Police, Fire and Emergency Planning Authority (F E P A) and ambulance services will be notified and any requirements imposed by these authorities will be implemented during the construction works.

As per Construction (Design and Management) Regulations 2015, appropriate documentation is prepared and submitted to the project Principal Designer for their approval.

Temporary Hoarding, Heras Fencing and Barriers will be erected, which will be as noted on the Site Plan, to prevent access by unauthorised persons to the work areas.

The planning of the enabling, site set up, site access and access into the building has been jointly planned and carried out by the team, forwarded to and approved by the project team.

Works will be carried out in such a manner to have minimum impact on the normal operations of existing temple visitors and adjacent occupiers.

SECTION 5: PROGRAMME

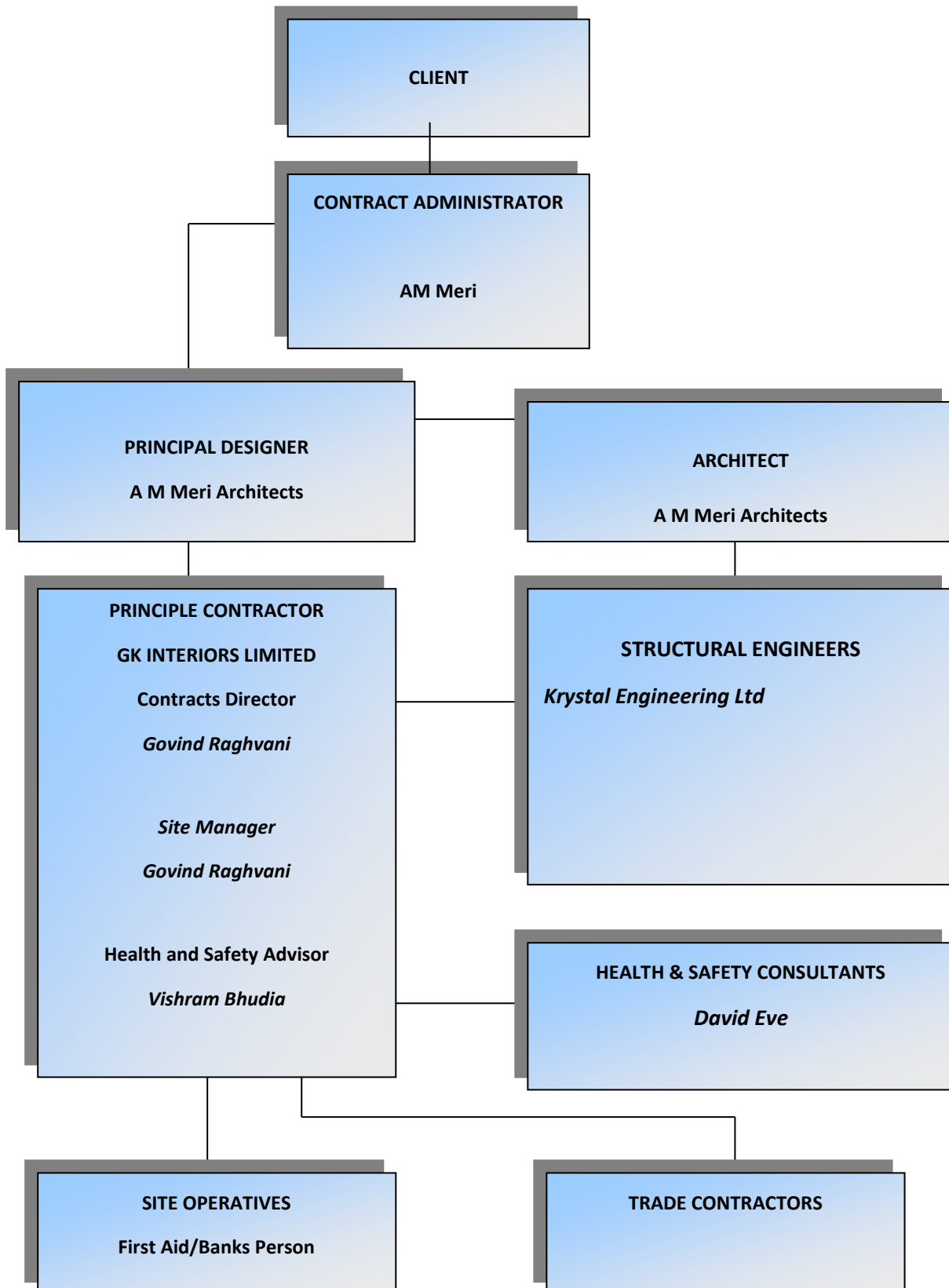
<i>Contract Commencement Date</i>	<i>08-09-2025</i>
<i>Contract Completion Date</i>	<i>30-11-2026</i>
<i>Contract Period</i>	<i>104 weeks</i>
<i>Defects Liability Period</i>	<i>24 MONTHS</i>

A Programme of Works entitled:

GKI-48-52 IA-CP01 – 08.09.25 –48-52 Leys Avenue is attached.

SECTION 6: COMMUNICATION AND MANAGEMENT

Project Management Chart



SECTION 7: HEALTH & SAFETY POLICY STATEMENT

Introduction

This document contains the Policy Statement of **GK Interiors Limited** of G K Interiors Ltd of Unit 19 Cygnus Business Centre, Dalmeyer Road, Willesden, London NW10 2XA. It has been prepared after due consultation with those involved in its operation, and has the full backing and authority of the Directors.

General Statement

- 1 It is our policy to perform work in the safest practicable manner, consistent with good practice. It is the responsibility of our management to ensure the health and safety of our employees and all those likely to be affected by our operations. As a priority it ranks equally with our business objectives. Adequate resources will be made available to ensure the success of this policy.
- 2 It is the duty of management to provide safe systems of work and do everything practicable to prevent injury and ill health by controlling the risks arising out of our work activities. Equally it is the duty of each employee or sub-contractor to exercise personal responsibility for his or her own safety and that of others and co-operate with his or her employer in matters of health, safety and welfare.
- 3 The company will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instruction and training and will ensure the competence of all employees and contractors.
- 4 All employees are to be aware that, in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.
- 5 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999; the Construction (Design & Management) Regulations 2015 and all other Acts, Regulations and Codes of Practice, which affect our operations.
- 6 The attention of all employees is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.

HEALTH AND SAFETY POLICY INCLUDED IN HEALTH & SAFETY FILE

The GK Interiors Health & Safety Policy Statement will be displayed on the Site Notice Board

SECTION 8: SUB-CONTRACTOR PROCUREMENT AND CONTROL

The purpose of this assessment is to meet the requirements of Regulation 8 of the CDM Regulations 2015 and the information provided will be used to carry out an assessment of your skills, knowledge and experience to fulfil the role which you are to be engaged to undertake on behalf of the Principal Contractor.

This information is to be provided prior to or as an integral part of, a tender submission and constitutes Stage 1 of a two-stage assessment.

Further and more detailed information will be required from the Contractor(s) as part of the tender evaluation process and will be of a more project and team specific nature.

Please respond to the following criteria by providing evidence to demonstrate your company's competence as illustrated in the right-hand column.

For successful contractors Stage 1 will only be repeated on an annual review basis while Stage 2 will be required for each project.

NB: You do not have to provide all of the evidence listed but you must provide enough to show that you meet the standards in the centre column for a project of this nature and the level of risk likely to be involved.

The procurement department will identify suitable contractors from within the existing GK Interiors Limited database or undertake an initial assessment of potential contractors for inclusion on the database.

Contractors thus identified will subsequently be requested to tender for appropriate packages. The resulting tenders and suitability of the contractors will then be reassessed by the project team in relation to this specific project.

