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Appendix C

Pre-construction Health & Safety Plan For

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| General Structural & External Fabric  Repairs |

**November 2019**

Pre-construction Information

In this design stage health and safety plan, each of the following topics has been considered and information has been included where the topic is relevant to the work proposed. This plan will provide information for those planning or bidding for the work and for the development of the construction phase plan. **The level of detail in this plan is proportionate to the risks involved in this project.**

1. **Description of the Project**
2. Project description and programme details including any key details*.*

* **PROJECT DESCRIPTION**: General structural and external fabric repair works to varying properties including blocks of flats (including communal areas), houses, and sheltered schemes.
* **PROJECT LOCATION**: To selected properties as to be identified by EKH within

F&H

* **PROJECT START DATE**: Work is expected to start January 2020
* **CONTRACT PERIOD**: This project must be completed by the 31stMarch 2021.
* **STATE MINIMUM TIME ALLOWED BETWEEN APPOINTMENT OF PRINCIPAL CONTRACTOR AND WORK COMMENCEMENT DATE**: 3 Weeks.

1. Details of client, CDM co-ordinator, designers, principal contractor and other consultants

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| Client: | Folkestone & Hythe District Council |
| Contact Name: | To Be Confirmed for each site upon commencement of contract by EKH |
| Principal Designer: | East Kent Housing, Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover, Kent, CT16 3PJ |
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| Principal Contractor: | To Be Appointed |
| Contact Name: | To Be Confirmed |

1. The proposed works are domestic properties and therefore will not be used as a future workplace.
2. Extent and location of existing records and plans relevant to the project

* All details and plans held are contained within the Specification and should be referred to accordingly

1. **Client’s considerations and management requirements**
2. Management structure and responsibilities.

* A principle contractor will be appointed who will nominate a contract manager to be the first point of contact on site. A competent foreman, to be named, will be advised to the client.

1. Planning and managing the construction works and health and safety goals for the project

* To carry out the specified works without placing risk on site users and operatives.
* To minimise the risk to occupants and visitors of the domestic properties.
* Health and safety is constantly monitored and any issues arising on site to be relayed back to the Contract Manager straight away, in order to review the health and safety procedures in place.
* Minimise risk by obtaining risk assessments from the contractor and method statements stating how the works will be carried out.
* Ensure health and safety procedures and risk assessments are reviewed regularly to improve systems of work and minimise risks.
* Ensure there is a procedure in place for accident reporting.
* Ensure the health and safety file is always available and kept up to date.

Communication between all parties will be carried out by:

* Telephone calls
* Emails
* Site meetings
* Site inspections
* Informal meetings
* Formal meetings
* Site instruction notepads

1. Security of site

* Ensure all materials are stored securely and in the correct manner.
* Ensure all tools are taken away from site at the end of each working day.
* Ensure all skips are fenced off and protected from the general public.
* Ensure works are left in a secure way before leaving the premises.

1. Welfare provision

* The principal contractor should provide welfare facilities on site.

1. Requirements relating to the health and safety of client’s employees, customers and others involved in the project

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| Site hoarding requirements | * Protection to Contractors compound and access to site of works. |
| Site transportation arrangements or vehicle movement restrictions | * Some of the site approach roads may be narrow as in a residential area. Deliveries will need to be carefully planned. |
| Permit to work systems | Hot works:   * Work covering the use of heat producing equipment means provision of fire-fighting equipment and personal protective clothing should be provided. * Where burning off of surfaces is required fire extinguishers shall be kept where the work is being carried out. * Check areas after at least 2 hours and at the end of the working day for any evidence of smouldering material which may ignite, causing a fire to break out. * Adjacent surfaces shall be protected when carrying out hot work to ensure they are not affected by the work i.e. fire resisting matting behind copper fittings etc. being soldered. |
| Fire precautions | * Programme any work to ensure everyone understands the need to reduce the outbreak of a fire. * Ensure everyone can be alerted and escape in the event of a fire and there is adequate means of calling Kent Fire and Rescue in an emergency. * Reduce the use of materials and methods of working that resent a fire risk. * Keep flammable liquids in suitable closed containers.Keep the quantity at the workplace to a minimum. * Remove rubbish regularly and at the end of the working day, place solvent soaked rags or other flammable waste in closed fire-resisting containers. |
| Emergency procedures and means of escape | * Ensure emergency procedures are in place and included in training and any tool box talks. * At least two operatives shall be engaged on work where the working platform is more than 2 metres above ground level. Access for emergency services shall not be restricted by stacking materials or locating skips close to any scaffold. * Ensure the correct line of communication is used in an emergency. * As work is external to domestic properties, use fastest means of escape and ensure these are clear of rubbish and debris where reasonably practicable. |
| ‘no-go’ areas | * Not Applicable |
| Confined spaces | * There are confined spaces due to the nature of the roof, the Contractor is to consider this and provide for it within RAMS. |
| Smoking and parking restrictions | * No smoking on site. * Ensure driveways and paths are not blocked. * No parking on grass verges. |

1. **Environmental restrictions and existing on site risks**
2. Safety hazards including:

