

CONSTRUCTION ENVIRONMENTAL MANAGEMENT PLAN:

PROJECT:

133-135 COMMERCIAL STREET, NEWPORT, NP20 1LY

CLIENT:

PROPERTY INDEX PORTLAND HOUSE, 113 - 116 BUTE STREET, CARDIFF BAY, CARDIFF
CF10 5EQ

PRINCIPAL DESIGNER:

CDM CONSULT LTD, 1 ISOBEL COURT
RISCA, CAERPHILLY
NP11 6JH

COMMENCEMENT:

End of May 2025

DURATION:

35 Weeks

COMPLETION:

TBC

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AUTHOR: DJ/CS

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INTRODUCTION:

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) & (2) and is set out as appendix 3 in the HSE Guidance document, Managing Health & Safety in Construction, (L153).

The Principal Contractor hereinafter referred to as PropertyIndex Construction will:

- Address the health & safety issues likely to be involved in the management of the construction phase.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.
- Provide contractors with the necessary information about the project that they need to carry out their work safely and without risks to health.
- Facilitate the co-ordination, co-operation, and communication between contractors on the site.
- Provide information on any temporary works.
- Confirm the Fire Safety Plan (TBC)
- The proposed Traffic Management Plan is contained in section 3.13 of this Construction Phase Plan

The purpose of this document is to record the proactive and reactive arrangements in place for effective management of a construction site necessary to reduce the threat of injury to an acceptable level.

This can only be achieved if all control and arrangements are effectively communicated and understood by all personnel including Subcontractors and stakeholders associated with the project.

The responsibility for compiling and updating this document rests with the Construction Manager supported by the PropertyIndex Construction health and Safety Consultants.

Planning for safety must be an integral part of overall preparation and budgeting for the efficient running of construction projects. Clear procedures and standards must be laid down at the start and adequate resources, in terms of time, materials and money must be committed to the prevention of injury.

All the contents contained within this document have been put together in conjunction with the Client's Pre-Construction Information and Designers Assessments of the Risk associated with the Construction Works. The contents of the CPP and associated documentation is available for inspection to anyone working on this site. Copies of CPP and associated documentation can be obtained in writing from the Construction Manager, however where such documentation is being used for incident investigation or is being investigated by the enforcing authorities then the request should be made to the Head of Health and Safety at CDM Consult Limited: Nathan Williams.

This Construction Environmental Management Plan will also compliment and conform to the Clients established Health and Safety arrangement for the site and will be reviewed at least every three months or when significant changes occur.

1.00 PROJECT DESCRIPTION INCLUDING ANY SPECIAL REQUIREMENTS:

Input details about the Project, consider the following headings:

The proposed works consists of the proposed mixed use development at 133-135 Commercial Street, partial demolition of ground, first and second floor; retention and extension of existing ground floor units; conversion of remaining retained floorspace for residential use; erection of rear extension for residential use; and general refurbishment

The site is located at 133-135 Commercial Street, Newport

Phase 1 – Demolition and development to commence End of May 2025

Phase 2 - Construction

Construction Period: 33 Weeks

Pre-Commencement Conditions /Programme Approvals (TBC)

“Construction Environmental Management Plan: No development shall commence, until a Construction Environmental Management Plan (CEMP) has been submitted to and approved in writing by the Local Planning Authority. The approved CEMP Shall be adhered to throughout the construction period and should include details of”:

- i) The parking of vehicles of site operatives and visitors.
- ii) Loading and unloading of plant and materials.
- iii) Storage of plant and materials used in constructing the development.
- iv) The erection and maintenance of security hoarding, including decorative displays and facilities for public viewing, where appropriate.
- v) Wheel washing facilities.
- vi) Measures to control and mitigate the emission of dust, smoke, other airborne pollutants and dirt during construction.
- vii) A scheme for recycling and disposing of waste resulting from demolition and construction works.
- viii) Hours of construction.
- ix) Lighting.
- x) Management, control, and mitigation of noise and vibration.
- xi) Odour management and mitigation.
- xii) Diesel and oil tank storage areas and bunds.
- xiii) How the developer proposes to accord with the Considerate Constructors Scheme (www.considerateconstructorsscheme.org.uk) during the course of the construction of the development.
- xiv) A system for the management of complaints from local residents, which will incorporate a reporting system.

xv) Measures to minimise the impact on air quality, including HGV routes avoiding Air Quality Management Areas and the avoidance of vehicle idling.

Working Times:	Monday – Friday	08.00 – 18.00
	Saturday	08.00 – 13.00

No works to be carried out on Sundays or Bank Holidays

Nuisance:	Necessary precautions to be taken to prevent nuisance from noise, smoke, dust, rubbish, vermin, and other causes. All public foot paths must be fenced off from the site and kept clear at all times.
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1.1 Contacts Details

Post:	Organisation:	Person:	Phone No:	Email Details:
Client	PropertyIndex	Chris Spiteri	Mob:07872 329302	c.spiteri@propertyindex.co
Architect	Jamatek Design Studio	Daheer James	Mob: 07872 329302	daheer@jamatek.co.uk

1.2 Reference Documentation:

All Pre-Construction Information will be provided to the Site Foreman in advance of the works. Any additional information will be added to the Property Index Construction Ltd. Site Safety File to ensure it is available to the Site Foreman.

2.00 MANAGEMENT OF THE WORK:

PROPERTYINDEX CONSTRUCTION
 Director/ Project Manager - Chris Spiteri
 Project Manager on site – A Goulding

PROPERTYINDEX CONSTRUCTION
 Site Manager/ Foreman Keiran Edey

CDM Consult Ltd

ARCHITECT/DESIGNER
 Jamatek

2.01 Roles and Responsibilities

PropertyIndex Construction objective is to achieve excellence in occupational health, safety, and welfare, not only in respect to its employees, but also in relation to all suppliers, sub-contractors, client staff, the public and any others who are involved or affected by our activities.

Project Director

Health and Safety responsibilities are to ensure that:

- All levels of management and employees understand the requirements placed upon them by the company's Health and Safety policy for the prevention of injury, ill health, and damage; information must also be shared with all sub-contractors.
- All levels of employees receive adequate and appropriate training in their tasks.
- The relevant legislation is complied with in all the Company's areas of operation.
- Sound working practices are observed.
- Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health, and damage.
- Health and safety activities are co-ordinated between all Contractors working on the same site.
- All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a recurrence of the accident or incident.
- Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents.
- Liaison with external safety and health organizations is instigated.
- Pertinent information is distributed throughout the Company.
- Adequate funds are made available to meet the requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- Provision is made at all meetings, including board meetings, for discussing health and safety.

Project Manager

Health and Safety responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and accept the allocated responsibilities.
- The following are addressed at the planning stage.
 - The most appropriate order and method of work
 - The provision of adequate lighting
 - Allocation of responsibilities with other Subcontractors on site
 - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
 - Facilities for sanitation and welfare.
 - The provision of fire precautions.
 - The Provision of first aid facilities.
- Written method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- All financial decisions contain sufficient funds to allow for safe methods of work and the provision of sufficient welfare facilities.

- Tasks/packages are only let to companies/ organizations who have been assessed and are able to demonstrate health and safety competence.
- All materials selected will be the least hazardous. Where hazardous (COSHH) materials / products are by justifications selected the Manufactures Safety Data Sheets are provided to enable a COSHH Risk Assessment to be carried out.
- The precautions and work methods are checked with Trade Contractors prior to commencing work.
- Work is carried out as planned and the relevant legislation is complied with on site.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- All information relating to the health and safety, or the occupants is transmitted to them.
- All Audit Actions are correctly closed out and in a timely manner.

Construction Manager

Health and Safety responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and accept the allocated responsibilities.
- The requirements of this Construction Phase Plan are adhered to, and the documentation system is properly administered.
- Written risk assessments and method statements are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- The site is organized that work is carried out to the required standard with the minimum risk to personnel, equipment, and materials.
- Responsibilities are correctly assigned and accepted.
- Appointed persons are competent and accept their responsibilities.
- Plant and equipment are operated only by competent personnel.
- Ensure that Subcontractors have the necessary level of first aiders and first aid equipment before starting work and monitor their compliance.
- The work methods and precautions are checked with Subcontractors prior to commencing work.
- The legal requirements are observed on site and that all registers, records, and reports are in order.
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- All repairs to plant on site are carried out in the proper manner.
- The electricity supply is installed and maintained so as not to present a risk to operatives and equipment.
- The site is kept tidy.
- Arrangements are implemented with other Subcontractors to avoid any confusion about areas of responsibility.
- All materials purchased are accompanied by health and safety data sheets.
- All hazardous materials are correctly marked, stored, handled, and used.
- The required personal protective equipment is issued and used correctly.

Trade Package Manager

Health and Safety responsibilities are to ensure that:

- They understand the Company's Health and Safety Policy and accept the allocated responsibilities.
- The requirements of this Construction Phase Plan are adhered to, and the documentation system is properly administered.
- The site is so organized that work is carried out to the required standard with the minimum risk to personnel, equipment, and materials.
- Responsibilities are currently assigned and accepted.
- Ensure that Subcontractors have the necessary level of first aiders and first aid equipment before starting work and monitor their compliance.
- The work methods and precautions are checked with Subcontractors prior to commencing work.
- The legal requirements are observed on site and that all registers, records, and reports are in order.
- Provisions are made for the delivery and stacking of materials to avoid unnecessary handling.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- The site is kept tidy.
- Arrangements are implemented with other Contractors to avoid any confusion about areas of responsibility.
- All hazardous materials are correctly marked, stored, handled, and used.

Health and Safety Manager

Health and Safety Responsibilities are to:

- To provide support and guidance on all Health and Safety matters to the Project Management Team.
- Conduct monthly site audits of the site's safety management system and an inspection of the construction site learning, including reporting to the Client and enforcing authorities.
- If requested, assess method statements, and provide general health and safety guidance.
- If requested, attend meetings regarding health and safety.
- If requested provide health and safety training to both management and staff.
- Take immediate action on any areas of unsafe activities or practices and escalating, as necessary.

First Aider's

Health and Safety responsibilities are to:

- Ensure that a First Aid box is available, correctly stocked and location known by everyone.
- Carry out First Aid as and when necessary, in accordance with your training.
- Ensure that all injuries are reported to PropertyIndex Site Management and record on an PropertyIndex Construction Injury Record Sheet. A copy will be handed to the injured person, or representative with original sent to PropertyIndex Construction H&S Department.

Subcontractor

Health and Safety responsibilities are to:

- Comply with all the requirements of this Construction Phase Plan and are to provide copies of their Health and Safety Policies and other documentation appertaining to health and safety that may be requested by PropertyIndex Construction.
- Ensure that where they are carrying out a design function permanent or temporary, they are to present those designs to the Principal Contractor for onward transmission to the Principal Designer in sufficient time to allow those designs to be considered by the design team prior to commencing. Any such design work shall be included in the information passed to the Principal Designer as part of the Health and Safety File.
- Ensure that their personnel, Subcontractors are competent, supervised at all times and comply with this Construction Phase Plan.
- Arrange with their Health and Safety Advisor to contact formal audits of their works after completing working 30 days on site and monthly thereafter.

Subcontractors Supervisors

Health and Safety responsibilities are to:

- Ensure that their own workforce are inducted, competent, understand the associated method statement / risk assessment and have the correct equipment to perform the task safely including PPE.
- Act as single point of responsibility for their own workforce, liaising with PropertyIndex Construction Site Management on any issues including work arrangements.
- Ensuring that their workforce are briefed daily, monitoring that they work safely.
- Report immediately to PropertyIndex Construction Site Management any Incidents – Significant, Minor Injuries or Near Misses that they or their workforce are involved in or witness.
- Be familiar with PropertyIndex Construction arrangements through this document and ensure that their workforce fully understand their responsibilities.
- Ensure that any H&S information cascaded down to them from PropertyIndex Construction is effectively communicated to their workforce.
- Conduct regular toolbox talks appropriate to the tasks being performed. Signatures of attendance and acceptance to be held on file, for inspection by PropertyIndex Construction.
- Ensure that they attend PropertyIndex Planned site meetings.

Temp Works Co-ordinator

Health and Safety responsibilities are to:

- Understand their responsibilities as defined in HS07 Temporary Works Procedure
- Ensure that the requirements of this Construction Phase Plan and HS07 Temporary Works Procedure are adhered to and the documentation system is properly administered.
- That all temp works are co-ordinated with permanent works and has been designed by the Subcontractor to ensure strength and structural adequacy (including foundations and lateral stability)
- Ensure that a system in operation for all Temp Works to load and dismantle the Temp Works and keep the Temp Works Register TWP01 up to date, so that it reflects the status of all temp works on the site.
- Where applicable liaise with Subcontractors Temp Works Supervisors.
- The Legal requirements are observed on site and that all registers, records, and reports are in order.
- Set a good example by using the appropriate personal protective equipment whilst on site

Mechanical and Electrical Services Co-ordinator

Health and Safety responsibilities are to ensure that:

- Suitable and adequate information is acquired and provided to relevant parties on the type of electrical system/ equipment to be worked on and conditions which may affect the works.
- They advise the project team on the adequacy of assessments of the work and working environmental by sub-contract companies.
- Subcontractors employed to carry out electrical works have suitable and appropriate documented Safety Rules and Procedures in place for the specific type of works to be carried out. Further guidance can be obtained from three British Standards – BS 6423, BS 6626 and BS 6867.
- They issue and/or receipt and authorisation of safety documents such as permits-to-work where required.
- Justification reports for any “Live” electrical Working are received and reviewed with the site team where required.
- They advise the project team on the competence of Sub-contractors to be employed to carry out works on specific systems or equipment.
- They advise the site team on the competency of persons, working on behalf of Subcontractors, required to supervise the work on or near to live systems.
- They assist in the review of mechanical and electrical Risk Assessments and Method Statements (RAMS) for the specific type of system or equipment to be worked on both on initial submission and on review of the system of works where required.
- Where applicable liaise with Subcontractors Mechanical and Electrical Managers and Supervisors.
- The legal requirements are observed on site and that all registers, records, and reports are in order.
- The person must be competent by way of training, qualifications and/or experience and knowledge of the system to be worked on.