Potentially successful tenderers will then be required to submit full job specific risk assessments and safety method statements for discussion at the pre-order meeting held with the project team.

An assessment of the contractors' competence and resources will be completed as a result of this meeting the outcome of which may be approval, a request for further information or revision of that provided or rejection of the contractor.

Only on satisfactory completion of this process will orders be placed for the works.

Project:

Please provide your information on separate piece of paper which should be cross referenced to the question numbers.

SECTION 1:

- A. Company Details:
- B. Company Structure:
- C. Details of Company Employees & Public Liability Insurances: (copy of Certificates & schedules)
- D. Nature of Construction work to be carried out:
- E. Type of Contract:
- F. Timescale for completion of the Construction Works: Commencement date, Duration, Completion Date
- G. Budget Costs for this project:

SECTION 2:

- 1) Provide examples of work carried out previously, which is comparably size and nature to this project.
- 2) If more than five people are employed, does your organisation have safety policy, as required by Sec2 (3) of the HEALTH & SAFETY AT WORK ACT 1974?
- 3) Provide details of your organisation's health & safety management procedures. How will these be used to ensure effective management of Health & Safety during the construction phase of this project?
- 4) Supply examples of construction risk assessments prepared in accordance with the Management of Health & Safety at Work Regulations 1992 (S1 1992/2051)
- 5) Who in your organisation has day - to - day responsibility for the management of Health & Safety? Provide Name, Position & Address:
- 6) Provide Details of the experience & qualifications of the persons named in Answers 5.
e.g. Curriculum Vitae
- 7) Who will be responsible for the site Health & Safety on this project? Name & Position:
- 8) Do you employ Health & Safety consultants? Please give details
- 9) Provide Details of the experience & qualifications of the persons named in Answers 7.
- 10) How many professional staff do you employ in your head office?
- 11) Provide details of the experience, qualifications, membership of professional bodies, etc. and arrangements for continuing professional development of key staff who would be employed on the project.

- 12) Have any formal notices been issued or legal proceedings been taken against your organisation by the Health & Safety Executive in the last 5 years?
- 13) Provide details of any accidents / incidents reported by, or on behalf of, your organisation to the Health & Safety Executive during the last 5 years (as required by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1985 (S1 1985 / 2023).
- 14) Provide example of a Health & Safety Plan, which you have previously prepared at the tender stage. If you do not have one available, outline the methods you would adopt to format a reply to the Pre -Tender Health & Safety plan prepared by the planning supervisor.
- 15) How do you intend to manage, monitor and control Health & Safety during the construction phase of the project?
- 16) Provide details of the Safety Training, which you would provide to your employee and to others to ensure their competence whilst they are employed on this project.
- 17) What measures would you adopt to ensure the competence of the contractors to whom you propose to award on this project?
- 18) What resources (including staff, equipment & technical facilities), as required by the Construction (Design & Management) Regulations 2015(CDM Regs), does your organisation intend to allocate to this project?
- 19) Provide details for any Design Works that may be carried out or proposed to carry out, as required under CDM Regs, Designers Duties.
- 20) Do you have a “Near Miss” reporting system?
- 21) If “YES” to question No. 20, How effective is it in identifying hazards, please provide documentation proof.
- 22) Do you consider your Health & Safety Culture is?
 - a) *Above Average*
 - b) *Average*
 - c) *Below Average.*
- 23) How is this information passed on to site management and operatives?
- 24) Please give details for the Plant, Tools & PPE (with examples)
 - 24 a) *Maintenance policy*
 - 24 b) *Inspection systems*
 - 24 c) *Recor*

SECTION 9: MONITORING AND REVIEW OF HEALTH & SAFETY

The Construction Phase Health and Safety Plan will be subject to periodic review by the Project or Contracts Manager and Health & Safety Consultants to ensure that it remains accurate and current in relation to the works and that any necessary revisions are incorporated into this document. This process will be monitored at the monthly review meetings held by the Project Principal.

Daily monitoring of site activities will be undertaken by the site management team to ensure compliance with site rules, statutory obligations and agreed sequences and safe systems of work. Site staff, Inhouse H&S Advisor and Health & Safety Consultants has full authority to stop or suspend works; if they consider these are being breached or agreed control measures are inadequate in practice.

Health & Safety Consultants will provide further monitoring of the health and safety standards on our sites to ensure compliance with this policy, current legislation and guidance. Sites will normally be visited every THREE weeks but the frequency of site monitoring will depend on the size of the contract, Site Activities and the foreseen hazards.

SECTION 10: WELFARE AND FIRST AID PROVISION

GK Interiors will ensure that health, Safety & welfare measures as required under the Construction (Design & Management) Regulations 2007 are complied with.

The Site Management will ensure that all operatives of GKI and contractors are aware of the welfare facilities arrangement on the site.

The welfare facilities provisions will be available prior to commencement of construction work activates and will remain throughout the current project. Any changes or alterations to welfare facilities will be notified to the Principal Designers and contractors. The Site Plan will be amended accordingly.

The site welfare facilities will be maintained.

The storage will be located adjacent to Site Office & designated space on Site.

First Aid Person: TBC. Will be displayed on site Notice Board.

The First Aid Facilities will be located within the Site Office.

Refer to Site Set Up Plan Showing proposed location of office, welfare and First Aid Facilities for the initial stage of works.

The site welfare facilities will be re located if and when required to complete works in the area.

Refer to separate attachment for Site Plan

Current proposal, the Facilities will be relocated depending on works schedule.

WELFARE AND ACCOMMODATION SCHEDULE			
Facility	Yes	No	Description/Comments
Toilet/Washing facilities	✓		Located adjacent to Main Site Office
Drying room	✓		Located adjacent to Site Office
Canteen	✓		Located adjacent to Site Office
First Aid Point	✓		In the Site Manager office
Security Point	✓		Site Entrance
Store	✓		Current works area adjacent to the Site Office
Site Office	✓		Main Site Office located adjacent to Site Compound
Engineers Office		✓	
Q.S Office		✓	
Meeting Room	✓		In the site office
Client Office		✓	

These provisions are based on an assumed maximum of 25no persons being on site and no significant activities requiring specific welfare provision.

If these numbers are exceeded or the scope of works requires it, then the above provisions will be reassessed and amended as necessary.

SECTION 11: SITE SECURITY

The Site Management will maintain the Security. For which all personnel or operatives must **SIGN IN & OUT** at the Security Office located at the entrance of the Site. Identity passes must be worn at all times.

No Constructions Operative is permitted outside the boundary of the works areas.

The Site Security for the works will remain GKI Site Management responsibility throughout the construction works.

The site works will be segregated from the public by use of hoardings as detailed further in this document and indicated on the Site Set Up plan.

All personnel entering the site must log their arrival and departure at the SITE LOG BOOK. Each operative must have appropriate PPE, Method statements/Risk Assessments where appropriate. Unless individuals have undergone induction training they will be escorted at all times whilst within the construction area.

Vehicles will only be offloaded when directed by site management/ Banks person/ Traffic Marshal.

The site management will ensure that the operatives and visitors are inducted for the site on their arrival and have signed in & out of the site.

The site Management will ensure that regular walk around the site are taken to ensure that no unauthorised entry has been made to the site.

External Scaffolds on the access road, car parking and Public Highways will be secured by 2.4 m high ply hoarding.

Site Hoarding:

External hoardings will be constructed from external quality plywood or wood particle board on a suitable framework. Suggested nominal size, 75 x 50mm mounted on posts or scaffold tube to suit 2.4 x 1.2mm modules.

Allowance will be made for temporary removal when necessary, for manoeuvring large bulky materials.

Heras 'closed' fencing with anti-climb systems, will also be appropriate for some external hoardings, where timber hoarding is not erected due to stability or ease of removing and for the temporary fencing for site works.

