



CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
Drewstead Road Concrete Repairs and Waterproofing
FOR





Document Control

Document pre-issue check

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Section 0

Introduction

This plan will provide in detail, how Health and Safety will be managed while F M Conway Ltd are acting as the Principal Contractor so that we may fill our obligations under both The Health and Safety at Work Act and the Construction (Design) and Management Regulations.

Although this plan is specific to this contract, it is to be read in conjunction with our Health and Safety Policy that is held by all supervisory staff working for F M Conway Ltd and is available on all our contracts for cross-referencing procedures and arrangements.

Our key role in managing the construction phase will be to ensure that it is carried out, so far as is reasonably practicable, safely and without risk to health. This does not mean that we will manage the work of our subcontractors in detail – this will be the contractors' own responsibility. We will satisfy ourselves that any designers and contractors that we engage for the construction phase are competent and adequately resourced to carry out the works that they are likely to encounter. Furthermore we will ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.

This document will remain live throughout the life of the project while we are acting as principal contractor, therefore it will be updated accordingly. All updates and amendments will be detailed in the document control section found on page 2.

Section I:

I.1 Project Description, Program Details and Key Dates

Drewstead Road Bridge is located on the junction of Drewstead Road and Sternhold Avenue in L.B. Lambeth.

The bridge is a 3 span bridge carrying highway traffic over Network Rail lines at Streatham Hill Station. In addition to the two way traffic, the bridge also accommodates a bus stop on the west side and a bus stand on the east side. The parapets are reinforced concrete. The bridge comprises precast prestressed beams, longest span 13.55m, between the concrete abutment walls onto what appears to be 2no. in-situ cast portals composed of tapering crossheads over 4no. circular columns to each of the 2 platforms.

The works can be seem split into two separate packages 1) waterproofing and bridge deck refurbishment 2) concrete repairs to beams and installation of cathodic protection system.

Top Deck Works

Implement associated traffic diversions and the closure of Drewstead Road Bridge.
Traffic and Paddestrains.

Remove existing carriageway surfacing, existing footway kerbs and construction and highway traffic islands and signal poles;

Prepare and repair bridge deck surfaces as required and supply and apply proprietary waterproofing system.

Replace existing asphaltic plug joints in carriageway and footway expansion joints;

Provide and lay asphalt surfacing;

Construct new footway;

Reinstate road markings and highway features and street furniture;

Planned start date of the construction phase is **27-08-14**

Cathodic Protection Works.

Removal of defective concrete using Hydro Demolition.

Cross heads to be scabbled using hydo demolition means to provide key to concrete to allow mesh and overspay.

Cut out and repair defective reinforcement.

Repairs to concrete cover using spray applied concrete.

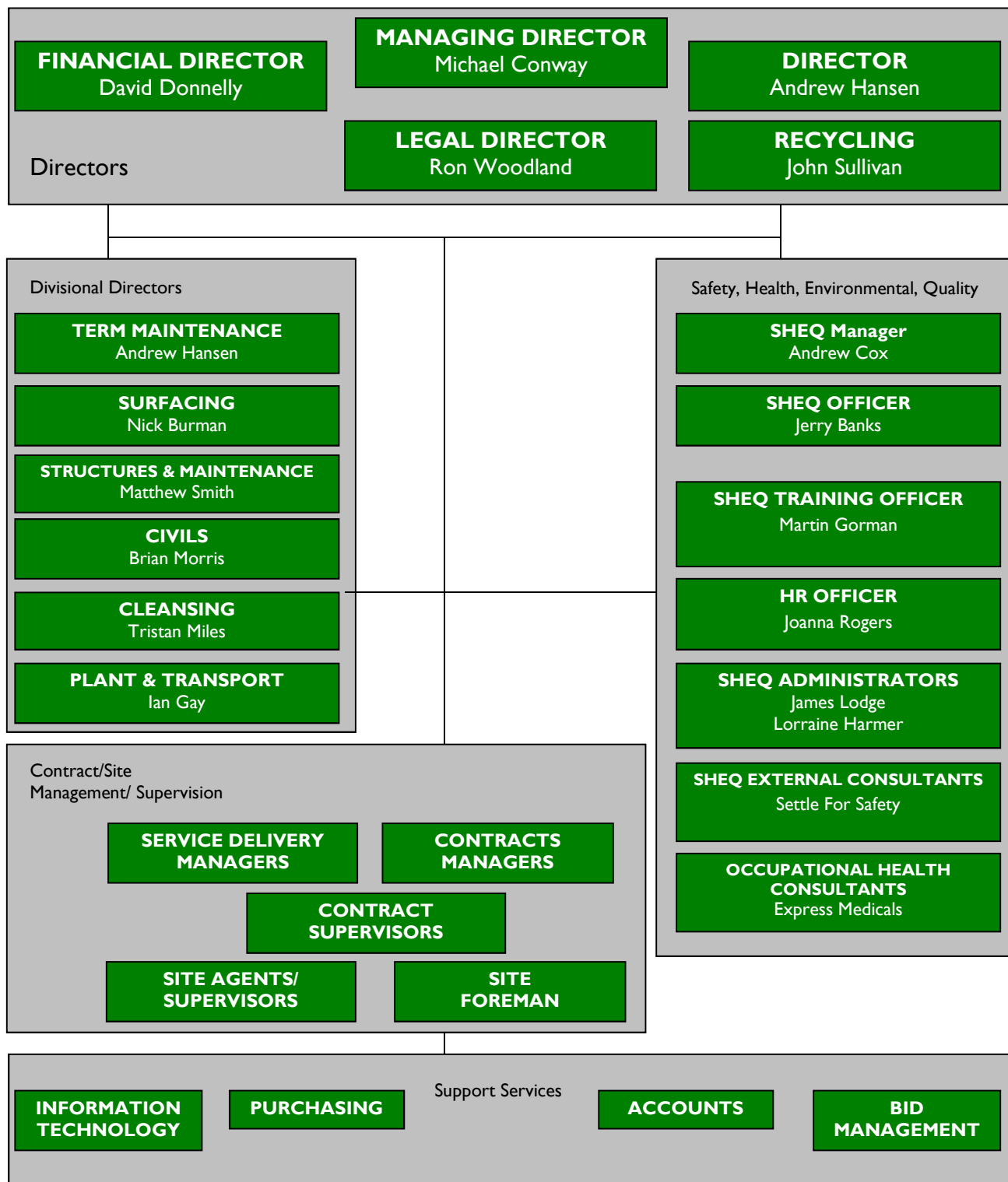
Installation of impressed current system, using a conductive mesh fixed to the surface of the concrete crossheads with a concrete overlay.