Workforce – All Workers / Operatives

Health and Safety responsibilities are to ensure that they:

- Use the correct tools and equipment for the task.
- Use the protective equipment provided.
- Only use tools which are in good condition.
- Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisation.
- Warn new employees of known hazards.
- Report to management any areas of the site or work activity that appears to be unsafe.
- Report to management any near misses, injuries they have or witness.
- Refrain from horseplay.
- Do not abuse the welfare facilities.
- Co-operate with the Company on all aspects of health, safety, and welfare.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- Comply with the requirements of the Company’s Health and Safety Policy.
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Read and understand their method statements and risk assessments prior to starting work. Sign the statement to confirm their understanding.

2.2 Health and Safety Goals for the Project

PropertyIndex Construction has set the following goals for the project:

- Deliver the Project to the Clients satisfaction, safely and meeting planned deadlines.
- Providing good welfare, security, and work arrangements for the workforce.
- Protection and isolation of the Construction Work so it only involves Construction personnel.
- All Construction personnel to receive PropertyIndex Construction and Clients Induction and kept informed of site arrangements, including identified hazards.
- All injuries are reported, investigated to prevent re-occurrence.
- Promotion of a happy workforce by regular consultation and acting on issues raised.

2.3 Arrangements for Monitoring and Review of Health and Safety Performance

PropertyIndex Construction H&S Department are scheduled to conduct monthly site audits, which may change if the site achieves a low star (1-2) rated performance and therefore the site would then be audited every two weeks until performance improves. The scope will be the Site's Safety Management System, see AUD01, below. Details of performance and actions from the Audit are agreed with the Construction Manager and recorded online via PropertyIndex project folder. The Project Manager is tasked with closure of the Audit Actions with the following timescales:

- Red = Urgent Immediate action to be taken, likelihood of serious injury, work to cease until corrective action(s) in place.
- Amber = Immediate action to be carried out within the working shift to prevent likelihood of minor injury.
- Yellow = Corrective action to be applied within 5 working days.

At the next Audit any actions from the previous visits are reviewed for effectiveness and content of the closed Action. Where the Action is not correctly closed exceeds, it agreed timescales it will be escalated to red status. Where two consecutive Audits show Red items the Project / Construction Manager will be requested to attend the next Project Review meeting at the Property Index Head office and explain how they intend to improve H&S Performance on their site. Senior Management from PropertyIndex are required to carry out an audit of each site under their control on a monthly basis using AUD02, below. Results from the Audit are feedback to the H&S Dept for analysis.

PropertyIndex Site Management are required to formally carry out weekly site inspections, submitting originals to PropertyIndex Head Office using CPPE HSE Weekly Site Inspections sheet.

In addition, Subcontractors are to arrange with their competent H&S Advisor to audit their own works on a monthly basis once they have completed 30 working days on site. Copies of Subcontractors Site inspections / audits will be forwarded to PropertyIndex Construction Site Management. PropertyIndex Construction reserves the right to accompany Subcontractors on their site inspections / audits. Should Subcontractors fail to audit their own works then PropertyIndex will arrange to audit their works at their cost.

Subcontractors are required to submit to PropertyIndex Site Management the number of hours worked on the site on a monthly basis and to carry out Incident Investigations on any Incident that PropertyIndex Construction Site Management consider to be of a serious nature, so that sufficient Controls have been applied and that any Learning is shared.

2.4 Regular Liaison between Parties On Site

In ensuring co-operation and co-ordination between parties on site PropertyIndex Site Management has the following activities planned:

- Pre Commencement Meeting – The purpose of this meeting is to plan the works and to make the Subcontractors aware of the working environment and arrangements for them on site. Content of the meeting to follow Quality form QF_15 'Pre-Commencement Minutes'.
- Daily Activity Briefings (DAB's) or Night Activity Briefings (NAB's) where Subcontractors Supervisors are required to attend, prior to each shift commencing and should be in possession of a Risk Assessment / Method Statement for their work activity. The following shifts activity will be in possession of a Risk Assessment / Method Statement for their work activity. The following shifts activity will be discussed addressing any changes to the working environment or issues identified. Non-attendance would indicate that no work will be carried out. The template 'CPP25', below should be used by PropertyIndex Site Management to formally record the meeting. Where there is only one Subcontractor on site then CPP25 should be used to summarise the week's attendance of the DAB's. The following is typical of the subjects to be covered at the DAB's / NAB's:
 - Hazards on site (New) or worthy of a mention / discussion
 - Feedback from site inspections – External or Internal
 - Programme – Where are we, where is the focus? Milestones?
 - Quality of Workmanship
 - Environmental – Pollution, Spills etc.
 - Deliveries – Details of planned deliveries etc.
 - Plant / Equipment deliveries / Sharing of Plant
 - Disruptions – Crane Lift / Exclusion Zones etc.
 - Toolbox Talks / Safety Alerts / Injuries – Upon reflection, any learning.
 - Permit Requests
 - Additional Inductions Required?
 - Supervisors Feedback
 - AOB
- Where practicable, project specific health and safety meetings will be held on a regular basis, depending upon the site hazards but be at least monthly. All Subcontractors senior representatives are expected to attend.
- Where considered necessary by the Construction Manager an extra ordinary safety meeting will be held to discuss with Subcontractors and others concerned, issues, which are of a critical safety priority.
- Additional methods of communication will be instigated by the Construction Manager to ensure an adequate flow of on-site safety information reaches the workforce and these may include:
 - Method Statement briefings
 - Toolbox talks
 - Trade supplier / Manufacturer Safety Talks (Hilti, Speedy, etc)
 - Safety notices
 - Posters

Meeting:	Frequency:	Day / Time:	Who	Reason:
Pre-commencement	One - Off		Each Individual Subcontractor	Plan the Works and Communicate this Plan
DAB	Daily	09:00	All Supervisors	Co-ordinate work and communication of site info
Planning	Weekly	Friday 10.00hrs	Subcontractors Managers	Review the work for the following week

Scheduled Meetings

A number of regular planned inspection / audits are planned throughout the lifecycle of the project. A summary is provided below:

2.5 Consultation with the Workforce

PropertyIndex Site Management are encouraged to carry out engagement tours where they engage with the workforce discussing site issues with them. In addition where practically possible monthly meetings will be carried out with the workforce updating them on site performance and an opportunity to raise issues. PropertyIndex Management encourage all site personnel to report any Near Miss they witness or are involved in, so PropertyIndex Site Management can provide a safer working environment. Through the Daily/ Night Activity Briefings (DAB's / NAB's), Site Supervisors will feedback to PropertyIndex Site Management any issues their workforce raises and consult with them on how site safety can be improved. In addition, PropertyIndex has set up an email address where the workforce can feedback their opinion, suggestions regarding site safety:

2.6 Exchange of Design Information

Design information between the Client, Designers, Principal Designer and Subcontractors will be facilitated by the PropertyIndex Project Manager ensuring that all relevant information regarding design is communicated to all parties involved in the project. Project meetings and Health and Safety meetings shall be the principal media for the transfer of design information.

2.7 Design Changes During the Project

All Subcontractors' design proposals (permanent or temporary works) will be presented to the Principal Designer with sufficient time for these to be considered by the design team before those works commence.

The Principal Designer shall be informed immediately upon an event happening which creates a significant hazard to people or the adjacent premises or which would require a significant change to the design and resource requirement to complete the work.

The Project Manager shall be the hub of all communications between the various parties. In his absence the Construction Manager shall ensure that each party involved is made aware of any change, thus minimizing delay and reducing any exposure to risk.

2.8 Selection and Control of Subcontractors

Subcontractors working for PropertyIndex Construction are assessed through a web portal – using a Pre -Qualification Questionnaire managed by PropertyIndex Construction.

Once approved their performance (KPI's) are monitored by PropertyIndex Site Management and additionally through the monthly Audits / Inspections carried out by PropertyIndex Construction H&S Consultants. Underperforming Subcontractors will be required to attend a meeting with PropertyIndex Construction Directors to discuss their performance. Continually underperforming Subcontractors will not be invited to tender for future works. Subcontractors that perform well will be consulted on how we can jointly develop future H&S Strategy. Any Subcontractor working on site will be required to continually demonstrate their competency. Documentary evidence of this must be readily available and produced upon request by the Principal Designer, the Client or PropertyIndex Construction.

2.9 Exchange of Health and Safety Information between Contractors

In addition to section 2.4 PropertyIndex Construction H&S Consultants will be sending out regular communication on any Learning gained from external and Internal Incidents, gained through networks in IOSH and HSE and similar contracts. In addition, Safety Alerts, Campaigns and Products Recalls will also be communicated to Subcontractors.

2.10 Site Security

Construction areas will be made secure to prevent unauthorized access. Anyone – visitors or Workers wishing to enter the site will have to enter via the security entrance, which is located at the site access point off Hill Street and sign in (During the enable works period, manual sign in register will be implemented, once full setup is in place then electronic card reads will be used). You will be expected to show your CSCS card. Only those site Inducted will be allowed on site unescorted. The appropriate PPE is to be worn. If you are not wearing the correct PPE, the Site Manager will not allow access. All Delivery drivers must report to Site Manager to be checked in and inducted.

Working areas will be clearly demarcated by the use of barriers, warning signs and markings suitable for the specific located and the duration of the work being carried out in that location.

The site shall be made secured by using 2-meter high, closed panel "Heras" type fencing; this will be checked at the end of each working period to ensure that all clips are in place. This will be controlled by PropertyIndex Construction Staff.

The overriding concern shall be for the safety and protection of the public and other workers on site. During working hours this shall be a site wide responsibility and the duty of all to enforce.

Site visitors are to be escorted at all times, where they visit areas outside of the Welfare facilities but still within the Construction Site perimeter then they must comply with the Site's mandatory PPE rules.

A daily inspection will be carried out to ensure that the perimeter or the site is secure and free from hazards, as a result of the Construction works. Check sheet CPP10 will be used to record the inspection.

Parking for Visitors and Site Based Personnel

In the interest of Security - The Security Team can request to carry out a search of cars and vehicles. Failure to accept the search will result in removal from site and other PropertyIndex Sites, permanently.

Parking space is limited and at the Client's goodwill therefore allocation of space is by prior arrangement with the Site Management Team. People Car Sharing will be given priority over individual drivers.

During the enabling works, visitors and contractors will have to park off site in the NCP Park Square Car Park, there will be no parking permitted on site.

2.11 Site Location

Any person (including visitors or the Client) wishing to access an PropertyIndex Construction Site must attend a site-specific induction prior to being allowed access to any part of the site. Young Persons i.e., anyone under 18yrs of age will not be inducted unless first 'Approved', see Section 2.21.

The Client and Subcontractor is responsible for ensuring that their management and workforce attend the site-specific induction training, which covers PropertyIndex Construction and the Clients requirements for working on the site.

Site inductions will be delivered by via an online induction portal and will be expected to be undertaken prior to arrival on site.

To ensure you are inducted promptly then:

- Contact Chris Spiteri or A Goulding on email (where possible, give at least 24 hour's notice) to book an induction.
- Provide induction delegates: Name, Company, Contact phone number, Skill Card and Trade/ Technical competency information incl. card number and expiry date.
- No Skill Card – No Induction. (CSCS or schemes affiliated to CSCS). The only exception being Security Guards as there is no longer a category from them under the CSCS scheme.
- Ensure skill card matches trade and status e.g., Supervisors CISRS for Scaffolders or Supervisors CCDO for Demolition.
- Inducted workers will require full PPE and be briefed by their Supervisor on the Method Statement for the associated work activity, before starting work. You will be Supervised at all times.
- Inducted workers will be required to sign either the Workers Commitment sheet or Supervisors Commitment sheet. They will be expected to give commitment to working safely and that they acknowledge their understanding and acceptance of the Site Induction. Anyone refusing to sign will not be allowed on site.

Site Induction will contain at least the following content:

- The Company's and Clients commitment to health and safety;
- Scope, phasing of the works and working hours;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and correct use of fire extinguishers);
- First aid – names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting incidents: significant, minor injuries and near misses;
- Welfare – location of canteens, toilets, etc... and other welfare matters;
- The importance of hygiene and health;
- Client's requirements;

- Supervisor's role and responsibilities.

Driver Induction: Site vehicle access is not provided, but loading bays will be made available for regular and visiting drivers of plant / equipment or materials to site. Refer to the site construction phase plan document (A100) for further information. Vehicles that arrive at the site dedicated loading bay will be inducted and issued with a specific pass that is to be displayed by the vehicle when parked at loading bays. The pass is double sided with an identification number on one side and a full set of induction rules and controls on the reverse. Due to the position of the site, restrictions will be encountered with parking and receiving deliveries. Site deliveries will arrive via Hill Street/Commercial Street. Deliveries to be arranged to avoid peak times this will be managed by site manager and trained, competent banks man provided for all vehicle movement around the site.

Delivery Instructions will be issued with all sub-contract orders and will be attached to the online delivery booking system.

Visitors Induction will be available for Visitors to site who will not be carrying out physical works. However, they will be required to be escorted at all times by someone who has been Site inducted. The Visitors induction will be carried out on each visit and contain at least the following information:

- General site hazards;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid – names and locations of first aiders, introduction to them, position of first aid boxes and rulers for their use;
- Uses, availability and storage of protective clothing and equipment;
- Procedures for reporting incidents: significant, minor injuries and near misses;
- Welfare – location of canteens, toilets, etc., and other welfare matters;
- Any site-specific rules.