SECTION 12: SITE INDUCTION AND TRAINING

All personnel working on this project must attend an induction training session.

The site induction programme will include:

- An introduction of the site management team
- The purpose of the induction process
- The site facilities and locations
- Emergency procedures
- Project specific issues
- Duties of the Principal Contractor
- Employers' responsibilities
- **Employees'** responsibilities
- Site rules
- Site hours
- Identification of current training
- Awareness of Safety Method Statements and Risk Assessments
- PPE Requirements
- Site welfare
- Permits to Work
- RIDDOR
- Young Persons
- Work at Height
- Site Emergency Procedures
- Disciplinary procedures

SECTION 13: SITE RULES

- 1 All individuals must register their arrival on site and their departure.
- 2 GK Interiors Limited requires visibility wear, head protection, gloves and safety footwear **at all times** on all of their projects.
- 3 Sites designated 'Eye Protection' will require all individuals to wear eye protection **at all times** whilst on site.
- 4 Safety signs and instructions must be complied with **at all times**. All injuries or significant incidents must be reported to the site manager. All accidents and injuries must be entered on an accident report form.
- 5 Operatives must only undertake tasks for which they are competent and properly trained.
- 6 Plant and machinery may only be operated by trained and competent operators. Plant operators will be required to provide evidence of training before they will be allowed to commence work.
- 7 No operative may alter, adapt or otherwise interfere with any scaffold unless authorised by GK Interiors Limited's Site Manager and is competently trained to do so. Unauthorised interference with scaffolding will result in immediate exclusion from site.
- 8 Operatives must be aware of and have read risk assessments and method statements for their works prior to commencement.
- 9 No alcohol or drugs are permitted on site. Those considered being under the influence of drink or drugs will be excluded from site.
- 10 Persons using prescribed drugs whilst on site should inform the GK Interiors Limited Site Manager or designated first aider before starting work.
- 11 Food and drink may only be consumed in the welfare areas provided.
- 12 Individuals are required to respect the welfare facilities provided. Those abusing the facilities will be excluded from site.
- 13 Anybody found urinating or spitting on site will be immediately excluded from site.
- 14 Work in areas which are accessible to the public or others, not part of the project will require specific authorisation from the Site Manager.

- 15 Only 110 volt or battery powered electrical equipment will be permitted on site.
- 16 All plant and portable electrical equipment must have current test certificates on delivery to site and arrangements in place for maintenance and periodic testing.
- 17 Permits to work must be obtained for all hot works, use of ladders & stepladders or other high-risk activities or prior to any work on the existing services installation.
- 18 Operatives are required to ensure that material for, or waste arising from their works, are cleared away or left in a safe and tidy manner so as not to pose a hazard to others.
- 19 Designated emergency exits and escape routes must be maintained **at all times**. Operatives must not interfere with or misuse extinguishers or another emergency equipment.
- 20 Foul and abusive language or behaviour will not be tolerated either on site or in the vicinity of members of the public.
- 21 Individuals must immediately comply with any instruction given to ensure the health, safety and welfare of themselves or others in relation to the works.
- 22 Smoking is not permitted anywhere within the confines of the site. Designated smoking areas will be confirmed by Site Management in liaison with the Manager.

SECTION 14: GENERAL RISK ASSESSMENT

ACTIVITY RISK	RISK RATING			PROPOSED CONTROL MEASURES	LATEST DATE FOR RECEIPT	DATE APPROVED
	H	M	L			
Removal of Waste	✓			Agree sequence of works with contractor	7 days prior	
System Scaffolding	✓			Agree sequence of works with contractor	14 days prior	
Site Security		✓		Monitor integrity of perimeter entrances	7 days prior	
Falling From Heights	✓			Agree sequence of works with contractor	7 days prior	
Site temporary services		✓		Agree sequence of works with contractor	7 days prior	
Building Materials to work area	✓			Agree sequence of works with contractor	7 days prior	
Hot Works	✓			Agree sequence of works with contractor	7 days prior	
Dismantle Services			✓	Agree sequence of works with contractor	7 days prior	
Demolition works		✓		Agree sequence of works with contractor	7 days prior	
	✓			Agree sequence of works with contractor	14 days prior	
	✓			Agree sequence of works with contractor	21 days prior	
	✓			Agree sequence of works with contractor		

SECTION 15: ARRANGEMENTS FOR SPECIFIC HAZARDS

15.1 There are a number of special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in the Company's risk assessments. This section of the policy identifies these hazards and is in addition to normal risk assessment procedures in Section 12. They include:

- Work with possible asbestos-containing products. *Refer to Asbestos report.*
- Noisy works. *The noisy works such as breaking structures are restricted to Local Authority – Hertsmere Borough Council Rules to prevent any Environmental noise nuisance.*
- Use of mobile scaffolding towers: *Only competent operatives are allowed to erect & dismantle towers.*
- Use of ladders and steps: *These are to be used as Last resort of working at heights. These are Permit to use operations based on risk assessments.*
- Work on live electrical systems: *Only Competent Electrician operatives are allowed to work with electricity appliance.*
- Use of mobile elevating working platforms: *Trained Operative is only allowed to operate it.*
- Lone working: Not Allowed on this site.
- Hot works: Permit to work will be in operation, all Permits are issued by the Site Management
- Working in confined spaces: *Competent site operative are only allowed to work in Confinement space, subject to risk Assessments.*
- Demolition work: *Generally, it will be carried out by specialist contractors.*
- Working at height or on fragile/flat roofing:
- Mobile plant: *Only Competent operators to operate the Plant. All crane lifts to be on Contract Lift bases inly.*

15.2 These activities will require a specific risk assessment to be made prior to the commencement of work. The Project/Site Manager will ensure specific risk assessments are provided by the relevant contractors before the start of the hazardous operations. Further information on standard precautions is given below.

15.3 The Company operates a 'Permit to Work' system. The Project/Site Manager is responsible for ensuring that permits to work are completed where appropriate. Details of the permit to work procedure are contained on the permit form located in the Site Safety register. The Hot works permits will be issued by the Site

Manager for any activities that are likely to cause Fire hazards, such as welding, grinding, use of naked flames.

- 15.4 All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.
- 15.5 An Asbestos survey would have been carried out in conjunction with demolition works carried out by others employed by client prior to GK Interiors Ltd taking possession of the site.

Where potential asbestos containing materials are uncovered during the course of the works ***the Site Manager will ensure that work in the area is suspended and the area sealed pending further investigation by a licenced asbestos survey contractor.*** All works with potentially hazardous asbestos containing materials will only be carried out by licensed specialist contractors.

The soft stripping works, such as removal of free standing furnishings & furniture are permitted. The demolition works can only be allowed subject to Asbestos removal and or report confirming that Asbestos containing materials are not present.

The PRICIPAL DESIGNER will be informed immediately.

Operatives and contractors will be instructed that, should they uncover or suspect the presence of Asbestos Containing Materials they must stop work, notify others working in the area to do likewise and immediately report to the site manager.

- 15.6 **Noise at work** is subject to The Control of Noise at Work Regulations (CNWR) 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached. Instructions for safeguarding hearing will be given to employees as appropriate by the Project/Site Manager responsible for the site.

No noisy works are to be carried out before 8am and after 6pm Monday to Friday & before 8am and after 1pm Saturdays as per Hertsmere Council Planning consents. Noise nuisance will be prevented from spreading to the neighbours and monitored by the site management.

Under the Control of Pollution Act 1974, the council can impose requirements as to what times noisy work may be carried out, and the methods of work used.