1.2 Contract Directory

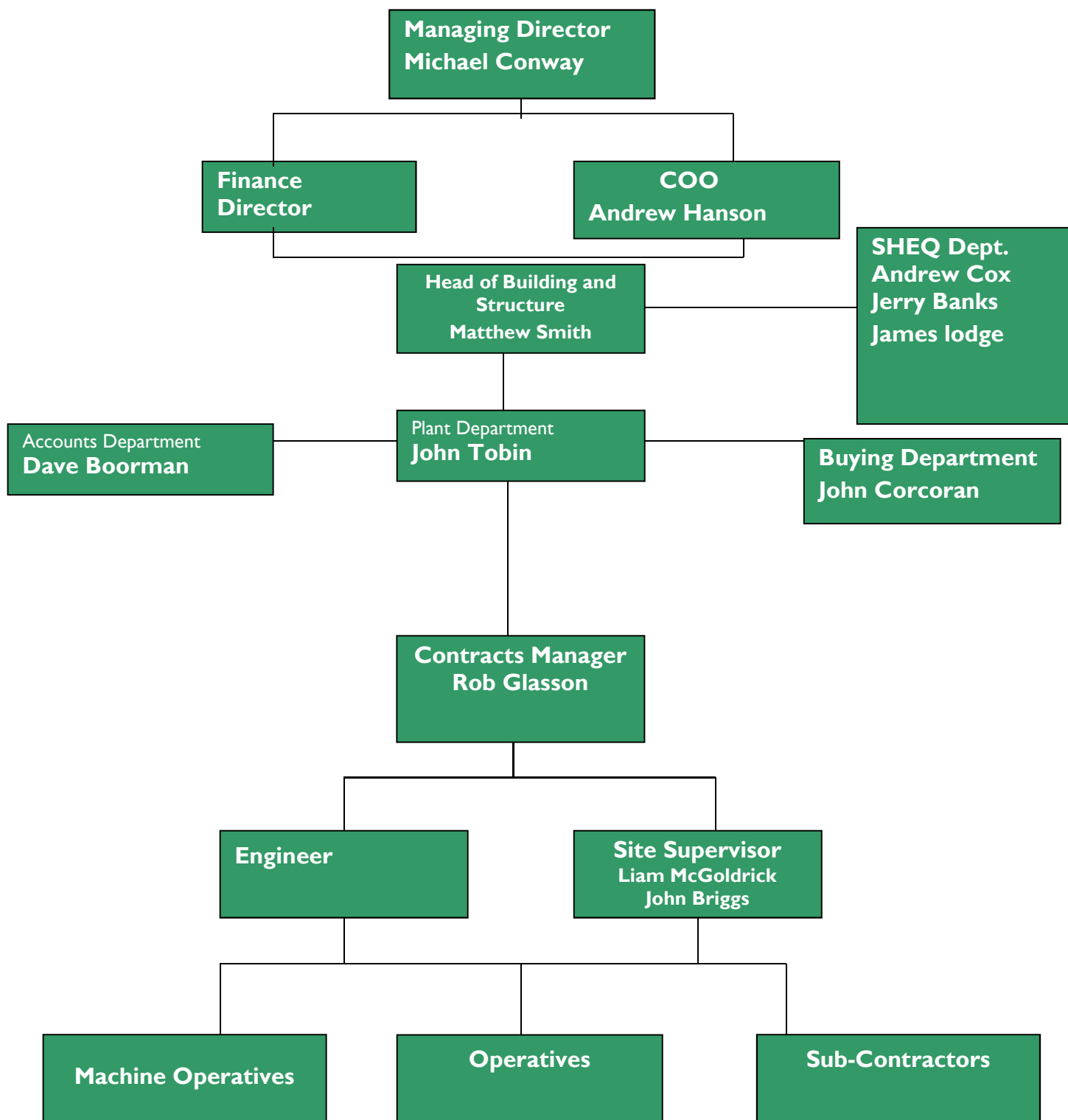
Duty Holder	Contact Details
Client: Jeeva Thillaivasan Project Engineer Lambeth	Lambeth Blue Star House 234-244 Stockwell Road London SW9 9SP
CDM Coordinator :	
Principal Contractor FM Conway Ltd	Conway House Rochester Way Dartford Kent DA1 3QY Contact Name: Matt Smith Tel: 0208 636 8822 Email. matthew.smith@fmconway.co.uk

Section 2: Management of the Work

2.1 Management Structure and Responsibilities



Site Management Structure and Responsibility



The individual responsibilities of all staff are detailed in Section 2 of the Company Health and Safety Policy. All employees and subcontractors will carry F M Conway Identity Cards which will detail their training and photograph.

2.2 Health and Safety Goals, Monitoring and Review

Health and Safety Goals – Statement

F M Conway Ltd will demonstrate their commitment in achieving the following goals;

- The reduction of the hazards and risks associated with this work by design and planning.
- The control of any residual hazards and risks by the implementation of a robust management system.
- The creation of a safe and healthy environment where accidents and incidents are reduced to a level significantly below the industry standard.
- To develop the project with minimal impact and disruption to the localised environment.
- To comply with all Health and Safety initiatives as published by the Health and Safety Executive and to ensure that they receive our full support and cooperation.

In summary, it must be recognised that the principle business driver is ensuring and promoting the Safety, Health and Welfare of all employees, subcontractors and of all those, including members of the public, who may be affected by the development of this site. Developing a positive culture, the avoidance of accidents, and the improvement of standards, are key factors in ensuring the success of the project.

