

Construction Phase Plan

Prepared in accordance with Construction (Design & Management) Regulations 2015

For the Works at: Tooting Bec Lido

Address: Tooting Bec Road, London, SW16 1RU

DOCUMENT ISSUE	DATE	SIGNATURE
1	25 April 23	SLSC

FOREWARD

This draft has been produced for initial planning reasons and is a first draft. The following key elements of the build process have yet to be determined which would have a significant impact on the construction plan:

1. The contractor (or contractors) has not been selected.
2. The timing of the programme has not been determined - this has particular consideration for ongoing user activity at the lido.
3. The phasing has not been determined – the build has been created with the ability for the lido to remain open to swimmers throughout construction but certain phases are less intensive.
4. The nature of the build (onsite/offsite) has not been determined.

Given that the client at the site is Wandsworth Borough Council, their internal process would dictate that due consideration is given to the final Construction Phase Plan.

NOTE

In addition to the information and documents contained in this plan reference must also be made to the separate documents contained within the Tender / Pre-commencement Health and Safety Plan
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4.0 HEALTH AND SAFETY FILE

4.1 Content, Format, Arrangement for Gathering and Storage of Information.

This Construction Phase Health and Safety Plan has been developed and produced in accordance with the requirements of the Construction (Design & Management) Regulations 2015. (CDM 2015)

The format and content of this plan is in accordance with the requirements of regulation 12 of the CDM Regulations and also addresses the specific guidance contained within L153 'Managing health and safety in construction'.

The CDM Guidance states:

A construction phase plan is a document that must record the:

- (a) health and safety arrangements for the construction phase;
- (b) site rules; and
- (c) where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3.

The plan is designed to record the arrangements for managing the significant health and safety risks associated with the construction phase of a project.

Each site-specific Construction Phase Plan is prepared from this format and the information derived from the Pre-Construction Information and/or Preliminaries as appropriate, produced by the Principal Designer.

This information, concerning project health and safety issues provided by the Client, Designers and the Project Co-ordinator, has been or will be addressed in this plan as required. The plan will be developed and reviewed as the project works progress.

Additional documents e.g. method statements and risk assessments will be prepared by specialist contractors assigned to the project. These will be developed and reviewed with the Constructor team to ensure they reflect actual on-site conditions and the project and contractual requirements.

1.0 Description of Project

1.1 Project Description, Key Dates and Programme Details

Full details of the project and construction methods will be included in the Preliminaries, Project specifications, Drawings, Scope of Works.

The Project Works comprise the following:

General Description of Works

The Design Brief is to carry out the refurbishment of the Tooting Bec Lido comprising the demolition and re-construction of the changing and toilet facilities, redeployment of the café and reuse of current storage space.

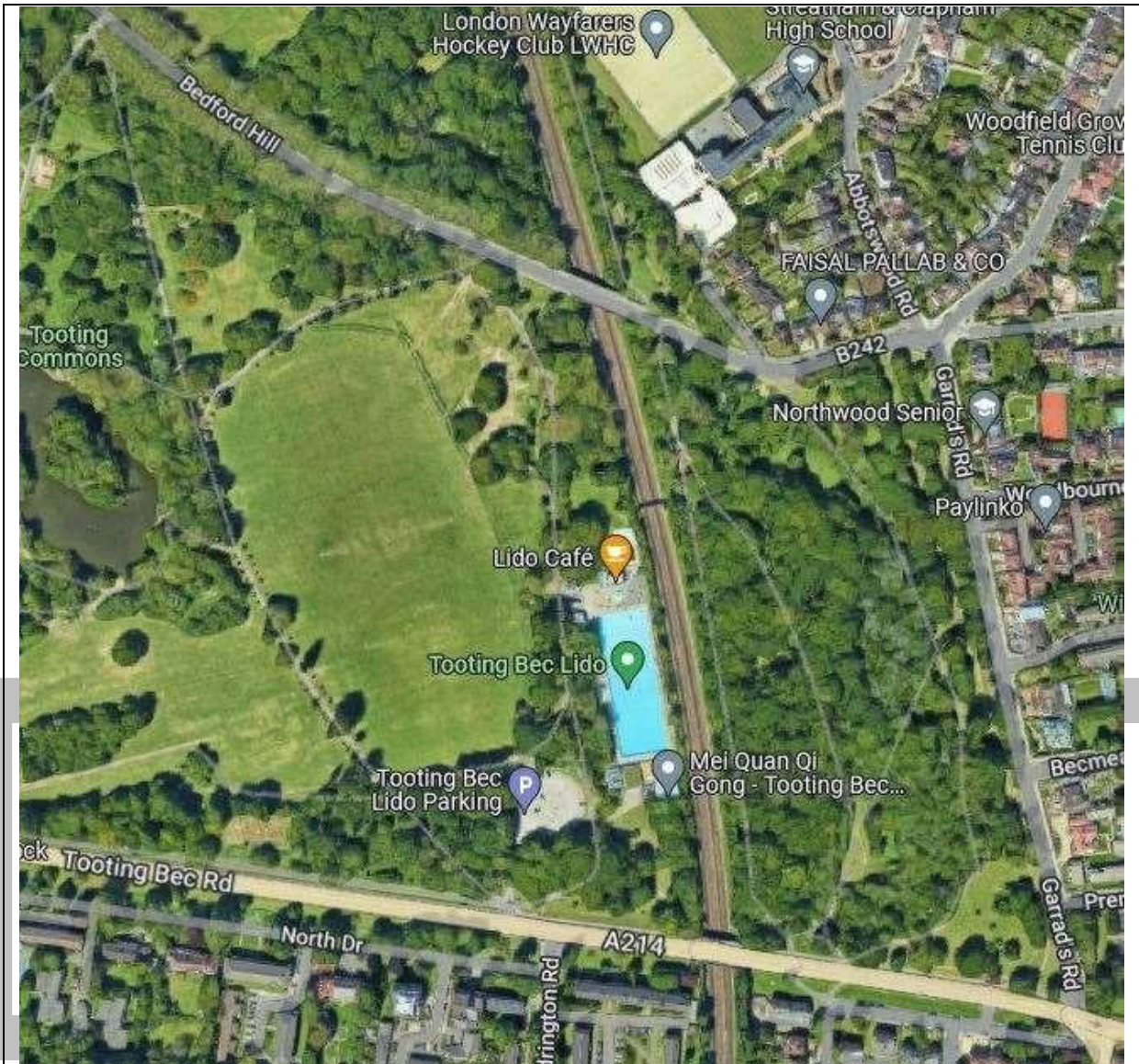
Construction Methods

The scheme will also include the introduction of sustainability features at the site including a water sourced heating solution for the showers, PV power generation and grey water recycling.

