



**THE CONSTRUCTION (DESIGN & MANAGEMENT)
REGULATIONS 2015**

**Construction Phase
Health and Safety Plan**

1-5 DAIRY MEWS
LAMB STREET
CARLISLE
CUMBRIA
CA2 4NA

**THE CONSTRUCTION (DESIGN & MANAGEMENT)
REGULATIONS 2015**

**CONSTRUCTION PHASE
HEALTH & SAFETY PLAN**

CGS North East Limited,
1d Riverside Industrial Estate,
Langley Park,
Co Durham.
DH7 9TT

1.0 INTRODUCTION

General

- A.** This Health & Safety Plan has been prepared in compliance with the CDM Regulations. It seeks to convey information provided by the Client, Designer, Structural Engineer and others, and efforts have been made to produce a document, which is as comprehensive as possible. It should be noted however, that this plan does not seek to be exhaustive; there may be unidentified hazards which are present on site in the existing structures or which may arise during the planned works. The focus of this document is to highlight known major hazards, particularly those, which may be regarded as non-standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as warranty that such a hazard is not present or cannot or will not arise during the works.
- B.** This plan is specific to Health & Safety issues and as such will not include any other restrictions or aspects of the project, which do not themselves have any implications in terms of the CDM Regulations.
- C.** CGS North East Ltd seeks to set a high standard of safe working for their employees and for any other person who are engaged in works on the sites under their control. All employees will have adequate training and expertise to ensure that they are competent in the tasks they will perform. All employees will be informed of safe working systems and of all site rules. CGS North East Ltd will ensure that all employees are adequately supervised.
- D.** CGS North East Ltd will carry out the works in accordance with "The Health & Safety at Work Etc Act 1974", recognised codes of practice and all other health & safety legislation.
- E.** The need for the use of Personal Protective Equipment by members of the client's organisation or by other visitors will be discussed with the site supervisor before commencement of the works.
- F.** CGS North East Ltd will provide safety helmets of an approved design and manufacture for the use of visitors to the site, subcontractors will supply all safety equipment required by their own workforce.
- G.** All plant, equipment, tools and materials sufficient and suitable for the works will be provided and maintained by CGS North East Ltd and their subcontractors.
- H.** The Health and Safety Plan will continue to be developed throughout the life of the project and will become the specific document setting out the arrangements for securing the health and safety of those carrying out the works and those who may be affected by it.

- J.** The Health and Safety Plan will be kept up to date, modified and altered to reflect the changing circumstances of the construction work phase. As the project progresses method statements, risk assessments and other information will invariably mean parts of the health and safety plan have to be changed or up-dated. Amendments will also be required if there are design changes or unforeseen circumstances. Amendments to the health and safety plan will be made known to all those working on site.
- K.** Discussions with and advice to other contractors will be essential to ensure the full co-operation of the whole of the contracting team and that everyone complies with the requirements placed upon them by the regulations and the relevant statutory provisions. CGS North East Ltd will ensure that subcontractor employees have details and information on the site risks and the necessary information to enable them to comply with the health and safety plan.

Company Safety Goals:

- Zero Injuries—identify and take steps to address unsafe work practices and conditions, to ensure the safety and health of all personnel
- Alcohol-Free Workplace—zero tolerance for all employees, with person's subject to company disciplinary for breaches
- Drug-Free Workplace—zero tolerance for all employees, with person's subject to company disciplinary for breaches
- Employee Accountability—empowerment to identify and correct unsafe conditions and the ability and responsibility to stop work if believed there are risks to the health and safety of any personnel
- Teamwork—encourage teamwork between employees, contractors and customers to maintain high safety standards, awareness and integrity management
- Responsibility—accountability for our actions and always act as good neighbours in the community and on the jobsite