It will be the Managements function to provide the right circumstances under which work may be carried out safely. When meeting their statutory obligations, they will ensure that Health and Safety is met with the same priority as any other part of the business objectives and it should be recognised that this provides a firm foundation on which to support the company's activities.

Monitoring

Routine Inspections

- Daily -** *A routine inspection of every workplace will be carried out at least once a day (more, if required depending on the risk level) by the Contract Supervisor / Contract Manager or there nominee and will be recorded on the gang site packs under the site specific attendance and visitor record. Any significant issues will be brought to the attention of the contractors concerned.*
- Monthly -** *The Health and Safety Officer will produce Monthly inspection reports, copies of which will be left on for action. The Senior Contracts Manager will also conduct a monthly inspection of the developments under his jurisdiction. A report will also be issued and left on site for action by the site management team.*
- Quarterly -** *Every three months, the Directors, accompanied by the Health and Safety Manager and the Project(s) Manager (s), will undertake an inspection of the contract. A report will be produced together with any recommendations required. The Contract Manager must then confirm in writing to the Directors that all remedial actions have been carried out.*

Specific Inspections

The following Registers will be completed by the competent nominated person on site, (The lists are not exhaustive):

1. Lifting Operations and Lifting Equipment Regulations (LOLER) for:

- Lifting appliances and accessories
- Excavators
- Forklifts
- Chains / Slings
- Concrete skips / Block grabs

2. Provision and Use of Work Equipment Regulations (PUWER)

- Dumpers
- Compressors / Generators
- Silos
- Petrol Saws / Skill Saws / Hammer drills
- Breakers / Compaction Plates
- Working platforms
- Alloy Towers / Scaffold (even for Scafftag)
- Ladders
- Excavations (prior to entry)

These inspections will be recorded in the inspection register held in the site office. This procedure will be monitored by the Contracts Manager and Safety Manager.

Review

Health and Safety Plan

The Health and Safety Plan will be reviewed, updated and developed throughout the life of a project in line with the programme for construction and at no more than 3 monthly intervals or as conditions dictate. Details of all amendments must be recorded on page 2 of this plan and communicated to all duty holders or affected parties.

Trade Completion review

The Project Manager will review the health and safety performance of each contractor on the completion of their works and provide a summary report to the Health and Safety Department

Issues to be reviewed: -

- *Ability to manage Health and Safety.*
- *Ability to control operatives.*
- *Supervision levels.*
- *Ability to produce Method Statements / Risk Assessments*
- *On-site training achievements.*
- *Monitoring achievements.*
- *Completion of “Actions required”*
- *Provision of information in general*
- *An analysis of RIDDOR and non RIDDOR incidents*
- *Provision of information for the Health and Safety File*

2.3 Arrangements

2.3.1 Liaison between parties on site

Communications with contractors will be by those methods listed below

Method	Frequency	By whom?
Pre-start meetings	Once prior to start on site	Contract Manager
Progress meetings that include Health and Safety as item 1 on the agenda	Once per week (minimum)	Contract Manager
Emergency meetings	As required by F M Conway Ltd and Client	Contract Manager/ Supervisor
Written instructions	As necessary	Contract Manager/ Supervisor
Verbal instructions	As necessary	Contract Manager/ Supervisor
Walk about	Daily	Contract Manager/ Supervisor
Co-ordination meetings	Once per day - High risk Once per week - Medium risk Once per month - Low risk	Contract Manager/ Supervisor

Communications with Site workers:

Communications with site workers will be maintained by:

- Health and safety induction – recorded on company ID card
- Daily contact on site and open door policy;
- Tool box talks that will include feedback opportunities from the site personnel
- All site personnel are issued Site Specific Packs which includes a Task Brief Pack
- The designated safety notice board(s) on the project is located in the welfare facilities and site offices.
- Signs and posters;

The Contract Manager will be responsible for monitoring communications between team members and other parties, and ensuring that all matters relevant to the project, of which he becomes aware, are communicated to team members as quickly as possible, i.e. during site meetings, memo's etc.

The Contract Manager and Site Supervisors will be expected to brief their teams on all matters affecting the project by the most effective means possible.

All relevant communications between parties concerning the project must be clearly identified as directed by the Contract Manager and where necessary included in the project safety file.

Contents of all telephone calls to be confirmed by Fax / Letter

Adequate records of all communications i.e. site inductions, toolbox talks, all meetings, (Initial and Review) to be kept for audit purposes.

2.3.2 Consultation with the workforce

The following arrangements will be in place for consulting and co-ordinating the views of people on site or their representatives: -

Open communications.

All site personnel, at all levels, are actively encouraged by the Contracts Manager to discuss any health and safety recommendations or concerns which actively reduce risks or provide a safer working culture.

Open communication will be encouraged by:-

- 'Management, by Walking About' and inviting views from the workforce
- Cultivating an approachable manner at all levels
- Use of toolbox talks to encourage feedback and participation, not just to deliver information

Safety representatives and committees

F M Conway Ltd will ensure a format for safety discussions is formed on site at the start of the project. This will normally take the form a Health and safety discussion at the start of the progress meetings held at regular intervals. The meeting will normally be headed by the Contract Manager and will be attended by all Foremen who will act as the representative voice of the workforce. Minutes from all such meetings will be issued to the head office for typing and distribution to all parties concerned.

2.3.3 Exchange of design information

Requests for, and answers to technical information will be directly between F M Conway Ltd and the relevant Designer. Copies of all correspondence will be copied to the relevant Technical Co-coordinator at the Head office.

New design information will be forwarded directly to F M Conway Ltd by the originating consultant directly and copied to the client.

The F M CONWAY LTD site Management Team will manage all relevant exchanges of design information.

2.3.4 Co-ordination of contractors

The co-ordination of contractors will be implemented by the following methods:

- Weekly meetings with the managers and foremen on site to discuss the work activities undertaken and that are to follow during the coming days.
- Daily Task Briefings
- Localised co-ordination between Foremen whose work activities interact.
- Pre planning and implementation for major activities such as tower crane erection and dismantling

All co-ordination meetings will be documented, and the Contracts Manager will be kept informed verbally of any localised co-ordination between Foremen.

