
Outline Health and Safety Plan

Introduction

Introduction

This Health & Safety Plan is prepared in accordance with the Construction (Design & Management) Regulations 2007, Approved Code of Practice to the regulations and guidance notes to the regulations. Reference needs to be made to the Annexes for items such as Risk Assessments and Method Statements (see Index)

It is the intention of FASTPLAN ONLINE LTD that the project be designed and constructed in such a way that the risks to the health and safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current health and safety legislation. All those involved in the construction phase have a statutory duty to comply with the Health and Safety Plan and to provide the Principal Contractor with any information which they have, which he needs to keep the Plan up to date. Anyone wishing to seek advice on compliance, should contact the Principal Contractor.

Project Brief

Description of Project

Description of Project

Location

Details of project location

Timescale

Timescale of Project

Appointments

Emergency Contacts

Mr Fred Basset

Statutory Appointments

Details of Statutory Appointments

Client

CDM Co-ordinator

Designer

Principal Contractor

Design Information

Drawings

A list of current drawings is attached.....

Hazardous Materials

A list of Hazardous Materials is Any use of hazardous materials not on this list is to be cleared first through the Site Manager.

Maintenance Hazards

.Any maintenance hazards identified by the CDM Co-ordinator .

Overlap with Clients

Undertaking

Details of client requirements and/or how the work will affect the clients day to day operations

Structure of existing building

Details of the existing building and its structure

Surveys

Site Investigation survey details

Example Only

Management of Construction

Access Hours

Work on site outside 0800-1800hrs Mon -Thurs and 0800-1630hrs on Sat is prohibited unless arrangements have been made with the site manager for competent supervision to be on site. Lone working will not be permitted.

Deliveries

Delivery vehicles drivers are to report to the site manager before off loading.

Fire Precautions

Timbotastic Timber will appoint a site fire co-ordinator who will prepare a site fire plan and instigate site emergency procedures. See for Fire Plan. Timbotastic Timber will appoint a site fire co-ordinator who will prepare a site fire plan and instigate site emergency procedures. See for Fire Plan.

Liaison

The site manager will carry out liaison with the following:

- * Emergency Services (including Fire Services Advisory Officer)
- * Local/Highways Authority
- *
- *

Manual Handling

Movement of general material on site will be considered in manual handling assessments. Heavy or awkward materials will be moved as close to the point of use as possible using mechanical means. Similarly, delivery of materials will be positioned as close to the point of use.

Specific arrangements and will be required for:-

.....

Monitoring Safety

Formal inspections are carried out by (safety consultants), on a two weekly basis. The report they leave is to be actioned immediately. The reports identify individual risks. The site manager notes the action he has taken against each risk on the report, and faxes the report to on the same day.

The site manager carries out daily inspections the results being recorded on a 'Daily Checklist'

Rubbish

T.F. Construction Ltd will establish an area dedicated for rubbish dumping and ensure that all contractors use this area for general site rubbish. At T.F. Construction Ltd of the working day, the entire site will be left in a clean and orderly state.

Site Access

Access to the site will be (shared with members of the public) via road. + other access details.

Site Management

The Management Structure for this project is as follows

Managing Director for this project is....
Director Responsible for Safety is
Safety Advisor for this project is....
Contracts Manager for this project is....
Site Manager for this project is....
Site Foreman for this project is....

Site Meetings

Meetings will take place ... and will be attended by the Principal Contractor, Designers and CDM Co-ordinator. Minutes will be taken and distributed. Dates and timings of meetings to be advised.

Management of Construction

Storage

T.F. Construction Ltd will establish a storage area for general building materials in Storage of all materials will be confined to this area. The storage area location is shown on the site sketch in

Traffic Management

The site speed limit is 10 mph. Traffic routes and parking for contractors vehicles is shown on the sketch in All reversing will be carried out under the supervision of a banksman.

Waste

The removal of waste will be controlled by the site manager. A skip will be provided for the use of contractors. Refer to the site sketch for the location of the skips during the construction phase. Contractors are to inform the site manager of the nature of their waste. Waste will be removed by a registered waste carrier and waste transfer notes obtained.

Welfare (incl Offices)

Expected Numbers: Peak:
Minimum:

From(date)..... the main site facilities will be located adjacent to the
Refer to the site layout plan in for details. Temporary power and water connections will be taken from existing supplies in the

Canteen facilities will cater for a maximum of people at each sitting. A will be provided for heating food. An electric kettle and burco boiler will be provided for making hot drinks.

..(no)..... water flushing toilets and ..(no).... urinals will be provided. Washing facilities will be located in the toilet room which includes ..(no)..... sinks, hot and cold running water, soap and towels.

A drying room is provided for drying wet clothing (wet work) next to the canteen facilities.

The facilities will remain in place until after completion when they will be removed by specialist over the course of a single day. During the removal period, the facilities within will be made available to operatives.

