
YOUR COMPANY NAME

Construction Phase

Health & Safety Plan

Project Name

NOTES FOR THE DEVELOPMENT OF THIS TEMPLATE:

This template requires the items in red italics to be considered and replaced with project specific details in BLACK non italic text or deleted if not applicable.

On completion of the template there should be no red italic text remaining (including these notes).

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REVISION HISTORY

1. Pre-tender	Prepared by:		Date
	Approved by:		Date
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6	Prepared by:		Date
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	Approved by:		Date
9	Prepared by:		Date
	Approved by:		Date
10	Prepared by:		Date
	Approved by:		Date

INTRODUCTION

Health & Safety Principles and Objectives.

YOUR COMPANY NAME holds Health and Safety as a core business value and is committed to creating a future free of incidents and injuries, where:

- All stakeholders actively create safe environments;
- Leadership, passion and commitment are present at all levels;
- Working safely enhances Quality, improves Productivity and generates Value;
- Attitude and behaviour replace statistics as a measure of success;
- People are enabled to make safe choices about their own and their neighbour's safety and to challenge the environment in which they work;
- Good safety behaviour is admired, respected and recognised across the organisation;
- Peer pressure has replaced policing – acting unsafely is anti-social;
- We have a well trained & fully competent workforce actively contributing to the safe planning of their work;
- Our commitment to safety & long term health contributes to making us employer of first choice;
- Our business only welcomes those who support our vision and are willing to change – no compromise on safety.

We take pride in everyone returning home safely everyday.

YOUR COMPANY NAME is committed to the protection and enhancement of the environment. This will be delivered by implementing and maintaining an Environmental Management System that applies to services provided by its permanent offices and to its construction activities. This includes activities, products and services provided by organisations working on behalf of **YOUR COMPANY NAME**.

A summary of the **YOUR COMPANY NAME** HS&E Policy statements are posted on the designated safety notice board(s). The Project Leader has full access to systems available for inspection at any time.

Pre tender information has been taken into account in the developing this Construction Phase Plan. It will be maintained and developed throughout the project to ensure it constantly reflects the management of specific risks to health, safety & environment arising from the project.

This Plan describes how we manage Health and Safety on this Project. I expect everyone working on the project to comply with its requirements and work to maintain the standards it has set.

Name:

(print)

(Project Leader)

Signed:

Date:

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1.0 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION & PROGRAMME DETAILS

1.1.1 Project Description

- *Full title of project*
- *Details of completed project*
- *Address, contact telephone numbers and location of project, including map*
- *Summary of main construction tasks and trades*

1.1.2 Programme Details

- *Details of works programme, add copy of overall programme*
- *Time scales*
- *Hold points*

1.2 CDM APPOINTMENT & OTHER KEY CONSULTANT DETAILS

1.2.1 Details of Client

- *Contact names*
- *Contact telephone numbers*
- *Contact address*

1.2.2 Details of Principal Contractor

- *Contact names*
- *Contact telephone numbers*
- *Contact address*

1.2.3 Details of CDM Co-ordinator

- *Contact Names*
- *Contact telephone numbers*
- *Contact address*
- *Add copy of F10 notification*

1.2.4 Details of Designers (including key sub contractors)

- *Contact Names*
- *Contact telephone numbers*
- *Contact address*

1.2.5 Details of Other Consultants

- *Contact Names*

-
- *Contact telephone numbers*
 - *Contact address*

1.3 EXTENT & LOCATION OF EXISTING RECORDS, PLANS OR RESTRICTIONS THAT MAY AFFECT THE WORK

1.3.1 Pre-tender H&S and associated information

- *Relevant issues and risks from pre – tender information*
- *Previous H&S Files*
- *Service location Drawings*
- *Designers Risk Assessments (Usually in appendix 2 of this Plan*

1.3.2 Existing Issues or Restrictions that may affect the Work

- *Client / neighbour's activities.*
- *Specific client rules and requirements.*
- *Planning restrictions.*
- *Restrictions on working hours by the Client, Environment Agency or others.*
- *Restricted construction traffic routes to site.*
- *Parking restrictions.*
- *Noise restrictions.*
- *Vibration restrictions.*
- *Regular adverse weather conditions (e.g. high winds, etc.)*

1.3.3 Security

Detail the site security arrangements derived from the Risk Assessment and consider:

- *Vehicle parking restrictions*
- *Site entrance control points*
- *Identity card system*
- *Vehicle barrier types*
- *Visitors to site procedures*
- *Delivery vehicle procedures*
- *Need for 24hr cover etc*

1.3.4 Welfare

YOUR COMPANY NAME will ensure that appropriate welfare facilities are provided and maintained according to the size of the workforce and nature of the work.