Vehicular Access and Egress to the Site

The entrance gates must be secured at all times and digital keypads installed to prevent unauthorised access. This entrance must be kept clear of all vehicles and plant at all times, no matter how short the duration is. A one way system will be mashaed to ensure vehicles enter from the north side and exit though the south side of the bridge.

Vehicular access to the worksite/compound area will be along the clearly defined traffic management layout. Strict adherence with the layout, signage and the 10mph speed limit will be required at all times.

A further access gate will be positioned at the entrance to the Conway site compound; this is to be locked at all times.

2.3.5 Dealing with design changes

The originating design change will forward the revised requirement directly to the F M Conway Ltd Designer. Any specific reasoning for the change that is not apparent on the drawing will be considered by F M Conway Ltd who will include the particulars to accompany the drawing issue.

F M Conway Ltd will issue any changed detail designs as per section 2.3.3.

All design changes shall be subject to a design Risk Assessment by the originating party. Any revised or new Designers Risk Assessments shall accompany the drawing issue. The Technical Director prior to implementation must approve any design changes that incur a financial implication.

2.3.6 Selection and control of subcontractors

Any subcontractor wishing to work for F M Conway Ltd must first be approved. Any potential contractor is issued with a prequalification form that must be completed in full and returned together with all supporting documentation. Once approved the contractor can commence work on site subject to the provision of site specific Method Statements and Risk Assessments.

The full approval procedure is contained in the Health and Safety Policy.

2.3.7 Exchange of health and safety information between contractors

A copy of the initial Construction Phase Health and Safety Plan will be issued to all contractors who are short listed to work on the project prior who must consult the document prior to submitting their final tender.

Copies of all contractors information must be submitted to F M Conway Ltd and checked as part of the prequalification process as per the procedures detailed in the Health and Safety Policy.

On site, all Health and Safety information will be issued at the weekly progress meetings. Any revised information required from the contractors will be required at the weekly progress meetings.

All exchanges of Health and Safety information will be recorded in the minutes of the weekly progress meetings.

2.3.8 Site security

The works areas are to be secured using 2 meter high hoarding secured using concrete blocks, further Chapter 8 Traffic Signs Manual equipment will around the perimeter of the fencing, including appropriate warning signs.

The site compound will be bounded by 2 meter high heras fencing to ensure people and plant are properly segregated,

2.3.9 Site induction and Training

Site Inductions

All persons working or visiting the project will be required to attend the site safety induction.

Visitors will not be allowed access to the project without being met at the gate or office by the person whom they are visiting. They will then be required to sign the visitor's attendance sheet located in the site office. They must be escorted at **ALL TIMES** by a competent person.

For the initial works on site, Inductions will be carried out as required. When the main Contract commences, Inductions will be carried out daily at pre- arranged times. It will be the responsibility of all the subcontractors to brief new starters on the day of their arrival and present them at the designated time for the induction. They must not commence work until they have been inducted.

The Contract Manager or his nominee will carry out the induction and all persons attending will be required to sign the induction form to record that they have been inducted and received the relevant information. They will then be issued with a copy of the induction form together with a helmet sticker. The induction procedure may be subject to review as the nature of the project and information dictates.

All Foremen will be required to brief their operatives on the appropriate Method Statements and Risk Assessments before permitting them to commence work. This procedure will be recorded on the relevant form and attached to the back of the relevant document.

New starters arriving to work directly for F M Conway Ltd will be subject to a Company induction as per the requirements of the Health and Safety Policy.

Records of all inductions will be located in the site safety records file.

Details of the induction must include the following as a minimum: -

- Security and site layout
- Welfare facilities
- Fire fighting facilities
- Emergency procedures
- First Aider Details and location of Equipment
- Site rules (refer to section 2.3.14 for details)

- Control measures to reduce risk
- Restrictions on work
- Required standards
- Methods of communicating and co-operating
- Names of the duty holders to include:
 - Client
 - CDM Co-ordinator
 - Principal contractor
 - Other Contractors
- Site specific hazards
- Site specific general requirements
- Site specific PPE requirements

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

Training

F M Conway Ltd will check and ensure that people on site have been and continue to be provided with both general and task specific health and safety talks and briefings throughout the project. This will be achieved by: -

- Spot-checks of operatives to ensure they were adequately briefed before starting work.
- The site supervisor will conduct toolbox talks that will be given every two weeks. The toolbox talks should be kept brief and to the point and be relevant to the activities on site. The attendance sheet should be held on site and copied to the office for inclusion in the central safety files. A member of the Management team may choose to attend any of the toolbox talk briefings to check that the content is both suitable and sufficient.

A toolbox talk manual containing all relevant subjects will be held in the site office.

Further training course may be provided as required. This procedure is detailed in the Health and Safety Policy.

Should any operatives training be required by external training providers then F M Conway Ltd will expect that all such providers are recognised by the Construction Industry Training Board (CITB) or other similar national training body.

2.3.10 Welfare facilities

All welfare facilities will conform to the requirements of the FMC Health and Safety Policy and the FMC Health and Safety Manual.

Welfare facilities will be located on the north side of the structure. Because of the short duration of the works, trailer mounted welfare will be utilised whilst the hoarding is erected. A full site welfare cabin setup will be maintained. This will include

-w/c

-office

Welfare / mess room

Drying room.

2.3.11 Employee Welfare and Occupational Health

FM Conway Ltd retains the services of Express Medicals as our Occupational Health Specialists. Services that they provide include: -

- Occupational Health advice
- Health Surveillance Assistance including: -
 - Hand Arm Vibration
 - Respiratory
 - Musculoskeletal
 - Skin Diseases
 - Noise Assessments, etc.
- Nurse visits to site
- General Health checks
- Vaccinations
- Back to Work Medicals

2.3.12 First Aid

First Aid shall be assessed and available as required. First Aider details will also be included, such as contractors First Aiders and First Aid Appointed Persons. All details will be published in the site office and during site safety inductions.

First Aid equipment will be located in the main site office and company vehicles. There will be a sufficient number of ten-person kits with eyewashes available for the amount of personnel on site. The accident book will be located in the site office and is to be requested for completion from the Contracts Manager or his nominee.

