

**CONSTRUCTION OF 37 INDEPENDENT
LIVING APARTMENTS INCLUDING,
PARKING, LANDSCAPING AND A
VILLAGE CLUB HOUSE**

AT

**RICHMOND CARE VILLAGE
ASTON HALL HOSPITAL
MAPLE DRIVE
ASTON ON TRENT
DERBYSHIRE
DE72 2DG**

**CONSTRUCTION PHASE
HEALTH & SAFETY PLAN**

JUNE 2019



INTRODUCTION

This Construction Phase Health & Safety Plan has been developed by Wildgoose Construction Limited, who are acting in the capacity of Principal Contractor on this project, from the pre-construction information supplied by the Principal Designer. The plan is based on Appendix 3 of “Managing Health & Safety in Construction” Construction (Design & Management) Regulations 2015, Guidance.

The aim of this document is to provide a foundation for the effective management of health and safety throughout the construction phase of this project.

The Construction Phase Plan is a live document and will be reviewed, revised and developed as the project progresses

All sub-contractors are to familiarise themselves with the contents of this document, at the pre-commencement meeting held with the Management of Wildgoose Construction Ltd. They are to sign the acknowledgement sheet contained within the appendices of this document to confirm they are aware of the contents and conditions contained within this document at the pre-commencement meeting.

Revision Sheet	
<u>Date</u>	<u>Revisions</u>
15.07.19 REV A	Update to welfare 2.3.8 , update to 1 st aid 2.3.8.1
16.07.19 REV B	Update to address PD's comment on 15.07.19

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1.1 DESCRIPTION OF WORK

The project is to construct 4 two storey blocks of independent living units, a two storey club house and associated infrastructure/ external works.

The site had previous use as a hospital, the buildings were demolished circa 2012.

The mains incoming services are located within the road.

The existing retirement village will remain in use for the duration of the project.

The works shall include, but not be limited, to the following (see tender documents for full specification):

- Strip and pad foundations
- Below ground drainage
- Beam and Block/ precast concrete plank installation
- Floor Screeding
- Brick/Blockwork
- Localised Steel
- Curtain Walls
- Timber Pitched and Flat Roof
- Block/Stud Partitions
- Mechanical and Electrical Installations
- Industrial Kitchen Installation
- Sanitaryware Installation
- Window and Door Installations
- Floor Finishes
- Decoration
- Hard and Soft Landscaping/ External Works
- Road Infrastructure Amendments (S38)

1.2 PROGRAMME DETAILS

Timescale for the Project

Start on Site	:	15/07/19
Completion	:	05/10/20

Please refer to Wildgoose Construction Ltd Programme of Works for specific details.

1.2.1 Site Location

The Construction Site is located at:-

Maple Drive, Aston on Trent, Derbyshire, DE72 2DG

1.3 PROJECT DIRECTORY***Client: Richmond Care Villages (Bupa)***

Lesley Gattei
lesley.gattei@bupa.com
07540 154638

Project Manager: Wildgoose construction

Stephen Pepper
Stephen.pepper@wildgooseconstruction.co.uk
07739625909

Principal Designer: CJ Consilium

Leanne Screen
leanne@cjconsilium.com
07816 823362

Architect: PRC Architecture & Planning

Mark Nugent
mark.nugent@prc-group.com
01483 494350

M & E Engineering Consultant:

Kevin Jones
kevin.jones@mel.com
07767 304751

C & S Engineering Rogers Leask

Corey Rose

corey.rose@rodgersleask.co.uk

01332 285000

Principal Contractor:

Wildgoose Construction Limited
Horsefair House
35 King Street
Alfreton
DE55 7BY

Tel: 01773 545978
Mobile: 07800 528179
Contact: Tony Moore
Role/Title: Contracts Manager
Email: tony.moore@wildgooseconstruction.co.uk

Principal Contractor:

Mobile: 07739 625909
Contact: Stephen Pepper
Role/Title: Project Manager
Email: stephen.pepper@wildgooseconstruction.co.uk

Tel: 01773 545931
Mobile: 07805 783038
Contact: Wayne Clarke
Role/Title: Senior Quantity Surveyor
Email: wayne.clarke@wildgooseconstruction.co.uk

Mobile: 07739 625910
Contact: Dale Village
Role/Title: Assistant Site Manager
Email: dale.village@wildgooseconstruction.co.uk

Tel: 01773 545961
Mobile: 07740 281421
Contact: Paul Metcalfe-Smith
Role/Title: Health & Safety Manager
Email: paul.metcalfe-smith@wildgooseconstruction.co.uk

1.4 EXISTING STRUCTURES & SERVICES ABOVE AND BELOW GROUND

The site was previously demolished and remediated by others. WCL have carried out a ground penetrating radar survey and hold copies of drawings obtained in the pre construction information. WCL will follow HSG47 for all ground breaking activities

1.5 ASBESTOS

NO ASBESTOS HAS BEEN IDENTIFIED IN THE GROUND REPORT.

1.6 GROUND CONDITIONS / GROUND REPORT

The site has no contaminations identified.

Human Health – Construction Workers

No special precautions would be required during the development of the site by workers who may come into contact with the soil during groundworks, providing standard precautions are adopted which should generally include the procedures given by the Health and Safety Executive (The Blue Book).

For the protection of these workers during groundworks the following is recommended:

- a) Limit repeated or prolonged skin contact with soils by wearing gloves with sleeves rolled down.*
- b) Washing facilities should be made available to groundworkers, so as to minimise the potential for inadvertent ingestion of soil.*
- c) If any soils are revealed which are different to those encountered by this ground investigation, the advice of a specialist should be sought in view of classifying the material and ascertaining its risk to groundworkers.*

The site has been previously remediated, there are no known contamination issues.

1.7 Services

A demolition Health and Safety File is available for review upon request; it contains very limited information, however PRC were involved in the project and are therefore in a position to share their knowledge of the site.

Gas, water and electricity are located in the road to serve the site.

Asbestos screening has previously been carried out.

See tender documents for existing drawings.

Lichfield Survey Supplier Ltd:

LSSL – 0040 – ASB – 001 – Control
LSSL – 0040 – ASB – 002 – General Arrangements
LSSL – 0040 – ASB – 003 – Drainage
LSSL – 0040 – ASB – 004 – Services

Solmek Reports:

S120724
S120724/ Gas
S120724/ SI
Asbestos Soil Screening

1.8 TRAFFIC MANAGEMENT

The area around the site accommodation will be a dedicated pedestrian area which will be positively segregated from vehicle movements using physical barriers with clearly marked crossing points.

A clearly marked pedestrian route from the site welfare to the construction area will be marked on the traffic management plan. This will be adapted as the project progresses to ensure segregation is maintained at all times. The site is large to allow onsite parking for contractors and visitors. Refer to the TMP for further information

1.9 SURROUNDING PROPERTIES

The project extends the existing care village which is occupied. In addition there is also a housing estate. Solid timber hoarding will segregate the site and access will be via willow croft way. Please refer to appendix L for details on how all safety issues will be dealt with.

1.10 CLIENT RESTRICTIONS

The site is a strict “No Smoking “site except in designated areas, for the purpose of the construction works, a specific area will be designated.

The workforce will all be briefed not park on the exiting village or access/use the facilities, this will included in the site induction

1.11 MONITORING OF WATER AND ELECTRICITY CONSUMPTION

Water and electric consumption will be monitored and recorded on a weekly basis and the results of the monitoring displayed on site

1.12 ENVIRONMENTAL CONSIDERATIONS

The site will adopt best practice in regards to control of pollution and adhere to the requirements of the following documents

PPG 1- General guide to the prevention of pollution
PPG 5- Works in, near or liable to affect watercourses
PPG 6- Working at demolition and construction sites

To minimise dust, dust sheets will be used, skips will be sheeted down and where necessary the site will be damped down to control dust.

A wheel wash facility will be utilised in accordance with the planning conditions and traffic management plan.

Any plant used to cut concrete is to be fitted with Dust suppression and the operation is to comply with current HSE best practice, identified within the HSE leaflet "time to clear the air"

The planning condition states the following

This information is to be included on all orders and sub-contract intentions

1.13 SMOKING AND PARKING RESTRICTIONS

The construction area of the site is a non smoking area as are all temporary accommodation units.

1.14 DELIVERIES

All deliveries will be arranged in vehicles that can enter the site for off loading and collection of waste material, under the control of a competent banks man. This will be annotated on all orders placed by Wildgoose Construction Ltd. Storage of materials will be within the site boundary in designated areas.

Parking on site will be available to both visitors and the workforce

2.1 ARRANGEMENT/MANAGEMENT STRUCTURE RESPONSIBILITY

The construction team will consist of:-

Contracts Manager	-	Tony Moore
Project Manager	-	Stephen Pepper
Site Engineer	-	Leigh Gibson

Full support will be given to the site team from Company Senior Management, Company Health and Safety Manager and all other resources within the company, as required.

The Site Manager will take the overall responsibility of controlling the site.

The Site Safety Starter Pack contains all information and registers, including emergency procedure drills and information.

The Site Manager and Contracts Manager both hold the SMSTS qualification.

Contracts Manager

The Contracts Manager will assist the Site Manager in carrying out his duties to ensure all Sub-Contractors are competent and have sufficient resources to carry out their health and safety duties.

He will liaise with the Site Manager in the Co-ordination and updating of the Construction Phase Health and Safety Plan.

At the pre-commencement meetings he will agree with the sub-contractor the timescale and resources required for them to undertake the works.

He will inform the Sub-Contractors of the requirement to provide copies of Method Statements and Risk Assessments pertaining to their works, ideally 10 days before start on site and provide the site with copies. He will inform them of the requirement to ensure his employees are aware of the contents of their SITE SPECIFIC method statement and risk assessments.

The Contracts Manager will assist where necessary in carrying out site training and the completion of RIDDOR reports and accident investigations.

He will ensure statutory health and safety documents are displayed and the construction phase plan remains relevant to the Construction Project.

He will monitor the implementation of the site waste management plan.

Site Manager/Site Engineer

The Site Manager/Site Engineer has direct control of the construction site on a day to day basis, assisted by the management team.