2.12 Information and Signage

Throughout the construction the following information, will be on display:

- Health and Safety Information Poster 1
 - F10 – Notification of the project to the Health and Safety Executive
 - Health and Safety Law Poster
 - Certificate of Employer's Liability Insurance
 - Photo of the Construction Manager
 - Site Rules
 - Contact details of the PropertyIndex Site Management Team
- Health and Safety Information Poster 2
 - Site Layout – Fire Points, Exit routes Assembly point etc.
 - Weather (5-day) forecast
 - Fire Emergency Arrangements
 - Map and address of hospital and pharmacy
 - Web address for feedback / suggestions on improving site safety
- Health and Safety Information Poster 3
 - BuildUK guidance on CSCS card scheme
 - Hazard Noticeboard

- Site Rules
- No Smoking signs
- Feedback from Site Audits / Inspections
- Health and Safety Meeting minutes / actions
- Welfare posters
- Any Health and Safety related publications / communications

Mandatory PPE

Subcontractors are to provide fit for purpose Personal Protective Equipment (PPE) free of charge to their workforce inc. contract or agency workers i.e., non-PAYE workers. They must ensure that all of their workforce wear and correctly use all necessary Personal Protective Equipment (PPE) and that all such (PPE) is as follows:

- 1. Safety Helmet* - Black helmets for supervisors, Orange helmets for signallers who direct crane drivers with hand signals or via a radio and slingers who guide materials being unloaded or moved. Blue helmets are for inexperienced workers or visitors. White helmets would be for experienced workers and PropertyIndex Construction Staff. First aiders and fire marshals, will be identified by a sticker on their helmet.
- 2. Hi-viz coat or vest
- 3. Safety footwear (toe and mid sole protection – steel or Kevlar)
- 4. Suitable gloves – Minimum cut resistance 1 for general site use. Subcontractors to specify type and cut resistance of gloves in their Method Statement, higher cut resistance should be considered if the likelihood of being cut increases due to the work activity.
- 5. Safety glasses

Note: PropertyIndex Construction does not supply Client's Logo clothing to non-staff.

The above PPE is the minimum requirements when entering the work area of the site.

Subcontractors should risk assess the requirements for additional RPE or PPE against their activity of work and record the findings in their Method Statement.

2.13 On Site Training and Competence

Subcontractors wishing to conduct on site task / job specific training, or other should agree arrangements with the Construction Manager. PropertyIndex Construction Site Management will assess ongoing training against site activities and resources competency and provide training as necessary.

The minimum standards of competency e.g., skills, knowledge, training and experience required are identified below. Subcontractors should ensure that their workforce meets these minimum standards and that they are utilising appropriately experience personnel to carry out the allocated task / role. Where the work activity requires additional / specialist skills then the RAMS should identify how competence is demonstrated.

Subcontractors are to ensure that for any activity on site they have the appropriate level of supervision/ management. The minimum level of competence required to work on an PropertyIndex Construction site is as follows:

- Construction Skills Certification Scheme (CSCS) card or a card from schemes affiliated to CSCS, see Sites H&S Information Poster 3 for details of Affiliated Skills cards acceptable on an PropertyIndex Construction site:
- In addition to the CSCS card the following will be required, where applicable:

- Tower scaffold erection and use (PASMA)
- MEWP and Plant Operators (IPAF – PAL, CPA, NPORS)
- Fork lift operators (RTITB, AITT, NPORS, ITSSAR)
- Lifting equipment testing, examination and maintenance. (LEEA)
- Rope Access (IRATA)
- Safety Netting (FASET)
- Petrol Filling Stations, Safety Pass Alliance passport scheme (SPA)
- Gas Safe Register, previously CORGI.
- SWQR – Street Works Qualifications Register
- The level of CSCS card should be appropriate to the position held by the individual: Supervisors / Management / Visitors etc.
- All site personnel must carry with them at all times their CSCS card or a card from an affiliated scheme.
- Site Management will be required to have successfully attended CITB SMSTS or equivalent.
- Supervisors will be required to have successfully attended CITB SSSTS or equivalent.
- Note: some construction related occupations have now been removed from the CSCS scheme e.g., Security Guard, Safe / Counter and Check-Out Installers, Cleaners. These are the exceptions and providing they can demonstrate their knowledge and experience and have a suitable RAMS then they can carry out the works, as their work is considered to be of low risk.
- Project Specific Competency – In addition to the above, individuals must be Site Inducted and have an 'Approved' RAMS for the works.

The above are the minimum standards of competency required, where the work activity require additional/ specialist skills then the Method Statement should identify how competence is demonstrated.

Subcontractors are to ensure that for any activity on site they have the appropriate level of management. Where the works is minimal this may be a working supervisor, otherwise it will be a supervisor managing the works and acting as the single point of contact with the PropertyIndex Site Management. The general agreed ratio of supervisor to workers is 1:7, however this will depend upon the risk associated with the work activity. Subcontractors must assess what ratio of Supervisor to workers is suitable for their works and inform PropertyIndex Constructions Site Management if the ration of 1:7 is not appropriate and why?

If work is left unsupervised at any time PropertyIndex Site Management will suspend the works or may appoint appropriate Supervision at the Subcontractors cost.

Subcontractors are expected at the Pre-Commencement Meeting to provide and maintain a competency matrix in the following format: (CPP11) and maintain evidence of competency including CSCS card etc. **All this is required electronically, before work commences.**

2.14 Welfare Facilities and First Aid

Subcontractors are to ensure that they are able to comply with the Health and Safety (First Aid) Regulations 1981 and have access to a fully qualified First Aider on site at all times whilst their staff are working. Subcontractors should risk assess additional First Aiders against the risks associated with their works. Names and contact details of First Aiders are to be recorded in Subcontractors risk assessments / method statements.

Names and locations of First Aiders, introduction to them, positions of First Aid boxes and rules for their use shall be part of the induction training. The names and contact details of all first aiders on site are to be displayed on the site notice board.

The Construction Manager will ensure that welfare facilities are sufficient to comply with the requirements of Schedule 2 of the Construction (Design and Management) Regulations 2015 and are provided throughout the construction phase. Therefore, the following guidance (CPP26) will be applied to this site:

Welfare facilities will be cleaned and maintained daily by PropertyIndex Construction. Daily cleaning records are to be maintained, see CPP31 and put on display in the toilet facilities. Drinking water and cups will be supplied in these facilities.

Welfare facilities will be made available by PropertyIndex Construction to Subcontractors and their workforce operatives who are involved in the construction process. All such facilities are to be treated with respect and kept tidy and clean by the workforce.

2.15 Reporting of Incidents

Incidents have been categorised into the following to help with their analysis and reporting:

- **Near Misses** – This is categorised as either potential to cause minor or major injury, services strike or property damage.
- **Minor Injury** – This is any first aid treatment to a person at work or to a non- worker, who does not attend hospital for treatment.
- **RIDDOR** – This is categorised as: 7 day Injury, Major Injury, Fatality, Dangerous Occurrence, non-construction worker receiving hospital treatment, Occupational diseases and Gas Incidents.
- **Other** -This has been categorised as: Fire / Security / Vandalism / HSE / Local Authority Visit/ Police Visit / Not Work Related / Asbestos.

All Incidents must be reported to the Site Management Team immediately they are known. Failure to report within the working shift will result in PropertyIndex Construction not recognising the Incident.

PropertyIndex Construction HS02 Incident Reporting Procedure is to be followed for notification, escalation, and investigation of Incidents.

All Incidents are recorded on PropertyIndex Online Reporting System – PropertyIndex Hub. The following procedure is to be followed:

Near Misses – These are to be recorded on PropertyIndex Construction Hub to allow, notification analysis and investigation, where required. PropertyIndex Construction Manager has responsibility for ensuring that all Near Misses are recorded, investigated for lessons learned and communicated back to site personnel and sub-contractors.

Minor Injuries – All first aid treatment should be recorded in the Injury Record Book with the injured person completing an Injury Record sheet. The Incident is to be recorded on PropertyIndex Hub as soon as is practically possible and no later than the end of the shift. The original Injury Record sheet should be scanned in via PropertyIndex Hub with the original filed by the H&S Dept at the Bute Street Head Office. Where minor injuries develop into a RIDDOR 7-day reportable the categorisation should be changed on PropertyIndex Hub, as soon as the 7-day absence is known.

RIDDOR's – When reporting RIDDOR's it is important to get the notification on PropertyIndex Hub with immediate effect to allow the system to notify others, who may be of assistance. Notification to the HSE will be by the Employer of the injured person and will be done in consultation with the H&S Dept. The H&S Dept will take the lead in RIDDOR Incidents to ensure that the Incident is fully investigated, and any learning gained, communicated back into the Company, for others to benefit by.

COVID-19

Implementations - Individuals will be requested to comply with current Government guidance in relation to self-isolation. The guidance details the procedures to follow if an individual begins showing symptoms of Coronavirus and also if they have been in contact with anyone who may be showing symptoms.

- The link below can be used for the most current Government Guidance;
<https://gov.wales/coronavirus-social-distancing-guidance>

RIDDOR Reporting of COVID-19

A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be completed when:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

Reports - Are to be completed as per standard RIDDOR Reporting Protocol.

Other – These are to be recorded on PropertyIndex Construction Hub as soon as is practically possible. Where there is a visit by the Police / HSE or Local Authority it is important to get names of the visitors and their contact details. Asbestos – Details of any release or discovery of suspect material is to be reported immediately to ensure the correct level of response – see Section 2:16: Asbestos Emergency Procedure.

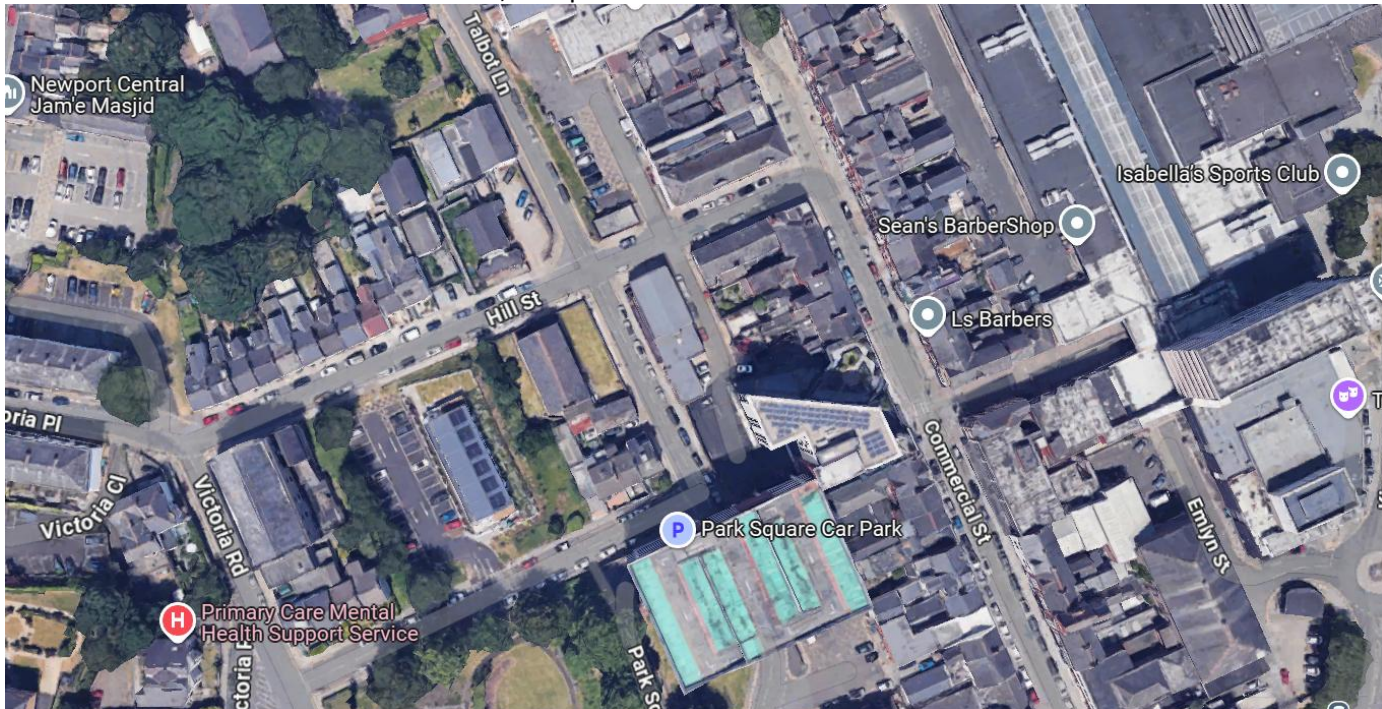
Client Escalation on Incidents – All incidents on site need to be reported to Nathan Williams; CDM Consult Ltd as soon as physically possible.