The location of the nearest Accident Emergency Unit (AEU), will be displayed together with a map in the site office or canteen together with all contact details and within the site documentation.

If any injured person is treated by a First Aider and referred for further medical treatment, then it is the responsibility of the injured person to follow the advice given.

All contractors are to inform the Contracts Manager as to the progress of any injured person who has been referred for further medical treatment such as hospitalisation etc.

All accidents are to be reported and recorded in the accident book. However, F M Conway Ltd may permit subcontractors to complete their own book provided that F M Conway Ltd is supplied with a copy for our records.

Details regarding all accidents including any subsequent investigation reports will be copied to the client.

2.3.13 Incident and Accident investigation

The reporting of accidents, incidents of ill health and dangerous occurrences shall be in accordance with Health and Safety Executive requirements as set out in the F M Conway Ltd Safety Manual which is available to all employees and contractors.

Accident/ incident and near miss investigation shall be carried out by the FMC SHEQ Department and FMC Supervisor and any other parties concerned.

All accidents, incidents of ill health and dangerous occurrences shall be recorded in the site Accident book or relevant documentation and reported to the FMC Contracts Manager and FMC SHEQ Department.

Near misses shall be reported immediately to the FMC Operations Manager and Contracts Manager, who shall record the event, and place control measures in place to prevent a reoccurrence. All information shall be passed to FMC SHEQ Department.

The incident will be reported to the H.S.E. where required by RIDDOR regulations by a member of the SHEQ Department.

All contractors are required to immediately report to the Contracts Manager, every accident, dangerous occurrences, and near miss arising from work activities involving employees, self employed and members of the public etc.

All contractors are responsible for:

- Notifying the SHEQ Department by the quickest available means as soon as is practicable of all reportable injuries and diseases.
- Method of contact shall be via telephone as per information provided on site.

The Contracts Manager/SHEQ Department must be notified immediately of all accidents and incidents in particular, any potential RIDDOR incidents / accidents.

If a RIDDOR incident should occur we will investigate the incident in accordance with the procedures as laid down in our Health and Safety Policy.

The amount of Incident and accident information required will be dependent on the severity, however, as a minimum, the following documents will be required:

- A copy of the relevant page of the contractors accident book (if using their own);
- Copies of statements from any witnesses;
- Where possible, a copy of a statement from the injured party;
- The results of an in-depth accident investigation undertaken by the contractors Health and Safety Advisor detailing the:
 - Full details and nature of injuries;
 - Accurate details of the treatment received, both on and off site;
 - A copy of the completed F2508 form issued to the HSE or a reference number if reported by telephone;
 - Circumstances leading up to the accident;

- Circumstances of the accident;
- Direct reasons for the accident;
- Indirect reasons for the accident (lack of supervision, training; etc.);
- Measures taken to prevent a re-occurrence of the accident; and
- Details of how the preventative measures have been communicated to those who could be affected.

Where a contractor is involved in a reportable dangerous occurrence, the following information must be provided to F M Conway Ltd.

- Copies of statements from any witnesses;
- The results of an in-depth accident investigation undertaken by the contractors Safety Manager detailing the:
 - Full details and nature of occurrence;
 - Circumstances leading up to the occurrence;
 - Circumstances of the occurrence;
 - Direct reasons for the occurrence;
 - Indirect reasons for the occurrence (lack of supervision, training; etc.);
 - Measures taken to prevent a re-occurrence; and
 - Details of how the preventative measures have been communicated to those who could be affected.

Contractors are also required to keep F M Conway Ltd informed of the subsequent developments of long term injuries, diseases and dangerous occurrences, e.g. claims, etc.

Arrangements for Informing Client (if applicable)

All information relating to the accident and incident and subsequent investigations will be made available to the client. It will be the responsibility of the Management Team to cooperate with the clients Health and Safety representative and to keep the client informed of all progress, developments and subsequent involvement from the enforcing authorities, and to insure the passing on of all information.

2.3.14 The production and approval of Work Package Plans, Method Statements and Risk Assessments

Any activity that carries a significant risk to a person's safety or health must be addressed using the process of risk assessment. From this assessment, a safe system of work can be devised and formulated using a safety method statement. A key factor in eliminating, reducing and controlling the risk is prior planning and preparation of the works.

NOTE: No activity will be permitted to commence until the Site Management Team has approved an approved safe system of works.

All Work Package Plan, Method Statements and Risk Assessments produced by F M Conway for works on site must be submitted for approval by the Client or Skanska/Network Rail. It is expected that these documents will be submitted in advance of the works so as to allow the Client, a sufficient amount of time to approve them or make comments pending approval. The approval of these documents will be recorded.

The comments will be attached to the back of the documentation and filed in the Contractors Method Statement File.

Upon successful evaluation of the Work Package Plan, Method Statement and Risk Assessment, Task briefing will take place to all operatives on the contents of the document and record the briefing session. This evidence must be copied to the Site Management team and filed with the documentation.

Note: No Operative may be permitted to commence work until their Method Statement and Risk Assessments have been and briefed to the operatives.

2.3.15 Site Rules

The rules detailed below have been determined and apply to everyone working on the project. The Management Team may impose additional or amended rules as the result of continued risk assessment, on all or part of the project.

Any persons found contravening the rules below may be subject to disciplinary action, which could include exclusion from site.

We will ensure that the safety rules are brought to people's attention by the following means:-

- Safety induction training.
- H & S discussed at all progress meetings.
- Signs and posters.
- Methods detailed in section 2.3.1
- Consultation meetings.
- Project briefings.

Rules for the client's agents, designers and CDMC:-

The clients' agents, designers and CDMC must comply with the relevant requirements of this Health and Safety Plan (and future revisions). They are also required to comply with the safe methods of work to reduce risk at the work face and ensure that all their employees and contract/agency staff adhere to the rules accordingly.

Rules for contractors: -

All contractors on the project (whether in direct contract with F M Conway Ltd or not are under a legal obligation to manage their work so that they comply with all the relevant requirements of this Health and Safety Plan (and revisions). They are also required to comply with all agreed safe methods of work and ensure that those under their control are competently supervised to ensure compliance with all relevant site safety rules.