He will ensure that all lawful visitors/construction operatives sign in and out of the site on a daily basis and have received a site specific induction.

In liaison with the Contracts Manager he will ensure that copies of the site specific method statement and risk assessments have been provided by the sub-contractor and that the sub-contractors employees are aware of their contents.

The receipt of this documentation is to be recorded on form WCL'21, which is to be updated and displayed within the site office.

Where operations are undertaken directly by Wildgoose Construction Ltd employees and risk and method statements are required, he will formulate them and communicate them to the relevant parties, requesting where necessary, assistance from the management team.

He will undertake the checking of documentation, regular site inspections and control of on-site safety, using where necessary the Wildgoose Construction Health and safety management system contained in the site registers held on site.

The site register is to be used as an aid, to monitor and control the site and is to be updated weekly as a minimum with permits and inspections recorded in the site register as required and in compliance with the CDM regulations and Work at Height Regulations.

He will ensure statutory health and safety documents are displayed on site and the construction phase plan remains relevant to the Construction Project.

He will monitor the implementation of the site waste management plan.

Health and Safety Manager

In liaison with the management team, he will verify the competency, in regard to health and safety, of all sub-contractors/designers appointed by Wildgoose Construction Ltd, prior to the placing of any orders.

He will provide general advice on Health; Safety, Welfare and Environmental matters where necessary procure expert assistance in regard to these matters.

He will undertake random site visits and site health and safety audits including verifying that the Wildgoose Construction Site Registers have been satisfactorily completed.

He will assist in the preparation of the construction phase health and safety plan and any site specific induction as identified by WCL Site Management and monitor the implementation of the construction phase health and safety plan.

He will check, as requested by the WCL Management Team, Method Statements & Risk Assessments for high risk activities such as steel erection by the W.C.L Management Team.

He will assist the management team in the preparation of the Site Waste Management Plan.

2.2 HEALTH AND SAFETY GOALS FOR PROJECT

Goals

The main overriding goal of the project is to prevent accidents and incidents that may affect people's health and safety, or may impact on the environment.

The goals and objectives are as follows:

- The Construction – Health, Safety and Environmental Plan is to be reviewed monthly and revised as necessary.
- Formal project health, safety and environmental inspections are to be undertaken and recorded on a weekly basis by the Site Manager or his/her nominee, with action dates and close-out dates recorded.
- All Directors Tours Reports with action dates and close-out dates are to be available for inspection in the Principal Contractors Site Office.
- All accidents and incidents are to be documented on the day they occur, or the following working day at the latest, with any revisions added as information becomes available.
- All required data (accidents / incidents, hours worked in the month, enforcement authority visits) is to be documented on the last working day of each month.

In addition the Company's goals are:

- To achieve an "accident free" completion of the project.
- To constantly improve on all health and safety matters.
- To closely monitor accident statistics and identify any trends.
- To investigate any incident which could have resulted in an accident (near miss) to prevent future re-occurrence. To report any accidents on site under RIDDOR Reportable incidents.
- In particular ensure no one is injured by falling from height knowing that 50% of fatalities within the construction industry are caused by this.
- To ensure that the occupational health of site personnel is not put at risk by exposure to silica dust

2.2.1 Review of Health and Safety Performance

The Company will review its overall health and safety performance on the completion of the project and compare the performance with the initial goals. Should the performance fall short of the goals, the Directors will review the Company's overall health and safety arrangements.

In regards to Sub-Contractors site health and safety standards, the compliance or non-compliance to our standards will be reviewed and noted, with the feedback information used for selection or otherwise on future contracts. This will also apply to plant hire companies and suppliers.

Health and safety will be on the agenda for all progress meetings. This should

include a review of the following matters:

- Any accidents/incidents (including minor accidents and near misses) and actions taken to prevent recurrence.
- Results of site safety inspections and corrective actions taken.
- Any significant high-risk activities due to take place over the next period and how these risks will be managed.
- Feedback on any significant high-risk activities that took place during the last period and how the risks were controlled.
- Report on any amendments made to the Construction Phase Plan during the period.
- Training undertaken during the period, including inductions, toolbox talks and other on-site training
- Ongoing welfare arrangements.
- Any health and safety/co-ordination meetings, eg. meetings with the client's site representative, contractors' co-ordination meetings, activity planning meetings, etc.
- Ongoing site security arrangements and details of any breaches of site security during the period.

2.3 ARRANGEMENTS FOR LIAISON

Effective communication is an essential part of an effective health and safety management system.

2.3.1.1 Liaison between Parties

At the site specific induction, it is to be stressed that any problems that any individual identifies on site in regard to health and safety, is to be brought to the attention of the site management team.

At pre-contract meetings with Sub-Contractors all aspects of their works will be held to discuss including health and safety.

Site progress meetings will include health and safety as an agenda item.

2.3.1.2 Liaison

The Site Manager will liaise with all parties as necessary.

2.3.2 Consultation with the Workforce

The workforce is encouraged to consult via the Site Manager; this is a vis-à-vis arrangement. Additionally Wildgoose Construction Ltd have a safety committee, any person on site may contact a representative of the committee who will raise specific items on their behalf at the committee meetings, if matters cannot be resolved on site by the site management team.

Members of the Wildgoose Safety Committee can be contacted by
Telephoning Head office on 01773 546400

Names of the committee members are:-

- Steve Duckmanton
- Elizabeth Kennan
- Simon Meredith

Please check the statutory poster displayed in the site canteen for further details.

2.3.3 Exchange of Design Information

Wildgoose Construction Ltd operates a RFI system (Request for Information) which is to be utilised for any exchange of information, where the design information has a potential to affect the health and safety of the project, this is to be formally annotated and a written record kept.

Design information is to be circulated to the design team including the principal designer

2.3.4 Design Changes

Where designs change, the relevant designer is to review and amend their design risk assessments in consultation with the design team, (**including the Principal Designer**) more importantly, where design changes impact on health and safety, and they are to be effectively communicated to the site manager and construction team, who will disseminate the information to personnel on site as appropriate. Please refer to the change procedure in the appendix.

The residual risks that require managing as a result of any design change are to be noted by the designer, who is to ensure that the residual risks are correctly recorded within the health and safety file.

2.3.5 Selection & Control of Contractors

All reasonable checks will be undertaken to ensure that contractors and self-employed persons are competent to carry out their tasks and have made adequate provision for Health and Safety.

The majority of the Company's contractors are from our list of approved sub-contractors, but notwithstanding this, all contractors are approved and shall attend a Pre-contract meeting to ensure adequate resources are in place, compliance with Health and Safety law is undertaken and full awareness of project detail is understood.

All sub-contractors appointed by Wildgoose Construction Ltd are required to successfully complete the Wildgoose Construction health and safety competency document. It is assumed that all contractors directly appointed have been subject to a competency check.

A copy of the assessment procedure is available via Head Office

2.3.6 Exchange of Health & Safety Information between Contractors

Contractors will be provided with information and detail concerning the contract, and relevant parts of the Health and Safety Plan.

Regular safety and progress meetings will be held on site with the Client/Client's Representative. Subsequent safety and progress meetings will be held with contractors to discuss Health, Safety and Welfare issues raised at the Client meetings.

Suppliers are to be sent instruction with reference to the site location and site entry route and security requirements.

Ordered plant and machinery from our main suppliers has been identified to ensure that this complies with current legislation. All main suppliers have been sent letters concerning certification.

Nominated contractors will, when orders placed, be required to provide Method Statements and Risk Assessments for identified Hazards and Risks ideally 10 days prior to commencement on site.

2.3.6 Exchange of Health & Safety Information between Contractors

Sub-Contractors are to be informed of their requirements under CDM regulations to provide information and any manuals for completion of the Health and Safety File.

2.3.7 Site Security

The site perimeter is to be secured a solid hoarding. Security will be reviewed on a periodic basis.

All reasonable measures will be taken to ensure plant and machinery will immobilised.

The site will be protected by a CCTV system with remote monitoring, and audible response, the CCTV company will also act as the key holder for out of hours response.

2.3.7.1 Site Inductions

All personnel who work on the site or visit the site, unless accompanied by a site representative of Wildgoose Construction Ltd, are to be inducted to the site by the site management team.

No operatives are to commence work unless they have received an induction, which includes them confirming that they have read and understood the risk assessments that specifically relate to them. Please refer to Appendix C for induction procedure.

Initial meetings with Sub-Contractors will stress the importance of adequate Health and Safety Training for their employees.

This is carried out by means of an induction course by verbal briefing by the Site Manager, for all site operatives. A record of all inductions will be kept in the Site Safety Register and all persons will be required to sign to indicate they have understood and will abide by the content.

Operatives will be issued with induction stickers which is to be displayed on their safety helmet to readily identify and confirm that they have been inducted.

2.3.7.2 Site Training

All personnel who operate plant and equipment must only do so if they are trained and competent to do so.

Toolbox talks will be delivered by the Site Manager as and when required.

2.3.8 Welfare Facilities

The site will implement a modular office and welfare set up that will serve all site personnel. The canteen will be located on the ground floor and the site offices on the 1st floor. Please refer to the TMP to view the position of the set up.