2.0 NATURE OF THE PROJECT

A. Name of Client

1-5 DAIRY MEWS
LAMB STREET
CARLISLE
CUMBRIA
CA2 4NA

B. Location of Project

1-5 DAIRY MEWS
LAMB STREET
CARLISLE
CUMBRIA
CA2 4NA

C. Name of Designer

KMS Surveying Ltd
3 Queensway,
Ponteland,
Newcastle Upon Tyne
NE20 9RZ

Tel: 07801 507 516
Contact: Tom Rees

D. Name of CDM Advisor

Neil Curry HSE Consultant
24 Anderson Court
Burnopfield
Co Durham
NE16 6LY

Tel: 07508 038155
Contact: Neil Curry

2.0 NATURE OF THE PROJECT (Continued)

E. Name of Structural Engineer

WB Engineers Ltd,
First Floor,
3 High Street,
Sedgefield
TS21 2AU

F. Name of Principal Contractor

CGS North East Ltd
1d Riverside Ind Est
Langley Park
Durham
DH7 9TT

Tel: 0191 447 8818
Contact: Mr J Race

G. Name of Enforcing Authority

HSE
2 Victoria Pl
Carlisle
CA1 1ER
Tel: 0300 003 1747

H. Contract Period

Commencing: 02.01.2024
Completion: N/A
Approximately: N/A

J. Nature of Project to be Executed

Property refurbishment to take place at the above address, in Carlisle

K. CGS North East Safety Consultant's

A & N Safety Consultants
Boho One
Bridge Street West
Middlesbrough
TS2 1AE
Tel: 07767221556
Contact: Abigail Allick

3.0 EXISTING ENVIRONMENT

3.1 The Site

The site is located in Lamb Street, Carlisle and has it's own off street parking.

3.2 Planning Restrictions

It is not anticipated that any planning restrictions will be in place for this project.

3.3 Existing Buildings

The existing building is of a traditional construction methodology and a primary steel building with external fabric skin. Internal areas are of blockwork walls with dry wall partition and lay in grid ceilings.

3.4 Ground Conditions

The ground in the working area is the existing compacted dolomite hardstanding throughout.

3.5 Existing Services

All site services are to be disconnected and isolated by CGS prior to starting and recommissioned upon completion of the works.

3.6 Persons directly employed by the client

As principal contractor CGS North East Ltd accept responsibility for the compliance by such persons with the Health and safety Procedures described within this document. All such persons and companies will be required to:

- a) Satisfy the safety requirements of the CGS North East Ltd safety advisors.
- b) Complete and submit for approval such enquiry and company standard information documents as the CGS North East Ltd safety advisors will require to assess; their suitability and fitness as required by The Construction (Design and Management) Regulations 2015.
- c) Supply all method statements, risk assessments and COSHH data sheets to the CGS North East Ltd safety advisors prior to the contract commencement to allow for approval by those advisors.
- d) Supply all method statements, risk assessments and COSHH data sheets to the CGS North East Ltd safety advisors prior to the contract commencement to allow for approval by those advisors.

3.7 Provision of Information

It shall be a condition of the employment of all subcontractors; both direct employees of CGS North East Ltd and of client appointed subcontractors, that all Risk Assessments and Method Statements are prepared by those subcontractors in accordance with the agreed sequence of work and the contract programme, taking into account associated and concurrent operations, and that **such documents MUST be provided for vetting by the Principal Contractor's Site Agent 7 days prior to commencement on site.**

No contractor will be allowed to commence works until all such information necessary

to comply with this plan has been provided and approved.

3.8 Confined Spaces

No confined spaces included in the scope of works.

4.0 EXISTING DRAWINGS AND INFORMATION

No previous Health & Safety file for the premises is known to exist.

Copies of any existing drawings will be formally requested for use on site and retention in the Principal Contractors records.

It has been agreed that copies of the drawing list will be supplied to the safety advisor at regular intervals in order that the developing safety plan can be updated.

5.0 THE DESIGN

A Hazard Identification

	Hazard	Possible Control	Action
1.	Access to and egress from the site	Traffic control, protection signs, lighting. Access for emergency services to be maintained.	PC
2.	Substances hazardous to health	COSHH 2004, Contractor to develop safe system of working.	PC
3.	Fire, LPG and Flammable fuels storage	Fire Prevention on Construction Sites 1995; Highly Flammable Liquids and Gases Regs. 1992. General site tidiness.	PC
4.	Noise at work	Noise at Work Regs 2005. Monitoring and PPE.	PC
5.	Portable tools	PUWER 1998.	PC
6.	Waste disposal	All waste to be removed from site. All waste to licensed tips as required. Certification of transfer to be obtained.	PC
7.	Dust hazard to public	Encapsulate all works to ensure no hazard to public. Dust suppression techniques to be employed.	PC
8.	Asbestos	Refer to survey report to locate ACM's before commencing any works.	PC
9.	Work at Heights	Work at Height Regs 2005	PC
10.	Electricity	Electricity at Work Regs 1989	PC
11.	Lifting operations	Lifting Operations and Lifting Equipment Regulations 1998	PC

6.0 CONSTRUCTION MATERIALS

A Unavoidable Health Hazards

Asbestos - Exposure to asbestos fibre is possible if disturbed.

A refurbishment and demolition survey has been conducted by Grade 3 LTD which identified asbestos insulation board residue to the boiler room ceiling timber from the previous Asbestos insulation board (AIB) ceiling.