In Harrow these times are:

- Monday to Friday - 8am to 6pm
- Saturday -8am to 1pm

- *Sunday and Public Holidays - No Working*
 Permission may be granted for work to take place outside these hours, e.g. Police traffic restrictions, special site works (crane erection etc.), emergencies. Businesses that wish to carry out noisy work outside of normal working hours (particularly on Sundays, evenings or early mornings) must get permission from the Hertsmere Council Environment Team before the work starts.
 The Local Authority – Hertsmere Council can prosecute businesses that create noise outside of agreed hours.
 Requests should be made at least 28 days before the proposed date for noisy work to be carried out.
 In addition to the above, existing offices and school being in close vicinity of the site demise, shall also be taken in to account.

15.7 **Mobile Scaffold Towers** are only to be erected, altered, or dismantled by competent persons and in accordance with the manufacturer's instructions. The Project/Site Manager must ensure that all towers are inspected before first use to ensure that they are suitable for the work to be carried out. Where towers are erected and remain in place for more than seven days they must be inspected by Project/Site Manager and the results must be recorded. Mobile towers are not to be used in the vicinity of overhead electric lines. All work on mobile scaffold towers must be in compliance with The Work at Height Regulations (WAH 2005)

15.8 **Ladders and Step Ladders** will only be used as working platforms for short duration, light work where other access equipment is not suitable or available. Steps and ladders will be used in accordance with the guidance contained in HSE Guidance *HSG 150 – Health and Safety in Construction*, and will only be used after the risks and suitability for the operation have been assessed, and a permit obtained from the Principle Contractor.

GKI has adopted policy to prevent use of ladders or step ladders unless it is last resort for the selecting the work equipment.

For use of ladders or step ladders, **PERMIT TO USE** will be issued by Site Management based on Risk assessments & justified its uses.

15.9 **Live Electrical Work** is only to be carried out in exceptional circumstances under the authorisation of the Project/Site Manager. The circumstances for live work will be assessed using HSE Guidance - *HS (G) 85 - Electricity at work- safe working practices*. A written safe system of work will be produced before the work starts. All electrical systems must be proved dead before work starts. NO

assumptions about the state of any system are to be made without positive verification - *all circuits must therefore be assumed to be live unless it is established they are dead.*

The Electric services will be disconnected to prevent electrocution to operatives & fires on site. *Any suspected live services identified should be immediately notified to supervisor or Site manager. It will be tested & disconnected by the competent electrician.*

- 15.10 **Mobile Elevating Working Platforms (MEWP's)** may only be operated by suitably trained and competent persons. Certificates of training will be required and manufacturer's instructions must always be followed. MEWP's must have been subject to a thorough examination during the previous six months, and must be inspected at least every seven days while in use. Before use the ground upon which a MEWP is to operate must be checked for suitability. MEWP's are not to be used in the vicinity of overhead electric lines. All work on MEWP's must be in compliance with The Work at Height Regulations (WAH 2005).

PERMIT TO USE will be issued by Site Management based on Risk assessments & justified its uses.

- 15.11 **Lone Working** will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance. Lone working will not be allowed where there is any significant risk of exposure to live conductors.

15.12 **Permit to work systems**

Permit to work procedures should be in place for all, ladders, step ladder uses, hot works and grinding activities. Further PTW procedures will need to be observed in relation to works to existing services and equipment. The Site Manager shall ensure that adequate training is provided to the operatives in regard to these and that resources are in place to manage them in so far as he needs.

Hot Work

A permit to work system will be adopted where hot work generating heat, sparks or flame can cause a fire. The precautions to be taken and reflected in the permit shall include:

- Before starting work, ensure the surrounding area is cleared of all loose combustible materials.
- Where work takes place by a wall or partition check the other side for combustible materials.
- Protect combustible materials that cannot be removed.
- Have suitable extinguishers at hand.
- Check work area during work and at least one hour after work has finished.
- Restrict hot working times so that all hot work is finished by a safe period before the end of the day.

Hot Works will only be undertaken after a site-specific risk assessment has been carried out to identify any special risk factors. A permit to work system may be used where appropriate to control hot work. The Site Manager will ensure that all necessary equipment and procedures are in place before work commences. Hot work will cease one hour before the end of the working day and a specific fire check will be made before vacating the area. A hot works permit must be obtained from the Principle Contractor's Site Management.

15.13 **Confined Spaces** such as ducts, manholes, sewers and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work. A confined spaces permit must be obtained from the Principle Contractor.

15.14 **Demolition Work** will only be carried out after the relevant Project Director/Contracts Manager has assessed the risks and agreed a safe system of work. Work is only to be carried out in areas which are structurally safe and only in strict compliance with the risk assessments, method statements and safety plan, all of which must be made available to the Project/Site Manager and be fully understood before work commences. ***Safe access routes, prohibited areas***

and site rules are to be strictly followed and observed. If at any time operatives are concerned about structural safety or the activities of other contractors; or if any other aspect of the work causes them to be concerned for their personal safety or the safety of others, they are to stop work immediately and seek guidance.

No structural demolition works are to be undertaken prior to completion of temporary steel support works has been completed in the appropriate buildings as per structural Engineer instructions. The demolition works are to be carried out in phases.

15.15 All operatives ***working with fibre optics and lasers*** must be fully aware of the potential hazards and the precautionary measures to be taken to reduce the risks. Written risk assessments will be available on site and suitable personal protective equipment will be issued to protect the hands and eyes of operatives handling fibres.

15.16 **Work at Height and Work on Flat Roofs** must be specifically assessed and authorised. The use of crawling ladders and boards is always required on fragile material. Edge protection must always be provided where there is a risk of falling except for short duration work where it is not reasonably practicable to provide edge protection, in which case fall arrest and or restraint equipment must be used. The advice of the Project/Site Manager should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. Roof work will be carried out in accordance with the guidance contained in HSG 33 – *Health and Safety in Roof work*. All work at height must conform to The Work at Height Regulations (WAH) 2005.

15.17 **Work in Excavations** *It is not anticipated for any major/deep excavation works for this project. There are requirements for some Excavation/underpinning works and the risk assessments & Safe system of works will be implemented.*

15.19 **Mobile Plant on Site** - It is the responsibility of the Project/Site Manager to ensure that all plant used site is operated by trained and authorised drivers and that, where appropriate, the plant is in date for statutory examination. Wherever possible traffic routes are to be planned to ensure that plant and pedestrians are separated. High visibility clothing is to be worn by all personnel on site whenever mobile plant is on site.

15.20 **Health Surveillance** - Whilst it is not envisaged that GK Interiors Limited employees will be involved in activities requiring medical surveillance it is possible

that certain contractors employed by the company may need to establish health monitoring procedures for their activities. Examples may include painting contractors using or stripping lead based products or the like. In cases of doubt assistance should be sought from the health and safety manager.

Where such activities occur that may pose long-term health risks to operatives or others then the risks should be addressed in accordance with the hierarchy of risk control i.e.:

- Eliminate – the task
- Change - the method of work
- Adapt – the work to suit the situation
- Use mechanical aids
- Use personal protective equipment

Site/Project Managers will ensure that where such activities must be carried out safety method statements clearly set out procedures for assessing, monitoring and providing medical surveillance for the affected workforce. Pre-selection processes must ensure that contractors undertaking such works are fully conversant and competent in these procedures and have allowed sufficient resources to carry out the work correctly.

Communication and liaison between client and others

A schedule of Client, design and project review meetings will be agreed prior to works commencing and such meetings will subsequently be held on a regular basis. These are indicated with anticipated dates on the Construction Programme.

The project meetings will all have H&S as an agenda item and be attended by the appropriate parties, e.g. Principal Contractor's site manager; Principal Contractor's safety representative; sub-contractors as required; client representatives; project manager; designers; etc.