Materials

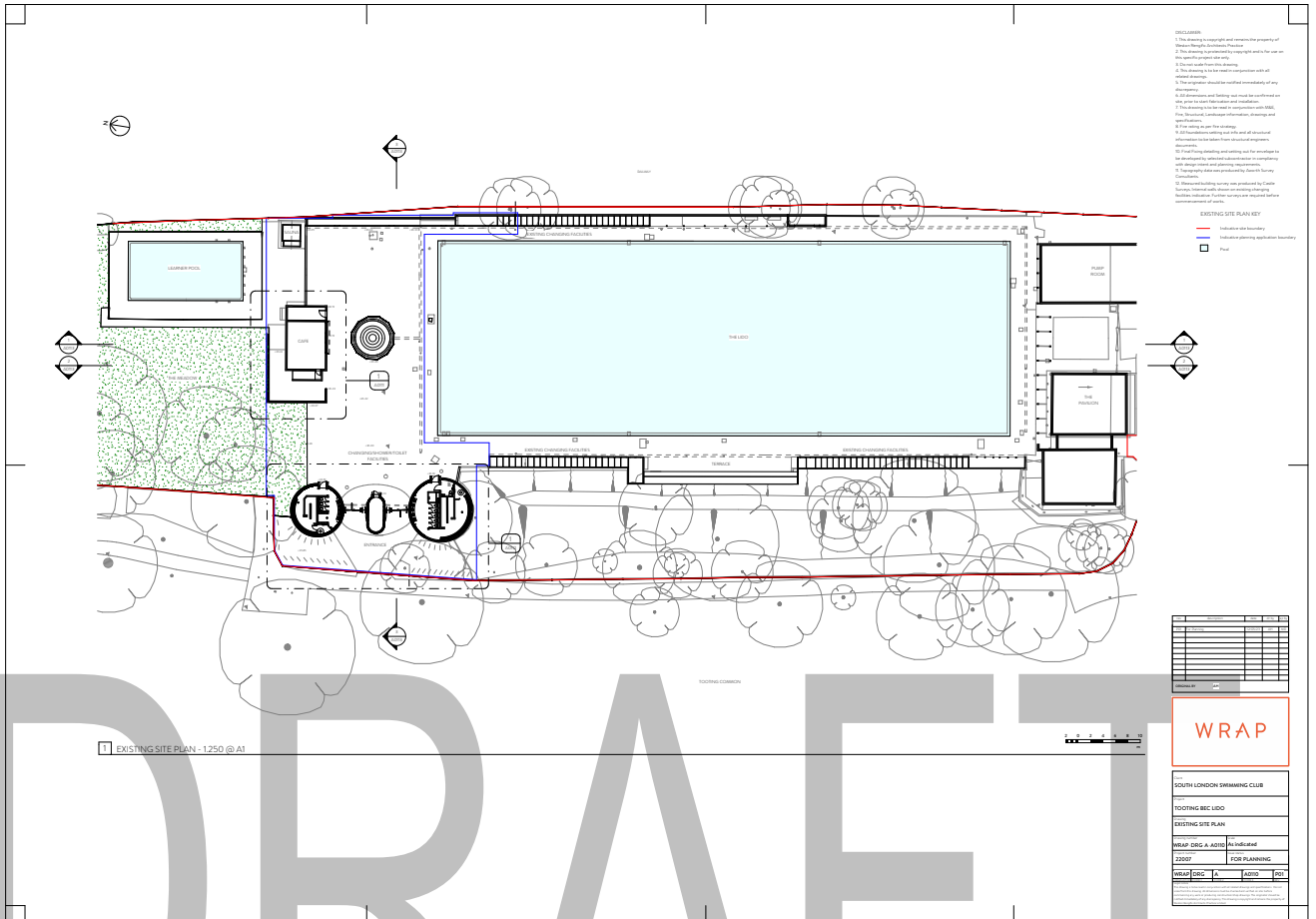
Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. Goods, plant, materials, site materials and things for incorporation into the Works.

Site Boundary/Adjacent Properties



Surveys

- Arb Impact Assessment (Simon Pryce)
- Ecological Impact Assessment (MKA)
- Topographical Survey (Axworth Survey Consultants)
- Existing Buildings (Castle Surveys)



Duties under the CDM Regulations

The Sub-Contractor shall observe, perform and discharge and/or shall procure the observance, performance and discharge of all the obligations, requirements and duties of a Principal Contractor arising under the CDM Regulations in connection with the Works and shall, prior to the Completion Date for the Works, provide a certified copy of the final draft Health and Safety File (as defined in the CDM Regulations) for the Works (or the relevant section of the Works) to the Authority and/or Contractor and, within twenty (20) Business Days of issue of the Completion Certificate for the Works or the relevant parts of the Works the full and complete Health and Safety File relating to the Works.