Medical Emergency:

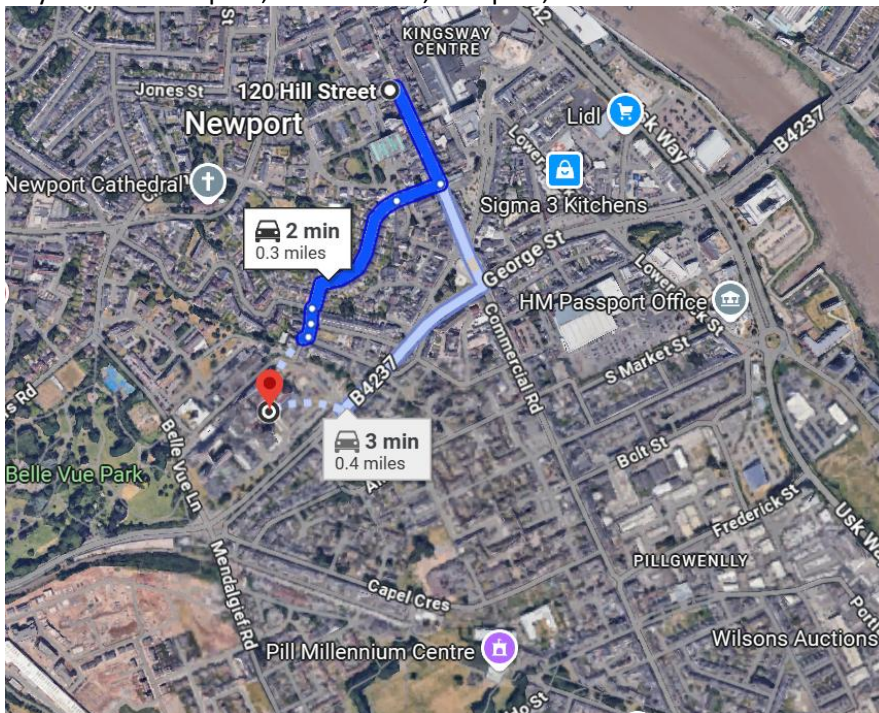
In the event of an injury or sudden illness or

- First Aid assistance is to be obtained, if appropriate.
- If necessary, the injured or ill person is to be conveyed to the nearest A&E hospital by the quickest possible means; or an ambulance is to be summoned, ensuring that the address is given accurately, and the information repeated back to the caller.
- The full details of the person injured or ill and the details of the injuries or illness are to be passed to the Construction Manager as soon as possible, in order that he can report and obtain support.
- Where there has been a serious Incident the area, pending an investigation is to be barriered off and photos taken. Notify the H&S Department immediately. The nearest hospital with accident and emergency facilities is:

Site Location: 133-135 Commercial Street, Newport



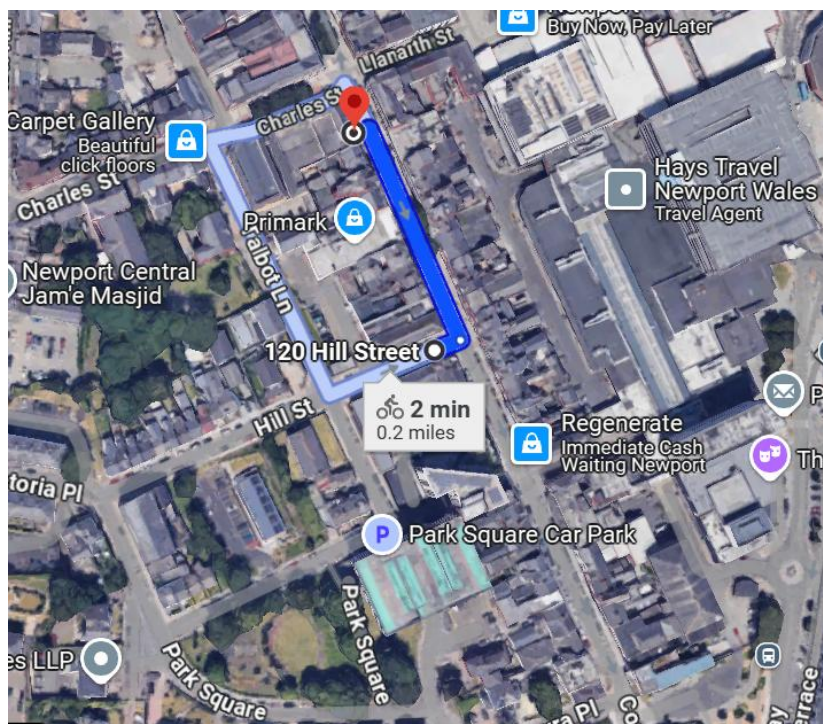
The nearest hospital with accident and emergency facilities is:
Royal Gwent Hospital, Cardiff Road, Newport, NP20 2UB



The nearest Pharmacy where prescriptions and medicines can be purchased is:

Superdrug Pharmacy- Unit 1, 147 Commercial St, Kingsway Centre, Newport NP20

1LN



2.16 Emergency Arrangements: The following flow chart is to be consulted following an Emergency involving Fire services, or injury.

Person Reporting Incident		
Notify: PropertyIndex Site Management, or Security staff, who will notify PropertyIndex Site Management		
Fire Emergency	Service / Plant Incident – Gas, Electricity, Storage Vessel	Injury
Raise Alarm Break Glass or Sounder	Ref. Site Layouts or local procedures. Find location of shut-off / isolation valve / Em stop or using GUI operate mimic screen for isolations	Walking injured to report to a First Aider. If unable to walk call a First Aider immediately
Make area safe before evacuating – Switch off services / machinery etc.	Follow local rules for escalations or notifications to service providers. Escalate and notify through PropertyIndex Construction Ltd: Emergency Contact list section: 1.1	First Aider to assess if ambulance needed, nominated person to call ambulance
Evacuate Site and report to the designated assembly point at: Commercial Street	Arrange for repairs / clear up follow guidance from Service providers / Client	Walking injured to make their way to Main Gate if requiring ambulance.
All Fire Marshals to ensure that their areas of responsibility are clear	Carry our lessons learned and feedback changes, as required	Nominated person to meet ambulance at Main gate and show route to injured person. Evacuate casualty to hospital accompanied by another person to report on progress
All Subcontractors to report to Fire Safety Co-ordinator, to account for personnel	All injuries to be recorded on Injury Record sheet, located in main site office. Report / escalate as per section 2:15 and 1.1	
Site Address: PropertyIndex Construction Ltd, 133-135 Commercial Street, Newport, NP20 1LY		Nearest Hospital: Royal Gwent Hospital, Cardiff Road, Newport, NP20 2UB

Note: Call 999/112 for emergencies or 111 for medical non emergencies

Where the EMERGENCY is of a different type then the following procedures should be followed:

Unexploded Ordnance (UXO), following the 5C's principle:

- **Confirm** that it is a bomb – PropertyIndex Site Management to confirm that it's UXO. Do not move or disturb UXO, leave it as found.
- **Clear** at least a 100m exclusion zone around the UXO. Do not be in direct line of sight of the UXO, shelter underground or behind a solid structure. Advise everyone to go to the Assembly Point.
- **Cordon** off the area with tape or vehicles to block general access.
- **Control** the access to the area.
- **Communicate** the details of the UXO to the emergency services (999) so they can advise on what support is available. Advise PropertyIndex Construction Site Manager.

Bomb Threat:

Where someone makes a threatening phone call or sends in a letter threatening to blow up the site the following action is to be taken:

- The area is to be evacuated.
- The Police are to be summoned and PropertyIndex Site Management is to be alerted.
- Proceed to the Assembly point and await instructions.

Full details of an Emergency are to be passed to the Client / Principal Designer as soon as possible.

Emergencies should be reported to PropertyIndex Construction Site Management Immediately they are known and then escalated to the Client and PropertyIndex Construction Project Director / Head of H&S.

Visit by Enforcement Agency:

Where there is a visit by an Enforcement Agency it is important to record the visit on PropertyIndex Hub – Incidents / Other / HSE Visit. A brief report should be made that covers what was said and any conclusions inc. photographs. PropertyIndex Hub will then send out an automatic notification within PropertyIndex so it is important to notify the Client or their nominated representatives.

Testing Emergency Procedures:

The efficiency of the emergency procedures shall be checked by running an emergency evacuation exercise at an appropriate time during the project. This shall be organised and overseen by the Construction Manager. A record should be kept of the exercise and any learning gained.

2.17 Occupational Health

Subcontractors are to provide evidence that Safety Critical Medicals have been carried out for any work activity that either contains a safety-critical element or where an incapacitated worker might expose themselves or others to a significant risk of harm. It is generally recognised that the following trades require safety critical medicals: asbestos removal and surveying, working at heights, confined spaces, crane operators and plant operators. Note: Safety Critical Medicals are not required when working in MEWP's

When working night shifts it will be necessary for all Subcontractors to provide a statement to PropertyIndex Site Management that their workers have completed a Health Assessment as required by the Working Time Regulations 1998 and that their First Aider is aware of any necessary medical arrangements. PropertyIndex will conduct its own assessment of site personnel working hours.

Each month PropertyIndex Construction will introduce a new Health and Well-Being subject for the site's workforce. Subcontractors are expected to encourage and promote this monthly health campaign through their own site representative and workforce.

2.18 Arrangements for Site Rules

The site will display a set of site rules in the form of a poster, the rules are detailed in the list below:-

- All personnel must undergo site induction;
- All personnel must wear appropriate PPE at all times;
- Be highly aware that we are working within a Live construction site;
- Report all accidents and near miss events to PropertyIndex Site Manager; Do not interfere with or misuse fixtures, fittings or equipment provided in the interests of health and safety;
- Smoking shall only be allowed in designated areas;
- All visitors must report to PropertyIndex site office prior to entering site;
- Drive vehicles safely, observe speed limits, obey traffic rules and never reverse or drive in public areas without a trained banksman;
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a banksman.
- Safety signs and notices must be followed;
- Transistor radios or personal stereos / walkmans / Ipods must not be used;
- You must understand and follow your method statement;
- All subcontractors must have a nominated safety person in charge of their operations at all times;
- Follow the site fire procedures;
- Being under the influence or consuming alcohol or drugs is prohibited;
- No person to operate mechanical plant or equipment unless they have been trained and have been certificated as competent;
- Any mechanical plant or equipment found to be defective is not to be used
- Ladders must be secured at all times during use;
- Trestles should only be used with suitable and sufficient guardrails or as supporting elements of a fully boarded out working platform;
- Food to be consumed in canteen. Respect canteen and toilet facilities;
- Any operative suspected of being under the influence of drugs and/or alcohol will be told to leave site and their respective employer will be informed;
- Inform the Site Foreman if you have been prescribed medicines or have a medical condition that may be relevant for the work that you carry out;
- Only a qualified electrician to make alterations to temporary electrical supply;
- Only 110V power tools are permitted on site;
- The following is strictly prohibited:- The display of photographs, posters, flags, emblems, or other material, which could be perceived to be of a sectarian nature;

- The display of calendars, photographs, or other material which could be perceived by either male or female as offensive, is strictly prohibited.
- Make yourself seen by mobile plant operators. You must:- - Always wear your high visibility clothing; - Attract the driver's attention if you are in the vicinity of their vehicle; - Signal to the driver if you intend to approach his / her vehicle and wait for a response before moving;
- Ensure plant and tools are secure when left unattended preventing unauthorised use;
- To prevent the accidental release of buckets from semi-automatic quick hitches, plant operators must always ensure that the retaining bar, or safety pin, complete with safety clip, is inserted before commencing work;
- Be alert to mobile plant and other hazards when using mobile phones. Never use a mobile phone when operating mobile plant.

Breach of any of these Site Rules or the Supervisor's or Worker's Commitment or any Regulations etc, may result in instant dismissal from site. The site management team, if necessary, will draw up further site-specific rules at the beginning of the contract to suit the needs of site developments.

2.19 Production and Assessment of Risk Assessments / Method Statements (RAMS)

PropertyIndex Construction will undertake the identification of hazards, assessments of risks, and implementation of control measures taking cognisance of information supplied in the Pre-Construction Information. Prior to development of the Construction Phase Plan a Company Pre-Start Risk Assessment will be completed. The Site Manager accompanied by a H&S Adviser will walk the site and document hazards as seen.

This risk assessment will form part of the Construction Environmental Management Plan. Risk assessments on site will be drawn up in accordance with our Operating Procedure 16, 'Risk Assessment'. Project specific method statements are required for all work that is carried out on sites. Subcontractors must submit their method statements at least 14 days prior to starting on site, which must be produced in accordance with the 'Method Statement Review' procedure.

The five basic steps to risk assessment will be addressed as follows:-

- Step 1: Look for Hazards. This may include hazards originating outside the work area capable of adversely affecting the health and safety of workers under the control of the Company within the work area.
- Step 2: Decide who might be harmed and how. This will include members of the public, contractors / subcontractors, and visitors.
- Step 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Step 4: Record the findings on the risk assessment form.
- Step 5: Review the assessment periodically, depending on the following considerations:

- The nature of the hazard;
- The magnitude of the risk;
- Changes from normal operation;
- Changes in labour, plant, equipment, raw materials, chemicals, adverse weather conditions, etc.

When the Initial Review has been completed further reviews may be necessary should the Subcontractor be working longer than six months on site or there are changes to the original scope of works.

2.20 Site Disciplinary Code

Where there are any breaches of this Construction Phase Plan, Fire Safety or Traffic Management Plan, which also includes the Site Rules, Subcontractor's Method Statement and any other health and safety rules, etc will be dealt with as follows:

- First minor breach (yellow card) – written warning and refresher Site Induction.
- Second minor breach or first major breach (red card) – removal of the individual(s) from site and no further work on PropertyIndex projects.
- Written warning and/or removal from site of two construction workers from the same specialist contractor will cause suspension of the Subcontractor's work until such time as they can demonstrate to PropertyIndex Construction that they have taken the necessary measures to avoid further breaches.

The Subcontractor will be advised in writing when any of the above actions are taken. Details will be recorded on PropertyIndex Hub, for future reference. The Client and Client's agent, also reserve the right to have removed from site and from the project any individual(s) who commit repeated or major breach of any health and safety provisions made for the project or for any form of unacceptable behaviour, harassment, violent conduct etc. The definition of what constitutes a breach of any kind will be as reasonably determined by PropertyIndex Construction or the Client or Client's agent.

2.21 Young Persons

Anyone under the age of 18 years intending to carry out works will have to be 'Approved' by PropertyIndex Construction Site Management and PropertyIndex Construction Health and Safety Department before they start work. Risk Assessments will have to be prepared in accordance with The Health and Safety (Young Persons) Regulations 1997.

Subcontractors must plan in advance for the use of Young Persons to ensure that all risks are correctly addressed and 'Approved' by PropertyIndex Construction, before they turn up at site for an Induction. Unless 'Approved' they must not work on site.

3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

The following Controls will be put into place to help reduce the risk on a known activity to an acceptable level. The Controls section is not meant to be a definitive list of all Risks only those recognized as being significant. Each Subcontractor is therefore expected to conduct their own risk assessment for their specific activity recording those risks in their own Method Statement including the following Controls:

3.1 Asbestos

Refer to the refurbishment and demolition survey report for known locations of Asbestos associated with the works.

On any Structure constructed, modified, altered before the Year 2000 there may contain undiscovered locations of asbestos and therefore the following applies:

Where there is a risk of any operative coming into contact with asbestos then they must have undertaken a half day asbestos awareness course delivered by either IATP or UKATA approved training provider before being allowed to carry out any works on this site. No exception will be made. In addition, they must be familiar with PropertyIndex Construction Control Measures in this section of the Construction Phase Plan.

An asbestos Refurbishment and Demolition survey has been carried out, the results of which are available for inspection in the PropertyIndex office.

If asbestos is suspected or encountered during construction works, the work will be stopped, and the area made safe by following the Emergency Procedure in section 2.16 of this document.

An Asbestos Emergency Kit is available in the PropertyIndex Construction site office.