These meetings, together with all agreed actions and closure dates to be met key parties, are to be recorded and the minutes circulated to all relevant parties

Emergency procedures and means of escape

- The Site Management will ensure that emergency escape routes are maintained throughout the works and that where these are affected during the course of the works alternative routes are established and promulgated before such works proceed.

Restricted access areas and their control measures

Restricted areas are all the non-construction site areas and the neighbouring properties.

Areas designated as “confined spaces”

Confined space entry is classified as a ‘high risk’ activity. No operative may proceed with any entry into a confined space until the Site Manager has agreed the Safe System of Work, which must be controlled by a permit to work system.

All persons entering a confined space shall be appropriately trained and competent. It shall be for the Site Manager to ensure that oxygen monitoring is carried prior to and during works and that full recovery equipment is available for the recovery of any individual who may become trapped within the confined space.

Spaces that may be deemed to be “confined” in the context of the regulations and the work taking place may not be immediately apparent. Careful consideration will be made to ensure that any such locations are identified and appropriate safe systems of work implemented.

In some circumstances, self-contained breathing apparatus may be required. This may only be worn by suitable qualified and trained personnel. Complete evidence of such training and of equipment maintenance/test will be provided.

Smoking and parking restrictions

GK Interiors has ensured to comply with current No Smoking legislations. Therefore, within the site boundary it is classified as no smoking. Smoking is only permitted in the designated areas such as on the public footpath.

There is no parking available within the site area. There are limited Public parking facilities adjacent to Site.

There is limited number of parking bays available which are paid parking located within the site vicinity.

SECTION 16: ACCIDENT REPORTING AND INVESTIGATION

Accident details, however trivial they may appear, will always be recorded by means of the internal reporting procedure.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (**RIDDOR 2012**), require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the relevant enforcing authority. Any such incidents or accidents will be reported by the Health and Safety Manager.

The Project Director / Contracts Manager will carry out these duties in the absence of the Health and Safety Advisor.

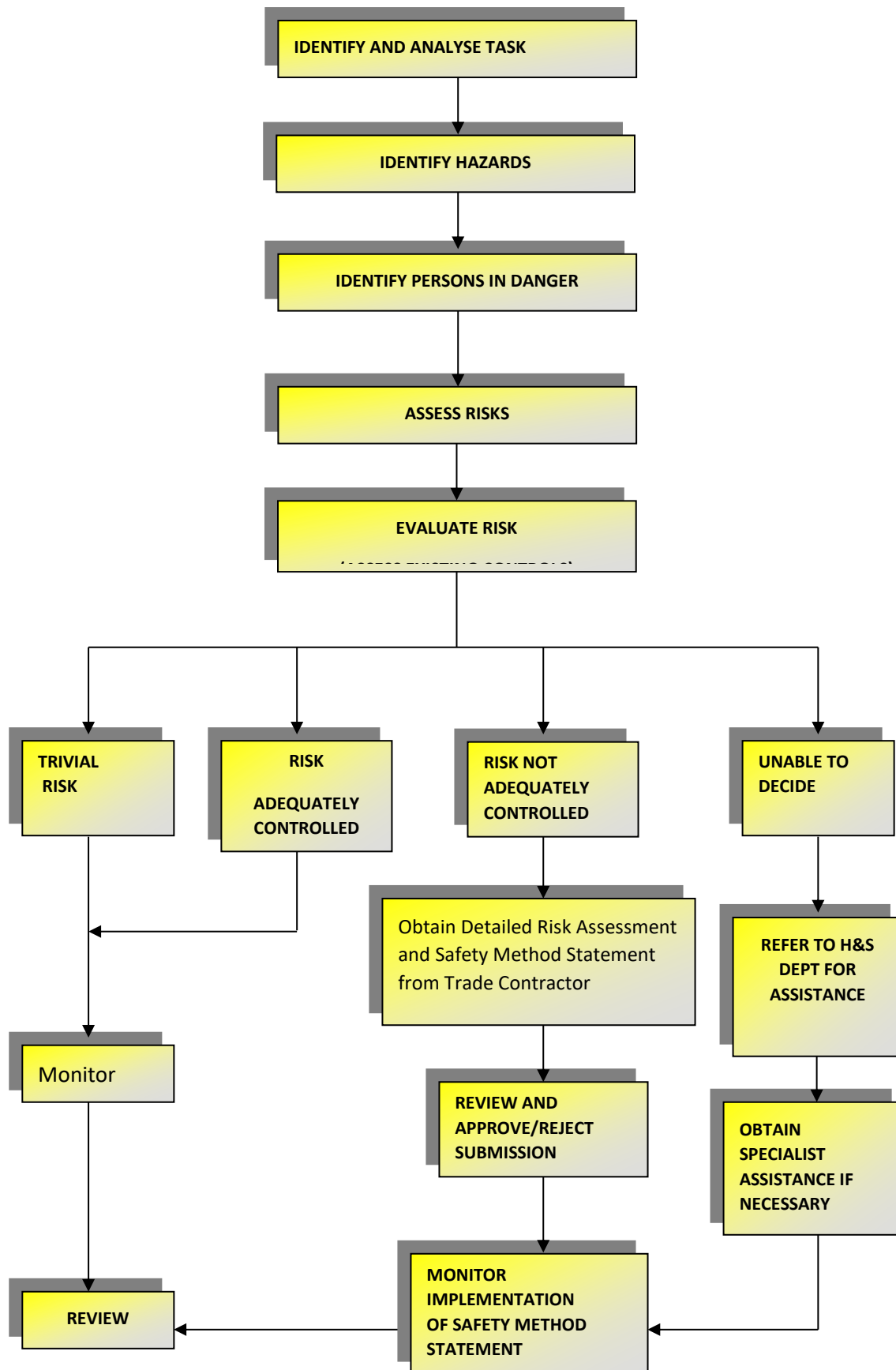
The person in charge of the work must report to the Health and Safety Advisor all injury accidents, near misses or dangerous occurrences.

The Health and Safety Advisor will hold **documentation** for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the Company will be kept for record purposes.

The Health and Safety Advisor will instruct external health and safety consultants to carry out **investigations** of serious accidents and dangerous occurrences independently of any internal investigations.

All accidents will be considered Health and Safety 'failures' with lessons to be learnt from them. Additional control measures identified as necessary to prevent recurrence will be applied across the Company not just the affected site and all staff will be obliged to adopt such procedures.

SECTION 17: RISK ASSESSMENT PROCEDURES



RISK ASSESSMENT	DATE:
	PROJECT: ORIGINATOR:
ACTIVITY OR PROCESS	HAZARD

LIKELIHOOD:

High = Certain or near certain to occur
Medium = Reasonably likely to occur, cannot be reasonably discounted.
Low = Unlikely to occur

SEVERITY:

High = Fatality, Major Injury resulting in long term disability or illness
Medium = Injury or illness causing short term disability
Low = Minor injury or illness

LIKELIHOOD	H	3	6	9
	M	2	4	6
	L	1	2	3
		L	M	H
		SEVERITY		

ASSESSMENT RESULTS:

Score = 1 Activity is Low Risk no further measures required.
Score = 2 Activity should be controlled by normal controls and procedures.
Score = 3-4 Specific safety method statements required for activity. Standard procedures and controls may be adequate but **MUST** be specifically assessed in relation to this task.
Score = 6 Specific safety method statements to be submitted. Controls clearly defined supervision and monitoring procedures to be implemented at all times.
Score = 9 These works are not to be undertaken without consultation. The risks posed are such that priority must be given to altering the design or method of construction.