An assessment must be carried out to determine specific welfare requirements and arrangements throughout the project; from day one to the last day persons are on site. Consideration must be given to any requirements for male / female changing, showers or disabled facilities, etc. Ref. Company H&S Policy Section 16

Details to be included:

- *What type and size of facilities are required,*
- *When they will be operational,*
- *State what the initial set up is and what the subsequent set up will be*
- *Where they are located. Produce clear layout drawing*
- *Who provides and maintains each facility.*
- *Expected standards and monitoring requirements.*

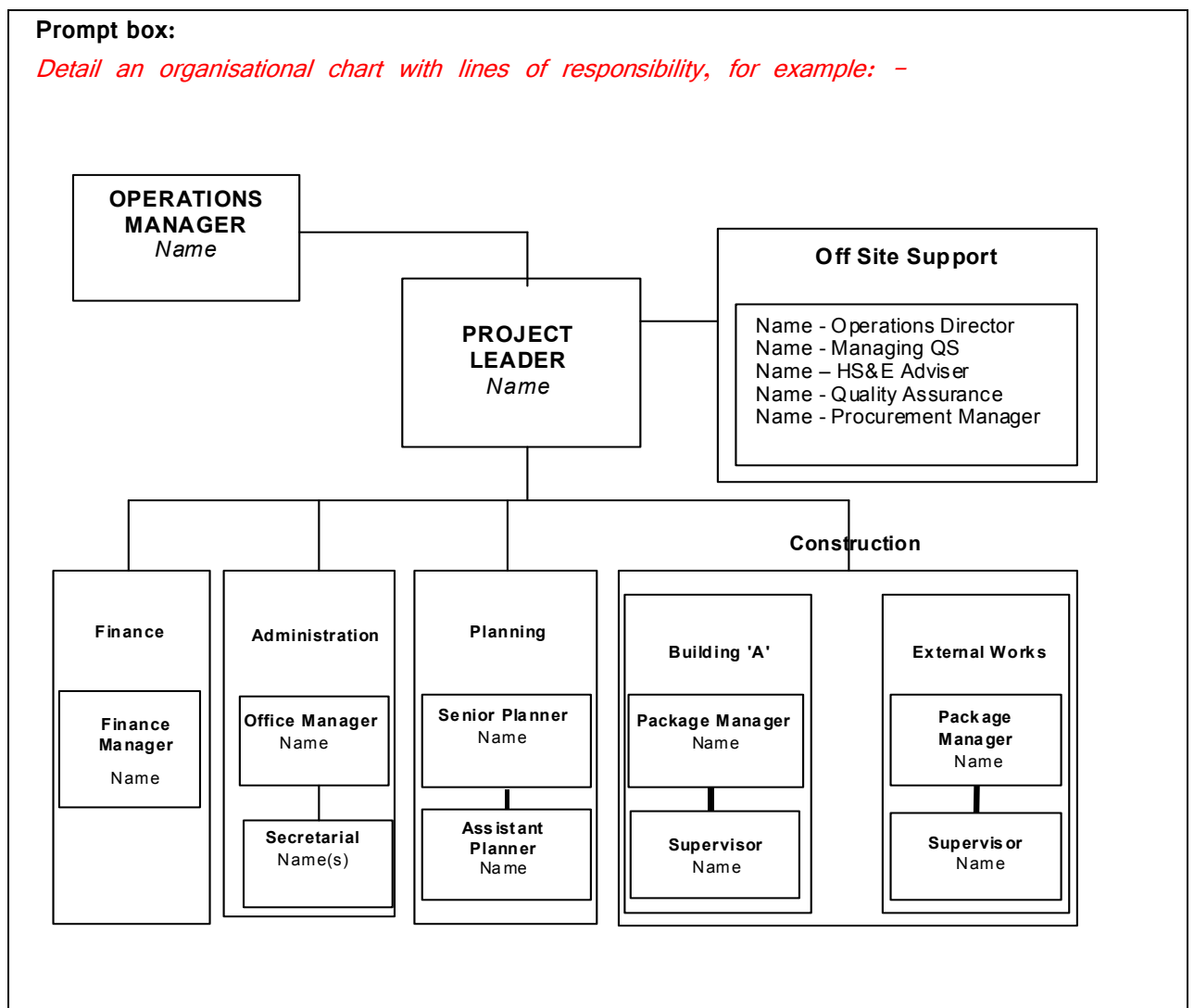
1.4 COMMUNICATION AND MANAGEMENT OF THE WORK