During the enabling works we will utilise a self contained welfare unit compliant with welfare requirements. This will remain in use until the enabling works are complete and the modular set up is up and running

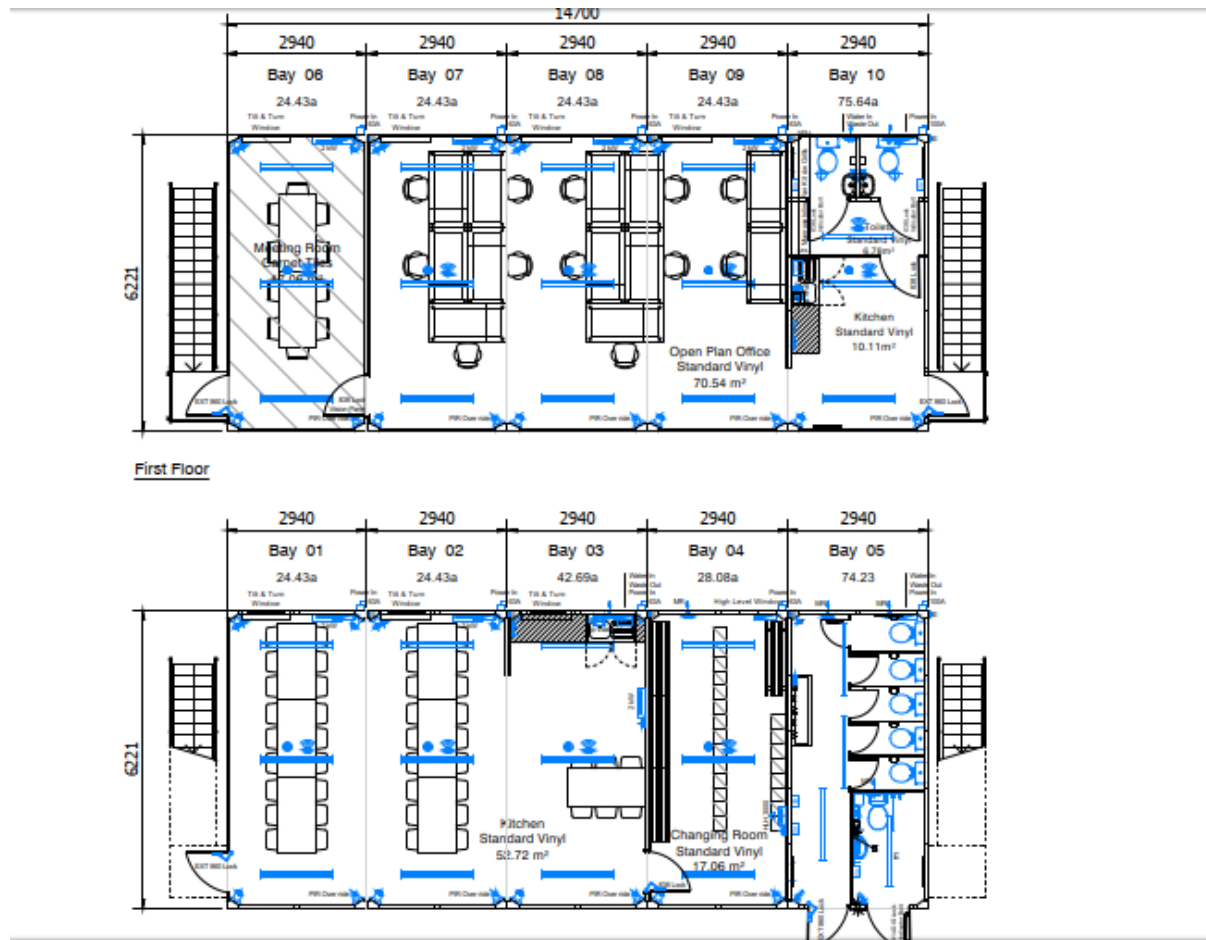
Within the canteen will be a microwave oven to heat food, a fridge, a burro style hot water boiler and a kettle.

The sink will have hot and cold running water, fed from the mains; the drainage for the facilities will be connected directly into the existing mains.

Adjacent to the canteen, contained within the same facility will be a drying room, this is fitted out with benches and coat hooks, fitted to the wall and electric heaters to provide a drying/changing facility. Within this facility will be four small lockers.

A toilet block will contain x8 hand wash basin, capable of immersing the forearm in, x8 toilet pans and two urinals for use by male personnel, at the opposite end is a single toilet pan which is completely segregated for use by female personnel.

See below layout that will be utilised



These facilities will be fully compliant with Schedule 2 of the Construction (design and management) Regulation 2015.

2.3.8.1 First Aid

The site manager has successfully completed the four day HSE first aid course and will be responsible for administering first aid to construction site personnel or delegating another first aider to attend to the incident.

A fifty person first aid kit will be located within the site office.

The nearest Accident and Emergency hospital is:-

Royal Derby Hospital
Derby
Derbyshire

Tel: 01332 340131

A map will be displayed in the site canteen

In the event of an emergency

Stop work immediately and call for the first aider. Dial 999 for the emergency services.

2.3.9 Accident Reporting

Accident/incidents/near misses will be reported back to the Client and Principal Designer as soon as possible.

2.3.9.1 Company Procedures

All accidents are to be recorded within the site register. The monthly accident summary sheet is to be completed and returned to the Health and Safety Manager at the end of each month. This is to enable accident statistics to be collated.

When an accident or dangerous occurrence takes place, it will fall into one of the following categories. Proceed as indicated in the accompanying procedure as described below:

Accidents involving injury

1. Minor accident to employee:-
 - (a) Ensure details have been entered in Accident Book BI510.

Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days) because of injury, contact the Health and Safety Manager.

If injured employee is admitted to hospital and is an in-patient for more than 24 hours, the accident becomes specified "major injury" and must be notified as described under the category.

2. Minor accidents to any other person, complete the internal accident report form and send as outlined:
 - (a) If the other person is an employee of another company, the responsible person at the workplace should notify his employer.

Note: The Accident Book B1 510 will continue without change. The recording of injuries in this book is unaltered.

3. In the event of a specified major injury or a fatal accident occurring to ANY PERSON arising out of or in connection with our work, immediately telephone the Health and Safety Manager.

Note: Copies of F2508 and F2508A or any enquiries from the DHSS completed in respect of any accident will be sent to site or other workplace. These

documents must be made available, if requested, to the enforcing authority or safety representative.

2.3.9.2 General Notes – Accidents

An accident involving death of or specified major injury to any person has to be notified and reported to the enforcing authority by the responsible person immediately.

2.3.9.2 General Notes – Accidents

An accident involving an employee being incapacitated from work for more than seven consecutive days (excluding the day of the accident but including any days which would not have been working days) because of the incident, must be reported with 10 days by the responsible person.

A copy has to be kept by employers of all notifiable injuries this will be on F2508.

A record must to be kept by employers of all notifiable diseases this will be on F2508A.

Where an employee has suffered an injury as a result of a notifiable accident or dangerous occurrence, which is a cause of his death within one year of the date of that accident, the employer shall inform the enforcing authority in writing as soon as it comes to his knowledge.

Accident investigation will be carried out where necessary by the Contract Team assisted by the Health and Safety Manager to interpret the exact sequence of events leading to the accident and reviewing of any procedures to prevent reoccurrence.

All records prudent to site induction and accidents / near misses to be kept in Site Safety Register.

Near misses and dangerous occurrences must be reported and investigated. The investigation will be led by the Health and Safety Manager, who may seek expert assistance as required.

2.3.10 Production & Approval of Risk Assessments

2.3.10.1 Risk Assessments

Each operation will be assessed for potential of risk. All construction works being undertaken will be the closest representation to the drawings available.

Any design changes will be referred back to the Designer / Client / CDM Principal Designer.

Written assessments will be produced in conjunction with an approved Method Statement detailing the appropriate preventative and protective measures, when and where necessary

2.3.10.2 Approval of Method Statements & Risk Assessments

All sub-contractors will be notified of the requirement to provide site specific method statements and risk assessments. No sub-contractor will not be allowed to commence work until they have been received and checked by the site management team.

At the site induction all operatives will be required to formally record as having read and understood their own method statements and risk assessments.

Due to the nature of the works, the health and safety manager is to be consulted as and when required.

2.4 SITE RULES

The site rules for the site are contained within appendix B.

2.5 FIRE AND EMERGENCY PROCEDURES

Site specific fire and emergency procedures will be developed and adopted by Wildgoose Construction Ltd.

Where due to construction activities no fire alarm is present, supplementary linked battery fire alarms will be positioned at the fire points.

Section 3 – Arrangement for Controlling Significant Site Risks

3.1 3.1 Site Register

The site register consists of three separate files and is to be used by the site manager to record health and safety information, issue of permits and recording of legal inspection on the site.

File 1 - Daily Register

1. Induction Procedure (**WCL/SAFETY/100**)
Master Record of all inductions (**WCL/SAFETY/101**)
1. Site Operative Induction Record (**WCL/SAFETY/102**)
2. Operatives Induction Agenda (**WCL/SAFETY/103**)
3. Visitors Induction Record (**WCL/SAFETY/102V**)
4. Visitors Induction Agenda (**WCL/SAFETY/103V**)
5. Method statement and risk assessment confirmation (**WCL/SAFETY/104**)
6. Competency Card Checks – CPCS, CISC, PASMA, MEWPS (**WCL/SAFETY/105**)
7. Plant Check (**WCL/SAFETY/106**)
8. Guidance of Appointment (Mount Abrasive Wheels) (**WCL/SAFETY/107**)
Appointment to use Cartridge Fixing Tools / Mount Abrasive Wheels (**WCL/SAFETY/107A**)

File 2 - Permits

1. Management of Hand Arm Vibration Permit Procedure (**WCL108**)
2. Harm Arm Vibration Permit (**WCL108.1**)
3. Noise Exposure Permit (**WCL109**)
4. Noise Exposure Permit Procedure (**WCL109.1**)
5. Permit to Work (**WCL110**)
6. Permit to Enter/Work (**WCL111**)
7. Permit to Dig Procedure (**WCL112, WCL112.1**)
8. Hot Work Permit (**WCL113**)
9. Crane Lifting Operations Permits(**WCL114, WCL114.1, WCL114.2, WCL114.3**)
10. Piling procedures Permits (**WCL115, WCL115.1**)
11. Temporary works procedure (**WCL116, WCL116.1 WCL116.2**)
12. Permit to Use 240V Electrical Equipment (**WCL117, WCL117.1, WCL117.2**)
13. Stepladders Permit (**WCL118, WCL'18.1**)
14. Testing and Commissioning Permits **WCL119, WCL119.1, WCL119.2, WCL119.3**)
15. Asbestos Procedure Permits (**WCL120, WCL120.1, WCL120.2, WCL120.3**)
16. Appointment of a Site Safety Supervisor (**WCL121**)
17. Working in Occupied Premises (**WCL198**)