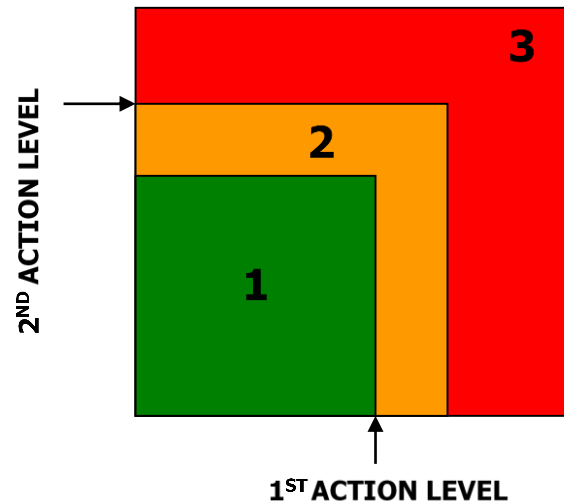
PROPOSED CONTROL MEASURES:

MONITORING

Are controls effective?
Are safe systems of work being followed?
Do they need further review?

NOISE ASSESSMENT	DATE:
	PROJECT:
	ORIGINATOR:
ACTIVITY OR PROCESS	HAZARD

Zone 1 Acceptable Noise Levels, no action required. Zone 2 Noise exceeds 1st action level (unable to hold normal conversation at 2mtrs). Ear defenders must be provided if requested. Zone 3 Noise exceeds 2nd action level. Area must be made 'Ear Protection Zone' limit time of any individual exposure, avoid other activities in the same area.
--



Noise measurement involves calculation of noise and duration of exposure. This will not always be practicable especially for short duration works. Managers should always err on the side of caution; if in doubt instruct the use of ear protection. For longer term works noise activated signs can be made available. Particular attention must be paid to those, other than the operatives carrying out the work, who may be exposed to sound and vibration from the activity. They may face a greater exposure in the longer term. Ensure these individuals are also provided with suitable protection or preferably allocated work elsewhere for the duration of the noisy activity.
PROPOSED CONTROL MEASURES:
MONITORING: Are controls effective? Are safe systems of work being followed? Do they need further review?

Manual handling operations record

Mark boxes as appropriate. Every activity must be marked

Company		Project/premises		Activity			
Materials to be handled		Hazardous contents		Locations			
Can manual handling be eliminated?							
TASK	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐	LOAD	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐	ENVIRON	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐	PERSON	YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐ YES ☐ NO ☐
Control measures							
Assessor		Received by		Date			

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SECTION 18: SAFETY METHOD STATEMENTS PROCEDURES

All contractors are required to undertake risk assessments in accordance with the Management of Health and Safety at Work regulations (MHSWR 1999) evidence of this will be required. For anything other than low risk activities (as agreed by GK Interiors Limited) safety method statements must be submitted, all orders and sub-contracts are placed subject to these being satisfactory. Failure to undertake this process is a breach of statutory duty and places all involved at risk of criminal prosecution.

To assist the following schedule will be advised to contractors to ensure that safety method statements are adequate for their intended purpose.

METHOD STATEMENT/RISK ASSESSMENT

Method Statements will be required ***prior to the issue of the sub-contractor order*** and must include:

- a) Description of Works
- b) Sequence of Works
- c) Supervising Arrangements
- d) Control/Monitoring arrangements
- e) Schedule of Plant and Operator Training
- f) Personal Protective Equipment (e.g. dust masks, goggles).
- g) Protection of Third Parties (e.g. public).
- h) Environmental Protection Controls (e.g. dust and waste controls)
- i) First Aid Facilities
- j) Emergency Procedures directly related to your works
- k) Temporary access requirements directly related to your works.

Each trade contractor must submit risk Assessments and Method Statements before commencement of works; these must be submitted in time to permit an adequate review of their content. These will then be assessed against the standard pro-forma, unsatisfactory method statements will be returned for amendment. Work will not be allowed to commence until a safe system of work is agreed.

Contractors will be monitored to ensure that these risk assessments and method statements are made known to their workforce prior to commencement of the relevant task.

All safety method statements will be assessed by the site/project manager prior to works commencing and the findings logged on the evaluation form below. These forms should be attached to and filed with the safety method statement.

SITE METHOD STATEMENT EVALUATION

Project: *GKI-48-52 IA-CP01*

Document Ref No:

Document submitted by:

Contractor:

Specialist Discipline:

Evaluation of:

**The method statement is returned for reconsideration*/accepted*
(*delete as applicable)**

Next action:

Assessed by:

Date:

	TEST	YES	NO	IN PART	N/A
1	Task/process and area of specialisation				
2	Sequence of Work				
3	Supervisory arrangements				
4	Monitoring arrangements				
5	Schedule of plant				
6	Reference to occupational health standards?				
7	First aid				
8	Schedule for personal protective equipment				
9	Schedule of arrangements for demarcation				
10	Controls for the safety of third parties				
11	Are the assessed high risks or safety critical phases identified with controls specified?				
12	Emergency procedures				

SECTION 19: FIRE AND EMERGENCY PROCEDURES

SITE FIRE SAFETY PLAN ATTACHED

General Fire precautions

- Means of escape will be provided from the construction site. It is anticipated to maintain at least at least two escape routes in different directions and maximum travel distances shall be as detailed in Table 1 of HSG 168. Escape routes shall be properly maintained, kept free of obstruction and indicated by proper signs according to the Health and safety (Safety Signs and Signals) Regulations 1996 or BS 5499: Part1.
- Assembly points are identified on the Site Plan in a place of safety with clear unobstructed access from the site.
- **The Assembly Point is on the opposite car park across the access gate on Openshaw way**
- A suitable means, such as Wireless Alarm, Rotary Alarm bell or Air Horns, of raising the alarm will be provided on the site. The operation and effectiveness of the system shall be routinely checked and tested by a responsible person. Where manual systems have to be used they must be audible throughout the site. The site Manager will carry out Fire Drill on the regularly basis.
- Fire extinguishers are provided on the site, the number and type being dependent upon the fire hazard but typically two each of 9l water or foam and 1.1kg CO2 on each floor. Extinguishers shall conform to BS 5423:1987 or BS EN 3:1996 and are regularly checked and maintained. Certificate in the Site Office.
- Emergency lighting will be provided throughout the site for fire escape routes. It will be routinely checked and tested by a responsible person.
- Internal screens shall be constructed in accordance with the requirements of fire spread

1.0 EMERGENCY PROCEDURES

- 1.1 In the event of a fire sound the alarm at one of the fire points and follow the action notice. This is displayed at prominent locations. **PLEASE READ IT.**
- 1.2 Escape routes and Fire Brigade access will be inspected weekly to ensure they are maintained.
- 1.3 In the event of a fire or other emergency the site management should be informed who will call the fire brigade or other emergency service. If no members of the management team can be found call

DIAL 999

AND ADVISE THAT THERE IS

AN INCIDENT AT THE

GK INTERIORS LIMITED CONTRACT SITE Located at

48-52 Leys Avenue

Letchworth Garden City

SG6 3EQ

Set Off the Alarms: GKI Office, On site, Clear the Building

Take the Signing In Book with you if Possible to the "Muster Point"

Wait Outside at the Muster Station for the Services to Arrive

- 1.4 All personnel are to muster in the pre-designated area. The Project manager will carry out a role call to check that all those who have signed in are present. It is in the interest of your own safety to sign in.

2.0 FIRE PREVENTION

- 2.1 All site personnel must comply with the site fire plan at all times.
- 2.2 The site manager will carry out or appoint a member of the site team to undertake the role of fire marshal.

The Fire Marshall: TBC

- 2.3 The fire marshal will undertake a weekly inspection of the project to ensure the fire plan is fully complied with; this inspection will include a check on
 - ❖ The build-up of combustible materials
 - ❖ Location and readiness of the fire points

❖ The maintenance of escape routes

This inspection will also include a test of the designated means of raising the alarm.

2.4 Materials may be stored in designated areas only. Storage of combustible materials inside the Buildings will be restricted to reduce the fire loading.