Removal of asbestos will be carried out under controlled measures and in accordance with The Control of Asbestos Regulations 2012.

No other suspicious materials were seen during this Asbestos survey

If any unrecognised fibrous material is encountered during any of the work it must be left in place until it has been properly identified as non-hazardous by the Company's Health and Safety Consultants:

Neil Curry HSE Consultants Tel: 07508 038155

B Materials

All subcontractors have been instructed to advise of the presence of hazardous materials in their construction works.

Manual Handling of particularly heavy, awkward or otherwise difficult items of equipment or fittings is to be avoided. Mechanical transportation methods are to be used wherever physically possible.

The following potentially hazardous materials; have been preliminarily identified as likely to be used on site and COSHH Assessments and Hazard Data Sheets for such materials must be provided to CGS North East Ltd safety consultants (as above).

1. Paints
2. Cleaning Agents
3. Adhesives
4. Solvents
5. Sealants

7.0 SITE WIDE ELEMENTS

A Access/Egress Points

CGS North East Ltd shall manage the site with respect to site access/egress and shall adopt all necessary practicable precautions to safeguard third parties.

All visitors and subcontractor labour will be required to complete a signing in/out procedures maintained by CGS North East Ltd. This will be located at the site office for the duration of the project. No person must leave the site unless the system of attendance has been marked to show that person or persons leaving.

B Location of Temporary Accommodation

CGS North East Ltd have agreed that for the present time of this contract all employees and subcontractors will have access to existing facilities, adapted for appropriate use with permission granted. **Construction site staff must treat them with respect keeping them in a clean and tidy state. Anyone found to be misusing the facilities will be asked to leave the site and the incident will be considered gross misconduct.**

- Contractors welfare accommodation will therefore include facilities for:
- Heated accommodation for personnel including, seating and tables.
- Fresh water for drinking and facilities for boiling water.
- Washing facilities, hot and cold water.
- Sanitary provisions.

The provision of welfare facilities is subject to The Construction Design & Management Regulations 2015. Where substances hazardous to health may be present the standards of hygiene are more stringent and are set out under the relevant regulations and codes of practice.

C Location of Unloading, Layout and Storage Areas

Location and repositioning of locations for storage areas are to be on the layout plan submitted with the construction phase Health & Safety Plan. Storage areas are shown in which to place dangerous plant when it is not in use. The delivery area is outside on the public road, it is thought that due to the width of the road and the fact it is a quiet side road, it would not cause access issues.

CGS North East Ltd offer no guarantees with regard to the security of the storage area and it is the responsibility of each and every contractor using this facility to ensure that his own insurance cover will cover loss of any item from this area. Any subcontractors' materials which may be illicitly removed from this area and which might cause a contract over run may be responsible for any extra costs or charges incurred for the contract.

Safe and unobstructed access for the delivery of the Clients goods and materials must be maintained at all times.

D Fire Prevention/Detection

Details of: fire-fighting equipment is to be provided during the works and the location of fire points are identified by: CGS North East Ltd.

A Fire Strategy Plan; documents indicating the positions of firefighting equipment, first aid equipment and emergency exit routes will be displayed in a prominent position on the site.

In addition to the control measures identified within this document, CGS North East Ltd will ensure that the works are carried out in such a manner that evacuation procedures are maintained throughout the construction works. Careful consideration of the position of storage areas in relation to evacuation routes and of the sequencing of the works with regard to evacuation of site personnel will be carried out.

All persons employed during the works will be instructed as to the primary and secondary means of escape from the premises and of the procedures to follow in the event of a fire emergency.

Primary fire escape doors (those leading to open air) must be unlocked during the time that personnel are on the premises. Inside and outside of all such doors will and must remain unobstructed by materials, goods or any other items at all times.

Secondary /Intermediate fire escape doors (those doors which form compartmentation of protected fire escape routes) will not be wedged open. The protection of the integrity of the fire escape route from the spread of both smoke and flame must and will be maintained at all times.

Signs identifying primary and secondary escape routes must be installed and maintained.

Adequate fire fighting equipment must be maintained on site at all times. Where particular types of extinguishers are required to cover particular fire risk posed by certain materials or operations they must be located close to the risk before any work begins. Should the risk posed by such operations move then the designated fire equipment must move with the operation.

All fire extinguishers must remain unobstructed with clear access at all times.

All fire extinguishing equipment must be regularly inspected and tested.

E First Aid

Appointed First Aiders are: David Metherell, contact CGS North East Ltd Supervisor.