Section 3 – Arrangement for Controlling Significant Site Risks

File 3 - Weekly Inspection and Basic Operation Procedures

1. Scaffold Safety Checklist for use at Inspections **(WCL124)**
2. Records of Inspections of Scaffolding & Working Platforms **(WCL125)**
3. Report of Inspection of Excavations, Cofferdams and Caissons **(WCL126)**
4. Records Of Inspection & Testing Of Misc Plant & Equipment **(WCL129)**
5. Records of Inspection and Testing of Portable Electrical Appliances (including temporary site electric supply and site accommodation) **(WCL130)**
6. Fire Prevention Measures/Checks **(WCL131A,131B,131C)**

Accidents

7. Accident Procedure **(WCL132)**
8. Accident Incident near miss **(WCL33)**
9. Blank Witness Statements **(WCL134)**
10. Monthly Accident Returns **(WCL135)**

Assessment Records

11. Risk Assessment **(WCL136)**
12. Method Statement **(WCL137)**

Employment of Young Persons

13. Employment of Young persons Guidance **(WCL138)**
14. Record of Employment of Young Persons **(WCL139)**

Additional On Site Training

15. Tool Box talks Record of Training **(WCL140)**
16. HSE Visits **(WCL150)**
17. Safety non-conformance Procedure **(WCL151)**
18. Safety Non-Conformance **(WCL152)**
19. Weekly Safety Inspection Report Guidance **(WCL153)**
20. Weekly Inspection Report **(WCL154)**

File 4 - Plant Checks

1. Report of Inspection and Examination of Miscellaneous Plant and Equipment **(WCL129)**
2. Weekly inspection sheet for tele-handler **(WCL28)**

3.1 Site Register

File 5 - Environmental Folder

Initial Site Set Up

1. Site environmental checklist **(WCL141)**
2. Watercourse Inspection **(WCL142)**
 Note: to be completed during site set up.

Weekly checks

3. Weekly check for oil storage **(WCL143)**
4. Weekly environmental inspection **(WCL144)**

Emergency Procedures

5. Major Environmental Incident Reporting **(WCL145)**
6. Guidance to Environmental Incidents **(WCL146)**
7. Emergency Spill Control **(WCL147)**
8. Environmental Incident Near Miss Report **(WCL148)**
9. Minor Environment Incident Report **(WCL149)**

Monitoring of waste

10. Smartwaste forms **(WCL155, WCL155.1)**

3.2 RISK ASSESSMENTS

Activities with risks to Safety will be controlled by the use of initial and regular meetings, Risk Assessments and / or Method Statements and site audits.

Where risk assessments are identified these will require 7-10 days prior to commencement of works and may identify the need for method statements. All statements and assessments are to be site specific.

The following assessments of risk have been produced for each activity known at this time.

1. Protection of the public
2. Site Access/Egress/Traffic Management and movement of plant.
3. Site set up
4. Location of existing services
5. Asbestos
6. Use of plant
7. Vibro Piling
8. Excavations
9. Drainage
10. Structural Steelwork
11. In situ concrete

- 3.2**
12. Installation of wind posts
- RISK ASSESSMENTS**
13. Lifting operations
14. Scaffolding
15. Blockwork
16. Pre-cast flooring/Precast Stairs
17. Roof work
18. Lightning Protection
19. Installation of windows / Curtain Walling
20. Security/fire alarm systems
21. Ceramic Tiling
22. Mechanical/ Electrical installation
23. Plastering/screeding operations
24. Internal/external decoration
25. Installation of ceilings
26. Render
27. Tarmacadam/white lining
28. Floor finishes
29. Joinery Works
30. External Paving
31. Installation of lifts
32. External landscaping/fencing
33. Builders clean
34. Work at height
35. Noise
36. Hand Arm Vibration
37. Manual Handling
38. Hot works
39. Slips, trips and falls

Reference shall be made to Company Safety Policy and Procedure, and any relevant Statutory Legislation or Codes of Practice in support of Risk Assessments and Method Statements.

Initial risk assessments are within the appendices; however these will be developed as appropriate during the project.

3.2.1 Site Specific Safety Hazards

The Company's set procedures for on-site safety incorporated in the procedures manual are to be standard measures for all activities. The site manager is responsible for ensuring all risk assessment and method statements are in place prior to work commencing on site, and that they cover the tasks to be carried out. The site operatives at site induction will ensure they are familiar with their risk assessments. He will request assistance from the Contracts Manager and Health & Safety Manager when required.

SECTION THREE ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

3.3.3 Safety Risk Identified Within the Project

3.3.3.1 Temporary Electrical Installations

A dedicated supply will be provided for the works. If this supply is 240v a 240/110 transformer will be installed. Trailing leads are to be kept to a minimum to prevent trip hazards. All installations will be in compliance with the 17th Edition IEE Regulations.

3.3.3.2 Preventing Falls

All work at height must comply with the Work at Height Regulations 2005.

The area around the footprint will be stoned up to provide a suitable platform for the MEWP'S to operate from.

The steelwork sub-contractor will provide a site specific method statement and risk assessment for the erection of the steelwork, including the erection sequence and the control measures that he will implement to minimise the risks associated with work at height, this will include his arrangements for unloading the steelwork when accepting the delivery, this must be in accordance with current HSE guidelines.

It should be noted that working at height is weather dependant and the site manager has the authority to stop work, should inclement weather impact on work at height.

3.3.3.6 Traffic Management

A site specific traffic management plan will be prepared, this will be communicated to site personnel at their induction.

The area around the site Welfare will be designated a pedestrian area only and physically segregated from vehicular movements.

Any late deliveries will be co-ordinated in advance by the sub-contractor responsible for the delivery.

3.3.3.7 Lifting Operations

As the new buildings will be two storey there will be no tower crane required. Brickwork/ blockwork will be loaded out via a telehandler on loading bays around the building. The roof trusses will be installed via a mobile crane.

All lifting operations are to be controlled using WCL permit to lift.

It should be noted that lifting operations are weather dependant and the site manager has the authority to stop work, should inclement weather impact on lifting operations.

SECTION THREE ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

3.3.3.8 Manual Handling

A risk assessment must be carried out where necessary. Wherever possible mechanical handling should be used. Kinetic Lifting Principles will apply.

3.3.3.9 Temporary Works

Temporary works” is a widely used expression in the construction industry for an “engineered solution” used to support or protect an existing structure or the permanent works during construction, or to support an item of plant or equipment, or the vertical sides or side-slopes of an excavation, or to provide access. The construction of most types of permanent works will require the use of some form of temporary works.

All temporary works are to comply to the relevant British Standard and current HSE guidance.

Where a contractor’s work package includes the use of temporary works, then a detailed temporary works procedure must be submitted, including the names of the temporary works supervisor and the temporary works co-ordinator.

The Health and Safety Manager is responsible within Wildgoose Construction Ltd for the management of Temporary Works

SECTION THREE ARRANGEMENT FOR CONTROLLING SIGNIFICANT SITE RISKS

Categories of Design Check (taken from BS 5975:2008)			
Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1, 2 or 3 as appropriate.	Because this is a site issue, the check may be carried out by another member of site or design team.
1	For simple designs. These may include: formwork: false work (where top restraint is not assumed): needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications.	The check may be carried out by another member of the design team.
2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundations or excavation support or slope	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization

3.4 SELECTION OF PLANT & MACHINERY

All plant, machinery and equipment will be obtained from reputable sources.

All plant and machinery brought onto site shall be properly selected, used and maintained in compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All lifting equipment brought onto site shall comply with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). All plant being used will be suitable for its purpose.

3.5 WASTE MATERIALS

WASTE will be removed from site in skips/lorries using registered haulers; waste transfer notes will be required. All skips will be maintained within the site boundary.

These skips will be identified as INERT or ACTIVE and all site contractors made aware of the waste control rules. Skips are to be covered and fenced off due to the level of risk associated with the site (high risk).

STORAGE of materials will be in the designated compound area / or in secure stores.

COSHH assessments will be completed or requested for Hazardous Materials or Substances brought onto site, with records retained on the site and passed onto the Principal Designer & Client for insertion into the Health and Safety File, where required.

ENVIRONMENTAL ISSUES: Noise and dust to be kept to a minimum, control measures in accordance with PPG1 are to be implemented on the site.

A site waste management plan will be prepared and implemented for the project.

3.6 CONSTRUCTION MATERIALS

When purchasing, the Buyer will where possible, choose materials and substances which are the least hazardous to operatives and the environment.

All materials shall be used in accordance with good practices and current Health and Safety Regulations including COSHH Guidance Notes from Manufacturers or Suppliers.

The following materials require particular attention regarding potential health hazards.

3.6 CONSTRUCTION MATERIALS

Cement	-	Dust	-	Irritant	
Gypsum	-	Dust	-	Irritant	
Bitumastic/ Epoxy	-	Harmful	-	Irritant	
Resin					
Concrete	-	Irritant	-	Harmful	
Brickwork	-	Mortar	-	Irritant	- Harmful
Adhesives	-	Toxic	-	Irritant	- Harmful
Cleaning Agent	-	Harmful	-	Irritant	
Paints etc.	-	Toxic	-	Flammable	
Sealants	-	Toxic	-	Harmful	
Screed	-	Toxic	-	Irritant	
MDF	-	Toxic	-	Harmful	- Irritant
Hardwood/ Softwood	-	Dust	-	Harmful	- Irritant
LPG/Fuels	-	Harmful	-	Harmful	

COSHH Assessments will be requested for all paints, or other substances defined as hazardous under the COSHH regulations.

3.6 CONSTRUCTION MATERIALS

Sub-Contractors are to be informed of their requirement to produce COSHH Assessments and not just Hazard Data Sheets. The Site Manager will establish a COSHH Assessment File on site.

Suppliers of materials will be required to provide adequate health and safety information on their products.

3.7 SIGNAGE

The minimum signage requirement that will be in place prior to movement of construction traffic shall include the following:-

- W.C.L Directional signs.
- Public Information boards - Restriction on access.
- 5mph Signs
- Notice of public right of way.

This is not an exhaustive list and may need additional signage as the work progresses.