2.5 The use and storage of volatile flammable materials must be agreed prior to commencement on site i.e. LPC, Solvents, Acetylene and Oxygen.

Storage of these materials must NOT be within the Buildings or storage containers.

2.6 Waste exchanged regularly. Each contractor must clear his debris on a daily basis.

Do not allow rubbish to accumulate.

2.7 The construction sequence, where reasonably practicable, will allow installation of compartment walls, smoke vents, and external fire hydrants as early as possible.

3.0 REDUCING IGNITION SOURCES

3.1 Smoking is not permitted on site.

3.2 Bonfires are not permitted on site.

3.3 The use of plant and storage of fuels is to be agreed prior to commencement on site. Bulk storage tanks are to be locked and banded and located externally. Maintain all plant properly.

3.4 The use of oxy-fuel equipment and LPG is to be agreed prior to commencement on site.

- This must be used only by trained personnel
- Cylinders must be secured upright
- Regulators, non-return valves, flashback arrestors must be installed and maintained and maintained

All cylinders whether full or discharged must be stored in locked cages when not in use. Contractors using cylinders may not deliver these to site until the storage cage is available for use.

3.5 A hot works permit to work will be issued for any work generating:

- Heat
- Sparks
- Flames

GK Interiors Limited will issue these to individuals and individual contractors.

3.6 Temporary electrical systems are installed and maintained by qualified electricians. Do not tamper with any electrical equipment.

3.7 A fire watch will be incorporated with the management patrols.

4.0 FIRE PRECAUTIONS

- 4.1 The building will have designated and signed escape routes; these must not be obstructed.
- 4.2 Fire points incorporating firefighting equipment and alarms are located around the site.
Make sure you know where they are.
- 4.3 In the event of fire assemble at muster point.

5.0 TEMPORARY ACCOMMODATION

- 5.1 The Site Accommodation is located in prefabricated units in the contractor's compound at the front and rear of site. Each unit will have suitable Firefighting equipment with means of warning system. These must be inspected & maintained regularly by Site management & annually by competent independent company.

If the site accommodation is located inside the existing building. Each accommodation unit has fire-fighting equipment, which is inspected and maintained by an independent company.

All units have means of escape. Any Contractors units will be similarly located and equipped.
- 5.2 A Fire Point is located in the site accommodation.
- 5.3 Parking on site is not allowed.

SECTION: 20 The Client's Health and Safety File

20.1 Layout and Format of the File

The Health & Safety File will be compiled by the Principal Designer with reference to the following Operating & Maintenance manuals compiled by GK Interiors Ltd and incorporating information obtained from all relevant contractors and employed designers.

The Principal Designer will liaise with Client, designers, Principal Contractor; GK Interiors Ltd and other contractors to obtain the necessary information for future construction, cleaning, maintenance, operation, alterations, refurbishment or demolition future works to be carried out safely. The client or future owners of the property will retain and updated the Health & Safety file as & when necessary as it is valuable & useful document.

The layout and format of the Health and Safety File will be in accordance with the instructions of the Principal Designer. The File is prepared for the Client under regulations 17, 18, 19, & 20 of the Construction (Design and Management) Regulations 2015.

The layout and format of the File will generally follow the guidance established at Appendix 3 to the Approved Code of Practice and Guidance in the HSE publication ACoP

144 – Managing Health and Safety in Construction. However, the PD can request the format of files to be sent.

GKI will provide such information as may reasonably be required by the Principal Designer for inclusion in the Health and Safety File.

Title: **Volume 1**

(General Building Manual)

Comprises information provided by the Principal Contractor incorporating as built information, drawings, specifications, warranties, certificates etc. the information should be checked for technical accuracy by the designer prior to issue.

The file will also include as built architectural and structural drawings and specifications.

Title: **Volume 2**

(Electrical Services Operating & Maintenance Manuals)

Comprise as built drawings, specifications and test records for electrical installations.

The information should be checked for technical accuracy by the designer prior to issue.

Title: **Volume 3**

(Mechanical Services Operating & Maintenance Manuals)

Comprises as built drawings, specifications and test records for mechanical installation.

The information should be checked for technical accuracy by the designer prior to issue.

Title: **Volume 4**

(Specialist Installations Operating & Maintenance Manuals)

Comprises as built drawings, specification and test records for any specialist structures, fittings or installations appropriate to the project e.g. specialist gas installations, data installations.

The information should be checked for technical accuracy by the designer prior to issue.

20.2 Arrangements for the Collection and Gathering of Information to be Included in the File

Where a Health and Safety File already exists, GKI will obtain a copy from the Client or the Principal Designer. This information will be used in selecting methods of operation. Throughout the contract the Health and Safety File will need to be updated and on

completion of the contract the completed File will be returned to the Client via the Principal Designer, to retain for future use.

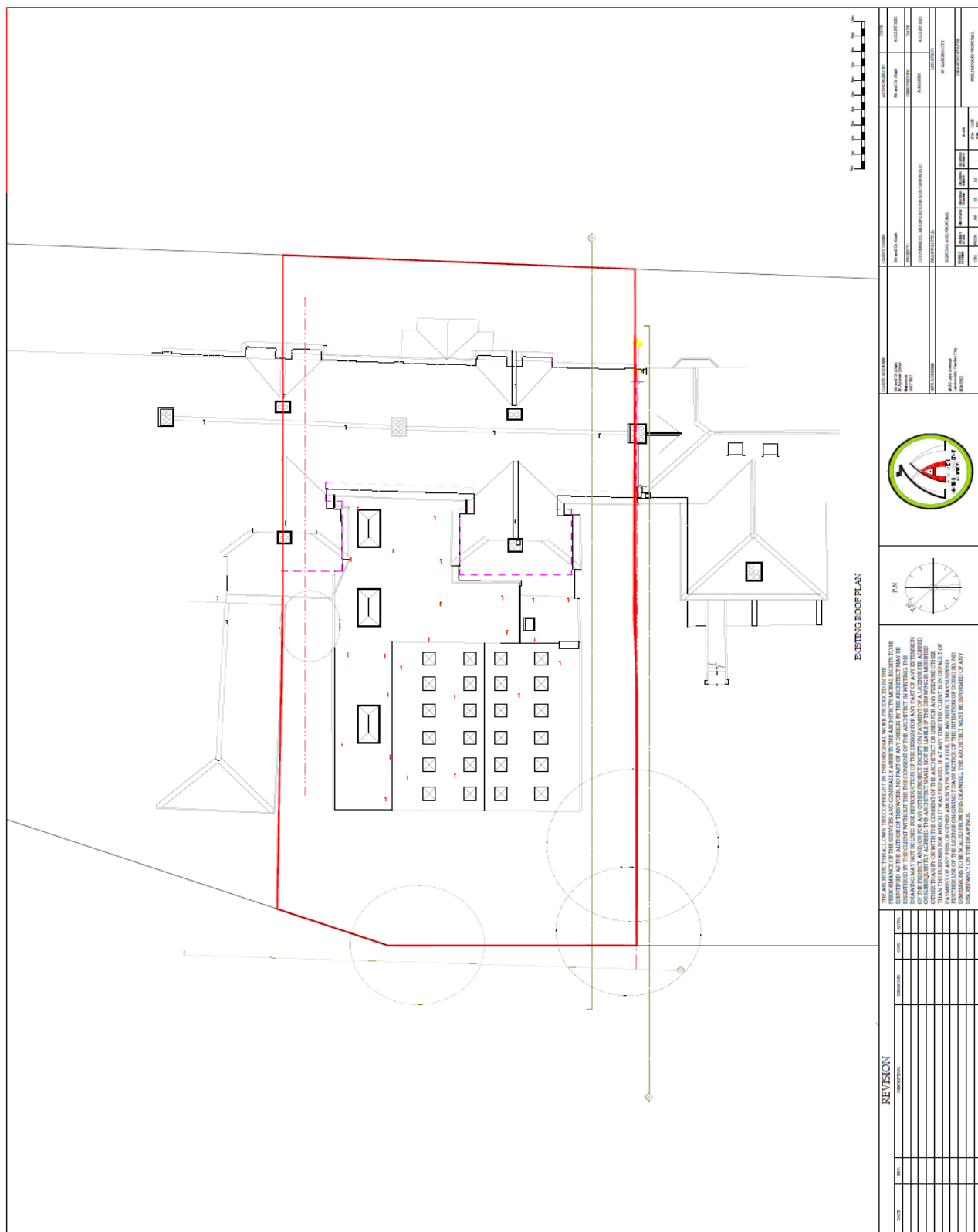
GKI recognises the duties and responsibilities required under the Construction (Design & Management) Regulations 2015. The Client (in appointing the Principal Contractor to co-ordinate health & safety activities on site) will require that an adequate health and safety plan be prepared for the management of health and safety during the construction phase.