1.4.1 Management Structure

Senior off-site personnel responsible for the project include:

(Add relevant name) (contact number)
(Add relevant name) (contact number)
(Add relevant name) Visiting Safety & Environmental Adviser (contact number)

On-site Personnel and off-site support:



1.4.2 Management Responsibilities / Safety Appointments

The key **YOUR COMPANY NAME** safety appointments and deputies detailed below have been made by the Project Leader.

Additional key appointments may be added to this list.

Appointment	Name	Deputy
HS&E Adviser		
Site Environmental Representative		
Temporary Works Coordinator.		
Appointed Person (Lifting Operations).		
Lead First Aider		
Emergency or Fire Safety Coordinator		
Public Protection Coordinator		
Welfare / Compound Coordinator		
Access & Egress Coordinator		
On Site Logistics Coordinator		
Hole Protection Coordinator		
Abrasive Wheels Coordinator		
Temp Electrics, Lighting & Hand Tools Coordinator		
COSHH Co-ordinator		

1.4.2 Management Responsibilities / Safety Appointments (Cont.)

Appointed Permit Issuer:	Name	Photo
Work On High Voltage		
Work In Confined Spaces		
Isolation Of Services		
Work On Or Near Live Services		
Pressure Test Work		
Hotworks		
Access To Restricted Areas		

(Other specific responsibilities for inspection are recorded in section 2.1.1 of this plan)

1.4.3 Supervision Standards:

Standards of supervision levels on projects will be determined according to the level of risk involved in the specific tasks and the competence of those undertaking the task.

The **YOUR COMPANY NAME** Appointment and Name will determine the levels of supervision required by on-site **YOUR COMPANY NAME** personnel and record these on the project organogram.

For subcontracted work, the **Appointment and Name** and the subcontractor will agree supervision levels prior to award of subcontract and these will be recorded.

1.5 ARRANGEMENTS FOR COMMUNICATION

1.5.1 With the Project Team.

*Detail the specific methods for communication of health and safety issues with the **YOUR COMPANY NAME** Construction project team, For example:*

- *Project Health & Safety Launch*
- *Regular team meeting.*
- *Early morning meetings with key personnel.*
- *Lunchtime briefing.*
- *Formal correspondence (e.g. Appointment Letters).*
- *Circulation of day files.*
- *Management by Walking About (MBWA)*

1.5.2 With the Client

Detail specific methods for communication of HS&E issues to the client. For example:

- *Monthly meeting.*
- *Monthly report.*
- *Formal correspondence.*

1.5.3 With the CDM Co-ordinator

Detail the specific methods for communication of health and safety issues with the CDM Co-ordinator. For example:

- *Monthly meeting.*
- *Formal correspondence.*

1.5.4 With Designers

For example:

- *Appointment of a Design manager.*
- *Design co-ordination meetings.*
- *Weekly meetings.*
- *Formal correspondence.*

1.5 ARRANGEMENTS FOR COMMUNICATION (CONT'D)

1.5.5 With Contractors

Method	Frequency	By whom?
Pre-start meetings	Minimum once prior to commencement	Senior site manager Manager with direct control
Progress meetings (inc. Health, Safety Env)	Once per week (minimum)	Manager with direct control
Safety meetings	Once per month (minimum)	Project Leader and Manager with direct control
Health and Safety Committee	At least monthly	Project Leader and workforce representation
Emergency meetings	As required by YOUR COMPANY NAME	Manager with direct control
Written instructions	As necessary	Manager with direct control
Verbal instructions	As necessary	Manager with direct control
Walk about	Daily	Manager with direct control
Design Co-ordination Meetings	To be agreed by senior site manager	Senior site manager Design Coordinator
Co-ordination meetings	1per day – High risk 1 per week – Med risk 1 per month – Low risk	Manager with direct control