At all times during the works close attention to vehicle and pedestrian management will be implemented. Constant review through public relations and prompt action to suggestions and complaints will be carried out.

4.0 CONTENTS OF THE HEALTH & SAFETY FILE

Section 1.00	Introduction
Section 2.00	Description of Works
Section 3.00	Residual Hazards
Section 4.00	Key Structural Principles
Section 5.00	Hazardous Materials Used
Section 6.00	Information regarding the removal or dismantling of plant
Section 7.00	Health & Safety information about equipment provided for cleaning and maintaining the structure
Section 8.00	Significant Services
Section 9.00	As Built Drawings (Split into Designers)

Two hard copies and one electronic copy of all information is required and is to be provided to the Principal Designer within 2 weeks of practical completion.

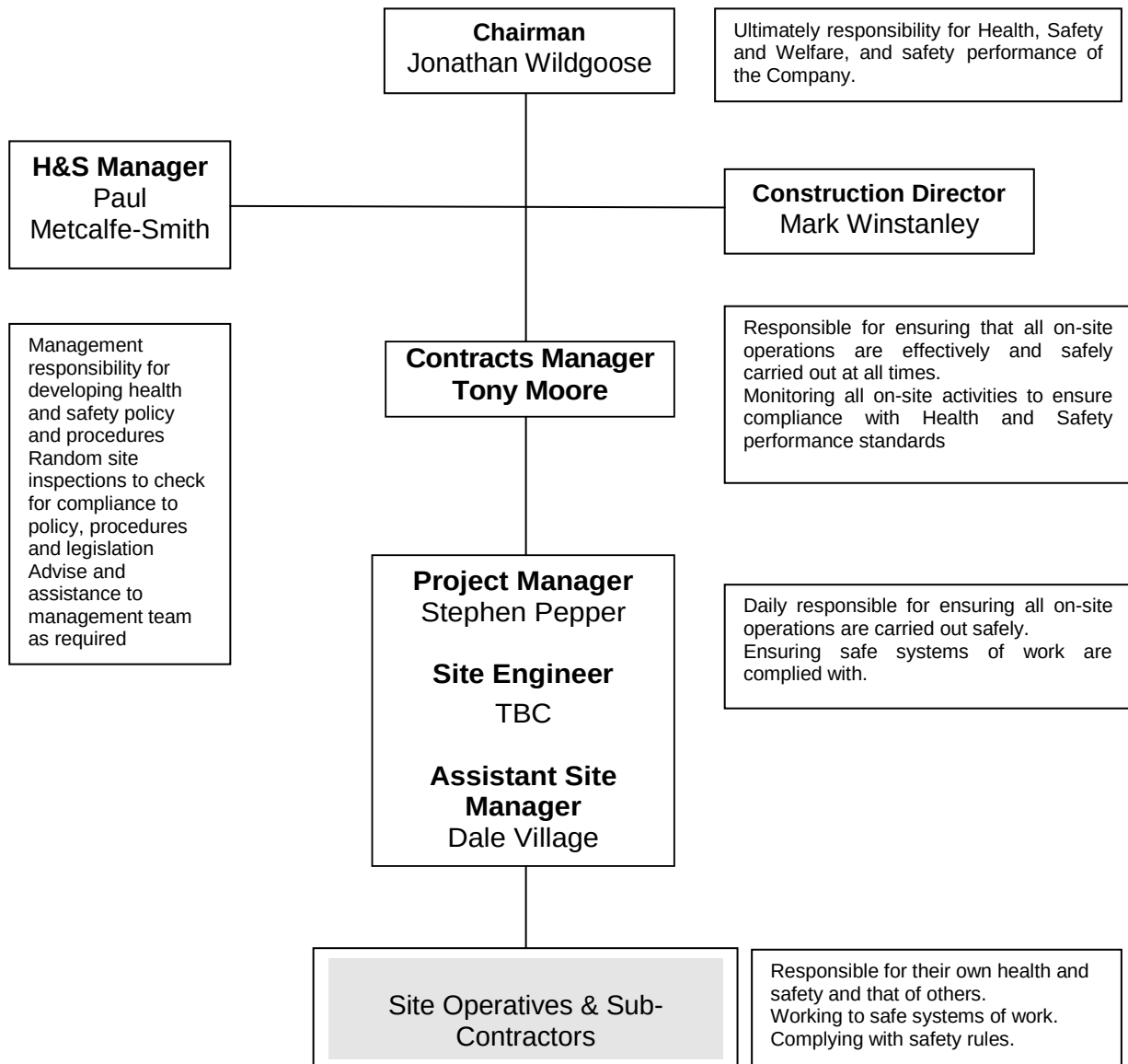
All operation and maintenance information is to be provided as a separate document to the Health and Safety File issued directly to the Client.

APPENDICES

Appendix A	-	Organisational Chart
Appendix B	-	Basic site safety rules
Appendix C	-	Site induction agenda
Appendix D	-	Alcohol / drugs
Appendix E	-	Emergency procedures
Appendix F	-	Action in the event of a fire
Appendix G	-	Fire prevention site rules
Appendix H	-	Sharps policy
Appendix I	-	Leptospirosis (Weils Disease)
Appendix J	-	Sub-Contractor Health and Safety plan acknowledgment sheet
Appendix K	-	Sub-Contractor documents checklist
Appendix L	-	Project risk assessments
Appendix M	-	Hospital Route
Appendix N	-	Traffic Management Plan (To Follow)

APPENDIX A – ORGANISATION CHART

The following organisation chart illustrates the Company's in-line management and responsibilities with regard to health, safety and welfare for the project.



APPENDIX B – BASIC SITE SAFETY RULES

1. The site is a hard hat site, there are no exceptions.
2. The wearing of protective footwear, steel toe capped boots, Hi-Vis Jackets etc. are mandatory.
3. Operatives failing to adhere to 1 and 2 above will be asked to leave site.
4. Method Statements / Risk Assessments are required for almost all activities. Sub-Contractors are to provide this information prior to commencement of work.
5. Toilets and Welfare facilities are provided – they are to be maintained in good order, clean and tidy. Any operative found abusing these facilities will be asked to leave site, permanently.
6. A tidy site is a safe site, sub-contractors are responsible for clearing up their own mess, if areas are left untidy and cleaned by the Principal Contractor, and Sub-Contractors will be billed accordingly.
7. Safety equipment identified for use in your company's method statements such as harnesses, gloves, goggles must be worn where required.
8. All accidents, however minor must be reported and entered in the site accident book, all dangerous occurrences, defects and situations are to be reported to the Site Manager.
9. Use only proper means of access. Ensure all access ways, means of escape, fire exists and fire points and kept clear at all times.
10. Only 110v electrical appliances are allowed on site. Sub-Contractors must produce proof of Portable Appliance Test and Examination i.e. current 3 monthly certificates.
11. Only trained / competent persons to operate plant, machinery and equipment. A copy of your training certificate must be given to the Site Manager.
12. Guardrails, covers or protective devices must not be removed without prior authorisation / permission.
13. Ensure you obtain information on the Health and Safety requirements of any substance being used on site – from the site office. (E.g. paints, varnishes, adhesives, chemicals etc.).
14. Inform the Site Manager if you are taking any prescribed medication.
15. All operatives to be inducted.
16. Permits to Work (to Dig and Hot Work).
17. Control of Site Access.
18. Awareness of General Public/working within close proximity to the road
19. Signing in and out of Visitors and Operatives daily.
20. No Bonfires.
21. All operatives made aware of on site procedures.
22. Access to all other areas.
23. Strictly No Smoking on Site.
24. No radios or personal stereos are permitted on site.
25. Ensure a place of Safety when using Mobile Phones.
26. NO abusive or foul language
27. No photography of site
28. The Welfare facilities must be kept clean and tidy
29. Eating and drinking is only permitted in the Contractors facilities.
30. Persons visiting or working on site must not enter any areas where they are not authorized to do so.
31. Any person that appears to be under the influence of alcohol or drugs must be excluded from the site.
32. All accidents and near misses must be reported to the Contract Administrator.

*** * * IF IN DOUBT ASK * * ***

APPENDIX C – WILDGOOSE CONSTRUCTION LTD INDUCTION PROCEDURE

It is Wildgoose Construction Ltd Company Policy that any person who carries out work on a Construction Site, under the control of Wildgoose Construction Ltd are given induction training, prior to commencing any work.

The induction will be site specific and delivered using a visual flip chart and where appropriate supplemented by a further video.

In Consultation with the Construction Director, Contracts Manager, and Project/site Manager, the Company Safety Advisor will prepare a site specific visual flip chart, as a minimum this will include the following subjects:

- 1) Welcome & purpose of induction.
- 2) Company information
- 3) Security requirements
- 4) Site management structure
- 5) Signing in & out
- 6) Understanding of own method statements and risk assessments.
- 7) Personnel to wear hard hat, high visibility clothing and safety footwear.
- 8) Wearing of personal protective equipment appropriate to task
- 9) Use of mobile phones in a safe manner.
- 10) No radios
- 11) Respect of welfare facilities and keeping them clean.
- 12) Smoking policy.
- 13) Housekeeping and responsibility for housekeeping.
- 14) First aid
- 15) Medication/medical conditions
- 16) Alcohol and drugs policy
- 17) Accidents and responsibility for reporting accidents.
- 18) Fire and procedure in event of fire.
- 19) Hot works procedure
- 20) Scaffolding & responsibility for not interfering with scaffold.
- 21) Access-ladders-step ladders
- 22) Work at height
- 23) Confined spaces procedure
- 24) Electrical safety-use of 110v and battery power tools
- 25) Responsibility for task lighting
- 26) Requirement for details of plant maintenance and test certificates.
- 27) Requirements for evidence of training.
- 28) Excavations and requirements for permits.
- 29) Lifting operations
- 30) Site transport and use of walkways/car parking.
- 31) Control of substance hazardous to health.
- 32) Manual handling and safe lifting.
- 33) Dust suppression
- 34) Respect for people
- 35) Security

During the induction process it is essential that it is confirmed that the inductees have been made aware by their employees of the contents of the method statement and risk assessments, these are to be available on site, supplied by the inductees

APPENDICES

company and clearly understood, they are to sign the sheet attached to the front of their companies method statements and risk assessments (WCL104).