Nearest Hospital: Cumberland Infirmary, Newtown Rd, Carlisle, CA2 7HY

Tel: 01228 523444

F Unauthorised Access

The whole of the construction site will be under the joint control of CGS North East Ltd.

CGS North East Ltd will take all reasonable precautions to prevent unauthorised access to the site and shall maintain such precautions at all times. The site itself is within the building further reducing the chance of unauthorised access.

G Emergency Procedures

CGS North East Ltd procedures; will be dealing with all fire and emergency occurrences.

H Traffic and Pedestrian Routes

There are currently limited site parking facilities for contractors within the grounds of the Unit. Carriageways around the Unit shall be maintained clear and unobstructed at all times.

I Site Tidiness

The site must be kept clean, tidy and free from any hazard which may cause a trip at all times. Particular attention must be made in areas where members of the public and guests may have to transit around the Unit.

J Plant and Equipment

No machinery may be operated on the site unless the Contractor has the necessary training to operate the equipment safely, with the necessary safety equipment and safeguards required by legislation and operating instructions.

K Lone Working

Lone working will only be allowed under the following circumstances.

1. No lone working will be allowed unless a Lone Working Notification Form has been completed and submitted to the site manager.
2. Regular monitoring of any personnel employed in a lone working situation; will be carried out at specific time intervals by a nominated person.
3. All lone workers, regardless of the control measures stipulated at 2, must report in person to the site controller on completion of their work and at four hourly intervals during the work.

L. Hot Work

The following procedures will apply during any hot working operations, which lead to an increased fire risk.

1. Careful monitoring of all personnel carrying out or involved in such operations will be carried out.
2. Such personnel will be trained in the use of equipment used for such operations and will be aware of its associated risks.
3. The equipment used will be fully operational and in safe working order.
4. Appropriate fire-fighting equipment will be located with hot working equipment.
5. All affected work areas will be cleared of all combustible materials prior to the commencement of any hot working.
6. The work area; must be screened by screens composed of non-combustible material when welding, cutting or grinding.
7. The work area will be carefully examined one hour after work ends to ensure no residual risk exists.
8. The site agent will issue a 'Hot Works Permit'
9. On completion of the 'Hot Works' a fire watch will be maintained for a period of at least 1 hour.

Operations, which are considered to be particularly hazardous with respect to fire risk and for which this procedure must be applied are:

- Stripping of existing paintwork
- Brazing pipes
- Welding
- Burning torches

M. Working at Height

All work at height must be properly planned and organized. All work at height must take account of weather conditions that could endanger health and safety. Those involved in work at height must be trained and competent.

The place where work at height is done is safe. The risks from fragile surfaces are properly controlled. The risks from falling objects are properly controlled. Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

Work at height conducted from step ladders must be of a short duration, not exceeding 30 minutes, where it is not reasonably practicable to conduct this work with more substantial work at height equipment such as mobile tower scaffolds.

Ladders and steps must receive a 'Before Use Inspection' by employees or contractors prior to use. In addition, site management will carry out random inspections of ladders and steps to ensure they remain in a serviceable condition.

Only ladders and steps, which conform to Class 1 'Industrial Use' specification will be permitted for use on CGS North East Ltd controlled sites.

All areas in which working at height is carried out shall be securely fenced and signed at floor level to prevent personnel below coming into the area in which articles from above might reasonably be expected to land or inadvertently dropped.

No roof working will be allowed within 2 metres of any edge of the roof unless that edge has been fitted with full safety barriers and foot boarding prior to work commencing. All work carried out on the roof will be performed by personnel wearing properly anchored fall arrest equipment at all times.

N. UV Radiation

The work is to be carried out during several seasons, where UV levels are varied, personnel are informed during a toolbox talk reference the dangers of UV light. Staff are to cover their skin so far as is reasonably practicable, staff will also be encouraged to use sun block/ barrier creams, which will be provided for their use.

O. Excavations

Excavations are necessary on site for the sinking of foundations. Original rainwater run off pipework is the only obstruction to the excavation and can be routed appropriately.

All excavations are to be dug with sloping sides and shoring will be installed if any ground appears to be unstable.

No vehicles or heavy objects are to be operated/placed within 1m of the excavation; exhaust gasses should be directed away from the excavation. Any excavations should be fenced off with 'Heras Fencing' when out of working hours to ensure no persons can accidentally enter the excavation.

P. Water, Gas, electrical cabling, BT

Building services including gas, water, telecommunications, electrical supply etc. must remain in use for the length of the project. If a service is accidentally damaged or cut off then the Designer should be informed in the first instance and the supply company should be immediately informed so that the supply can be made safe then returned to it's original state. In the case of Electric and Gas, any interference should be deemed at it's least as a "near miss" and should be recorded as a reportable incident.