1.5.6 With Site Workers

Detail specific methods for communication of HS&E issues to site workers, for example:

- *Health and safety induction;*
- *Health and safety induction booklet;*
- *Daily contact on site;*
- *Tool box talks;*
- *The designated project safety notice board(s) is located (add locations)*
- *Signs & posters;*
- *Safety Committee meetings.*

1.5.7 With Others Who May Be Affected

Detail the specific methods for communication of health and safety issues to others that may be affected by the project. For example:

- *Public – schools, universities/colleges, neighbours, drivers, pedestrians, etc*
- *Health and Safety Executive.*
- *Police.*
- *Emergency Services.*
- *Doctors Surgeries*
- *Environment Agency, Local Authorities, etc.*

1.6 PROJECT GOALS

- *To reduce numbers of accidents*
- *Project or Business Specific KPIs*

2.0 HEALTH & SAFETY MANAGEMENT STRATEGY

2.1 ARRANGEMENTS FOR MONITORING H,S & E PERFORMANCE

The following techniques in this section will be used for monitoring compliance with:

- Legal requirements
- The health and safety rules contained within the plan
- The procedures for contractor selection and management of trades
- Special requirements for public interfaces

2.1.1 Routine Inspections

A regular routine inspection of every workplace will be carried out. The Site Health Safety and Welfare Inspection Report will be used to record the observations made and the remedial actions to be taken.

The following persons are responsible for carrying out routine inspections:

Area to be Inspected	Inspected by Whom
1	
2	
3	
4	

2.1.2 Work Place Safety Inspections

Workplace inspections will be carried out by the person in control of the specific workplace, whether **YOUR COMPANY NAME** or sub-contractor.

Where subcontractors are required to carry out such inspections, the responsible **YOUR COMPANY NAME** manager will ensure the adequacy of the inspection process.

Inspections carried out by **YOUR COMPANY NAME** will be recorded on the Site Health Safety and Welfare Inspection Report and will include in particular inspections of any;

- **Static or mobile Towers**
- **Ladder Access**
- **Scaffolding**
- **Personal Suspension Equipment**

2.1.3 Compliance Monitoring

Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results.

Compliance monitoring will be carried out by:

- a. The manager/supervisor controlling the area in which work takes place.
- b. Visiting personnel e.g. allocated Safety Advisor, Operations Manager or Directors.

Observations or actions arising from monitoring will be tabled at the planning meetings.

2.1.4 Health Safety & Environmental Advisers Monitoring

The H&S Adviser allocated to the project will monitor at agreed intervals (*state frequency*) and produce a written report on the Site Health Safety and Welfare Inspection Report.

2.1.5 Director / Manager Review

The **YOUR COMPANY NAME** Operations Director / Manager will carry out a health and safety review at least quarterly. The adequacy of this H&S Plan will be assessed as part of this review.

State how frequently this review will be carried out. This must be at least quarterly, but the actual interval will be dictated by the speed and complexity of the project.

Any significant findings from the reviews will be included in this HSP as an amendment and distributed to the relevant parties.

2.2 INFORMATION AND TRAINING FOR PEOPLE ON SITE

2.2.1 Inductions

*Detail the methods by which **YOUR COMPANY NAME** will check that people on site have been satisfactorily inducted. Consider:-*

- *Arrangements for delivery – i.e. who does the induction?*
- *Arrangements by which **YOUR COMPANY NAME** management are informed of new starters;*
- *Arrangements for recording of inductions*
- *Any passes, or other identification issued after induction*
- *Arrangements for re-induction or safety updating as the contract enters a new phase or persons are transferred to a different section.*

Detail any additional site specific induction information to be included to supplement the standard induction in Company H&S Policy Section 3.

(Note that the introduction of an induction session by a senior manager sends a clear statement of commitment to safety by site management to the workforce.)