If a material is suspected to be Asbestos then PropertyIndex Project/ Site Management will arrange for a sample to be taken by a specialist Subcontractor (NAMAS registered) and analysed to determine the construction of the unknown material.

If asbestos has to be removed, the work must be carried out ONLY by a company licensed by the Health and Safety Executive in asbestos removal working under the relevant Codes of Practice / Regulations.

The Management of Asbestos removal works will be carried out by a competent person: Note: The minimum level of competence required would be: BOHS P405 Management of Asbestos in Buildings with experience of similar works including complexity.

After asbestos removal, air monitoring will have to be carried out. A Certificate of Reoccupation will be issued in accordance with HSE's document HSG 248. The area will now be considered 'safe' for normal activities, work to re-commence.

Where works are to be carried out near or in close proximity of Asbestos, a Permit to Work will be required see section 3.12. No materials, plant or equipment to be stored / left in areas where asbestos is known to help prevent accidental damage.

Asbestos Emergency Kit – This will be provided by PropertyIndex Construction H&S Dept and kept on site. The Response Team is to follow CPP16 'Asbestos Emergency Response Procedure' should anyone accidentally damage suspected asbestos material:

This procedure has been developed in accordance with the HSE guidance em 1, published 04/12.

3.2 Delivery and removal of materials shall only take place within the hours of 08:00 to 18:00 (Mon-Fri), 08:00 - 13:00 (Saturday) and not at all on Sundays or Bank Holidays.

All deliveries will be met by competent banksman when delivering to the site. Evacuation routes will be maintained at all times. All vehicles will be directed to approach via Hill Street/Commercial Street which is to the front of the site. Generally, storage on site by Subcontractors will not be permitted unless authorized by the Construction Manager. Contractors will arrange for material to be delivered to site on a "just in time" basis and will ensure that their materials are restricted to their allocated work areas.

Materials are not to block access routes and emergency escape routes. No timber or other material with projecting nails, or similar sharp object is to be left lying around the site. Subcontractors are not to leave materials, tools etc. on the ground or on structures that could cause a trip hazard.

No vehicle shall move into or away from the site or conduct any reversing operation unless it is attended by a transport banksman. The banksman shall be in control of the operation. The vehicle shall be fitted with (and have in operation) a reversing alarm and a flashing amber beacon. All plant and equipment where possible are to have reversing cameras fitted as standard.

Note: all Banksmen are to be suitably trained and to wear a high visibility waistcoat/jacket

Prior to any loading / unloading the Subcontractor must submit a lifting plan to PropertyIndex Site Management for any materials to be lifted by a HIAB, Tele-Handler, Crane, or other types of lifting plant / equipment etc.

It is critical that the loading / unloading of vehicles is carried out in a safe manner and those vehicles and materials do not cause obstructions or block access / egress routes. It must be ensured that outriggers of vehicles fitted with crane attachments/ HIAB lifting devices are fully extended during unloading of the vehicle. Vehicles not fitted with loading/unloading devices will be offloaded by forklift truck or, if loads are small and of a suitable weight, manually.

Note: only trained, competent and appointed personnel are to attach lifting gear to any loads being lifted by crane. All loads to be securely attached and test lifted before being lifted away from the delivery vehicle, prior to delivery to a landing place which is to be capable of taking the load.

Working at Heights Whilst Loading / Unloading Vehicles

Subcontractors should remove the need to put persons at height by specifying palletised loads, which can by arrangement with PropertyIndex Construction Site Management be moved by either a forklift or Tele-Handler. Consider pre slung loads, bulk bags with side pockets, demountable drop bodies, lorry bodies that are off loaded to ground level, any solution that does not involve working at heights.

Where this is not possible then a collective fall arrest or designated guardrail system e.g., J-Safe should be used. As a last resort individual PPE such as harnesses, with restrain lanyards / inertia reels should be used.

Under no circumstances are vehicles to be loaded / unloaded by persons working off the back of them or climbing over materials exposed to a fall.

All vehicles' loads are to be secure, with sheeting put overloads if required. Roll-on/off skips or load carrying vehicle bodies are to be free from defect, holes etc. Access to sheet loads must be by a footed ladder or a fixed ladder on the side of the body or some other safe system of work. Personnel are not to be in the body or skip during mechanical loading.

Waste Management: waste which requires special disposal shall not be disposed of through the site skip system. Where hazardous materials are to be disposed of, they are to be removed by a licensed waste contractor and a consignment note is to be obtained and given to PropertyIndex Waste Champion. Any water discharged from the site into a common rainwater / drainage system will require a Discharge Consent from the local Water Authority / Environmental Agency.

3.3 Services

Provision of Temporary Services A temporary 110v electrical supply will be provided, certified (NICEIC etc.) and installed in accordance with current IEE Regulations. All Subcontractors attachments made to this system must be maintained safe and comply with the Electricity at Work Regulations. The level of lighting supplied by PropertyIndex Site Management will be sufficient to illuminate any hazards present. Subcontractors are responsible for task or individual lighting. If the area to be worked in is not sufficiently illuminated to see the hazards present, the Subcontractor must not start work and must notify PropertyIndex Site Management with requirements for adequate lighting.

Specialist operations which require operating voltages in excess of 110 volts (240v or 415v) must be notified to the Construction Manager, prior to their use and permission granted for their use. All such equipment must be protected by a residual current device (RCD), armoured cable where necessary, and must be checked by an approved electrician before commencing work. All temporary electric items are subject to a three-month Portable Appliance Test (PAT) and copies should be maintained by the Subcontractor on-site.

Limitations of Lighting Systems

Halogen Lamps are not allowed on site, unless they are installed in a fixed position by a competent electrician.

Tungsten (Festoon) Lights are only to be used in Demolition areas. Fluorescent / LED Lamps to be used in all other areas.

Location of Incoming Services

A full suite of site information including details of the existing services (plans from utility companies) is available within the Pre- Construction Information Pack.

3.4 Adjacent Land and Buildings

Noise / Vibration: The works will be carried out with the minimum of noise and inconvenience to the occupants of the nearby buildings. The works shall comply with the Control of Pollution Act 1974 and Local Authority regulations as far as practically possible; Subcontractors will keep in constant dialogue with PropertyIndex Site Management and those affected regarding noise levels and any other restrictions.

PropertyIndex Construction will comply where possible with the requirements of BS 5228 Code of Practice for noise and vibration control on Construction Sites. Noise assessments should be carried out by each Subcontractor to ensure that Noise levels are not exceeded. Particular attention should be applied to the transmission of noise throughout the structure and how adjacent trades are affected. Subcontractors through their Method Statement are to identify how noisy works can be avoided or controlled. They must also assess the noise they generate and how this will impact other.

trades. Last resort is to specify PPE. PropertyIndex Site Management will, where necessary conduct regular noise checks and will instruct the stoppage of any operation they deem to be unreasonably noisy, at the Subcontractors cost.

Dust: No demolition or significant construction works that will create dust issues.

Mechanical disturbance of granular material exposed to air creates atmospheric dust, this type of dust generation is termed as 'fugitive' as it is not discharged into the atmosphere in a confined stream. The potential sources of these fugitive dust emissions are outlined below:

- Site clearance.
- On site earth moving operations, site levelling, cut and fill etc.
- Vehicle movements over-haul roads and on-site during dry periods.
- Wind blowing across the site during dry periods.
- Stockpiling of excavated materials.
- Cutting and grinding.
- Accidental spillage and loss of load from vehicles carrying loose material.
- Deep excavations.

Where work activities are expected to produce dust then the Subcontractor through their Method Statement must identify how dust can be eliminated and what controls are in place to ensure that dust suppression techniques are correctly used. Where RPE is specified then evidence of 'face-fitting' for the individual should be included in the Method Statement, along with any health surveillance necessary.

All power tools, including battery tools that generate dust must have dust extraction fitted, or use of water suppression to Control dust levels. Extraction equipment must be regularly maintained to ensure maximum extraction is provided at all times. If there is dust being generated the work must cease and the dust control measures checked. Dust collection bag on a power tool is not to be relied upon as an effective control measure. The Subcontractor must risk assess the impact of the dust they generate on how it affects other workers and non-construction persons.

Road Traffic

A Traffic Management Plan will be prepared prior to the start of the works and will detail the following: Care should be taken to ensure that the vehicles associated with the works do not block or impede local roadways.

- Traffic routes / turning areas.
- Parking.
- Vehicular/pedestrian access/egress from site.
- Segregation of vehicles/plant and pedestrians/operatives.
- Material unloading areas.

Note: In addition, signage will be clearly displayed on the approaches to the site warning of the danger of the site entrance.

Public Relations

PropertyIndex Construction engages with residents as part of the Considerate Contractors Scheme and provides regular communications / updates regarding the construction site works and how it affects the local community. Contact details are also provided on external hoardings.

3.5 Protection of the Public and Clients Personnel

Protection of the public and Client's personnel is of paramount concern and any arrangements must allow for the reduced level of awareness of construction risks amongst the Clients personnel and members of the public.

The public must always be protected and not be exposed to any construction works. All works should be organised and protected to take account of access needs of all customers and colleagues. Where practical, barriers will be erected to segregate the construction team from non –construction workers. Normally this will comprise of hoarding around the perimeter of the site compound which defines and protects the construction works areas. The following standards will apply:

- All external hoardings adjacent to pedestrian walkways or roads must form safe pedestrian routes, they must be without obstructions, sharp projections, or trip hazards.
- They should include design checks for stability (Temp Works) and incorporate any enhanced security or fire protection requirements for the specific site and works.

- Each entry door within the hoarding must display door signage indicating no access to non-construction personnel and be secured or guarded to prevent unauthorised use.
- All the barriers / hoardings must display the appropriate branding, information and construction health and safety signage.
- All barriers are to be kept in a clean and tidy state and be regularly inspected, see also Section 2.10 'CPP10 - Daily Perimeter Check sheet'.
- External to the Hoardings and where Heras fencing is used, it must be double clipped, all bolts / fixings to site side of panels, and erected to be fully stabilised, with the feet blocks positioned to eliminate trip hazards. Chapter 8 type pedestrian barriers should not be used for pedestrian routes due to the potential trip hazard from the bases and how easily they can be blown over on a windy day.
- The Traffic Management plan should record the site arrangements, and this must be regularly reviewed by PropertyIndex Construction Site Management and be displayed for the attention of all site workers.

3.6 Temporary Works

Temporary works are defined as but not limited to:

- Earthworks - trenches, excavations, temporary slopes, and stockpiles.
- Structures - formwork, falsework, propping, façade retention, needling, shoring, edge / hole protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.
- Equipment/plant foundations - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundworks to provide suitable locations for plant erection, e.g., mobile cranes and piling rigs.

Subcontractors Temp Works designs are to be submitted to PropertyIndex Construction Temp Works Co-ordinator before work can commence, allow 10 working days for the Approval process. The Temp Works Co-ord will check the design against the installed works and if compliant will issue a Permit to Load to the Subcontractor. The Temp Works will not be used until the Permit to Load is issued.

Note: Temp Work Register TWP01 has separate sections for: Structural Loadings; Scaffolding / Edge Protection; Excavations; Cranes.

3.7 Working at Heights

The hierarchy of control measures as defined in the Working at Heights Regulations are to be adopted by all Subcontractors:

- Avoid working at heights, where practically possible.
- If you cannot, then use work platforms that have edge protection or guard rails.
- If you cannot work behind collective fall protection, then use a harness with a restraint lanyard that prevents the individual from going into an area where they could be exposed to a fall from heights.
- If the above cannot be utilised then provide a device that allows the individual to fall but provides collective fall arrest e.g., safety nets, air bags/ cushions etc.
- If as a last resort you have justified the use of individual fall arrest by use of a harness and a fall arrest device, then you will need to identify in your Method Statement how a rescue is to be carried out if an operative were to fall (do not rely upon emergency services - 999) and also provide details of harness training and testing.

Note: PropertyIndex Construction do not allow Fall Arrest lanyards that have a coloured covering as it does not allow inspection for deterioration etc. only clear sheathing will be allowed.

Scaffolding; must only be erected or dismantled between 08:00am - 18:00pm Monday - Friday and 08:00am - 13:00pm on Saturday's.

When erecting, altering, or dismantling scaffolding structures, collective fall protection is to be utilised by the Scaffolding Subcontractor. PropertyIndex Construction preference is for Systems Scaffolding over Tube and Fit. Scaffolding Contractors are to ensure that they comply with PropertyIndex Construction HS08 Scaffold Requirements for Scaffolding Companies for all scaffold works.

All work at height will be undertaken in accordance with the Work at Height Regulations 2005. All scaffolding will be erected in accordance with TG20:21 and SG4:10. Scaffold will be inspected in accordance with section 12 of the Work at Height Regulations.

The following inspections will be carried out by a competent person.

- Before first use as part of the handover from the scaffolder.
- Every seven days if the scaffold has not been altered.
- After every adaption.
- After any incident that will affect the structural integrity of the scaffold e.g., heavy rain or strong winds.

All scaffold inspection records will be kept on site until the end of the project and then in head office for a further three months. Forms will be kept with the site safety file.

Scaffold Towers

Only scaffold towers that can be safely erected, altered, or dismantled using an advanced guard rail or by use of an integral guardrail such as the Boss Cam-Lock Advance Guardrail, Turners Betaguard, Euro Towers AGR or Span 500 are to be utilised. Scaffold towers should only be erected, altered, or dismantled by a PASMA trained person, who is familiar with that product.

Mobile Elevated Work Platforms will only be operated by IPAF qualified individuals.

All excavations will be adequately protected by physical barriers to prevent any falls into the excavation. No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

Mobile Elevating Work Platforms (MEWP's)

Any person operating MEWP's must be in possession of an IPAF/CPCS certificate and have had familiarisation training. To protect the operative from being thrown out of the safety cage of the MEWP a harness with an adjusted restraint lanyard that does not allow the wearer to move outside of the safety cage is to be worn. This should be secured to the manufacturers anchor point inside the MEWP, not on the structure outside of the safety cage. Provisions for rescue of a person suspended, must include effects of suspension trauma/ reflow syndrome.

Lanyards that are designed for fall arrest or allow the wearer to move outside of the safety cage are not to be used.