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| Boundaries and access | * No known issues |
| Restrictions on deliveries and waste or storage | * Materials to be stored in an appropriate manner * Deliveries to be planned ahead to reduce traffic issues and access problems |
| Adjacent land uses | * Care to be taken throughout the works ensuring consideration of neighbouring properties * Consider footpaths and make sure these are accessible for the general public and site users |
| Existing storage for hazardous materials | * Not provided as work is for domestic properties. |
| Location of existing services | * Contractor to inspect site before commencement of work and inform the designer of any issues that may arise from existing services. |
| Existing structures | * Due to the nature of the works, the Contractor shall adhere to the details in the specification in respect of this. |
| Previous structural modifications | * The Principal Designer to be informed of any modifications which will adversely affect the proposed works. |
| Fire damage, shrinkage, or poor maintenance that might have affected the structure | * Fire damage not applicable * If there are maintenance issues then the Designer should be contacted so that these issues can be dealt with appropriately. |
| Difficulties relating to plant and equipment | * Any hired equipment should request maintenance inspection records from hire companies/sub-contractors etc. when they arrive on site. * Ensure regular maintenance inspections are undertaken. |
| Health and safety information contained in design or construction | * Please see section 6 for health and safety information relating to proposed works. |

1. Health hazards including:

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| Asbestos | * The Contractor is required to have a Full R & D Survey conducted and to provide the resulting report to the Contract Administrator * Any suspected asbestos will be tested and if the removal is not licensed activity then it can be removed by the contractor and disposed of in the correct way. * If the suspected asbestos material does require a license for removal this will be organised by the designer who will appoint a licensed contractor to remove the material. |
| Existing storage of hazardous materials | * Not applicable as these are domestic properties. |
| Contaminated land | * Not applicable |
| Existing structures containing hazardous materials | * If there are existing structures containing hazardous materials that are linked to the proposed works, the designer should be notified immediately to attend a site visit and propose a suitable way of resolving the problem. |
| Health risks from client’s activities | * Manual handling. * Noise and vibration. * Exposure to UV radiation from the sun. |

1. **Significant design and construction hazards**

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| Significant risk identified in design | * There are no significant risks identified |
| Adjacent properties will be in occupation for the duration of the works and arrangements to be made for access to all properties while restricting access to the working area | * Contractor to keep all residents informed about the works programme. * Contractor to provide safety and warning signage. |
| Arrangements for co-ordination of ongoing design work and handling design changes | * Contractor to inform designer of any significant changes to the proposed Works. * The Principal Designer to inform contractor of any significant changes to the proposed Works. * Any variations to be cleared between all parties before carrying out the Works. * Ensure regular site visits are organised to make sure communication is clear between all parties. |
| Information on significant risks identified during design | * Not applicable |

1. **The Health and Safety File**

* The health and safety file format and layout will be the responsibility of the Principal Contractor.

1. **General Construction Health and Safety Issues**

Working at Height

In accordance with the Working at Height Regulations 2005, all work at height must be properly planned, supervised and carried out safely. Ensure risks from WAH are assessed and appropriate work equipment used. In accordance with HSE guidance:

* Avoid working at heights where possible.
* When work at height use work equipment or other measures to prevent falls (e.g.scaffold).

Issues to consider as work at height is necessary include:-

* Scaffold erection/dismantling by trained competent operatives. No modification to be made by unauthorised personnel.
* Provision of safe ladder access. Ensure ladders are secured and use restricted to access provision and works of short duration.

Lifting Operations

Lifting operations must be planned, supervised and carried out by trained, competent persons. ‘Lifting plans’ should be prepared taking into account issues such as weight/shape of load, ground conditions, adjacent structures, etc. Loads must not be lifted or suspended above operatives.

Slips, Trips and Falls

The site should be kept in good order-clean, tidy and well organised. Pedestrian routes and workplaces should be kept free of obstruction and materials should be stored in a safe and accessible manner. Waste should be removed from the work areas as work proceeds and at the end of the working day.

Working in the Sun

Ultraviolet rays in sunlight cause sunburn, skin blistering and may lead to skin cancer. Wear suitable clothing including head protection and use sunscreens on exposed areas. Skin should be checked regularly and medical advice sought regarding any skin changes of abnormalities.

Noise

In accordance with the Control of Noise at Work Regulations 2005, the new action level at which noise controls are determined are:

Lower Exposure Action Value

* Daily or weekly exposure 80dB
* Peak sound pressure 135dB

Upper Exposure Action Value

* Daily or weekly exposure 85dB
* Peak sound pressure 137dB

Exposure Limit Value (these must not be exceeded)

* Daily or weekly exposure 87dB
* Peak sound pressure 140dB

You must estimate the level of noise employees are exposed to. Where the assessment shows that an employee is subject to more than 80dB(A), see actions below:

Daily Exposure Level – dB(A) Action Required

<80 Low level risk; reduce noise as far as reasonable practicable

Between 80 and 85 Make ear defenders available to all operatives

Above 85 Enforce use of correct ear defenders

Provide information and training to employees

Any equipment that exceeds peak sound pressure of 135dB (lower exposure value) 137dB (upper exposure value) and 140dB (exposure limit) will require the use of hearing protection even though the average daily exposure level may not be exceeded.

Dust

Dust will be created during the construction works which, as well as being harmful to operatives may create environmental nuisance to local residents. Risk assessment should be undertaken in accordance with COSHH regulations and suitable PPE and RPE provided to operatives to avoid inhalation. Damping-down will mitigate dust generation.

Manual Handling

Where possible, avoid manual handling of heavy of awkwardly shaped objects and utilise mechanical lifting methods. Where it is not practicable to avoid use of objects over 20kg, provision should be made for mechanical handling or for handling by two operatives. All operatives should be trained in basic manual handling techniques and, following risk assessment, information on any residual risk should be conveyed to operatives and reinforced with toolbox talks.

Working with Cement

To prevent dermatitis and cement burns, suitable PPE must be worn when handling wet cement and adequate welfare facilities provided on site including provision of hot and cold running water, basins in which forearms can be immersed, soap and towels. Operatives should be encouraged to report any occurrence of dermatitis and a competent person should carry out regular skin inspections where there is residual risk.