2.2.2 Site Safety Rules

Further develop the list below to include any additional specific safety rules for site workers on the project. Note that any rules relating to disciplinary action must be compatible with the current Industrial Relations policy.

YOUR COMPANY NAME SITE RULES

When developing these rules, note that any disciplinary action must comply with current Industrial Relations policy.

Rules Applicable to All Persons on Site:

- **Drug & Alcohol Testing** may be carried out at any time. Positive results for drugs or excess alcohol, or refusal to take a test could result in termination of contract or refusal of entry to site. If you use any medication that could affect your ability to work safely, notify your employer
- **Incident & Injury Free** is a programme operated by **YOUR COMPANY NAME** to create a cultural shift in the attitudes to Health and Safety across all levels of a project. You will be required to participate
- **Safety Inductions** must be satisfactorily completed by all persons before starting work
- **YOUR COMPANY NAME Disciplinary Code** is operated on site and allows for warnings to be issued and recorded. Persons receiving warnings particularly for gross misconduct will be removed from site and further disciplinary action may be taken

Persons Working On Site:

- Safety Helmets, High Visibility Vests & Safety Footwear are mandatory on site
- You must wear additional Personal Protective Equipment where this has been specified
- Make sure your supervisor has briefed you prior to starting work – if not, stop and ask
- Strictly follow the details of the agreed method statements, task briefing or daily activity briefing
- Stop working if unsafe or unhealthy conditions develop and inform your supervisor immediately
- No alcohol, drugs, radios or Walkmans are allowed on site
- Only eat, drink or smoke in areas designated by management
- Racial or sexual harassment on site or directed at the public is illegal and will not be tolerated
- Anyone connected with defacing or vandalising anything on site, will be removed from site

Work Areas:

- Keep your area tidy by keeping rubbish in piles or in bins
- Keep all accesses clear of materials, cables or other obstructions
- Fully comply with all health and safety signs – do not cross barriers or enter no-go areas
- If you notice unsafe areas or uncovered holes, take immediate action and report them immediately
- Never pour oil or other pollutants down drains – know your COSHH materials and use them safely

Unplanned Events:

- Report all accidents and near misses to allow us all to learn by our mistakes
- Know the best means of escape from your work area and your assembly point
- Unsafe working will not be tolerated

Plant & Equipment:

- To operate plant or machines, you must be authorised and hold the appropriate certification
- Scaffolding (incl. proprietary systems) may only be erected, dismantled or altered by scaffolders
- Mobile towers can only be erected or modified by approved erectors with appropriate instructions
- Only trained and approved slinger signallers may sling, bank or receive slung loads

Rules for Drivers on Site:

- All persons must wear safety helmets, hi-vis & safety footwear when not protected by their cab
- Drivers who have not had a site specific induction must remain with their vehicles unless escorted

Rules for Visitors:

- Visitors to the site must be escorted at all times by a fully inducted person and obey all instructions

2.2.3 Competence Standards

YOUR COMPANY NAME seeks to ensure that all people working on site are competent to carry out their particular duties and tasks. Competence will be achieved through a combination of training and experience.

All plant training will be procured by **YOUR COMPANY NAME** through a reputable and recognised provider to ensure the use of CPCS accredited trainers and subsequent issue of CPCS cards

YOUR COMPANY NAME Mandatory Standards.

- The **YOUR COMPANY NAME** Health and Safety Management System.
- This Project Health, Safety & Environmental Plan, including the site rules.
- All slinger / signallers to be CPCS certificated
- All MEWP operators must hold either a CPCS card or an IPAF card.
- Persons, other than scaffolders, erecting mobile towers must hold a certificate demonstrating they have been trained to PASMA standards.
- All operators of plant and equipment that are covered by the CPCS schemes must be appropriately certificated under that scheme. **
- Electrical trades will hold JIB affiliated (cards identify operative qualifications, levels and grades) and CSCS.
- Plumber trades will hold CORG, Gas Safe and OFTEC (in some cases)