Key Project Dates

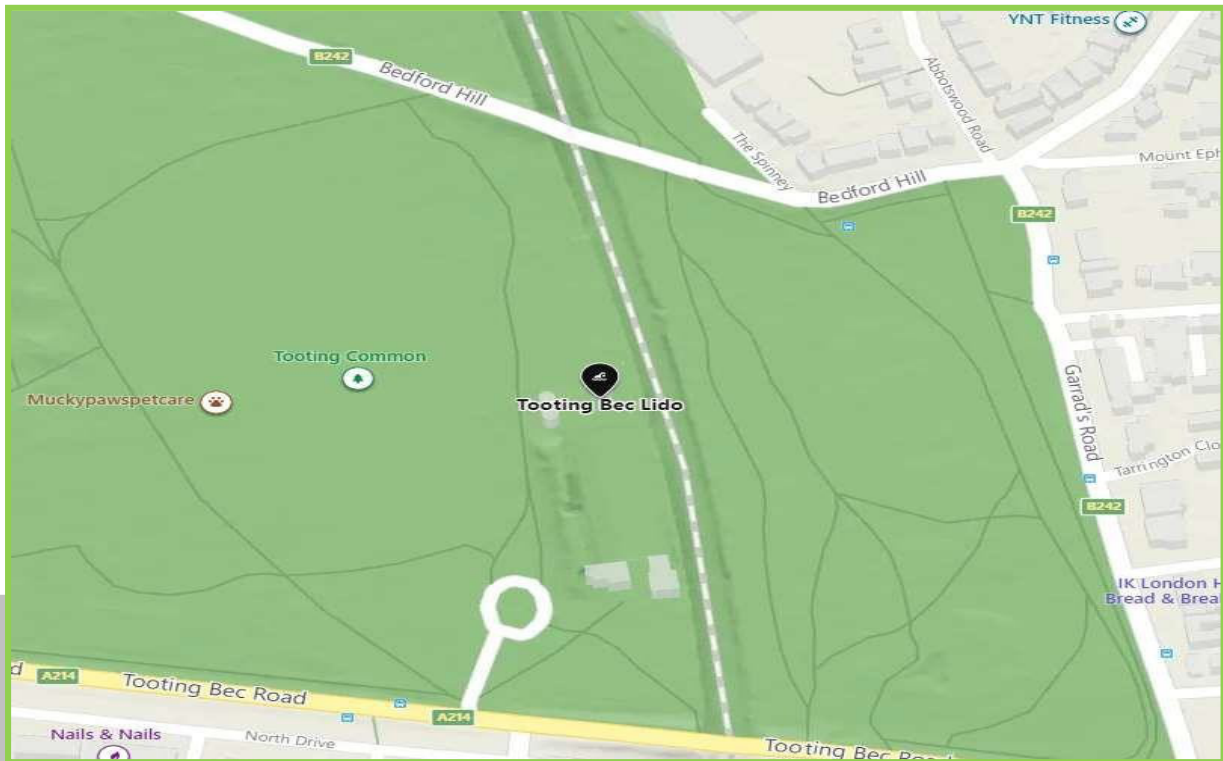
Start on site:	TBD
Completion:	TBD
Contract Period:	TBD
F10 Form (Issue Date)	TBD

The Site Manager will append a copy of the works Program to this document.

Site Location Information.

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The site is located at: Tooting Bec Lido
 Local Authority: Richmond & Wandsworth Council
 Site Information:
 Aerial View



Site Map

Emergency Service Information

Nearest Hospital	St Georges Hospital Blackshaw Road London SW17 0QT 0208 672 9944
Local authority	Wandsworth Council The Town Hall Wandsworth High Street London 0208 871 6000
Local HSE	Rose Court 2 Southwark Bridge London SE1 NHS 0845 345 0055

- Police, Fire & Rescue and Ambulance Service 999 or 101
- Gas - Transco (24hr) 0800 111 999
- Water – Thames Water (24hr) 0845 9200 800.
- Electricity – UK Power Networks 0800 028 0247
- Sewerage - Thames Water (24hr) 0845 9200 800

- Environmental Incident (Pollution) - Environment Agency 0800 8070 60

1.2 Details of the Project Team

	Team	Contact and E-Mail	Telephone No
a	Client: Richmond & Wandsworth Council The Town Hall London SW18 2PU	TBD	
b	Principal Designer:	TBD	
c	Designers:	TBD	
d	Principal Contractor: Constructor	TBD	
e	Contractors:	TBD	
f	Other Consultants:	TBD	

	M&E Checking	TBD	
g	Emergency Out of Hours Number Person in Charge of Site:	TBD	

1.3 Location of Existing Records and Plans.

Detail of Record/Plan	Location
General Arrangement Drawings [GAs]	
Asbestos Register	
Existing Buildings Plans & Drawings	966 / 298 - 310
Existing Buildings O+M Manual	Available upon request from estates team

1.4 Principal Contractor Duties

Principal Contractor duties for the project are primarily to:

- Plan, manage, monitor and coordinate the construction work
- Consult and engage with workers and sub-contractor regarding health, safety and welfare during the works
- Ensure all appointed contractors provide evidence of relevant training and qualifications and have received a site induction before starting work on site
- Ensure suitable welfare facilities are provided
- Ensure site is secured to prevent unauthorised access

1.5 Environmental Restrictions & Existing On-Site Risks

Boundaries

The site is currently occupied by the Tooting Bec Lido.
The site will remain closed for the duration of the works.

Adjacent Land Uses

The project area is bordered by Adjacent or nearby uses or activities are as follows: Tooting Bec Common.

Existing Traffic Systems

Current access: the main access is from Tooting Bec Road, via an access path leading from the main road up to the Lido. There is a second entrance further into Tooting Bec Common which access the shallow end of the pool and changing rooms.

Site Traffic

Site Traffic will be strictly controlled with work on site being cordoned off from the general public and pedestrians. Constructor will develop, implement and maintain controls in line with a Site Traffic Management Plan detailing controls which will be put in place to minimize the risk of unauthorized persons from gaining access to the site during works.

Where possible, deliveries will be programmed to be held outside peak travel times of the Tooting Bec lido, to avoid disruption to the residents. Access to the project area will be via Tooting Bec Road. Deliveries are ONLY permitted between 8.00am and 5.00pm.

Existing Services

Existing services to be located in accordance with HSG 47 'Avoidance of danger from underground services. The Client has undertaken surveys and Constructor will carry out as required any additional surveys as necessary prior to any works taking place.

Ground Conditions

TBD

Existing Structures

Other than the toilet and shower buildings constructed in the 1990s existing Tooting Bec Lido buildings are in general to be maintained with minor demolition works to several areas within the existing lido buildings. This work will be carefully planned.

Hazardous Material

TBD

Contaminated Land

TBD

2.0 Management of the Work

2.1 The Management Structure and Responsibilities

Details of responsibility are set out in the Company Health and Safety Policy.