Rules for site workers: -

Site workers are defined as all individuals working on the project (including the project team personnel).

All people working on site are required to comply with the following site safety rules:

Site Safety Rules

The following specific site rules do not relieve contractors of their obligations under the relevant statutory, regulations that take precedence over the site rules.

Before commencing work on this project, personnel **MUST:-**

- Attend a safety induction.
- Read and understand their Company Health & Safety Policy.
- Read understand and sign the Method Statement/ Risk Assessment acceptance form applicable to the safe system of work that they are working to.

THEY MUST.

- Strictly follow all agreed Method Statements/ Safe Systems of work/ COSHH Assessments etc. (see below)
- Wear Hard hats, Hi Visibility Jacket and Safety Boots, eye glasses and gloves **(these items are mandatory)**
- Wear eye protection where there is risk of eye injury in relation to the task.
- Wear ear protection where noise levels can damage your hearing.
- Wear protective clothing and respirators when required by a COSHH assessment.
- Observe the Fire Precautions, get to know the Fire Escape routes and identify where the Fire Fighting Equipment is located.
- Report anything, which might adversely affect anyone's Health and Safety.
- Report any accident sustained on site.
- Report any unusual objects, unusual substances or strong smells encountered while carryout excavations or digs.
- Comply with site signage
- Stop work when instructed by their site supervisor, or any F M Conway Ltd Manager
- Stop working in unsafe or unhealthy conditions and notify their supervisor immediately.
- Uses designated pedestrian routes at all times, and keep all gates locked.
- Use site dedicated toilet facilities only.
- Inform their supervisor if they are using prescribed or non-prescribed medication that may affect their ability to work safely.

THEY MUST NOT:-

- Be in possession of alcohol, illegal drugs or other intoxicants whilst on site. Anyone found in possession or under the influence, will be escorted from site.
- Be in possession of firearms or other offensive weapons on site
- Use tools, ladders, stepladders, scaffolding or other forms of access which are defective or faulty
- Interfere with fire extinguishers, alarm systems or other safety equipment.
- Consume food and drink other than within the designated office/welfare accommodation provided. NB. No food to be consumed immediately outside the site boundary.
- Smoke on site other than within designated areas
- Interfere with or adapt any scaffold or ladder access.
- Interfere with or adapt any electrical installation or apparatus.
- Interfere with any unusual objects while carrying out excavation or dig works
- Use a scaffold where the "Scaffold Incomplete" sign is displayed.
- Operate plant or equipment when not qualified to do so.

- Abuse anything on site, including welfare facilities. Any person found to be responsible for defacing or vandalising anything on site will be removed from site and not re-admitted.
- Do anything that could affect anyone's health and safety.
- Use portable Radios and portable Stereos.
- Fight or fool around. Persons found to be fighting or fooling around will be removed from site and not re-admitted.
- Any additional rules and information will be provided at the safety induction.

Failure to comply with these rules will result in disciplinary action and, where necessary, dismissal from site.

Rules for Drivers: -

All drivers on site are required to comply with relevant site worker rules and the following site safety rules:-

- All drivers must use the specific access route to the site, detailed in the subcontract documents.
- All drivers must comply with the "Traffic Management Controls" in place.
- All drivers must report to the site security and wait for instructions before proceeding on site.
- All drivers on site must wear safety helmets and safety footwear and high visibility clothing when vacating their cab for ANY reason
- Drivers who have not attended the project health & safety induction must remain with their vehicles unless escorted.
- The site speed limit, one-way systems, prohibited areas and reversing procedures must be strictly adhered to.
- The instructions of relevant Banks men must be followed.
- All vehicle/plant lights, warning lights and other warning devices must be fully operational.
- When instructed, wheel wash facilities must be used.
- The sheeting or netting of loose loads must be carried out before leaving the site.
- The use of mandatory reversing alarms, where this has been considered necessary.
- All drivers must vacate their vehicles whilst being loaded.

2.3.16 Fire and Emergency Procedures

Fire

A Project Specific Fire Plan has been produced for this contract and serves a Fire Risk Assessment. It contains details of all Fire Personnel and Equipment that is to be implemented on this contract.

A Fire Action Plan will be posted in the site offices and the canteen and will give instructions to follow in the event of a fire or upon hearing an alarm.

The address and telephone number together with a location map will be displayed in the site offices and canteen.

Key personnel will receive in house awareness training on the procedures to follow in the event of a fire and will include the evacuation procedure.

Emergency Procedures

A detailed set of site-specific emergency procedures has been developed and is included in the red site pack carried by the gang on site. The gangs also carry Utility Emergency Contact cards in case of emergencies. The following are included in their packs:

- Emergency Contacts (other than site directory)
- Emergency rescue contacts
- Actions to take following an event
- Guidance on rescue procedures
- First Aid Guidance
- Management roles
- Reporting procedures

Section 3: Arrangements for Controlling Significant Risks

3.1 Safety Risks

3.1.1 Delivery and Removal of materials

All deliveries and collections will be subject to the conditions and traffic routes.

All deliveries are to be scheduled with the site management team. The Buying Department will inform all supplier haulier of this requirement. The key to minimal impact or disruption on site and the surrounding users such as residents and others, who may be affected due to congestion with surrounding roads, is prior planning of the logistics of the site.

Heavy Plant

Heavy plant such as excavators, dumpers, carnage will be delivered or collected to site on lo-loaders. Due to the constraints imposed upon them by the local authorities for road movements under a specialised category, it may be necessary for these deliveries to take place outside of normal hours. In this case, the residents of surrounding properties will need to be informed via letter drop and must include any restrictions on parking that may need to be observed.

All local authority agreements must be in place before any such delivery.

Work Equipment and Materials

Any deliveries that are scheduled for arrival at site must obey the directions given by the traffic marshall upon arrival and are subject to the rules for drivers as detailed in section 2.3.14 of this plan.

F M Conway Ltd will ensure that all vehicles unloading or collecting equipment or materials adhere to a safe system of work for load security and for ensuring that loads are secure before they leave the confines of the site. Upon leaving the site, drivers are to ensure that they follow the dedicated traffic route and vacate the immediate area.