2.2.4 Training Registration Schemes Recognised by **YOUR COMPANY NAME**

CSCS & AFFILIATED SCHEMES:		Tel.:
1	CSCS – Construction Skills Certification Scheme – Green, Red, Blue, Gold, Platinum, Black, (White & Blue)	01485 578777
2	CPCS – Construction Plant Competence Scheme	01485 577877
3	CISRS – Construction Industry Scaffolder Record Scheme	01485 577875
4	ECS – Joint Industry Board Electrotechnical Certification Scheme	020 8302 0031
5	JIB - PMES – Plumbing & Mechanical Engineering Services scheme	01480 476925
6	SNI JIB Plumbing – Joint Industry Board for Plumbing in Scotland and NI	01312 252255
7	CORGI – Council of Registered Gas Installers	01485 578333
8	BES – Building Engineering Services (Electrics, gas, water, steam etc)	01485 577700
9	FASET – Fall Arrest Safety Equipment Training	01485 578333
10	IRATA – Industrial Rope Access Trade Association	01252 3363318
11	IPAF – International Powered Access Federation	01539 562444
12	RTITB – Road Transport Industry Training Board	01952 520200
13	AITT – Association of Industrial Truck Trainers	024 7646 9027
(You may check the above list of Schemes Affiliated to CSCS on www.citb-constructionskills.co.uk/cardschemes):		

(Note: Some of the above schemes have related NVQs similarly recognised by **YOUR COMPANY NAME**)

Other Standards of Training

Where **YOUR COMPANY NAME** has no overriding standards, those represented by the requirements of:

- Relevant British Standards.
- Published advice and guidance from the Health and safety Executive will apply.

2.3 FIRE AND EMERGENCY PROCEDURES

Refer To Appendix E for Fire and Emergency Plan
Alternatively for smaller contacts enter details below

***YOUR COMPANY NAME** has appointed a central point of contact and emergency controller to develop and maintain emergency procedures and take control in emergency situations.*

Central Point of Contact:

Emergency Controller:

Emergency Procedures:

- *Undertake a risk assessment to determine the need to develop and maintain the project specific Emergency Procedures under the following headings: -*
 - *Communications and emergency contact with:*
 - *National Emergency Services*
 - *Fire Brigade*
 - *Ambulance*
 - *Police*
 - *Accident and Emergency Hospital(s)*
 - *Environment Agency*
- ***YOUR COMPANY NAME** Emergency Controller*
- *First Aid Station / Nurse*
- *Site Security*
- ***YOUR COMPANY NAME** Public Relations Department*
- *The Client*
- *Contractors*
- *Emergency Services Location Plan, detailing A&E Hospital and other relevant services*
- *General Instructions in the Case of an Emergency*
- *Emergency Escape Routes and Muster Points*
- *Special Instructions for specific equipment or roles in the case of an Emergency*
- *Training – Provide duty holders with appropriate instruction and training*
- *Ensure that any emergency procedures required by the Fire Plan are reflected in the procedures above.*

2.4 SELECTION AND CONTROL OF CONSULTANTS, DESIGNERS AND CONTRACTORS

2.4.1 Selection of Consultants and Designers

Where there is a need for **YOUR COMPANY NAME** to assess competence of consultants and designers the evaluation of such competence will be carried out at project and strategic level. At strategic level Consultants and Designers will be reviewed to ensure they have an annual review of their internal systems to ensure appropriate levels of training and resource is being made available to their employees. At project level the Consultant or Designer will ensure through review that the designers employed on any project are suitably qualified and experienced.

Procedures and documents used for selection of consultants or designers are detailed in the company Health and Safety Policy Section 2 Para 2.23

- Desktop exercise based upon details contained within the Group's standard competency questionnaire
- Review of track record of delivery specific to the work sector and location
- Design office visits / Design Audits

2.4.2 Selection of Contractors

Procedures for selection of contractors who are competent and will make adequate provision for health and safety are detailed in the **YOUR COMPANY NAME** Health and Safety Policy Section 2 Para 2.23.

CDM 2007 requires that all Contractors inform the Principal Contractor of any appointments made; therefore this will include details of all sub contractors or designers prior to commencement on site.

All contractors selected to work on this project will be subject to these procedures.