Additionally it is to be confirmed that their employer has received the current "Safety Rules for Sub-Contractors and that they are aware of its contents.

Each induction is to be recorded on a record of induction form WCL102 these forms will be bespoke to each contract. They may be adapted and amended as the contract progresses.

In the event of the induction being amended, all personnel on the site are to be re-inducted.

Operatives are to be given form WCL103 this again will be bespoke.

Records of inductions along with the Site Register and method statement /risk assessments are to be returned to Head Office and archived for a period of 3 years.

All inductions will be allocated an individual ID No. The individual ID no will be recorded on the induction record form WCL102 with a master record of all inductions recorded on WCL 101

Induction of Visitors to the Site

Visitors to site, this includes members of the professional team, clients, reps, Wildgoose personnel do require an induction, however the purpose of the visit is not to undertake physical work, therefore the induction process is not required to be as comprehensive as site operatives and sub-contractors.

All visitors' induction must include the following as a minimum:-

- Introduction
- Signing in and out
- Wearing of hard, hat, high viz and safety footwear
- Toilets and Welfare Smoking policy
- First aid
- Medication/medical condition
- Alcohol; & drugs Accidents
- Fire
- Site transport
- Respect for people.

Where visitors wish to go up scaffolding or onto roofs etc, the induction must include these subjects. Visitors' inductions are to be recorded on **WCL 50 V and given a copy of WCL51V.**

A copy of the WCL 50V induction record of WCL personnel is to be returned to general office where they will be filed in the central file for the project.

APPENDIX D – ALCOHOL/DRUGS

Alcohol and certain prescribed drugs may impair judgement.

The following guidelines are designed to help avoid risk of injury or damage.

1. No alcohol (or persons suspected to be under the influence) is allowed in, or at the WORKPLACE.

OFFENDERS WILL BE IMMEDIATELY REQUIRED TO LEAVE SITE.

2. Policy to be outlined at Client and Sub-Contractor checklist meetings.
3. Ensure all new personnel to site are advised of the No Alcohol Policy. (Ref.: Induction).
4. All persons found to be or suspected of being under the influence will be asked to leave site immediately for the remainder of the work shift / day. N.B should it occur again the offender will be asked to leave the site for good.
5. Persons taking prescribed drugs / medications are to be encouraged to advise Site Manager of type and competence of work.

Any actions taken under these guidelines should be recorded, and make Senior Managers aware of such.

APPENDIX E – EMERGENCY PROCEDURES

THE MEANS OF RAISING THE ALARM WITHIN THE SITE IS BY A WIRELESS LINKED BATTERY POWER FIRE ALARM SYSTEM. PERSONNEL ARE NOT TO OPERATE THE BELL EXCEPT IN AN EMERGENCY.

FIRE ASSEMBLY POINTS WILL BE INDICATED WITHIN THE SITE ACCOMMODATION.

THE EMERGENCY PROCEDURES FOR THE SITE ARE TO BE READ AND UNDERSTOOD.

THE SITE MANAGER IS THE FIRE SAFETY CO-ORDINATOR TO ACT AS LIAISON WITH THE EMERGENCY SERVICES AND ENSURE MEMBERS OF THE PUBLIC ARE MOVED AWAY FROM THE SITE ENTRANCES TO FACILITATE ACCESS BY THE EMERGENCY SERVICES.

In the event of an emergency, the site will stop work until any such incident is terminated.

APPENDIX F – ACTION IN THE EVENT OF A FIRE

1. Raise the alarm

Sound the Alarm

OR

Shout **FIRE! FIRE!**

2. Call out the fire brigade by dialling 999

Inform the operator that the fire brigade is required at the construction site of *Wildgoose Construction Ltd* located at:

Richmond Care Village
Aston Hall Hospital
Maple Drive
Aston on Trent
Derbyshire
DE72 2DG

3. On hearing the site fire alarm

All site operatives and employees to leave site and make towards the fire assembly point.

The Site Manager will take charge.

A person will be nominated to go to security to ensure the fire brigade are sent to the correct location

Do not:

Stop to collect personal belongings.

Turn off generators, compressors and other power equipment. Turn off all heat producing equipment.

Shut off cylinder valves.

Do

Attack small fires with the equipment provided providing it is safe to do so without putting yourself at risk.

Obey instructions from the site fire safety co-ordinator, marshals and supervisory staff.

Do not re-enter site until told to do so.

APPENDIX G – FIRE PREVENTION SITE RULES

1. The Site Manager is the appointed Fire Warden.
2. Emergency procedures have been discussed and explained during induction.
3. A clear and unobstructed access onto the site **must** be maintained for the use of emergency services **at all times**.
4. **All** emergency escape routes **must** remain clear at all times.
5. Fire points will be established at various strategic positions throughout the park which will contain an adequate number of fire extinguishers.
6. **No Smoking** is permitted on site; smoking will only be permitted in designated areas outside the site area.
7. All **"hot work"** is to be carried out under a controlled permit system.
8. All flammable liquids are to be kept to a minimum on site; any quantities exceeding 50 litres shall be stored in an external dedicated and secure storage unit.
9. Any liquefied petroleum gas cylinders **must** be removed from site at the end of the working day.
10. Rubbish is to be regularly removed to the waste skip.
11. Bonfires are not permitted on site.

APPENDIX H – SHARPS POLICY

In today's environment it is not uncommon to find equipment associated with drug abuse within derelict buildings and on waste land and city centres.

From this equipment (most commonly syringes) rises the risk of puncture wounds which may give risk of infection. These infections may take the form of Tetanus, Hepatitis B, or HIV. In extreme cases these infections may **prove fatal**. It is therefore essential that correct procedures are followed.

1. Project / Site Managers ultimately have control of site operations on a daily basis, and they are therefore responsible for implementing the necessary control measures to minimise risks to site personnel.
2. The Health and Health and Safety Manager is responsible for providing the necessary Sharp bins and for ensuring that once two thirds full, the bins are disposed of in the correct manner.
3. The Project / Site Manager are responsible for acting as (or nominating) a competent person for handling Sharps on the site they have responsibility for when and if the requirement is identified.
4. The competent person is responsible for identifying and collecting any Sharps within the site boundary. These are to be placed within a Sharps bin. This is to be kept securely within the Project / Site Managers office.
5. The competent person is to wear gloves and maintain a high standard of personal hygiene. He is to carry out a daily inspection of the site and collect any Sharps found during his inspection. He is to carry the Sharps container with him on these inspections, and place any Sharps found directly into the closed container.

Under no circumstances are Sharps to be carried across the site unless they are within the sharps bin.

6. If any Sharps are found during the process of working these should immediately be reported to the Project / Site Manager who is to arrange for their appropriate disposal.

Emergency Procedures

In the event of any individual receiving a puncture wound he/she should encourage the area to bleed and liberally irrigate the wound area under running water.

He/she is to seek medical attention immediately and where possible he is to take with him the article, which caused the wound.

APPENDIX I – LEPTOSPIROSIS (WEIL'S DISEASE)

Weil's disease is a serious and sometimes FATAL infection that is transmitted to humans by contact with urine from infected rats.

How do you catch it?

The bacteria which cause the infection can get into your body through open cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

How do you prevent it?

- Get rid of rats.
- Cover all cuts and broken skin with waterproof plasters before and during work.
- Wear protective clothing.
- High standard of personal hygiene i.e. wash your hands before eating, drinking or smoking.

First Stage

High Fever
Headache
Aches and Pains
Chills

Later Stage

Enlarged Liver
Jaundice
Bleeding from sores on body

Early treatment is essential.

If you suspect you have Weil's Disease tell your doctor.

If this is confirmed you must tell your employer who must report it to the Health and Safety Executive, under the RIDDOR Regulations 2013

APPENDICES

APPENDIX J

SUB-CONTRACTOR HEALTH & SAFETY PLAN ACKNOWLEDGEMENT RECORD SHEET

I hereby acknowledge that I have familiarised myself with the contents and conditions of this Construction Phase Health and Safety Plan, and will ensure all my personnel that it may affect are briefed on its contents.

[illegible]

APPENDICES

APPENDIX K – WCL186 – SUB-CONTRACTOR DOCUMENTS CHECKLIST

Project No: Aston on Trent Care village

NAME	TRADE	Letter of Intent	Request for Safety & Issue of Safety Rules	Pre-Commencement Meeting / Programme	Insurance Details	Health & Safety Policy	Method Statement	Risk Assessment	COSHH Assessment	Issue of 7 Day Commencement Notice	Working Drawings	Test & Commissioning Programme	Draft "As Fitted" Drawings	Information for Building Manual	Final O & M Manuals	Final "As Fitted" Drawings

APPENDIX L – PROJECT RISK ASSESSMENTS

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Protection of the Public	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

Fax: (01773) 545930

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Collision involving vehicles/plant/pedestrians	✓			Site traffic management plan to be prepared for construction area. Warnings placed for the general public Signage erected on approach to area where pedestrians cross from site accommodation to construction area. Pedestrian route to be segregated where practicable Plant to fitted with operational flashing beacons and reversing alarms/cameras as appropriate All construction personnel to wear high viz vests. Deliveries co-ordinated Vehicles to be banked by banks person Large deliveries co-ordinated All orders annotated by WCL of delivery instructions	✓			✓	
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PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Site Access/Egress/Traffic Management/Movement of Plant	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓				
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)		
		H	M	L				E	R	H		M	L
1) Establishing site compound area			✓		Sub-contractor to provide site specific method statement and risk assessments				✓			✓	No construction works to be undertaken until the site welfare is established. Facilities must be compliant with CDM regulations
2) Presence of unidentified services			✓		Area to be CAT scanned, service drawing checked and WCL permit issued.				✓			✓	
3) Securing site perimeter			✓		Site perimeter to be secured using heras type fencing.				✓			✓	
4) Lifting operations for delivery of site accommodation					Contractor to provide site specific information.				✓			✓	
6) Connection of services to site accommodation			✓		M&E contractors to undertake and issue relevant test certification				✓			✓	
			✓										