Subcontractors are to identify emergency plans in their Method Statements, in case of failure or trapped / crush injuries against controls of MEWP. See CPA Guidance 1002 "Avoiding Trapping / Crushing Injuries to People in the Platform"

MEWPS – Scissor Lifts

These types of vehicles should never be driven extended at height with an operator in the cab unless it has been risk assessed by the Subcontractor and suitable Controls put into place to ensure that the MEWP is stable, and the operator is restrained in the safety cage. Where scissor lifts must move over bumpy or rough ground the operator must be walking alongside the vehicle and not riding inside it.

Step Ladders / Combination Ladders / Ladders / Unguarded Hop Ups

Use of Ladders / Unguarded Hop Ups must be justified by the Subcontractor in their risk assessment method statement before use and are ONLY to be used if no other working platform can be practically used.

Where justified for use, Combi Ladders and Step Ladders should be used in preference to straight Ladders, as a short duration working platform. Combi Ladders, when used in “combination mode” the user may work at the point where their chest is level with the top of the stiles of the extended section. If used, Step Ladders must be locked correctly and under no circumstances must the top 3 steps of the ladder be used.

PropertyIndex Construction H&S Department have developed their own shunt system when access is restricted to ladder use only when working through ceiling grids. See CPP13, below for details.

3.8 Lifting Operations

Lifting Plans will be required for the following operations on site:

- The Construction Manager and the Subcontractor shall ensure that all Lifting Operations are properly planned, managed and executed in accordance with BS 7121 / HS007 Temp Works Procedure, where applicable and the following CPA Best Practice Guidance documents - <http://www.cpa.uk.net/p/Safety-Leaflets/>:
- CIG 1001 - Maintenance, Inspection and Thorough Examination of Mobile Cranes
- CPA/ALLMI - The Management of Lifting Operations with Lorry Loaders
- CPA 1402 – Tower Cranes Alongside Railways Controlled by Network Rail
- CIG 9801(4) - Crane Hire and Contract Lifting
- CIG 0201 - Risk Assessment and Method Statement for a Contract Lift
- CIG 0701 - Working at Height on Mobile Cranes
- CIG 0801 – Lifting Operations in Construction Using Excavators TCIG 0601 - Safe Use of Self Erecting Tower Crane
- TCIG 0701 - Safe Use of Top Slew Tower Cranes
- TCIG 0801 - Maintenance, Inspection and Thorough Examination of Tower Cranes
- TCIG 1101 – Climbing of Tower Cranes

Lifting from Telehandlers and 180 Excavators and other types of vehicles involving lifting **are** categorized as a crane lift and therefore **must have** an appointed person to write a lifting plan. This does not apply to palletised loads using lifting forks. The lifting plan must as a minimum have a sketch of the item to be lifted, its weight, centre of gravity and any **designated points for lifting**.

3.9 Maintenance of Plant / Equipment and Hand Tools

All plant and equipment shall be fit for intended purpose and inspected, maintained in accordance with the manufacturer's instructions and be CE compliant or equivalent. Subcontractors' senior persons on site will hold detailed maintenance registers.

No plant/equipment is to be used by untrained personnel. Documentation of training is to be held in the Subcontractor's site file. All operatives are to be competent and experienced to use any plant or equipment.

Subcontractors must supply a statement to PropertyIndex Site Management that their drivers have been medically assessed on any plant, where should they become incapacitated it could potentially lead to the vehicle becoming out of control and become a hazard for others, including members of the public.

Drivers must not remain on their vehicle during unloading or loading of any loose material. Safety lap / seat belts must be worn at all times, whilst in the vehicle.

Appointed banksman will be used whenever plant or vehicles are moved in the vicinity of other personnel or where there is the possibility of personnel moving and the driver does not have full vision. All banksman must have received training as a vehicle banksman.

All plant and equipment at the workplace shall meet statutory requirements and have the required registration, licences or certification where required. All mobile equipment shall be fitted with suitable reversing alarms and reversing camera. All mobile plant and vehicles shall be fitted with a rotating flashing yellow lamp.

Plant and equipment must be selected that provides the minimal impact to the user from Hand, Arm Vibration Syndrome HAV's. Measurements are to be taken to establish the safe working period for the User taking in to account the exposure during the shift / week on different types of plant and equipment.

Where abrasive wheels are used Subcontractors are to maintain an abrasive wheel register listing the names of appointed person for their company with copies of training certification.

Where plant and equipment are used that if they fail or breakdown are likely to introduce additional hazards e.g., lighting tower, forced air ventilation then daily checks are to be carried out and recorded. See CPP12 – Lighting Tower Daily Check sheet. Copies of such records are to be forwarded to PropertyIndex Site Management.

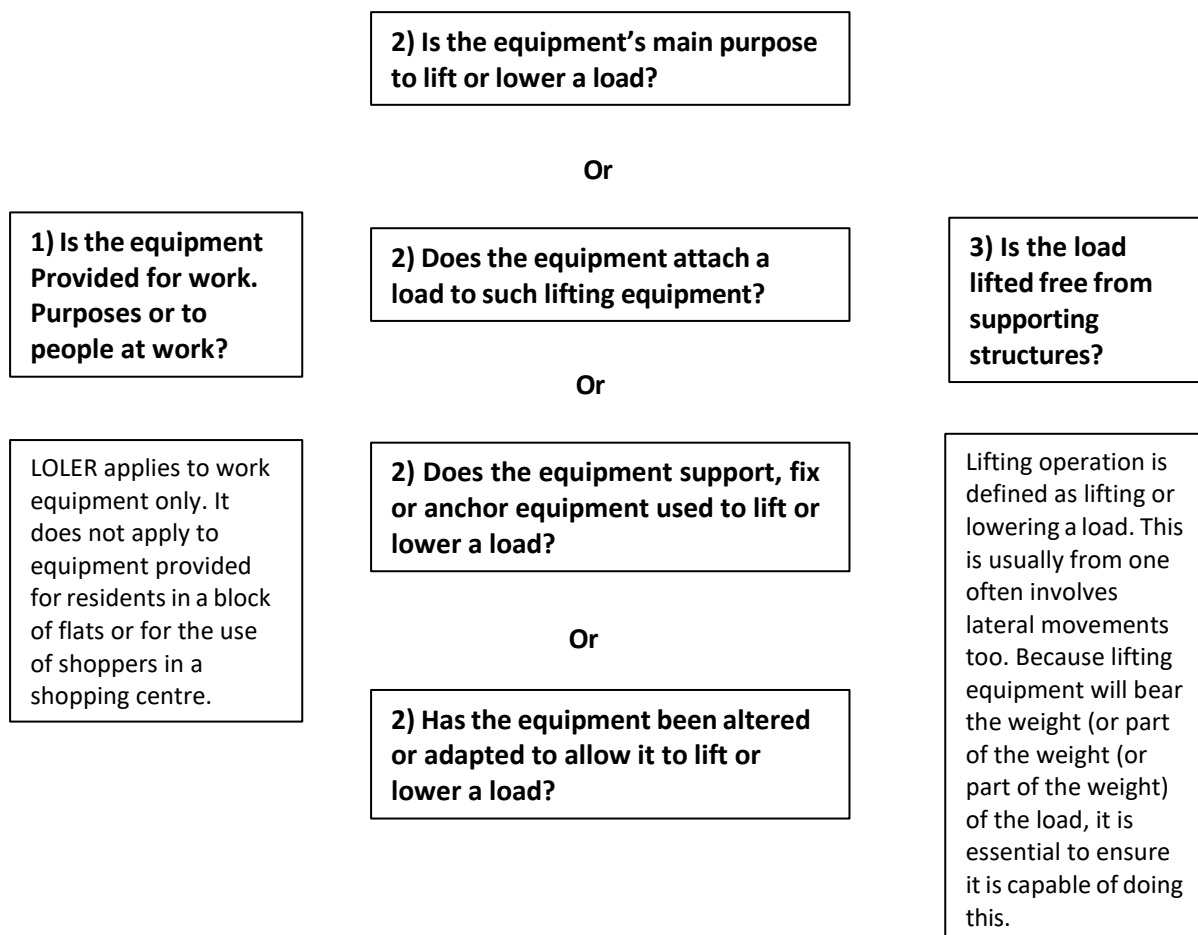
Hand Tools

All hand tools should be fit for purpose and maintained so that they do not pose a risk of injury to the user.

Fixed blade or retractable knives i.e., Stanley Knives are not allowed on an PropertyIndex site. Safety knives should be used, where there exists any risk of injury from slippage when using the knife. The exception to this Rule is heavy duty floor layers, dry liners, fire insulators and ladders of pipework. For these trades their RAMS must record the use of a fixed blade (sheathed) knives or retractable Stanley Knives and to mitigate the risk of cuts by the wearing of cut resistance 5 gloves as protection. Knives or blades must never be left lying around the workplace.

LOLER or PUWER

Is my Plant requiring a Thorough Examination by a competent person (LOLER) or evidence of an Inspection / Maintenance regime under PUWER?



If you answer yes to question 1 **and** any of the options in column 2 **and** question 3, the equipment is likely to be subject to LOLER.

If you have answered no to question 1 you may still have duties under section 3 or 4 the HSW act to ensure the safety of users.

If you have answered no to all the options in column 2 **and/or** question 3, your equipment may still be subject to the need for inspection and maintenance under the provisions of PUWER.

3.10 Excavations

Priority in all cases must be to eliminate the risk of a service strike by diverting services or switching-off before work is carried out.

All penetrations to the ground must be reviewed using PropertyIndex PTW2 - Permit for Consent to Dig. No digging / breaking ground will be allowed until the PTW2 is completed and accepted by all parties. Structural supports used in excavations are Temp Works and must be recorded in the Temp Works Register. All excavation works are to be carried out in accordance with HSE's Guidance HSG47 and under the control of the Subcontractors own Permit to Dig / Break Ground safe working system. There is no safe depth to an excavation (ref: HSE) so the Subcontractor must risk assess to decide if

the excavation is required to be supported. Supporting the excavation can be achieved by either battering back, stepping or shoring e.g., trench boxes to supply structural support. The Subcontractor must decide the most appropriate means of support where necessary through their risk assessment.

Spoil material must be stored well away from the excavation. A secure means of access/egress must be provided. Excavations or ground adjacent to it must not be overloaded by work equipment or material. Where there is movement of plant this must be factored into the Subcontractor's risk assessment

Inspection

Subcontractors are to ensure that a competent person assesses the stability of the excavation and adjacent structures. All excavations should be inspected at the start of each shift in which the work is to be carried out; after any event likely to have affected the strength or stability of the excavation; and after any material unintentionally falls or is dislodged; and the person carrying out the inspection is satisfied that construction work can be safely carried out there. Records are to be kept of inspections. Where the person carrying out the inspection is not satisfied that construction work can be carried out safely at the place inspected then they must inform the person on whose behalf the inspection was carried out and PropertyIndex Site Management, before the end of the shift within which the inspection was completed. All faults identified in the inspection must be rectified before commencing work.

Plant and Equipment

Subcontractors to ensure that suitable and sufficient steps are taken, where necessary, to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material. Bump stops to be used around excavations to physically prevent plant from driving into the excavation. Plant and Equipment should be placed a suitable distance from any open excavation to ensure that fumes do not accumulate in the excavation.

Open Excavations

The workforce unless involved in the excavation must be prevented from unauthorised entry to the excavation by suitable barriers and placed at least 1 metre away from the edge of the excavation.

3.11 Substance Misuse Policy

To ensure all employees and contractors comply with PropertyIndex Substance Misuse Policy no employee or Subcontractor or their personnel should:

- Report for work whilst impaired due to alcohol, drugs (whether illegal or not) or other substances
- Be in possession of alcohol or illegal drugs on site or Client premises.
- Consume alcohol, illegal drugs or take any substance in an unsanctioned way whilst at work.
- Attempt to sell, distribute or supply illegal drugs whilst on Site or whilst representing PropertyIndex Construction.

PropertyIndex upon advice and evidence from experts within the industry have adopted a standard for alcohol that measures 80mg per 100ml of blood (0.8BAC) and reserve the right to test for any drug controlled through the Misuse of Drugs Act 1974, the type and nature of drugs that are being tested for will be advised to the individual at the time of the test.

The selection of sites to be tested will be determined by PropertyIndex Director for Health and Safety and PropertyIndex Head of Health and Safety. On the morning of the test the PropertyIndex

Construction Manager will be informed that space is required for Cansford Laboratories Ltd to place a self-contained testing wagon. On some testing wagons electrical connection may be necessary. The testing officer will inspect the register of site personnel and select individuals at random for testing.

As the selection for testing is on a random basis any individual refusing to be tested or found to tamper with their sample or others will not be allowed to work on an PropertyIndex Site. No one is exempt from testing. Random testing will include all employees, agency, Subcontractors, contractors and their staff / personnel and visitors. Individuals using prescription or over the counter drugs should declare them before testing.

If an individual tests positive on site, then their Employer will be notified that they are not fit to continue working. The Employer must make the necessary arrangements for the individual to be transported to their home address, whilst being under the influence of drugs or alcohol. A second sample through a chain of custody will be tested by a registered laboratory to confirm the analysis of the test. This may take up to 4 working days. PropertyIndex throughout this period will not allow the individual to work on any PropertyIndex sites.

When the results of the laboratory analysis are confirmed, a final decision can be made. A positive analysis will mean the individual will not be fit to work on any PropertyIndex site until they can prove via a competent person that they no longer have a dependency on the substance they tested positive. If the individual's sample proves to be negative, then the Employer will be notified that they can return to work on an PropertyIndex site.

Where individuals test positive for drugs or alcohol PropertyIndex will recover costs for testing from the Subcontractor who is responsible for the works of the individual testing positive.

PropertyIndex Construction operate their own Substance Misuse Policy see Health and Safety Procedure HS09 and offer for their employees who may test positive for drugs or alcohol a rehabilitation programme run by Cansford Laboratories Ltd. Subcontractors are encouraged to consider a similar scheme for their own employees.