The Principal Contractor must prepare information for the Client Health & Safety File which is to be sent to project Principal Designer.

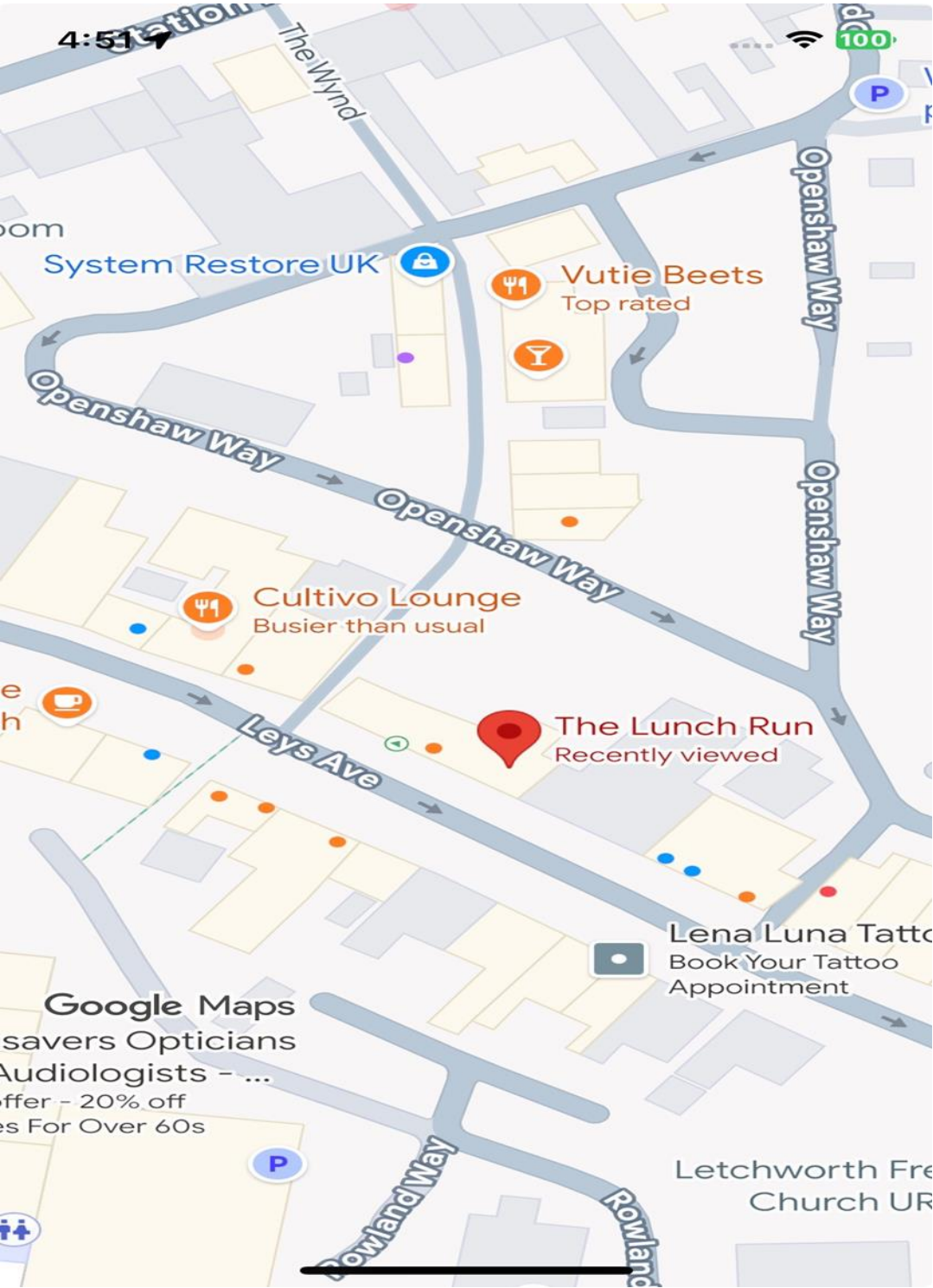
20.3 Storage of Information

The information supplied will be in accordance with Contract Specification and may include both 'hard copy' and electronic format.

SECTION 21: APPENDIX



21.2 APPENDIX B Site Logistics Plan



Appendix D: Accident Report Form

PERSONNEL ACCIDENT REPORT FORM

NB: This form to be completed and returned to the Safety Consultant for each and every accident or dangerous occurrence.

Division/Dept (if applicable)

Contract

Full name and address of injured person (IP)

.....

Occupation of IP.....Age of IP

Employed by (state if self-employed or under training)

Trade of sub-contractor (where applicable)

Particulars of Accident

Date and time of accident

Exact place where accident happened

What was IP doing at time of accident?

Did IP cease work..... First Aid or hospital treatment?

Time lost (state if IP is still off work)

Brief Description of accident, giving dimensions where applicable

.....

.....

.....

Details of tools, equipment, plant or machinery

.....

What protective clothing/equipment was being worn/used by IP?

Nature of injury and part of the body injured, e.g. punctured foot, hand, broken leg

Contributory Factors

Unsafe system of work YES/NO *.....

Lack of training/supervision etc. YES/NO *.....

Environmental Conditions (wind/rain/ice etc) YES/NO *.....

State of equipment (faulty brakes, damaged lifting gear etc) YES/NO

Housekeeping (untidy access, nails in timber, etc) YES/NO

Other

* Delete as appropriate and give details

Names and addresses of witnesses
.....
.....

If reportable:
 Date and time HSE informed by telephone
 Date Form F.2508 sent

Preventative action taken or proposed

Signature of Site Agent or Manager..... Date

ACCIDENT RECORD

RECORDS OF SITE HEALTH & SAFETY INSPECTIONS

RECORD OF TRAINING PROVIDED

(Including Induction Training)

CIP Code: ROITRAIN

RECORDS OF INSPECTION

(Provision & Use of Work Equipment Regulations 1998)

CIP Code: ROIPUWER

RECORD OF PROTECTIVE EQUIPMENT ISSUED

CIP Code: ROIPPE

REPORTS OF INSPECTION

(Work at Height Regulations 2005 / Construction (Design & Management) Regulations 2015)

CIP Code: ROIF911

REPORTS OF THOROUGH EXAMINATION AND INSPECTIONS

(Lifting Operation And Lifting Equipment Regulations 1998)

CIP Code: ROILOLER

LIFTING PLANS

SITE INDUCTION SHEET

FIRE RISK ASSESSMENT

TEMPORARY WORKS DESIGN

TRAFFIC MANAGEMENT PLAN, VEHICLE & PEDESTRIAN

ROADS ORDER