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Site Set Up	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

Wildgoose Construction Ltd, Horsefair House, 35 King Street, Alfreton, DE55 7BY

Tel: (01773) 546400

Fax: (01773) 545930

www.wildgooseconstruction.co.uk

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓			
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)	
		H	M	L			E	R	H	M		L
Contact with live services		✓			All service drawings to be collated and physically checked for accuracy.			✓		✓		Guidance within HSG 47 to be followed
					Information to be communicated to personnel on site and incorporated when issuing 'permits to dig'			✓		✓		Ground investigation survey undertaken
					Pre-tender information checked			✓		✓		Details to be referred to on site.
					Service routes within site boundary confirmed							

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Location of Existing Services	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Asbestos	✓			Visual monitoring of the site for possible contamination.	✓			✓	
				All operatives made aware of potential acm within the ground at site induction.	✓			✓	
				All works to be carried out in accordance with the Control of Asbestos at Work Regulations 2012	✓		✓		
				Areas wetted down to prevent release of asbestos fibres if suspect material discovered	✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Asbestos	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Use of plant resulting in injury	✓			All plant to be operated and maintained in accordance with Provision and use of work equipment regulations and manufacture's recommendations	✓			✓	All plant operated by WCL is hire in from reputable hire companies. All operators to formally record checks in WCL plant register.
				Physical check on test and inspection certificates for mobile plant to be recorded within the site register.	✓			✓	
				Check on competency undertaken at site induction and evidence of competency recorded within site register.	✓			✓	
				Daily and pre use checks by operator	✓			✓	
				Weekly checks of plant to be recorded by operator within site register.	✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Use of Plant	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Vibro Piling	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Contact with live services	✓			All services clearly identified WCL Permit to dig procedure	✓		✓		WCL to provide safe access and egress onto site.
Use of plant	✓			Plant to be checked for compliance with PUWER Plant operator to be trained	✓		✓		WCL to provide welfare in compliance with CDM Regulations
Collapse of excavation	✓			Monitor water ingress and support of sides of excavation WCL Site Manager to inspect excavations as required under CDM 2015	✓		✓		Sub-contractor to provide site specific method and risk assessments, evidence of competency of plant operator
Personnel falling into excavation		✓		Deep excavations to be backfilled as soon as practicable No personnel to enter excavations that require support	✓		✓		Proof of test for plant
		✓		Open excavations to be securely fenced. Mushroom ends fitted to rebar ends where upstanding	✓		✓		
		✓		WCL to provide safe access and egress and welfare. Site perimeter fenced	✓		✓		
					✓		✓		

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Excavations	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Risk of injury to personnel whilst undertaking works to install drainage		✓		WCL to provide safe access and egress and welfare		✓		✓	WCL to provide safe access & egress, welfare and co-ordinate works.
				Confined spaces procedure for breaking into existing drain		✓		✓	
				Sub-contractor to provide method statement and risk assessment.		✓		✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
				Plant to be operated in accordance with PUWER		✓		✓	
				Works to be co-ordinated with WCL		✓		✓	
				Support of excavations to be assessed and de-watering to be assessed on site.		✓		✓	
				Area of excavation to be fenced off.		✓		✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Drainage	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Injury sustained during lifting operations	✓			Lifting operations to be in accordance with lifting operations and lifting equipment regulations	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Collapse of structure during erection	✓			Weight of steel and lifting point to be marked on steelwork where possible	✓		✓		Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
				Slings and banking by competent person	✓		✓		
				Site specific method statement required including erection sequence which must identify if temporary bracing required during erection	✓		✓		
Injury whilst unloading steel	✓			Methodology for unloading of steelwork to be in compliance with work at height regulations and current HSE guidance.	✓		✓		
Falls from height	✓ ✓			MEWPS to be operated in accordance with POWER Ground conditions to be prepared and made suitable for steelwork erection	✓		✓		

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Structural Steelwork	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓					
Hazards identified	Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
	H	M	L		E	R	H	M	L	
Fall from height	✓			Fall protection control measures to be in place, including when unloading beams from delivery vehicle		✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
Lifting operations	✓			Lifting operations to be in accordance with lifting operations and lifting equipment regulations		✓		✓		
Manual handling	✓			Concretes to be distributed by mechanical means where possible Operatives to have basic manual hand ling training.		✓		✓		
Silica dust from cutting concrete				Dust suppression equipment fitted to saw. Appropriate PPE to be worn.		✓		✓		
Use of plant				Plant to be operated in accordance with Provision and use of work equipment regulations by trained and competent operators		✓		✓		
				Any cutting of concrete to be in accordance with HSE guidance “Time to clear the air”		✓		✓		

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Pre-cast Concrete	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Collapse/overturn of crane	✓			Lifting operations to be in accordance with lifting operations and lifting equipment regulations	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Failure of lifting equipment	✓			Record of plant, operator and lifting equipment to be obtained.	✓		✓		Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
Load becoming unsecure during lifting operation	✓			Appointed person to provide site specific lifting plan	✓		✓		Appointed person to provide lifting plan
Injury of personnel				Load to be slung by trained and competent slingers and banked by trained and competent banks person	✓		✓		WCL permit completed
				Ground to be prepare to accept crane and lifting platform requirements confirmed by appointed person.	✓		✓		Ground conditions confirmed to appointed person
				WCL to provide safe access and egress and welfare.	✓		✓		
				WCL lifting permit to be completed	✓		✓		
				No personnel to be under load whilst being lifted	✓		✓		

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RISK ASSESSMENT SHEET:	Lifting Operations	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Fall from height	✓			Scaffold to be erected in accordance with current standards and in accordance with Work at height regulations by trained and competent scaffold contractors	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Collapse of scaffold	✓			Edge protection to be in position of work area and design provided	✓		✓		Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
				Industrial type podium steps to be used	✓		✓		
				Where mobile towers used, towers to be erected by trained and competent personnel in accordance with Manufactures Instructions (competency to be checked by site manager)	✓		✓		All personnel who erect scaffold or mobile towers are to be trained and competent.
				Scaffold to be inspected by site manager in accordance with requirement of WAHR	✓		✓		Design required for the loading bay
				Access staircase to be built into scaffold.	✓		✓		
				'Flip over' loading bay gates to be provided design for loading bay to be provided and SWL marked on it	✓		✓		

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Scaffolding	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓					
Hazards identified	Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
	H	M	L		E	R	H	M	L	
Injury sustained whilst building block work walls	✓			Safe access/egress provided		✓			✓	WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
Manual Handling		✓		Material to be distributed by mechanical means where practicable Blocks to weigh less than 20kg Lintels to be lifted by mechanical means where possible.		✓			✓	
Falls from height	✓			Loading bay doors to be closed as soon as loading out completed Working platforms to comply with WAHR COSHH assessment for mortar required		✓		✓	✓	
Occupational health issue whilst using mortar/from silica whilst cutting		✓		Wet cutting of blocks to used to minimise risk High standard of personal hygiene for bricklayers Appropriate PPE to be worn		✓			✓	
						✓			✓	
						✓			✓	

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RISK ASSESSMENT SHEET:	Blockwork/Brickwork	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓		
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	H	M	L	
Fall from height		✓			Fall protection control measures to be in place, including when unloading beams from delivery vehicle		✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction
Lifting operations		✓			Lifting operations to be in accordance with lifting operations and lifting equipment regulations		✓		✓		
Manual handling		✓			Concretes to be distributed by mechanical means where possible Operatives to have basic manual hand ling training.		✓		✓		
Silica dust from cutting concrete					Dust suppression equipment fitted to saw. Appropriate PPE to be worn.		✓		✓		
Use of plant					Plant to be operated in accordance with Provision and use of work equipment regulations by trained and competent operators		✓		✓		
					Any cutting of concrete to be in accordance with HSE guidance “Time to clear the air”		✓		✓		

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RISK ASSESSMENT SHEET:	Pre-cast Floors/stairs	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from Height	✓			WCL to provide safe access and egress Edge protection and safety nets installed compliant with current HSE guidance and WAHR Ground conditions to be suitable for MEWP's Stair tower required for access/egress onto the roof Specialist sub-contractor to provide method statement and risk assessments.	✓			✓	WCL to provide safe access & egress, welfare and co-ordinate works.
Lifting operations	✓			Lifting operations to comply with LOLER	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries whilst handling sheets	✓			Appropriate PPE	✓			✓	
Use of power tools				Tools to be operated in accordance with POWER	✓			✓	

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RISK ASSESSMENT SHEET:	Roof Works	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be in compliance with WAHR		✓		✓		WCL to provide safe access & egress, welfare and co- ordinate works.
Use of power tools				Tools to be operated in accordance with POWER		✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries whilst installing protection				Appropriate PPE		✓			✓	
				Works to be co-ordinated with cladding & roofing contractor		✓			✓	

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RISK ASSESSMENT SHEET:	Lightning Protection	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be in compliance with WAHR		✓		✓				WCL to provide safe access & egress, welfare and co-ordinate works.
Use of power tools				Tools to be operated in accordance with POWER		✓				✓		Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries whilst installing protection				Appropriate PPE		✓				✓		
				Works to be co-ordinated with cladding & roofing contractor		✓				✓		

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RISK ASSESSMENT SHEET:	Installation of Windows / Curtain Walling	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be in compliance with WAHR Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of power tools		✓		Tools to be operated in accordance with POWER	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries		✓		Appropriate PPE	✓			✓	
Manual Handling		✓		Loads to be broken down where possible.	✓			✓	
Electrocution	✓			Competent electrician to wire	✓			✓	
				Appropriate PPE to be worn	✓			✓	
Fire arising from hot works	✓			Hot works procedure to be adhered to.	✓			✓	