Personnel responsible for this project are:

Director Responsible for Safety:	
H&S QS:	
Contracts Manager:	
Quantity Surveyor:	
ite Manager:	

All Constructor Site Managers hold the SMSTS qualification and all site management, operatives and sub-contractors are DBS checked.

[ORGANISATION CHART.](#)

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Please Note: This management structure relates directly to the Companies Health & Safety management and not necessarily to other management functions.

Responsibilities of the Contract Manager

Overall responsibility for the delivery of the building. Will provide a pivotal role throughout every stage of this process. Combining technical knowledge and practical experience, primary focus will be on the management, co-ordination and monitoring of all operations on site, ensuring works are complete within programme, in a safe working environment.

It is the responsibility of the Contract Manager to ensure that all of his site personnel observe the Company's H&S Policy and General Site Safety Rules. To achieve this, the Contract Manager:

- Monitors and encourages compliance, together with a weekly review and regular meetings with his staff;
- Reports on compliance to the Director at regular meetings;
- Promotes a safety culture;
- Helps identify training needs for his personnel and recommends to the Director accordingly;
- Ensures that the Construction Phase Plan is compiled and maintained for each contract and that the file is handed over to the client at the end of each contract;
- With the help of the relevant internal departments, ensures that only competent sub-contractors are employed on the contract;
- Ensures that his staff report and investigate accidents thoroughly.

Responsibilities of the Site Manager/Project Manager

Day-to-day responsibility for the safe execution of the construction works, while ensuring minimal impact to adjacent properties through noise and pollution management. Responsibility for the quality of the workmanship to ensure it complies with the specifications and drawings.

It is the responsibility of the Site Manager to assist the Contract Manager in the day-to-day implementation of the Health and Safety system. The Site Manager must nominate personnel to undertake duties as described in the H&S Policy and in so doing must ensure that personnel have adequate training to allow them to undertake the roles to which they have been nominated.

The Site Manager must ensure that duties are adequately fulfilled on a weekly basis.

The Site Manager provides support to the site engineering team, promotes the implementation of a safe working culture, and ensures that good environmental management is practiced.

The Site Manager/Project Manager provides site engineering services such as setting out and quality control checks, conduct task talks, toolbox talks and hazard spotting.

2.2 Health and Safety Goals & Monitoring and Reviewing H&S Performance

As set out in the Company Health and Safety Policy, the principal contractor's objectives for the project are to achieve and maintain a safe and healthy environment for all who may be affected by the Company's operations and those of their sub-contractors.

The promotion and preservation of safety and health, the control of pollution and the protection of the environment are of fundamental importance in the conduct of the Company's operations.

A copy of the Company Health and Safety Policy is available upon request at the Company offices.

Health & Safety Key Performance Indicators

- No accidents on site, either construction workers or members of the public
- No occupational ill-health arising from the project
- Minimised disruption to neighbours in the local community
- Compliance with all applicable statutory H&S requirements
- Maintain safe passage around Works areas
- Exclude all unauthorised persons, from Works areas
- Maintain all required site welfare facilities
- All persons on site receive necessary training/induction to ensure safe working.

Monitoring and Review of Health & Safety Performance

The principal contractor's Consultant Safety Adviser and the Contract Manager will undertake monitoring of health and safety on site.

Incidents causing injury, loss or 'near misses' and complaints will be investigated by the Contract Manager and/or the Consultant Safety Adviser.

Where contractor site meetings are held, health and safety will be at the top of each agenda and the actions required will be recorded in the minutes.

Weekly Safety Review meetings will be held by site management, with representatives from sub-contractors in attendance if relevant. Copies of the Weekly Review record will be held on site for review by all parties. The meeting will discuss matters relating to method statements, risk assessments, toolbox talks, safe access, etc.

2.3 Health & Safety Arrangements for the Construction Phase

All suppliers and contractors are to provide the principal contractor with necessary information to be included for the Construction phase. The information is to be issued to the Site Manager and/or Contract Manager at the head office address of the principal contractor.

On receipt of all information it will be collated by the Contract Manager and passed to the client's representative for inclusion in the Health and Safety File.

When requested by the Design Team, information required for the Health and Safety File is to include, but not be limited to the following:

- List of contractors
- 'As-built' drawings and design criteria;
- General details of construction methods and materials used;
- Details of structure's equipment and maintenance facilities;
- Maintenance procedures and requirements for the structure;
- Manuals for the specialist works and suppliers including operating and maintenance procedures, installation test certificates;

- Schedules of plant and equipment installed;
- Details and locations of the utilities and services, emergency and fire-fighting systems.
- The Project Manager shall be responsible for collecting information to be included within the Health and Safety File.
- The format of the file shall be as set out in sections of the project preliminaries.
- The information shall be collated and stored in the file as work proceeds.
- Where the Principal Contractor prepares the file, the information will be forwarded immediately upon receipt.
- Assembly, installation and maintenance instructions delivered to site shall be passed to the Project Manager for inclusion in the Health and Safety File.

Permits may be required for the following:

Fire detection systems, High voltage systems, Heating and water mains, Low voltage installations, CW/HW storage tanks, Working in confined spaces.

Any activities requiring hot works, Access to roof areas, Access to IT server room, Works to, or impacting on IT infrastructure, Electrical isolation and re-connection.

The work areas are in the occupied building, and required to programme the works, shutdowns and service outages with the building management and provide notice to minimise any disruptions.

Shutdown of the services should be undertaken out of hours with services returned prior to the next working day any shut down is to be agreed with the client.

Liaison between the Parties on Site

The Site Manager will ensure that all persons employed or visiting site are fully aware of the requirements of this Health and Safety Plan. The Site Manager will also ensure that the statutory notices and other notices listed below are displayed and maintained in a position where all persons employed or visiting the site can read them. He shall also arrange for regular meetings between all parties; these to be at least weekly.

Notices include:

- Form F10
- Health and Safety Law poster
- Fire Plan
- Emergency Plan
- Site Rules

Statutory inspection records and the site accident book will be maintained by the Site Manager and held in the site office, and will be available for inspection by those who require such information.

Consultation of Work Force

Communication with all designers, contractors and suppliers will be either in writing or verbally confirmed in writing, in letters or on the Company's standard forms and notices. Meetings will be recorded by letter or as minutes of meetings.