Add summary of commercial department procedures and detail the specific methods by which contractors will be controlled. For example:

- *Appointment of **YOUR COMPANY NAME** Package manager*
- *Weekly or daily co-ordination meetings*
- *Progress meetings*
- *Formal correspondence*
- *Verbal instructions*
- *Workplace inspections*
- *List the proposed work packages*

2.4.3 Suppliers of Materials.

The Procurement Department orders will require all suppliers of materials to supply relevant Health & Safety Information to the project for use in COSHH assessments and the Health and Safety File.

State how this information will be collated, by whom and how it will be processed.

2.4.4 Selection of Plant

Plant required by **YOUR COMPANY NAME** will be procured through the head office from a reputable plant hire company

Contractor's plant and equipment – state what standard/condition is required on site.

2.4.5 Shared use work equipment supplied for sub-contractor use.

Shared use equipment must comply with the same requirements as all other site equipment.

Suppliers of shared use work equipment for the project will be selected, and the equipment used and maintained in accordance with **YOUR COMPANY NAME** policy standards:

2.5 FIRST AID

Detail the sites First Aid arrangements, for example:

- *Locations of first aid boxes*
- *Names of First aid personnel and their locations*
- *Contractors provisions – List what each contractor will provide for First Aid including names of First Aiders*
- *Location of First Aid room*
- *Numbers of First Aider's required*
- *Location of accident book*

2.6 ACCIDENT AND INCIDENT REPORTING

Definition

RIDDOR injuries and Incidents are those defined in the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.6.1 Immediate Reporting of all Incidents

The **YOUR COMPANY NAME** Project Leader must be informed of any incidents on site by the quickest possible means.

The relevant sub contractor or **YOUR COMPANY NAME** supervisor will report all incidents within 24hrs to the Project Leader using the Incident Report form

2.6.2 Arrangements by **YOUR COMPANY NAME**

YOUR COMPANY NAME will report all RIDDOR information in compliance with the Company H&S Policy Section 2 Para 2.20.

The **YOUR COMPANY NAME** Project Leader will ensure that the relevant contractor reports all reportable injuries and diseases to the Health and Safety Executive (HSE).

Any dangerous occurrence on site will be reported to the HSE directly by **YOUR COMPANY NAME**.

YOUR COMPANY NAME will also ensure that each contractor keeps an accident book on site, unless otherwise agreed, and will require each contractor to bring their book to each progress meeting to discuss and verify any injuries / entries (reportable and non-reportable) since the last meeting.

If a RIDDOR incident should occur to a member of the clients' team or a member of the public, etc. **YOUR COMPANY NAME** will investigate the incident in accordance with Company H&S Policy Section 2 Para 2.21 and ensure that the HSE are notified by the relevant methods.

2.6.3 Arrangements for Others to Inform **YOUR COMPANY NAME**

Contractors are required to inform the **YOUR COMPANY NAME** Project Leader of any incidents on site by the quickest possible means.

Formal notification will be made to the **YOUR COMPANY NAME** Project Leader within 24 hrs.

The employing contractor will be reported to the Health & Safety Executive (HSE) with Reportable injury, Disease or Dangerous Occurrence, information and must also provide the following information to **YOUR COMPANY NAME**: –

- A copy of the relevant page of the contractors accident book;
- Full details and nature of injuries or the occurrence;
- Accurate details of the treatment received, both on and off site;
- A copy of the completed F2508 form issued to the HSE;
- Results of in-depth incident investigations undertaken by the contractor's Safety Representative detailing the:
 - Full details and nature of the incident;
 - Circumstances of the incident;
 - Direct reasons for the incident;
 - Indirect reasons for the incident (lack of supervision, training; etc.);
 - Copies of statements from any witnesses
 - Copies of statements from injured party or owners of damaged property;
 - Measures taken to prevent a re-occurrence of the incident; and
 - Details of how these measures will be communicated to those potentially affected

Contractors are also required to keep **YOUR COMPANY NAME** informed of the subsequent developments of long term injuries, diseases and dangerous occurrences, e.g. claims, etc.

3. ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

3.1 Production of Method Statements

High risk operations must always have method statements. The need for these and other specific method statements are identified on Risk Assessment sheets contained in Appendix C.