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RISK ASSESSMENT SHEET:	Security / Fire Alarm Systems	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be compliant with WAHR Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co- ordinate works.
Use of adhesives			✓	Coshh assessment to be provided by tiling contractor	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
				Appropriate PPE to be worn	✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Ceramic Tiling	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be in compliance with WAHR Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of power tools		✓		Tools to be operated in accordance with POWER	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries		✓		Appropriate PPE	✓			✓	
Manual Handling		✓		Loads to be broken down where possible.	✓			✓	
Electrocution	✓			Competent electrician to wire Appropriate PPE to be worn	✓			✓	
Fire arising from hot works	✓			Hot works procedure to be adhered to.	✓			✓	

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RISK ASSESSMENT SHEET:	Mechanical / Electrical Installation	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓			
Hazards identified		Initial Risk		List Control Measures Existing (e) or required(r)		Residual risks		Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	

Exposure to plaster / screed dust				COSHH assessments to be provided		✓			✓	WCL to provide safe access/egress to work area co-ordinate works and provide welfare. Sub-contractor to provide site specific Method Statements Risk Assessments / COSHH Assessments and safe working platform Screed to be distributed by mechanical means
Work at Height				Work at height regulations to be strictly adhered		✓			✓	
Slips Trips and falls				High standard of housekeeping, no trailing leads		✓			✓	
Manual Handling				Materials to be distributed safely		✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Plastering / Screeding Operations	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be compliant with WAHR Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of paints/cleaners			✓	Coshh assessment to be provided by Decorating contractor	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
				Appropriate PPE to be worn	✓			✓	

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RISK ASSESSMENT SHEET:	Internal / External Decoration	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓			
Hazards identified		Initial Risk		List Control Measures Existing (e) or required(r)		Residual risks		Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	

Falls from height	✓			Work at height to be in compliance with WAHR		✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Use of power tools				Tools to be operated in accordance with PUWER		✓			✓	
Cuts and injuries whilst installing ceilings				Appropriate PPE		✓			✓	
				Works to be co-ordinated		✓			✓	

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RISK ASSESSMENT SHEET:	Installation of Ceilings	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Exposure to plaster / screed dust				COSHH assessments to be provided		✓			✓	WCL to provide safe access/egress to work area co-ordinate works and provide welfare.
Work at Height				Work at height regulations to be strictly adhered		✓			✓	
Slips Trips and falls				High standard of housekeeping, no trailing leads		✓			✓	Sub-contractor to provide site specific Method Statements Risk Assessments / COSHH Assessments and safe working platform
Manual Handling				Materials to be distributed safely		✓			✓	Screed to be distributed by mechanical means

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RISK ASSESSMENT SHEET:	Render	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Vehicle movement	✓			Area segregated where reasonably practicable		✓		✓		WCL to provide safe access & egress, welfare and co- ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Manual Handling	✓			Specific assessment required		✓			✓	
Use of power tools		✓		Plant & equipment to be operated and maintained in accordance with POWER		✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Tarmacadam	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Injury sustained whilst laying floor finishes	✓			Safe access/egress provided	✓		✓	WCL to provide safe access & egress, welfare and co-ordinate works.
Manual Handling		✓		Material to be distributed by mechanical means where practicable	✓		✓	
Occupational health issue whilst using adhesives/screeds.	✓			COSHH assessment for mortar required	✓		✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Fire	✓			Welding gun not be left unattended and to be controlled	✓		✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Floor Finishes	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be in compliance with WAHR Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of power tools		✓		Tools to be operated in accordance with PUWER	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Cuts and injuries		✓		Appropriate PPE	✓			✓	
Manual Handling		✓		Materials to be broken down where possible.	✓			✓	
Electrocution	✓			Confirm no services present	✓			✓	

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RISK ASSESSMENT SHEET:	Joinery Works	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Injury sustained whilst handling blocks	✓			Safe access/egress provided.	✓			✓	WCL to provide safe access & egress, welfare and co-ordinate works.
Manual Handling		✓		Materials to be distributed by mechanical means where practicable Blocks to weigh less than 20 kg.	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Occupational health issue whilst using rom silica whilst cutting		✓		Wet cutting of blocks to used to minimise risk	✓		✓		
				Appropriate PPE to be worn	✓		✓		
Vibration from use of wacker plate				Wacker plate to be operated in accordance with HAVS data	✓			✓	

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RISK ASSESSMENT SHEET:	External Paving	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓			
Hazards identified		Initial Risk		List Control Measures Existing (e) or required(r)		Residual risks		Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	

Falls from height	✓			Work at height to be in compliance with WAHR	✓	✓		WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Use of power tools		✓		Tools to be operated in accordance with POWER	✓		✓	
Cuts and injuries whilst installing lift		✓		Appropriate PPE	✓		✓	
Manual Handling		✓		Lift car to be broken down where possible.	✓		✓	
Electrocution	✓			Competent electrician to wire	✓		✓	
				Appropriate PPE to be worn	✓		✓	
Failure of lifting beam	✓			Lifting beam to be tested prior to commencement of the installation of the lift	✓		✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Installation of Lifts	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓				
Hazards identified		Initial Risk		List Control Measures Existing (e) or required(r)		Residual risks		Comments (ongoing actions, monitoring training etc)	
		H	M	L		E	R		

Vehicle movement	✓			Area segregated where reasonably practicable		✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works. Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Manual Handling	✓			Specific assessment required		✓			✓	
Use of power tools		✓		Plant & equipment to be operated and maintained in accordance with POWER		✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	External Landscaping	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be compliant with WAHR. Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders	✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of Cleaning agents			✓	Coshh assessment to be provided by Cleaning contractor	✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Use of power tools			✓	Plant & equipment to be operated and maintained in accordance with PUWER	✓			✓	
				Appropriate PPE to be worn	✓			✓	

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RISK ASSESSMENT SHEET:	Builders Clean	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Falls from height	✓			Work at height to be compliant with WAHR. Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders		✓		✓		WCL to provide safe access & egress, welfare and co-ordinate works.
Use of Cleaning agents			✓	Coshh assessment to be provided by Cleaning contractor		✓			✓	Sub-contractor to provide method statement and risk assessment, confirmation that operatives have read and understood the method and risk assessment is to be recorded at site induction.
Use of power tools			✓	Plant & equipment to be operated and maintained in accordance with POWER		✓			✓	
				Appropriate PPE to be worn		✓			✓	

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RISK ASSESSMENT SHEET:	Work at Height	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓		
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	H	M	L	
Injury from fall from height		✓			WCL to provide safe access and egress on site and welfare Person who erect scaffold/scaffold towers to be trained and competent Podium steps to be used in preference to stepladders Staircase access tower required for roof Suitable ground conditions for use of Mews Operators of MEWP's to be trained and competent. Works package method statement and risk assessments to confirm access/egress arrangements for work at height Rescue plan to be formulated for work at height		✓		✓		WCL site manager to monitor, if necessary to control operations by permits contained within site register
							✓		✓		
							✓		✓		
							✓		✓		
							✓		✓		
							✓		✓		
							✓		✓		
							✓		✓		
							✓		✓		

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Work at Height	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓		
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	H	M	L	
Occupational health risk from Noise			✓		Tools to be selected to minimise Noise		✓			✓	Site manager to ensure sub-contractors provide assessment and controls using WCL permit if necessary Signage and hearing protection to be available on site Consult H&S Manager if assessment required
					Hearing protection to be readily available		✓			✓	
					Area to be designated noise protection zone if 1 st Action level reached		✓			✓	
					Equipment to be maintained in accordance with Manufacturer specification		✓			✓	
							✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Noise	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓			Visitor ✓			Other ✓		
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	H	M	L	
Occupational health risk from vibrating tools			✓		Tools to be selected to minimise HAVS		✓			✓	Site manager to ensure sub-contractors provide assessment and controls use using WCL permit.
					Rotation of workforce where possible		✓			✓	
					Equipment to be maintained in accordance with Manufacturer specification		✓			✓	
					Grips to be in good condition and no temporary repairs		✓			✓	
					Tools to be assessed using HSE HAVS Calculator		✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Hand Arm Vibration	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓						
Hazards identified		Initial Risk			List Control Measures Existing (e) or required(r)			Residual risks			Comments (ongoing actions, monitoring training etc)
		H	M	L		E	R	H	M	L	
Occupational health risk from manual handling			✓		Manual handling to be avoided where possible.		✓			✓	Site manager to monitor.
					Materials to be distributed by mechanical means where possible		✓			✓	
					Where a significant manual handling activity required , then specific assessment required		✓			✓	
					Operatives to have basic manual handling training		✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Manual Handling	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Risk of ignition of flammable materials whilst undertaking hot works Fire	✓			All hot works controlled by "hot work permit"	✓			✓	Site manager to communicate policy at induction and ensure permits issued where required.
				Fire points located within construction area and welfare	✓			✓	
	✓			Manual fire bell installed on fire points	✓			✓	
				Fire precaution rules adhered to	✓			✓	
				Emergency procedures adhered to	✓			✓	

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RISK ASSESSMENT SHEET:	Hot Works	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

RISK ASSESSMENT SHEET



Persons exposed	Operator ✓	Employees ✓	Contractor ✓	Visitor ✓	Other ✓
Hazards identified		Initial Risk	List Control Measures Existing (e) or required(r)	Residual risks	Comments (ongoing actions, monitoring training etc)
		H M L		E R H M L	

Injury sustained from a slip/trip or fall	✓			High standard of housekeeping	✓			✓	Site manager to communicate policy at induction and monitor housekeeping and ensure site kept tidy permits issued where required.
				Material storage in a methodical manner	✓			✓	
				All personnel to contribute to maintaining a clean and safe working area	✓			✓	
				Trailing leads kept to a minimum	✓			✓	
				Work at height to be in accordance with work at height regulations	✓			✓	

PROJECT TITLE:	W:\Contracts\C539 - Aston on Trent Care Village\HealthSafety\CPHSP - Aston on Trent Care Village.doc Maple Drive, Aston on Trent, Derbyshire, DE72 2DG	AUTHOR:	Paul Metcalfe-Smith
RISK ASSESSMENT SHEET:	Slips, Trips & Falls	DATE:	June 2019
CONTRACT NUMBER:	C539	TO BE ACTIONED BY:	Site Management

APPENDIX M

Hospital Route

&

Bus Route

Appendix N

Traffic Management Plan