The Site Manager will liaise and consult with the workforce prior to each activity commencing. The workforce may make representation on matters of health, safety and welfare at Site Safety Meetings via their representative or employer.

It is a requirement of personnel and sub-contract forms of contract that all persons employed on the site co-operate to provide information and maintain the health and safety of themselves and others, including members of the public.

The Exchange of Design Information

A copy of the pre-tender Health and Safety Plan, Form F10, pre-construction and Construction Phase Health and Safety Plans; risk assessments and method statements for the works that affects their employees will be held on site. They will be available for inspection by those who require such information. These shall be emailed to all parties for comment if required.

Contents of the above documents will be brought to the attention of contractors at the pre-start meeting held with each contractor and agreed by them by signing the documents before work commences.

Design and health and safety information to the client; designers and contractors will be issued under cover of a letter/issue sheet.

Handling Design Changes During the Project

Changes in design will be notified by the issue of drawings, schedules and instructions under cover of a letter/issue sheet. All changes will be agreed by all parties in writing before commencing, and agreed in writing with the PD for any health and safety requirements.

The Contractor will not commence work on any changes in design during the construction phase until they are satisfied that all the information necessary to carry out the works safely has been provided.

Selection Procedure and Control of Contractors

All designers, sub-contractors, suppliers of material, machinery and plant are vetted prior to selection to ensure they are competent. The procedure for unknown organisations is that of a questionnaire, references, or typical risk assessments, the receipt of a health and safety policy and proof of current insurances. This procedure will be undertaken prior to their commencement on site.

The Exchange of Health and Safety Information between Contractors

Sections of the documents detailed below set out activities that may cause risk to the health and safety of persons:

- Clients Health and Safety File
- The Risk Summary appended to this document and risk assessments for the project also indicate activities that may cause a risk to health and safety of persons. They also detail the requirement to prepare other assessments and method statements indicating methods for controlling the risks.
- Works are to be undertaken as shown in the Risk Assessments and Method Statements for the project. Sub-contractors will be required to produce risk assessments and method statements for their work activities prior to commencement.
- Information and restrictions are set out in the following documents:

The project specification, preliminaries and preamble Sections
 The pre-tender Health and Safety Plan
 Site Rules and Risk Assessments
 Inductions to site
 Daily briefings
 Weekly catch-up meetings

Other information and restrictions are detailed in:

- RAMS will be evaluated by the Site Manager/H&S Consultant or the Project Manager and passed to the client as required for approval.

Site Security

The site will be made secure as detailed in the following schedule and shown on the set-up plan included in the appendix of this document.

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

Item	Extent and Position of Provision
Fencing	TBD
Hoarding	TBD
Gates	TBD
Access/Egress	TBD
Safety/security signage: Composite safety poster	
No entry	Service entrance Doors/Barriers
Hazard	To be displayed as appropriate
Deliver instruction	Direction/site contact No. poster
Visitor instruction	Site Contact name and No.
Other:	

Working Hours

Working hours will be restricted to 8.00am to 5.00pm Mondays to Fridays only with no noisy works commencing prior to 9.00am.

Site Inductions

All operative and sub-contractors employed on this project will receive induction training as set out in the Company procedure for induction. Topics covered by the induction will be:

- Welfare arrangements
- COVID-specific arrangements (See below)
- Risks to health, safety and welfare
- Emergency procedures

- Evacuation alarm and Assembly point
- Fire Plan and Fire Fighting arrangements
- Signing in procedure
- Permit to Work systems
- Accident reporting
- Controlled work areas
- Security arrangements
- Vehicle movement and control
- Hoisting arrangements
- Site rules
- Environmental rules
- Arrangement for First Aid
- Other relevant items as appropriate to the site and/or project.

In addition to all information provided as part of our induction programmes, in a pandemic the session will cover:

- What is social distancing
- Location of hand washing and hand sanitization stations
- Frequency that site staff are expected to clean their hands
- Location of posters and other communications
- Site-specific procedures for collaborative jobs and gathering on/around scaffolding, stairwells, etc
- What we are doing at the site to promote a safe workplace and our staff health and wellbeing
- The importance of reporting to their supervisor if they feel unwell and leaving the project.

Visitors Induction

Visitors to the site (i.e. Fitters, maintenance personnel, refuelling personnel, client representatives, etc.) will be required to undergo a visitor's site induction. They will not be permitted onto site without the express permission of the Site Manager. All entrances to the site will advise visitors to report to the site office.

Visitors will undergo the full site safety induction process unless all the following criteria are met:

- They are accompanied at all times by a responsible member of the organisation whom they are visiting and who is familiar with the site;
- The responsible person accompanying them has briefed them on the hazards that they are likely to encounter, the relevant site emergency procedures and their duty to look after their own health and safety;
- They are wearing protective clothing and equipment that is appropriate to the areas they will visit.

Site Rules are to be displayed with other notices at site and brought to the attention of all persons on site during site induction. A copy of the site rules for this project is included within this document.

On Site Training

Special training requirements are detailed on risk assessments and method statements.

The Site Management Team will continuously review the safety training needs of all direct employees and those of contractors on site and proceed to organise on-site training where deemed necessary.

On-site training will be provided in the form of:

- Site inductions
- Daily task talks
- Toolbox talks
- Safety Observations
- Method statement/risk assessment briefings
- On-site training by Constructor H&S Advisor
- On-site training by external providers as deemed necessary.

Toolbox Talks will be held at intervals during the project. They will be recorded and the names of attendees registered.

Welfare Facilities and First Aid

First Aid boxes will be maintained within the Site Manager's office. This office position is to be agreed with the client. Specialist contractors are to make provision for their special needs. Details of first aid appointed persons will be displayed on the emergency plan.

Constructor will utilise facilities as agreed with the client.

Toilet and washing facilities will be provided and maintained in accordance with the statutory requirements. Use of the clients existing facilities will be allowed, but must be kept clean at all times.

All COVID-19 safety, welfare, hand sanitisation and washing facilities to be provided and fully signposted in the site.

A mess area with means to heat food and beverages and the provision of seats and tables for consuming food will be erected within the site accommodation area.