3.12 Permits to Work

A strict Permit to Work system will be imposed for work in hazardous areas / circumstance. This shall be administered by the Authorised Person or his delegate. This system covers:

Permits

Permits	Authorised Person	Location
Hot Works Contained in Fire Safety Plan	Site Fire Safety Co-ordinator	FS6 - Hot Works Permit v4.pdf
Permit for Consent to Dig	PropertyIndex Site Management	PTW2 - Permit for Consent to Dig v9.pdf
Confined Space	PropertyIndex Site Management	PTW3 - Permit for Confined Space v4.pdf
Lifting Operations	PropertyIndex Site Management	PTW4 - Permit for Lifting Operations v5.
Electrical Works	PropertyIndex Site Management (Electrical Competent Person)	PTW5 - Permit for Electrical Works v3.pdf

Working at Height on a Roof	PropertyIndex Site Management	PTW6 - Permit for Working at Height on
Working in a Live Area	PropertyIndex Site Management	PTW7 - Permit to Work in a Live Area v2
To Work in Close Proximity of Asbestos	Asbestos Co-ordinator	PTW8 - Permit to Work in Close Proximity

Notes:

Authorised Persons must be competent to control and issue the Permit e.g., technical knowledge and previous experience of the activity being performed.

The operative carrying out the works must be in possession of the permit and their approved Method Statement. A register will be used to record all Permits and their status:

3.13 Traffic Management Plan

The following information deals with the controls necessary for the safe integration of vehicles and pedestrian traffic on this Construction Site:

All construction deliveries are via Hill Street/Commercial Street site entrance. All vehicles will have to be banked and access routes will be clearly marked, and sign posted. All vehicles will be controlled by a delivery schedule and all deliveries must be on a just in time basis. Pedestrian's access will be via pedestrian entrance.

All traffic routes are indicated with signage, regularly checked, and maintained for the safety of vehicles and pedestrians. The following document will be used to record the traffic route daily checks:

3.14 Storage of Materials

On site space is very restricted. All Subcontractors on site must clear up their own waste. PropertyIndex Site Management will ensure any excess waste is removed from the work / access routes on a daily basis and counter charge those who generated the waste for removal. Any Subcontractor whose tasks generate larger amounts of waste other than the system can reasonably accommodate must inform the Construction Manager to forestall any logistical / removal problems.

3.15 Hazardous Substances (COSHH)

The following substances have been identified as possible on this site due to the site location next to Dock Lane and the site being open and overgrown for a number of years and will be covered at induction:

- Micro-organisms e.g., Leptospirosis (Weils Disease)
- Discarded syringes.

The Subcontractor is to ensure that their workforce is fully briefed on the risks associated with these hazards.

COSHH Where the Subcontractor is bringing on to site any COSHH substance then their Method Statements are to contain a separate document containing the Manufacturers Safety Data Sheet (MSDS) and a COSHH risk assessment for that substance. Where applicable, at the Pre-Commencement meeting the PropertyIndex Site Management team will agree with the Subcontractor

quantities and location for storage of COSHH substances etc. COSHH products are not to be brought on to site without first gaining approval by the Construction Manager. Note: COSHH Risk Assessments must be signed and dated by the Author. A COSHH Register will be used to record products. Below is an example of a template for a COSHH RA, which can be used if none exists:

Subcontractor to use a block splitter instead of a petrol cutting saw to reduce the generation of silica dust.

Where activities are harmful to health then the Subcontractor is to identify how health surveillance is to be carried out in their RAMS / COSHH RA for noise or vibration; solvents, fumes, dusts, biological agents, asbestos, lead, work in compressed air; ionising radiations or commercial diving or any other substances that are hazardous to health. All of these require a particular type of high-level medical surveillance, which must be carried out by a doctor appointed for these purposes by HSE.

Any operative required to use anything which has been subject to some form of hazard assessment must be informed of the findings of the assessment and instructed in the safe use of that substance etc.

If there is an implication upon the health and safety of those not in that Subcontractor's employ, then that must be made clear to the Construction Manager.

COSHH RA for diesel / petrol must also include details of storage, location where re-fuelling takes place and fire / spill precautions, see also Fire Safety Plan.

Any Plant or Equipment with an internal combustion engine should be positioned in the open air. Where this is not possible the use of the plant and equipment will be subject to a risk assessment in accordance with HSE document on DEEE's HSG 187 – 2012. A risk assessment will be specific into how carbon monoxide levels can be eliminated/reduced to the lowest possible levels, should there still exist any levels of carbon monoxide then a plan will have to be agreed with PropertyIndex Site Management on how the Subcontractor is to detect and control these levels so that they do not present a hazard and cause harm to their own workers and others working inside the same structure. HSE Guidance is reproduced, below:

3.16 Manual Handling

Subcontractors through their Method Statements are to use alternative mechanical assistance to manual handling methods. Where there is no viable mechanical assistance available then additional resource should be utilised. Where it is necessary to carry out manual handling then details of training should be identified in the Subcontractors Method Statement.

The Subcontractor must risk assess how they intend to get their materials to the place of work and return back to the storage area.

3.17 Exposure to UV Radiation

Subcontractors are to review arrangements to protect their workforce from the effects of the sun – burning and dehydration. Rotation of personnel, suntan cream, covering up and shelter should be considered, along with plentiful supply of water. Posters have been provided in the toilets, reminding to check for dehydration.

3.18 Holes and Manholes

Holes in the ground are a Hazard to both pedestrians and vehicles. Fitting the lid on the chamber means there is no hazard of falling from heights and nobody gets injured. It also means that by

installing the designed cover the manhole will now be able to take a recognised weight loading, without collapse. Subcontractors must not start work on manholes unless the correct manhole cover is available.

If the manhole lid becomes damaged and cannot be fitted then temp interlocking barriers should be placed around the hole to prevent pedestrian access or as an alternative use the Hepworth Temp Manhole cover, or similar. If it is a requirement to support road traffic then the road plate will have to be designed, as it is Temporary Works. In addition, the road plate will have to be secured to the road to prevent accidental movement, plywood is not to be used. If using temporary barriers or a road plate then daily inspections (recorded) will be carried out to ensure that the barriers / plate is still complete, not a trip hazard, not moved and continue to prevent unauthorised access.

3.19 Cartridge Fixing Tools – Hilti Hit or similar explosive cap guns.

Can be extremely dangerous in untrained hands. There are safer alternatives available e.g., gas powered tools/cartridges. These safer alternatives should be considered as a first choice, however where cartridge fixing tools have to be used then the following applies:

- Anyone who is required to use one must be trained and be competent to do so and be of a sufficiently mature and responsible disposition. Operatives must be over 18 years of age and possess a certificate of training issued by a recognised body or manufacturer on the particular make of tool to be used, or they will not be permitted to use these tools.
- Explosives (including cartridge fixing tools) must not be brought on to the site without permission of the Construction Manager. Tools and cartridges will not be left unattended, when not in use will be stored in a lockable box. Cartridges are designed for specific brands or types of tools and are not interchangeable, even when they are of a similar type or appearance.
- High-impact eye protection (possibly a full-face visor) to BS EN 166 and ear protection must be worn. Work area to be controlled / restricted for access and egress of other site staff. Equipment to be regularly inspected and maintained. Any defects will be reported, and the equipment will NOT be used until repaired. Pin and cartridge must be selected as suitable for the work being carried out.
- Splinter guards must be fitted and used where appropriate. Cartridge tools should not be used where there is likelihood of flammable vapours or gases, or a risk of a dust explosion. In the event of a misfire, the manufacturer's instructions will be followed.
- At the end of the job all unused cartridges must be accounted for.

3.20 Protection below Work Area

Where work is carried out at heights including working in a MEWP, a physical barrier or an exclusion zone must be created below to protect the work area and workers. Consideration must also be given to take into account materials or tools that could be deflected when dropped to fall outside of the area immediately below.

When working on a floor above the lowest level checks are to be carried out to ensure that materials or tools do not fall through holes or penetrations in the slab.

3.21 Refrigerant Gas

Any person working on refrigeration equipment shall be qualified to C&G 2079-11 or equivalent CITB J11F to comply with F Gas Regulations 2009 Refrigerant Handling. Appropriately designed Recovery Vessels shall be used for the removal of ALL refrigerants from source. The corresponding Waste Transfer documents are to accompany the vessel whether it be for direct destruction or recycling (e.g., Gas Bank HCFC (R22 and R408a).

Uncontrolled Leaks – the Fluorinated Gas Regulations 2009 (F Gas Regs), requires that no system should be touched with until the responsible Refrigeration Subcontractor has confirmed the equipment is safe and free of refrigerant; the consequences can be significant especially if Liquid refrigerant is present as this may result in severe skin burns/frostbite or asphyxiation if released inadvertently. There may also be ramifications from enforcement agencies resulting in fines and/or imprisonment for breach of these regulations.

HVAC Systems with Refrigerant – M&E Subcontractors to ensure that F Gas Regulations are applied to all of this equipment with the refrigerant being removed safely, before any work on the refrigerant pipework is started.

3.22 Electrical Works

Electricity can kill or severely injure people and cause damage to property from the effects of fires and explosions. Most accidents occur because people are working on or near equipment that is:

- Thought to be dead but which is live.
- Known to be live but those involved do not have adequate training or appropriate equipment to prevent injury, or they have not taken adequate precautions.

To avoid the potential for such harm or damage to occur it is essential that PropertyIndex ensure competent Subcontractors are appointed for any electrical works on the company's projects. The Competent Subcontractor employed to carry out works on or near electrical systems or equipment must additionally ensure the following precautions are in place:

Live working must be avoided where practicable, with a competent person having assessed and planned for the works to be carried out and all associated precautionary measures required. A justification for live working must be documented in order for Live works to be authorised. Note: During commissioning and fault-finding this should be achieved by using suitably designed equipment with in-built test facilities and diagnostic aids.

If it is unreasonable for the work to be carried out "dead" a risk assessment is required and should be carried out by the competent persons of the specialist Subcontractor employed for the works. Risk assessment must cover the work on or near the specific equipment and it must be carried out by someone with comprehensive knowledge and experience of the type of work and the means of controlling the hazards and associated risk.

In addition to the risk assessment, a planned procedure and system of work should be in place for the type of working to be carried out, detailing the specific system or equipment to be worked upon. This should include, but is not limited to:

- Identification of the circuit or equipment to be worked on or near and the work that needs to be done.
- The type of work, and suitable, correct work methods, systems and equipment to be employed.
- The level of supervision required and whether accompaniment of workers is necessary.
- The regime of supervision and monitoring for the works.
- Provision of specialist work equipment and personal protective equipment.
- Detail of appropriate information, tools and instruments and instruction to ensure workers have appropriate knowledge and understanding of the system to be worked on and their limitations within it.
- Arrangements for management checks and supervision of work.

- Sequence and Implementation of DEAD or LIVE working procedures.
- Associated Safety Documentation, including permits to work and persons authorised and competent to issue such.
- Emergency Procedures and Response Plans.
- Specific Safety Rules for the Work System or Equipment to be worked on.

Competency

Competent Persons are in place to assess and plan the works, and to carry out the works required on the specific type of electrical system or equipment.

A Schedule of all levels of Subcontractor Competencies must be maintained for each project. This must be provided by the relevant Subcontractor Manager, identifying those people who are competent and have knowledge and experience of the electrical system to be worked on.

Competent Persons must be aware of their limitations with respect to the works they are instructed to complete.

Competent Persons should be aware of and know how to refer a changed situation to the correct people, by communicating both up and down the management structure in the organisation.

A review of works must be undertaken by a competent person where any change to the planned and assessed method and procedures for works occurs.

Safety Rules

Safety Rules are in place prior to the commencement of any works, and specific to the system or equipment to be worked on or near. Safety Rules should:

- Be written down and everybody involved must be made aware of them as they will form the basis of task-specific risk assessments.
- Embody a methodical approach so that the safety principles involved can be clearly understood by everyone.
- Set out the principles and general practices clearly and in a compact format for the specific system or equipment to be worked on or near.
- Be carried by those carrying out the work at all times. Workers should know the limitations of their work allowed under the safety rules.
- Be devised to reflect, among other things, the relevant organisation, personnel, the electrical system to be worked on, and the working environment. Further guidance can be obtained from three British Standards – BS 6423, BS 6626 and BS 6867

(Detailed procedures for safe working on equipment, or under particular circumstances, should be the subject of separate documents, including task-specific risk assessments or method statements, which should be readily available when required (even in out-of-hours emergencies).

Selection and Use of Equipment

Equipment must be properly designed, constructed, installed, and maintained so that it does not present a risk of electric shock, burns, fire or explosion when properly used.

- It must also be suitable for the environment in which it is used, and consideration given to the protection of the equipment in specific environmental conditions.
- Certified explosion-protected equipment must be used in places where there could be potentially explosive atmospheres.

- Switch disconnectors should have a locking-off facility or other means of securing them in the OFF position.
- Circuits and equipment should be installed so that all sections of the system can be isolated as necessary.
- Switch disconnectors should be suitably located and arranged so that circuits and equipment can be isolated without disconnecting other circuits that are required to continue in service.
- Devices used for isolating circuits must be clearly marked to show their relationship to the equipment they control, unless there could be no doubt that this would be obvious to anyone who may need to operate them.

See: HSG230 Keeping electrical switchgear safe includes guidance on the selection, use, care and maintenance of high-voltage and low-voltage switchgear.