Example Only

Methods of Work

Site Management

Site Management	<p>YOUR COMPANY NAME is required under the CDM Regulations to manage and control all matters of Health and Safety on site. YOUR COMPANY NAME will dismiss from site any operative or contractor not meeting health and safety standards. YOUR COMPANY NAME will make contractors aware that non-compliance with any health and safety legislation or site rules will result in them being removed from site.</p>
Selection of Contractors	<p>Domestic contractors are selected from a database of contractors following vetting for Health and Safety compliance. The database holds an appraisal of the Health and Safety Information provided by each contractor. Their health and safety performance on site will be regularly appraised and the database updated.</p>
Site Rules	<p>The following rules will apply on all sites:-</p> <ol style="list-style-type: none">1. All operatives will attend a brief site induction conducted by the site manager or a designated deputy2. Each operative will provide YOUR COMPANY NAME with relevant "Proof of Competence and training" certificates before work commences.3. Contractors bringing any plant, machinery or electrical tools to site will provide relevant Testing certificates for each item of equipment.4. All sites are designated "Hard hat and Safety Footwear Sites" and therefore all operatives will wear hard hats and safety shoes at all times5. All operatives will wear/use any items of PPE required by the site rules and as indicated as a result of an assessment.6. All operatives will observe site signage.7. No Smoking, eating or drinking anywhere within the vicinity of the work area8. No operative is allowed entry to unauthorised work areas9. Operatives to be given clear instruction as to the procedures for handling visitors/strangers.
Training	<p>YOUR COMPANY NAME will ensure that all operatives on site have been trained and instructed to understand the safety procedures which are relevant to their work. Where operatives' knowledge or experience proves insufficient, YOUR COMPANY NAME will notify the operative's employer so the appropriate corrective action can be taken.</p> <p>Toolbox talks will be held as determined by changing site conditions. Talks will be arranged by the site manager and details of attendance recorded.</p> <p>Before commencing on site, the site manager receives instruction regarding his roles and responsibilities for this site. All operatives, management personnel and visitors must be inducted by the Site Manager before going out onto the site for the first time. Inductions will be recorded.</p>
Documentation	<p>Every Contractor shall provide to YOUR COMPANY NAME, before work commences, COSHH Noise and Risk Assessments as appropriate to their operations, together with Method Statements outlining the safe system of work to be employed for operations requiring a method statement, or where one has been requested. Contractors arriving on site without the appropriate documentation will not be allowed to commence work.</p> <p>YOUR COMPANY NAME will ensure that the findings of COSHH, Noise and Risk Assessments together with relevant details from Method Statements are passed to all operatives on site who are likely to be affected by the work assessed.</p>
Communications	<p>The entire workforce should be encouraged to communicate directly to any supervisory staff details of any hazard they have seen, or to make any suggestion that will make conditions safer. Any such contribution is recorded in the site safety diary and raised on the next safety meeting, or earlier if appropriate. The site manager operates an "Open Door" policy.</p>
Control of Access	<p>YOUR COMPANY NAME will erect barriers or hoarding, internally and/or externally as relevant to the project designed to:-</p> <ol style="list-style-type: none">1). protect members of the public and/or staff2). fully enclose the work area.

Methods of Work

Site Management

YOUR COMPANY NAME will ensure that operatives and third parties do not climb, damage or alter it in any way. Any damage will be repaired as soon as practically possible. Access points built into such temporary hoarding will remain closed at all times. The site manager will issue clear instruction to all operatives during the brief site induction the action they will take to ensure the safety of visitors/strangers. All visitors will be accompanied by a supervisor. All personnel must book in and out of site.

All doors to the building will be kept closed (and locked if appropriate) thus preventing unauthorised access. Fire escape doors will not be locked.

Site Fencing

Fencing will be not less than 2m high. It will be either close-boarded or covered with mesh not exceeding 30mm in size to prevent it being easily climbed. It will be properly maintained with all support posts securely anchored and fully clamped. Openings for access will be fitted with gates which will be kept locked at all times when the site is unoccupied. Supervision will be maintained when any gate is open.

Materials will not be placed or stacked in the vicinity of the fence in such a way as to provide easily climbed access over the fence, and suitable warning notices will be fixed to the fence.

Hoarding

All timber hoardings will be constructed using not less than 100x50mm stud with 18mm G1X ply panelling, incorporating a pedestrian spring loaded access door fitted with a Yale type lock, which will allow easy exit but prevent unauthorised entry. YOUR COMPANY NAME will be satisfied that the hoarding is appropriate to site conditions, strong and safe enough and suitably fixed.

Information and Signs

A Health and Safety Information Board will be displayed in the on site. It contains information on the evacuation plan, site risks, details on first aid and resuscitation, the health and safety law poster, etc. All health and safety signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

P.P.E.

The site will be designated a "Hard Hat and Safety Boots" site for all the period there is a risk of head or foot injury. The site manager will be responsible for assessing these risks. Other PPE will be worn as indicated in risk assessments and method statements. Every Contractor is therefore expected to provide each of his operatives with the following items of Personal Protective Equipment (PPE):-

1. A Safety Helmet
2. Safety shoes/boots
3. Items of PPE as appropriate to the work undertaken as outlined in the COSHH, Risk and Noise Assessments

YOUR COMPANY NAME will ensure that all operatives have available and wear/use, when appropriate, all items of PPE. YOUR COMPANY NAME will provide adequate quantities of items of relevant PPE for the use of visitors.