All persons using the above facilities will be required to maintain a standard of cleanliness.

A detailed site layout plan indicating the position and extent of site welfare facilities is included within the Appendix of this Plan.

Accommodation details are:

Unit Description	Size/Numbers
Maximum No. persons	
Planned No. Contractors	

Reporting of RIDDOR Information

Following any accident/incident or near miss, the Site Manager will complete an Incident Report Form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and photographs, calling in the Health and Safety Advisor or in the most serious cases, ensuring of the reporting the accident to the HSE under RIDDOR.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learned, Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the company.

Additionally, through Toolbox Talks and at Inductions, all workers will be encouraged to report 'near misses.' These may be defined as unforeseen, unplanned events which could have resulted in personal injury or damage. When reported to, or identified by site management, a decision will be made to either investigate the incident in the same way as a reportable injury accident or not, dependent on the significance of the event.

Where any accident is reportable to the Health and Safety Executive, the employer of the injured person will be responsible for ensuring it is reported. A copy of the F2508 will be filed (confidentially) on the site.

The Production and Approval of RAMS

Constructor is responsible for the provision of Risk Assessment throughout this project. They will also ensure that formal risk assessments from each sub-contractor will be used to support and revise the Risk Assessment Register.

General hazards of construction are presented by virtue of the work and its location. Also present are associated with working in a site in such close proximity to other undertakings. All hazards specific to the works shall be identified by the risk assessment procedures, which shall recommend adequate and suitable control measures and from which method statements shall be developed.

All Trade Contractors will be issued with a copy of the Construction Phase Plan as part of their tasking in order that their risk may be properly incorporated into the plan and that they may cost all risk control procedures prior to commencement on site.

Constructor and their sub-contractors will produce written method statements for the works, which will be job-specific and refer to responsible personnel, control measures and arrangements.

Electrical Safety

When work with, or in connection with Electricity is undertaken, only NICEIC registered employees or contractors will be used and all work will be subject to risk assessments and method statements.

The Electricity at Work Regulations require precautions to be taken against the risk of death or personal injury from electricity in work activities including electric shock, accidents arising from contact with live terminals and fire or explosion.

All electrical repair work will be undertaken by a suitably qualified person - usually an electrician and under no circumstances will temporary repairs such as insulating tape be allowed.

Before using any electrical equipment, staff must carry out a visual check of leads, plugs etc. If any defect is discovered, report it immediately and do not use the equipment.

Gas Safety

When work with, or in connection with gas is undertaken, only Gas Safe registered employees or contractors will be used and all work will be subject to risk assessments and method statements.

Fire and Emergency Procedures

The fire procedures will be overseen by the Site Manager and will be an integral part of the Site Induction Training.

Note to be taken of existing clients' emergency procedures.

The Site Manager will select the appropriate type and quantity of fire extinguisher, according to the given work being carried out and its location.

All fire-fighting equipment and any fire detection alarm system provided will be examined and tested at suitable intervals and properly maintained.

A Fire Warden will be appointed where specific activities require any Hot Works. These shall be trained in their duties as Fire Wardens.

The following action is to be taken in the event of a fire:

1. The alarm is to be raised (this can be done verbally shouting FIRE, FIRE, FIRE).
2. All on site are to be made aware of the alarm and the need to evacuate the premises.
3. The Fire Brigade is to be summoned immediately by dialling 999.
4. Portable fire extinguishers are to be used in an attempt to put the fire out or contain it. This is only to be undertaken if there is no risk to personnel.
5. Staff are to report their presence to the senior person at the assembly point.
6. Full details of the incident are to be passed to the CDM H&S Consultant as soon as possible.
7. The Loss Prevention Council document 'Fire Prevention on Construction Sites' shall provide guidance for fire prevention measures.
8. All operatives should meet at the fire assembly point which is located at the **Front Public Car park**
9. The Tooting Bec Lido contact shall be immediately informed verbally and alarms set off if required.

Where vehicles, cranes etc are sited on estate roads/fire paths adjacent to the site, the following procedure shall be adopted in the event of a fire:

1. The Site Manager confirms that a fire alert is in operation and that the fire route is to be cleared.

2. Where cranes block fire paths, the fire warden for the site shall notify the Fire Brigade before setting up.
3. The Site Manager will immediately notify all drivers of vehicles that a fire alert is in operation and all vehicles are to clear the fire path.
4. The vehicles are to be removed from site completely and are to clear the roads to allow the fire service vehicles un-restricted access.
5. All vehicles shall be marshalled away from the site entrance by the site banksman to ensure that the public do not interact with the vehicles.
6. The duty fire warden will notify the Site Manager when the emergency is concluded.

2.4 Site Rules

General Instructions

- COMPLY WITH SITE RULES
- WEAR IDENTITY BADGES PROVIDED, AT ALL TIMES
- SIGN IN AND OUT ON ALL OCCASIONS
- REPORT ALL ACCIDENTS AND DANGEROUS OCCURRENCES TO THE PERSON IN CHARGE
- IN PARTICULAR, COMPLY WITH ALL COVID-19 PRECAUTIONS AND RESTRICTIONS
- DO NOT SMOKE WITHIN THE BUILDINGS ON SITE
- DO NOT CONSUME ALCOHOL OR ILLEGAL SUBSTANCES ON SITE

General Site Rules

- SAFETY HELMETS / HEADGEAR to be worn in designated areas.
- SAFETY FOOTWEAR must be worn at all times.
- PERSONAL PROTECTIVE EQUIPMENT provided for your use on specific tasks is to be worn, i.e. goggles, gloves, ear defenders etc.
- RETURN ALL TOOLS provided for your use to the person in charge.
- MAINTAIN fire requirements of the building / site.
- KEEP the working area free from debris. REMOVE debris to designated areas only.

- STORE hazardous material in stores provided.
- KEEP WALKWAYS and gangways free from obstruction.
- KEEP all toilets and welfare facilities clean and free from litter.
- ENSURE power leads do not trail across walkways and are removed from sockets on completion of the work activity.
- OBEY all signs displayed on site.
- DO NOT borrow or loan tools or equipment.
- DO NOT ENTER into unauthorised areas.
- DO NOT WORK above 2 metres without proper access equipment or protection from falling.
- DO NOT disconnect alarms, safety equipment or guards.
- DO NOT work on live electric services without proper authority. Check that services are not live before commencing work.
- DO NOT obstruct entries to service installations (cupboards, inspection chambers etc.)
- DO NOT lift excessive weights.
- DO NOT give advice.
- DO NOT participate in horseplay.
- DO NOT use equipment or material without proper training.