3.23 Inspection and Test Frequencies for Electrical Equipment

Equipment Application /	Voltage	User Check	Type of Inspection	Formal Certification
Battery-operated power tools and torches	Less than 25v	No	No	PAT Test Charger
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear.	Secondary winding centre tapped to earth (55v)	Daily/Every shift a visual check	PAT	Before first use on site and then 3 monthly
110v Site Temporary electrical system	Secondary winding centre tapped to earth (55v)	Weekly	NICEIC / ECA	Before first use then 3 monthly
240v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift a visual check	PAT	Before first use on site and then monthly
230v fixed equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCR's	Weekly	NICEIC / ECA	Before first use
RCD's (Fixed)		Daily / every shift an operational test		
RCD's (Portable)		Daily/every shift an operational test	Operational test	Before first use then 3 monthly
Equipment in site offices	230v office equipment		PAT	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	NICEIC / ECA	Before first use
Temp Electrical Plant	415v	N/A	PAT	Before first use on site and then 3 Monthly

3.24 Statutory Registers Index

	Examinations			Inspections		
Type of Plant/ Equipment for Task	Thorough Examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on
Scaffolding	Scaffolder	Scaffolder	Scaffolders Handover Certificate	Weekly or after severe weather conditions	Competent person (e.g., Scaffolder)	PropertyIndex Inspection Report
Excavations Earthworks Trenches Shafts Tunnels	Weekly or more often if part has been affected e.g., collapse or explosives	Competent person (e.g., Supervisor)	Subcontractors own Register	Daily - before shift starts	Competent person (e.g., Supervisor)	Subcontractors own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g., Supervisor)	Subcontractors own Register	Daily and before men are employed therein	Competent person	Subcontractors own Register
Lifting equipment used to lift people e.g., mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g., Insurance Engineer, Manufacturer	Subcontractors own Register	Weekly	Competent person (e.g., Crane Driver)	Subcontractors own Register
Lifting equipment used to lift goods e.g., cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, forklift trucks, lorry loaders (HIABs) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair/alteration	Competent person e.g., Insurance Engineer, Manufacturer	Subcontractors or Principal Contractors own Register	Weekly	Competent person (e.g., Crane Driver)	Subcontractors or Principal Contractors own Register
Lifting accessories e.g., chains, ropes,	Before first use unless accompanied by certificate of	Competent person e.g., Insurance	Subcontractors own Register	Weekly	Competent person	Subcontractors own Register

slings, components for attaching loads for lifting e.g., hooks, eyebolts, lifting beams or frames etc	conformity. Every 6 months and after substantial repair/alteration	Engineer, Manufacturer				
"Installed" lifting equipment e.g., hoists, tower cranes or gantry cranes	After each installation After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair/alteration	Competent person e.g., Insurance Engineer, Manufacturer	Subcontractors or Principal Contractors own Register	Weekly	Competent person (e.g., Crane Driver)	Subcontractors or Principal Contractors own Register

3.25 Site Risk assessments and safe systems of work

Risk Assessments will be provided for hazardous operations involved in the project. Method statements and permit to work systems will be introduced as applicable, and these will be mandatory for high-risk activities.

PropertyIndex Construction Ltd expects risk assessments from Subcontractors to follow the format advised in the HSE guidance: "5 Steps to Risk Assessment" and will check risk assessments following this procedure before allowing a subcontractor to start work.

Copies of all contractors' risk assessments/method statements required are held in the Site Safety File. This will be updated as contractors are appointed through the lifetime of the project. The project's contracts management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site.

Where contractors are used to undertake the works, the contracts management team will review the risk assessments and method statements (RAMS). Where the work is identified as high risk, additional support will be provided by the H&S Consultant. To allow the review to be carried out in sufficient time subcontractors will be expected to submit their documents two weeks prior to the commencement of works where appointment allows.

Contractors will not be allowed to work on this project until they have provided a suitable and sufficient Safe System of Works (RAMS) as appropriate and received a positive review back from the contracts management team. A RAMS Review Form will be attached to the document reviewed.

Where required, a permit to work shall be issued by the Site manager, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit.

Permits for this project will include:

- Permit to carry out hot works.
- Permit to break ground / excavate.
- Permit to work on live electrics.

Risk Assessment

Significant Risks	Controls	Rating
Instability and failure of temp works	Appointment of a competent Temp Works Co-ord	Low
Minor injuries from site activities	Mandatory PPE, Site Induction on Rules and Hazards. Subcontractor first aider, Subcontractor to risk assess number of first aiders they require and record in RAMS. High risk activities require more first aiders. Work to be Supervised, review Method Statement and competency check on Operatives	Low
Injuries from construction works	Work to be Supervised, review Method Statement and competency check on Operatives. Commitment sheets to be signed by ALL.	Low
Plant and equipment failure	Plant permit, with maintenance inspections recorded. Safety critical medicals, where necessary.	Low
Fire risks	Fire Safety Plan, Fire Safety Co-ordinator, Fire Risk Assessment, Weekly Fire checks and Hot Works Permit	Low
Uncontrolled access to construction area	Secure hoardings, site inspections to check security of area / site, secured site entrance for non-working hours	Low
Traffic collision with vehicles and pedestrians	Traffic Management Plan, includes all highway works	Low
General slips, trips and falls	Audits, inspections of site and externals, use of hole register. Commitment sheets to raise awareness.	Low
Contact with live services	Permit for Consent to Dig. Utility drawings and scan / survey. Subcontractor uses own Permit to Dig / Break Ground during physical works.	Low
Lifting failure	Lifting Operations are properly planned, managed and executed in accordance with BS 7121 / CPA Guidance. Use of Permit for Lifting Operations.	Low
Falls from Heights	Working at Heights Controls section 3.7 and Training	Low
Trapped / Crush injuries in MEWPS	Training and Rescue Plan to be identified in Method Statement, see MEWP Controls section 3.7	Low
Confined space injuries	Permit for Confined space working supported by training and RAMS. Checks for Oxygen depletion / enrichment.	Low
Injury for hazardous substance	COSHH RA / Data sheets to be provided for all hazardous substances. Subcontractor to brief own workforce and any others that may be affected.	Low
Vehicles / Operatives falling into excavations	Control measures using bump stops and prevention methodology in RAMS	Low
Collapse of excavations causing asphyxiation and crushing	Soil investigation analysis required to determine correct type of structural support required to prevent collapse. Subcontractors Supervisors to inspect excavation before every use etc. ref: HSG 185	Low
Trapped / lost persons in an Emergency	Site Layout Plan, Fire Risk Assessment and Fire Drills	Low
Falls from Ladders / hop ups	Subcontractors to justify use in their RAMS.	Low
Unidentified Asbestos	Training in Asbestos awareness (IAP or UKATA). Refurb / Demolition Survey required, before work starts. Asbestos Emergency Spill Kits where structure built before the year 2000. Asbestos Emergency Procedure.	Low
Inhalation of Dust	RAMS to identify if they can avoid the generation of dust and then if not, how they will control its release through extraction and RPE. Face-fit RPE for the operative and use of dust suppression. Use of Vacuum cleaners, not brooms, where possible.	Low

Noise	RAMS to identify noisy works and utilise suppression / isolation techniques. Last resort is PPE	Low
Falls during erection of steel work	Method Statement identifying correct WAH Hierarchy. Competency of persons.	Low
Collapse of Scaffolding	Scaffold Controls see section 3.7. Use of correct components by competent persons and to a qualified design.	Low
Contamination of soil	Investigation and testing of soil HSG66	Low
HAVs on plant / equipment	Careful selection of plant and equipment and monitored usage by the operatives	Low
Manual Handling Injuries	Use of mechanical assistance and training where manually lifted. Details in RAMS.	Low
Demolition	Competency checks (CCDO) and RAMS, which identifies a sequence for dismantling the structure without compromising the stability of the structure.	Low
PropertyIndex Construction Personnel Working	Personnel to be Inducted and have SMSTS training. Personnel will not be required to carry out physical work activities other than inspections / surveys etc.	Low
Accidental release of Gas Refrigerant	Competent workers - C&G 2079-11 or equivalent CITB J11F to comply with F Gas Regulations 2009. Gas to be removed first.	Low
Electrical Works or near Live Electrical Systems / Equip.	Competent Managers, Supervisors and Workers in compliance with HSG85: 2013. Established Safe System of Work, RAMS, Safety Rules Isolations, Segregations and Warning Systems. Use of Electrical PTW.	Low
Contact with Live Services	Isolate, remove or protect services before starting works. Communicate location and signage.	Low
Flailing Hoses on Pressure Systems	Fit whip devices to hoses, ref: http://www.hoseandfittingsetc.com/product-overview/hose-accessories/hose-whip-restraint/	Low
COVID-19; Getting or spreading coronavirus by not washing hands or not washing them adequately	Following Government guidance on cleaning, hygiene, hand sanitiser and face coverings. https://gov.wales/coronavirus-social-distancing-guidance	Low

ITEM	TYPE	STANDARD	COMMENT
Eye Protection	General purpose High Speed, Low energy impact High Speed, Medium energy impact High-Speed, High-energy impact Chemical goggles Dust goggles Lens filters for welding	BS EN 166S BS EN 166F BS EN 166B BS EN 166A BS EN 166-3 BS EN 166-4 BS EN 169/379	Construction site use.
Hearing Protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety General purpose protective Chainsaw use	BS EN 345 BS EN 346	Includes steel mid-sole
Hand Protection	Medical Gloves, Single Use General purpose industrial gloves Rubber gloves for electrical purpose Chemical resistant gloves Protective gloves for chainsaw users Heat resistant for welders/ burners	BS EN 455 BS 1651 BS EN 60903 BS EN 464 BS EN 381 BS 2653	
Head Protection	Industrial hard hats – heavy duty	BS EN 397	
Respiratory Protective Equipment	Full face masks Self-contained open circuit compressed air breathing apparatus. Fresh air hose breathing apparatus. Compressed air line breathing apparatus Half masks and quarter masks Gas filters and combined filters Particle filters Self-contained closed circuit breathing apparatus Power assisted filtering devices incorporating full face half or quarter masks Filtering half masks against particles Power assisted fresh air hose breathing apparatus incorporating a hood Compressed air line or power assisted fresh air hose breathing apparatus incorporating a hood Compressed air line or power assisted fresh air hose breathing apparatus incorporating a hood	BS EN 136 BS EN 137 BS EN 138 BS EN 139 BS EN 140 BS EN 141 BS EN 143 BS EN 145 BS EN 146 BS EN 149 BS EN 269 BS EN 270 BS EN 271	Disposable FFP3 Masks For use in abrasive blasting operations
Safety Harnesses	Full body harness Pole belts Rescue harness Retractable fall arrester Guided type fall arrester Shock absorbers Lanyards	BS EN 361 BS EN 358 BS 3367 BS EN 360 BS EN 353 BS EN 355 BS EN 354	e.g., Sala Block

4 THE HEALTH AND SAFETY FILE

1 no. hard copy and 1 no. CD copy of the Health and Safety File will be handed over to the Client upon completion of the Project.

The following information will be included in the Health and Safety File at its various stages of development throughout:

- a) a brief description of the work carried out;
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g., surveys or other information concerning asbestos or contaminated land).
- c) key structural principles (e.g., bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.
- d) hazardous materials used (e.g., lead paints and special coatings).
- e) information regarding the removal or dismantling of installed plant and equipment (e.g., any special arrangements for lifting such equipment).
- f) health and safety information about equipment provided for cleaning or maintaining the structure;
- g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- h) information and as-built drawings of the building, its plant and equipment (e.g., the means of safe access to and from service voids and fire doors).
- i) There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise, and easily understandable.

PropertyIndex Construction will ensure that relevant information from any Subcontractor or designer shall be included.

Subcontractors are to provide the necessary documentation 14 days before physical completion with only test certification to be handed over when physical works is complete.

5 FILING SYSTEM

Nine Files are started by the Health and Safety Department for each site and a mirror image created on the S: drive / PropertyIndex Hub. They contain a number of templates which have to be developed as the project progresses. These will be added to by Subcontractors documentation as it becomes available. In addition, there will be records that will be held on a temp basis and expire once the work package has been completed. Where additional files are required, you should number these: Files (number) A, B C etc. All project critical site documentation must be backed up with e-copies on the S: drive, see below for details:

File 1: Safety Management System. Both hard and e-copies should be the same. Contains Pre-Construction Information / F10 / Letter of Approval / Construction Phase Plan / Traffic Management Plan / Fire Safety Plan / Fire Risk Assessment(s) and Fire drill Records / Insurance Certificates / Guidance – Fire Prevention on Construction Sites / CCS Comments form. Note: If you are required to make small amendments to the Plans, and without a complete reprint. Mark the hard copy in the File as 'MASTER COPY' and when you make any small alterations initial and date them and then sweep up at a later date. Note old version files should be moved to the Archived Documents folder.

File 2: Temporary Works - See section 3.6. Hard copies only. Contains all Temp works inc. Cranes, Scaffolding, Excavations and Hoardings.

File 3: Competency and Inductions - See section 2.13. Contains Signed Commitment sheets and Visitors sheets. Competency Matrix to be held as original e-copy from the Pre-Commencement Meeting. Subcontractor must keep up-to-date records Competency records of their ever-changing workforce. Note: It is not a requirement to photocopy CSCS cards.

File 4: Method Statements - See section 2.19. Both hard and e-copies of RAMS and signed CPP5 Method Statement Review sheet. RAMS Tracker, hard copy only.

File 5: Permits to Work - See section 3.12. Hard copies only. Contains all Permits to Work and a Register. Only keep Permits in file for a month then discard.

File 6: COSHH and Manufacturers Data sheets. Both hard and e-copies of COSHH Risk Assessments and Manufacturers Safety Data sheets. COSHH Register, hard copy only.

Note: Manufacturers Safety Data Sheets are often required in an emergency e.g., someone has swallowed a COSHH product and has to be taken to hospital. The Manufacturer's Safety Data Sheet will explain the chemical breakdown of the product and emergency contact details and therefore assist treatment. Some COSHH RA may also contain this information so it may not be necessary to keep both.

File 7: Registers - See section 3.9. Hard copies only. Contains Plant / Equipment / Harness / PAT / Toolbox Talks / Tipping Skips / Hole Register. If used make sure Tipping Skips checks are carried out by the multi service team.

File 8: Incidents - See sections 2.11, 2.15, 2.20. All Incident documentation should be uploaded to the Incident records on RG Hub. Injury record sheets originals to be returned to Health and Safety Dept at HQ for filing. Contains Incident Procedure and supporting documentation, Injury Record Book and Sheets and Guidance on Welfare facilities.

File 9: Inspections / Audits - See section 2.3. Both hard and e-copies for HSE and F Weekly Inspection Sheets, Daily Perimeter, Daily Lighting Tower Checks, Traffic Route Daily Check, Daily Activity Briefings. Subcontractors Audits will be held as hard copy only and be verified during audits by the H&S Dept. Note: Check Subcontractor's Audit findings and carry out necessary corrective actions.