Unloading and Collection Areas

An area will be set aside for most deliveries or collections. As the site progresses, this area will invariable change, thus, a Banksman will be on hand to guide and supervise the vehicles into position. It will be the responsibility of the driver to follow these directions. If required, the driver will vacate his vehicle, put on his PPE and assist with the supervision of loading his vehicle.

WASTE MANAGEMENT

○ IDENTIFYING WASTE STREAMS

- The activities carried out at these premises as detailed at **1.2 Locality and Activities** have been reviewed in order to identify the significant waste streams. These waste streams and relevant management techniques have been detailed at **2.10.4 Waste Minimisation Schedule**.

○ IDENTIFYING POTENTIAL WASTE MANAGEMENT TECHNIQUES

- FM Conway Ltd places a strong emphasis on the principles of **REDUCE – RE-USE – RECYCLE** as it strives towards its goals and targets with regards to environmental impact and improvement.

○ REDUCE

- Through adequate management techniques, FM Conway Ltd shall endeavour to **REDUCE** waste by the following means: -
 - Eliminate waste streams at source, where feasible.
 - Provide awareness training and information to relevant personnel.
 - Minimising purchasing requirements and improving stock rotation processes.
 - Maintaining facilities to a good standard to improve efficiency.
 - Improving supply chain responsibility towards packaging.

○ RE-USE

- Through appropriate management techniques, FM Conway Ltd shall endeavour to **RE-USE** materials and therefore reduce waste, in the following manner: -
 - Provide awareness training and information to relevant personnel.
 - As our processed activities allow.
 - In line with specific contract requirements.
 - As advised and discussed with the client on an on-going basis.
 - Using approved and licensed contractors for removal of other wastes to enhance future re-usability.

○ RECYCLE

- Through adequate management techniques, FM Conway Ltd shall endeavour to **RECYCLE** materials and therefore reduce waste, in the following manner: -
 - Provide awareness training and information to relevant personnel.

- Process highway arisings through FMC Recycling Division.
- Process gully waste through FMC Recycling Division.
- Using approved and licensed contractors for removal of other wastes to enhance future recycling capabilities

○ WASTE DISPOSAL

- Waste Management Sites are subject to review in accordance with FM Conway Ltd internal procedure **FMC 06 Establishment, Update and Use of Preferred Supplier Lists** and shall also be included in the **FMC Certificate Register** for periodic review to ensure licenses and permits continue to be valid.

○ WASTE MINIMISATION SCHEDULE

WASTE STREAM	DESCRIPTION/SOURCE	HEIRARCHY METHOD	DETAILS
Construction Arisings	Arisings Construction & Demolition activities.	Recycle	Our Aggregate Washing Plant (AWP) is used to produce Aggregates and Sub-Base by Crushing, Screening, Washing and Grading.
Workshop Waste	Hazardous Waste (Normally Oil Based Contamination)	Reduce – Re-Use – Recycle - Disposal	Our Waste Oil and other oil contaminated wastes are collected by a licensed company and pre-treated in various ways prior re-use and final disposal.
General Waste	General Undefined Waste from offices and sites.	Recycle – Disposal	Waste collated at Dartford and collected by a Waste Management Company to segregate and determine further options.
Metal	Metals retrieved via the Crusher Screening process or processed via the metal recycling container	Recycle – Disposal	Waste collated at Dartford and collected by a Waste Management Company to segregate and determine further options.
Wood	As above plus packaging waste	Reduce – Recycle – Disposal	Waste collated at Dartford and collected by a Waste Management Company to segregate and determine further options.
Cardboard	As above	Reduce – Recycle – Disposal	Waste collated at Dartford and collected by a Waste Management Company to segregate and determine further options.
Paper	General Office	Reduce – Recycle – Disposal	Confidential waste shredded. Waste collated at Dartford and collected by a Waste Management Company to segregate and determine further options.
Ink Cartridges – Toners	General Office	Re-Use – Recycle – Disposal	Waste collated at Dartford and collected by an appropriate recycling company to segregate and determine further options.
Energy	General Utilisation	Reduce	Refer to Sustainability Policy
Vehicle Emissions	All Transportation	Reduce	Monitoring carried out in accordance Transport and Logistics

3.1.2 Services and Temporary electrics

Services

All areas will be CAT scanned prior to any excavation works being undertaken by the contractor. Any services found will be treated as live until determined otherwise. Only hand digging of any unidentified services will be permitted. All found services not already plotted on the layout drawing will be marked and the information added to the drawing.

Temporary Electrics

Because of the short duration of the contract, temporary electrics will be provided from generators. The installation will be tested by a qualified and competent electrician and certificated before use. No unauthorised person will be allowed to adapt any electrical connections, all installations must be tested and certificated prior to use.

Details of all test regimes to be followed are contained in the Health and Safety Policy.

Trailing Leads

Trailing leads are a common site on most construction projects. The problem with this is twofold; they create trip hazards and are subject to excessive wear leading to failure of the equipment.

It is important to manage the use of the extension leads. Measures such as clipping up the leads overhead, and grouping them together to reduce the amount of individual trip hazards will greatly increase their working life, and reduce the amount of trip hazards present. F M Conway Ltd will actively encourage this best practice while we are working on the contract.

3.1.3 Fall prevention

F M Conway Ltd have produced a detailed policy and accompanying procedures for all work at height activities carried out on our contracts.

All contractors who will work on the contract will be subject to both the procedures and requirements of our assessment that must be incorporated into their own documentation.

In brief, we will ensure that:

- All work at height is avoided where practical
- All work at height is properly planned and supervised by competent personnel
- All operatives who carry out work at height are trained
- Working platforms fitted with guard rails are used to prevent falls
- Suitable access is provided
- Collective fall prevention is used where guard rails cannot be used
- If personal fall prevention is used, work restraint takes preference over fall arrest

3.1.4 Lifting operations

F M Conway Ltd has appointed a competent person to oversee all lifting operations on site. The Appointed Person for Lifting Operations will ensure that all lifting operations are carried out in accordance with our procedures contained in our Health and Safety Policy. A full site-specific lifting plan has been produced and is contained in Appendix A of this document.