Site Rules are to be displayed with other notices and brought to the attention of all persons on site during site induction.

2.5 COVID-19 Operating Procedures

Health Information provided to Employees

Employees are provided with information about symptoms of the virus and what to do in the event that they become symptomatic, both in terms of Government advice on getting a test and notifying us if they are required to self-isolate or quarantine.

For their work with us, whether in our Head Office or on customer sites, employees are provided with instructions regarding personal hygiene and social distancing to avoid spread of the virus.

Social Distancing

Social distancing helps prevent the spread of COVID-19 by limiting close contact with others.

Examples of social distancing work rules include:

- Maintaining procedures for safe on-site working, including safe collaborative working
- Minimising groups of workers congregating in work or rest areas and at site entrance/exit points, on stairwells, etc

- Implementing one-way people traffic options wherever possible
- Arranging tasks to avoid unnecessary travel
- Cancellation of face-to-face meetings where online options can be used effectively instead
- Enable working from home for administrative staff.

Informational signage reminding staff of the importance of self-distancing will be installed at locations on the project where there is a potential for workers to congregate.

Handwashing and Sanitisation

Handwashing minimizes the risk of infection. Proper handwashing helps prevent the transfer of infectious material from the hands to other parts of the body, particularly the eyes, nose, and mouth, or to other surfaces that are touched. Hands that are visibly soiled or dirty should be washed with soap and water; hand sanitizer is less effective on soiled or dirty hands.

Workers are required to wash or sanitize their hands:

- At the start of their shift and before they start work
- Before eating, drinking or smoking
- After using toilet facilities
- After handling any tools or materials that may be contaminated
- At the end of the shift before they leave work.

We will provide or make available hand washing and hand sanitization facilities to meet the needs of the team on the project. Informational signage describing proper hand washing and hand sanitization techniques will be posted up too.

3.0 Arrangements for Controlling Significant Safety Risks

3.1 Primary Risks for Construction

- Segregation of works and the public
- Manual Handling
- Lifting operations
- Works in confined spaces
- Working at height; risk of falls, slips from ladders or around untethered cables
- Lone working
- Work equipment (PAT tested/storage/daily visual inspections)
- Protection against electrical hazards
- Plant and vehicle movement, restricted access and security arrangements
- Fire
- Falling materials, debris escape
- Risk of fire
- Protecting neighbouring properties and people from environmental issues: dust, debris
- Protecting building occupants and neighbours from noise and vibration.

Main risk areas in the projects we carry out can generally be categorised as follows:

Site Set-Up

- Site/Public Protection
- Emergency Evacuation Procedure
- Storage of materials: HFL, LPG, Pesticides, General
- Separation of work areas; signage including temporary signage

- Deliveries, materials transport and storage; avoiding key busy times; ensuring we keep to designated hours and areas.
- Effectiveness of guarding, i.e. keeping away from hazardous areas:

Access/Egress

- Working to site traffic flows; traffic management plans to minimise congestion
- Planning and monitoring shared access routes within building for Site Operatives, occupants and visitors for each stage of the work.
- Permits, access control, security, keys management
- Avoiding debris on access/public routes/walkways: clearing areas at end of task/day
- Obstruction of gangways, paths, exits and work areas

Fire

- Protecting fire exits and access routes
- Temporary Buildings / Site Construction
- Hot work / Explosion risks – ensuring PPE, permits, key people with appropriate qualifications and experience

Health, Welfare and Environment

- Hazardous substances: identifying, reporting, making safe, isolating, removing. Chemicals – use only after proper instruction and production of assessments;
- COSHH
- Asbestos / Lead / contaminants;
- Welding / Work in excavations
- Noise: personal exposure, nuisance, avoiding disturbance to neighbouring departments
- Confined spaces / Working at Height / Work on Fragile Roofs
- Vibration – minimise, monitor, ensure to avoid white finger risk
- Weather / Extreme heat/cold
- Falling materials / Work above water / Contaminated land
- Welfare / Food Hygiene / Environmental Protection and Waste Disposal
- Manual Handling / Eye hazards / Solvent inhalation / Head Injury
- Exposure to UV Radiation

Plant and Equipment

- Movement of vehicles/plant: within site, in and out of site
- All tools and equipment; electric tools

Scaffold Access

- General Scaffold/Access: Scaffold erection, coverings, dismantling
- Work on or near Public Highway / Rail Lines / Fragile Material, e.g roofs
- Scaffold netting and/or sheeting must be **Fire Retardant** and comply with BS 7955:1999.
- All debris and any items that could allow fire spread to be removed from the scaffold when not in use or about to be used.
- Working at high level – is scaffold fitted with toe-boards, handrails and tied ladders?

Lifting Operations

- Crane: Mobile, Tower / Hoists: Material, Passenger
- Other Lifting Appliances / Lifting Gear

Services

- Live Services: Underground, Overhead, Hidden/Buried in Structure
- Electricity/Gas: Temporary Supply, Permanent Installation, Appliances/Tools
- Water, heating/air-conditioning services, building management systems
- Carry out surveys and scans as appropriate
- Temporary lighting and power supplies.

Construction Stages

- Demolition and removal operations
- Structural Stability
- Piling
- Excavation
- Drainage

Structural Frame Erection

- In-situ Concrete / Pre-cast Concrete / Steel, Timber Frame
- Roofing / cladding
- Internal M&E
- Collapse: identify any potential load bearing structures; re-check before removal.

Each Risk area has a series of mitigation and control actions documented.

What to do if an unsafe activity is suspected:

- Stop the unsafe activity immediately;
- Seek advice from the person in charge, or your supervisor;
- Record the occurrence.