Noise

YOUR COMPANY NAME will continually assess the level of noise that operations are creating and implement measures that keep levels as low as possible, not only for workers on site but for residents and the public close to site. Adequate provision will be allowed for these measures which could be the use of noise reduced compressors and other machinery, out of office hours working for the noisiest operations, the use of baffles, etc.

Dust and Mud

If in periods of dry weather excessive dust is created due to construction work, the affected areas will be lightly watered to reduce the travel of dust.

In periods of wet weather, there is a risk that mud may be deposited onto roads used by members of the public. If the prevailing weather conditions create such a circumstance, YOUR COMPANY NAME will provide wheel cleaning facilities at the exit to the site to ensure that roads are kept as clean as reasonably practicable.

Methods of Work

Occupied Premises

- General Information YOUR COMPANY NAME will take precautions to protect occupants and visitors to the building. An assessment will be undertaken of the hazards and risks which could face occupants and the appropriate action taken. The assessment will have regard to safe access and egress, noise and dust generated by the work, emergency procedures, disruption of services, traffic movements, requirements for signage and lighting.
- Safe place of work Occupants will be instructed not to enter the construction work area. However, their presence in the building will be considered as part of the health and safety management of the project.

Electrical Installations

- Testing and commissioning The Testing and commissioning of all electrical installations (whether partial or full Testing) will be to the specification of BS 7671 and be carried out under the direct supervision of the Electrical Contractor only. Unauthorised use of the installation whilst these Testing are in progress is strictly forbidden. If any equipment is modified or fabricated on site, the British Standard Testing will be undertaken on site.
- Safe Methods of Work YOUR COMPANY NAME will ensure that the Electrical Contractor allows sufficient time in the programme for commissioning the plant and services. In order to ensure safety during Testing and commissioning, the use of a permit-to-work system may be necessary. No unauthorised use, amendment of or addition to the installation is to be made by any contractor other than the appointed Electrical Contractor.

Scaffolding

- Scaffold Inspection YOUR COMPANY NAME will ensure that a suitably experienced and qualified person is assigned to inspect the scaffold as required by the Working at Height Regulations 2005. These inspections will be the statutory thorough examination every 7 days or when the scaffold has been altered. The results of the inspection will be recorded. The scaffold will also be inspected before use.
- Erection of Scaffold All scaffolding will be erected, altered or dismantled by trained and experienced persons who will be under competent supervision. The recognised indication of training and experience in a scaffolder is the possession of a Scaffolder's Record Card issued under the Construction Industry Record Scheme for Scaffolders.
- Edge Protection An assessment for the requirements for edge protection will be carried out and discussed with the scaffolding contractor before scaffold erection and at anytime when the scaffold requires alteration. YOUR COMPANY NAME will ensure that edge protection meets the requirements of the Working at Height Regulations 2005.
- If guardrails and toeboards are removed to permit passage of men and materials, they will not be left unattended and will be replaced as soon as possible afterwards.
- Where materials need to be stored above toeboard height, brickguards will be fitted.

Rubbish Chutes

- Installation YOUR COMPANY NAME will ensure that the manufacturers and supplier instructions on installation and use are strictly followed.
- Edge Protection Suitable edge protection will be provided for operatives using the hopper at the upper end of the chute if there is a risk of falling.
- Safe Methods of Work Rubbish chutes will be used for the removal of non-hazardous materials.
- T.F. Construction Ltd will establish a clear space of 1 metre below the bottom section of the chute to avoid blockages and a safe system of work for any blockages to be cleared. Materials will not be allowed to scatter at the bottom of the chute by using tarpaulins, timber sheeting or enclosed skips. The area at the bottom of the chute will be barriered off and suitable warning signage displayed.
- Where rubbish chutes are to be attached to scaffolding, T.F. Construction Ltd will ensure that the additional loading is considered when designing the scaffold.

Methods of Work

Trestle Scaffolds

- Safe Methods of Work YOUR COMPANY NAME will ensure that the following safety measures will be adhered to by operatives using trestle scaffolds:-
1. They are only used for light work and comparatively short periods.
 2. Working platforms will be at least 600mm wide.
 3. They are fully boarded out and built on firm level ground.
 4. Guard rails are to be fitted where there is risk of injury from falling

Ladders

- Specification All Class 1, heavy duty ladders will be to BS 1129 and BS 2037, Class 2, light duty ladders will be to BS EN 131.
- Safe Methods of Work Ladders (including step ladders) may be used for access purposes only. They will not be used as a working platform for anything but the shortest of jobs. An assessment of the likelihood of risk of falling will be made prior to the work starting. All ladders will be removed or boarded to prevent unauthorised access after working hours.

Example Only