3.1.5 Dealing with water, gas or electric services

All excavations are to be scanned prior to commencing works, any scheme works are to be fully traced and scanned prior to any works starting. All statutory information is to be provided prior to any excavations taking place.

3.1.6 Maintenance of plant or equipment

All equipment provided on site to F M Conway Ltd will be via a reputable plant hire company who will ensure that:

- All equipment will be serviced and maintained in accordance with the manufacturer's recommendations and legal requirements.
- All equipment will be checked prior to despatch from the depot and accompanied with the inspection information.
- A lifting equipment will be accompanied by a certificate of Thorough Test and Examination either valid for six or twelve months (depending on the requirement- 12 months appliances, 6 months accessories)
- All equipment will be checked prior to use, following any service or repairs and recorded every seven days in the appropriate register as detailed in section 2.2 of this plan.
- Faulty equipment will be taken out of use immediately and reported to the Management Team who will arrange for a repair or replacement

Full details on work equipment are contained in our Health and Safety Policy.

3.1.7 Traffic Management

Traffic Management Plans shall be prepared as required after full assessment of each phase has been completed.

Plant and Pedestrian routes will be segregated and all personnel will be informed of these routes during inductions. Any amendments to the traffic plan will be briefed to the operatives via toolbox talk briefings.

3.1.8 Storage of materials and work equipment

All storage areas will be maintained in a safe and accessible condition. All materials will be stacked in a stable condition. If any storage areas are to be located on any constructed slabs as the contract progresses, the weight of the materials will not exceed the point loading limits of the slab.

Flammable Materials will be stored in a secure and ventilated cage or compound and marked with a "Flammable Materials, No Smoking" sign. They will be stored on a bunded area that will be capable of holding 110% of the stored contents. A fire point will be located adjacent to the flammable material store.

Hazardous Materials will also be stored in a bunded and secure area.

Housekeeping in all storage areas will be maintained to a high standard so as to maintain clear and safe access.

3.1.9 Dealing with existing or unstable structures

The structure is deemed to be in good condition no temporary works are anticipated during the works.

3.1.10 Accommodating adjacent land use

Non

3.1.11 Other significant risks

Works over operational train line.

Hidden services.

Hot works – waterproofing

Hydro Demolition

Heavy plant

3.2 Health Risks

3.2.1 Removal of asbestos

No asbestos has been identified as present on site, however should this be found then:

Procedure for dealing with asbestos if encountered during construction

F M Conway Ltd is not licensed asbestos removers. However, should any unusual substances be found and thought to be or contain asbestos, then work in the immediate area will cease pending confirmation from an analysis expert. The ground thought to contain asbestos will be segregated off and dampened down. Once confirmed as asbestos, the contaminated ground will be transferred to a covered skip and disposed off accordingly to a licensed tip by a licensed carrier.

At no time must the contaminated area be allowed to dry out which will allow the particles to become airborne, or be moved around the site and increase the risk of contaminating the whole area.

This subject is dealt with in further detail in the F M Conway Ltd Health and Safety Policy.

3.2.2 Contaminated land

There are no known issues regarding contaminated land.

3.2.3 Manual handling

Manual handling procedures are detailed the Health and Safety Policy section. All contractors working on this project will need to produce a specific assessment for their activities involving manual handling and the arrangements they will ensure to reduce the risk to their operatives. The following equipment will be used on site to maximise the use of mechanical handling and reduce the amount of manual handling required by the operatives.

3.2.4 Use of hazardous substances

All uses of substances that are defined under the CoSHH regulations may only be used once the material safety data sheet has been consulted and a CoSHH assessment has been carried out for the process. F M Conway Ltd have produced a CoSHH procedures and assessment file that will be available on site for the majority of the substances that we use. Should a substance be required that is not in the assessment file, the procedures detailed in the Health and Safety Policy.

All contractors who will be using CoSHH substances on this contract will be required to provide a material safety data sheet together with a CoSHH assessment for inclusion in the site CoSHH file.

The site CoSHH file will be available in the site office should consultation be required for the administration of medical treatment.

All users of CoSHH substances will be briefed on the contents of any given assessment via a toolbox talk briefing.

3.2.5 Reduction of noise and vibration

Noise

Any contractors working on this project will be expected to adhere to these requirements. Full details on F M Conway Ltd arrangements for noise are contained in of the Health and Safety Policy.

Vibration

The main sources of reducing vibration exposure on the contract will be:

- The elimination of direct contact by design
- Sleeving pile reinforcement to allow the mechanical removal of pile caps
- Mechanical breaking methods – breakers attached to excavators
- The use of vibration reduced hand tools
- Job rotation

A full assessment of vibrating tool use is contained in the method statement file and includes the vibration readings and maximum exposure time allowed by the user. A log will be kept to record the exposure times of persons using vibrating tools.

All contractors working on the project will be expected to comply with this requirement and provide detailed assessments of their vibrating tool use together with vibration levels and maximum exposure times allowed.

3.2.6 Other significant health risks

Noise during hydo demolition

Section 4: The Health and Safety File

4.1 Layout and Format

F M Conway will decide on the format and extent of the information to be included in the health and Safety File. The Technical Co-ordinator for the project will liaise with the CDM Co-ordinator to agree the final format and content.

4.2 Arrangements for the gathering and collation of information

Once the format has been agreed, F M Conway Ltd will commence the collation of the required information, including information from contractors and format the information into the agreed format. As a minimum, the following information will be included;

- A description of the works carried out
- A list of contractors involved in the construction
- A list of suppliers
- Residual hazards and how they have been dealt with (for example asbestos, buried services, contaminated land)
- Key structural principals incorporated in the design of the structure (e.g. bracing) and safe working loads , and details of post tensioning etc
- Hazards associated with the materials used (e.g. hazardous substances, special coatings etc.)
- Information regarding the removal or dismantling of installed plant and equipment
- Health and Safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including drainage, cable ducting and communications services
- Information and as built drawings of the structure, its plant and equipment

4.3 Storage of information

The location of all information required for the file will be agreed with the CDM Co-ordinator