3.2 Standard Risk Assessments

Constructor standard risk assessments (JM8.2) cover:

Ref	Title	Ref	Title
001	Working at Heights	002	Use of Scaffolding
003	Use of Mobile Tower Scaffold	004	Use of Ladders
005	Working in Confined Spaces	006	Working on Roofs
007	Working in Vicinity of Hidden or Underground Services	008	Working in and with Excavations
009	Use of Lifting Equipment	010	Lifting Operations Using Mobile Cranes
011	Use of Portable Electrical Equipment	012	Use of Disc Cutters and Abrasive Wheels
013	Use of Hand Tools	014	Use of Vertical Drilling Machines
015	Use of Gas Welding and Cutting Equipment	016	Use of Bench Mounted/Pedestal Grinding Machines

Ref	Title	Ref	Title
017	Use of Arc Welding Equipment	018	Installation and Use of Temporary Electrical Supplies
019	Electrical Work up to 415 Volts	020	Installing Cable Trunking and Trays
021	Electrical Testing & Commissioning	022	Working with Non-Asbestos Insulation Materials
023a	Working with Asbestos (Licence Not Required)	023b	Working with Asbestos (Licence Required)
024	Working in Occupied Office or Production Areas	025	Lone Working
026	Fire Safety	027	Storage and use of LPG
028	Storage and use of Highly Flammable Liquids	029	Storage of Materials on Site
030	Disposal of Waste Materials	031	Use of Skips
032	Use of Fork Lift Trucks	033	Use of Compressors and Pneumatic Power Tools
034	Use of Portable Pipe Threading Machines	035	Use of Mobile Elevated Work Platforms
036	Manual Handling	037	Use of Cartridge Operated Fixing Tools
038	Use of Guillotine	039	Fume Control - Welding/Flame Cutting
040	Dismantling and Installing Ductwork	041	Dismantling and Installing Partitions
042	Forming Openings, Dismantling and Building Masonry	043	Floor Coverings – Installation and Removal
044	Working with Fibrous Materials	045	Working with Glass
046	Painting and Decorating		

3.3 COVID-19 Risk Assessments

For operations in a time of pandemic, we undertake full risk assessments of each of our current working environments and developed plans to manage the risks and mitigate and eliminate any potential impacts.

We also have specific risk assessments in place to maintain the range, depth and consistency of our supply chain, with the focus on ensuring multiple providers for all products wherever possible.

For the COVID-19 pandemic, Constructor has used the templates of the HSE COVID Risk Assessment and operates in accordance with the 'Construction Leadership

Key impacts

Key impacts from a pandemic centre around:

- Employee availability and well-being: employees being infected with the disease and being unwell for long periods of time.
- Employees' family members being infected and the household being required to self-isolate; employees having to quarantine after travel.
- Client, consultant and architect/designers staff being similarly impacted and unavailable
- Client projects being cancelled completely.
- Client projects being deferred or delayed in part; requirements for peak and trough management as well as difficulties in planning for resources, supplies/materials.
- Supplies and materials availability issues: lack of availability, delays in orders, suppliers being closed, supply chain interruptions nationally; changes in delivery procedures.
- Additional costs from supply shortages, delivery delays or additional pre-delivery checks.
- Associated impacts on project cost planning, budgets and client payment terms/timeframes.
- Impacts and risk to overall long-term business continuity.

Mitigation and contingency plans are prepared and agreed for all potential impacts.

3.4 Delivery & Removal of Materials / Equipment

All access considerations must be accounted for, including scaffolding, storage, waste disposal and deliveries. Being in a busy location, parking is limited and would require permissions and the contractor must take account of all restrictions and impact to vehicle movements on Tooting Bec Common.

Constructor will be responsible for providing a satisfactory Site Traffic Management Plan (STMP), a copy of which must be included in the Construction Phase Plan.

Material and Vehicle Access

Delivery of materials and equipment to site will be arranged to avoid disruption or nuisance to location deliveries and collections, traffic on the premises and surrounding roads.

All operatives and sub-contractors to be made aware of traffic, use of the estate roads and pedestrian routes. Drivers shall adhere to estate roads parking and speed regulations and be watchful of pedestrians using the roads, in particular the elderly and children.

During the reversing and maneuvering of all vehicles and plant, the Site Manager will nominate a banksman, who will ensure that the roadway behind the vehicles remains clear of persons and obstructions at all times. Vehicles entering and leaving the site shall be similarly supervised to prevent members of the public approaching the vehicle maneuvering.

All persons working at ground level about the exterior of the building and those persons supervising vehicle movement shall wear high visibility vest/jackets.

On a one-way system where contra-flow is necessary due to large vehicles, the Site Manager shall agree an arrangement with the estates facilities management or highways officer. A banksman nominated by the Site Manager shall supervise the vehicle throughout its journey along the contra-flow route. This person shall wear a high visibility vest/jacket during this process. All other vehicles, with the exception of ambulances on emergency call, shall be stopped whilst the contra flow proceeds.

4.0 Health and Safety File

4.1 Content, Format, Arrangement for Gathering and Storage of Information.

Information to be contained in the Health and Safety File needs to include that which will assist persons carrying out construction work on the structure at any time after completion of the current project and will be done electronically by all parties involved in the project. It may include, but not be limited to, the following:

- Record or 'As built' drawings and plans used and produced throughout the construction process along with the design criteria;
- General details of the construction methods and materials used;
- Details of the structure's equipment and maintenance facilities;
- Maintenance procedures and requirements for the structure;
- Manuals for the specialist works and suppliers including operating and maintenance procedures, installation and test certificates;
- Details on the location and nature of utilities and services, including emergency and fire-fighting systems;
- Schedules of plant and equipment installed;
- List of contractors.

The Project Manager shall be responsible for collecting information to be included within the Health and Safety File and pass the information to the Principal Designer.

- The format of the file shall be as set out in sections of the project preliminaries.
- The information shall be collated and stored in the file as work proceeds.
- Where the Principal Contractor prepares the file, the information will be forwarded immediately upon receipt.
 - Assembly, installation and maintenance instructions delivered to site shall be passed to the Project Manager for inclusion in the Health and Safety File.

Copies of the File: Submit X number copies in paper / CD Rom / Memory stick or electronic transfer to [complete addressees].

Latest date for submission: 2 weeks before the date for completion stated in the contract.