3.2 Risk Assessments and Method Statement Approvals

Much of the work carried out on this contract is of a standard nature within the industry. Where job specific method statements are not required for standard or routine operations, a risk assessment must already have been provided incorporating control measures within standard operating procedures or site rules and must be enforced.

The Risk Assessments undertaken by **YOUR COMPANY NAME** and their sub-contractors must identify particular risks, the required management processes and other control measures.

Note here those arrangements agreed with contractors to cover the following:

How far in advance the method statement should be submitted and what the required approval period will be (normal operations require a minimum 7 day approval period however more complex operations will require longer).

Who checks & reviews method statements (e.g. package managers, section engineers etc,)

Methods of formally recording and passing on comments raised and their approval

Methods of communicating to the workforce on the content of the method statements

3.3 Initial Planning Risk Assessment by **YOUR COMPANY NAME**

Significant project H&S risks will be identified through site investigation and at the initial H&S Planning Meeting with all duty holders.

Complete this section by adding the arrangements that have been made for ensuring that the Risks are regularly reviewed, re-assessed and updated and the adequacy of the applied control measures determined, particularly for interface issues on site.

Specific areas for consideration are :

SAFETY RISKS 1, Services, including temporary electrical installations. 2, Preventing falls. 3, Work with or near fragile materials. 3, Control of lifting operations. 4, dealing with services (water, sewage / drainage, electricity, comms and gas). 5, Maintenance of plant and equipment. 6, Poor ground conditions. 7, Traffic routes and the segregation of vehicles and pedestrians. 8, Storage of hazardous materials. 9, Dealing with existing unstable structures. 10, accommodating adjacent land use. 11, Other significant safety risks.

HEALTH RISKS 1, Removal of asbestos. 2, Dealing with contaminated land. 3, Manual handling. 4, Use of hazardous substances. 5, reducing noise and vibration. 6, Other significant health risks.

3.4 Task Specific Risk Assessment

YOUR COMPANY NAME Operations:

Risks arising from specific **YOUR COMPANY NAME** operations during the contract will be addressed in detail using the Risk Assessment Sheet in the Company H&S Policy referred to in Section 2 Para 2.22 of the policy

These completed forms are kept by

Sub-contractor Activities:

The persons responsible for reviewing Sub-contractor's risk assessments are the appropriate section manager/ package manager/ section engineer, *add names.....*

4. HEALTH AND SAFETY FILE

4.1 Information for inclusion in the HSF.

The **YOUR COMPANY NAME** team will collate information which can be supplied by **YOUR COMPANY NAME** or their Contractors and submit this to the CDM Co-ordinator. This will normally include:

1. Brief description of the work carried out
2. Any residual hazards which remain and how they have been dealt with (for example, surveys, or other information on asbestos, contaminated land, water bearing strata, buried services etc)
3. Key structural principles (e.g. bracing, post tensioned units), safe working loads for floors and roofs etc.
4. Hazardous materials such as paints, special coatings etc
5. Information regarding removal or dismantling of plant or equipment
6. Health and Safety equipment for cleaning or planned maintenance
7. Nature, location and markings of significant services including underground cables, gas supplies, fire fighting or emergency services etc
8. Information and 'As Built' Drawings including safe access to and from service voids, fire doors and compartmentalisation etc

YOUR COMPANY NAME must agree the information required for inclusion in the HSF with the planning supervisor at the earliest opportunity.

Individual contractors will be notified by **YOUR COMPANY NAME** of the specific type of information required for inclusion in the HSF, at the pre-let stage.

4.2 Method of providing information

Contractors will provide information for inclusion in the HSF to **YOUR COMPANY NAME**. The **YOUR COMPANY NAME** Project Leader will ensure that all the HSF information is provided to the CDM Co-ordinator at the end of the project.

State here the format of the required H&S File information that has been agreed with the CDM Co-ordinator / Client and the timescale and any method and timescales by which this information will be obtained, assessed and collated.

APPENDIX A

PROJECT PROGRAMME

APPENDIX B

PRE CONSTRUCTION INFORMATION

APPENDIX C

RISK ASSESSMENTS

&

METHOD STATEMENTS

APPENDIX D

SITE RULES

APPENDIX E

FIRE & EMERGENCY PLAN

APPENDIX F

TRAFFIC MANAGEMENT PLAN