R. Waste

Site skips will be located in the site car park to the front of the building, secured behind 'Heras Fencing', there is a gap in the Heras fence for collection of waste and delivery of skips.

S. Lifting Operations

All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

All contractors and sub-contractors should follow associated lifting plans.

8.0 OVERLAP WITH CLIENTS UNDERTAKINGS

A1 Specific Health & Safety Issues including Client's requirements

During any Asbestos removal work there will be no other contract labour on in the near vicinity of the working areas, CGS North East Ltd management will be informed of any impending work with Asbestos and will carry out their own risk assessment of hazard to which their employees may be exposed.

A2 All Unit entrances must remain fully operational during all normal trading hours with clear and unobstructed access maintained for all pedestrian traffic.

A3 Clear and unobstructed access must be maintained to the stores loading bays at all times.

A4 The attention of all contract labour is drawn to the fact that the Units equipment may be on display during the whole of the contract. All products are the property of the Units and are not provided for contractors use. Any contractor or subcontractor labour found to be interfering with or illicitly removing Unit property will be instantly dismissed from the site.

It is the normal practice of CGS North East Ltd to prosecute at law any persons detained in the act of committing theft.

A5 The overriding consideration; will at all times be the safety of all personnel on site and if in the opinion of the CGS North East Ltd site management any situation develops which might place personnel at risk an immediate imposition of an access control area around such operations will be imposed without consultation with CGS North East Ltd management.

A6 Public Areas

It is imperative that; risk assessments and safe systems of work are implemented where work is being undertaken in public areas, or where members of the public may be in close proximity to CGS North East Ltd staff or contractors at work in the Unit.

B Client Contact

Unit contact: Adam Carr: 07576595229

9.0 PHASING OF WORK

A Phasing of Project

The only currently agreed project timing is the commencement date of:-

18th September 2023 for approx.. 14 weeks

10.0 GENERAL SITE RULES

No drugs on site.

No alcohol on site.

Whole of site is to be a hardhat area until CGS North East Ltd determines that the site is safe.

Any additional asbestos or other hazardous material encountered must be immediately reported to the Supervising Officer.

The site must comply with "The Control of Pollution Act 1974, part 111 Noise"; and BS558 by use of baffles, screens and other appropriate means. The use of radios, CD player's etc is not permitted.

Eye protection, ear protection and dust protection is to be controlled by use of P.P.E.

A visitor's book is to be maintained at all times which will form an attendance record in the event of any emergency situation.

CGS North East Ltd will ensure that all visitors are wearing proper and adequate protective equipment **before** allowing entry onto site.

All personnel employed on the site shall receive induction training before starting work on the site, to advise them of the site rules and the significant findings of the site risk assessments. Induction training will include safe working practices and personal protective equipment. Operators of plant, machines and portable electrical equipment will be trained before being authorised to use such equipment on site.

CGS North East Ltd; will liaise with the client and the emergency services in constructing emergency procedures for fire, explosion, other dangerous occurrence or individual accident applicable to the site. Emergency procedures will stipulate reporting procedures for each type of emergency. All emergency procedures will co-ordinate with all other occupants of the site.

Operatives will exercise reasonable care for the health and safety of themselves or of any others who may be affected by the operative's acts or omissions at work.

Operatives will report to the Site Supervisor anything which might affect health and safety issues.

Operatives must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.

Any machinery, equipment etc. must be immobilised and made safe when not being used.

Noise must be controlled in accordance with the statutory requirements and every control should be provided to keep nuisance to neighbours and the public at large to a minimum.

10.0 SITE RULES (Continued).

Before commencement of any works the subcontractor's senior representative at the site must report to the supervising officer, or his nominated representative, to obtain the appropriate permits and to receive a pre-contract briefing. At this briefing the supervising officer will discuss the safe conduct of the work to be undertaken, define the site operations, notify the facilities available to the Subcontractor's employees i.e. toilets, drinking water, first aid, engineering services etc. and provide any special information about the client's processes or procedures for safety which might affect, or be affected by, the contract work.

All visitors must sign in at the visitor's book held with the site manager.

The whole of the construction site will be under the control of CGS North East Ltd during the whole of the contract period and any subsequently agreed extension of the contract period.

Any hot work requiring the use of flammable gas, a maximum limit of **6kg** weight cylinder will be allowed on site to carry out such tasks. The employee will ensure that the cylinder, hoses and burning appliance will be in full working order before taken on site.

In the event of fire alarm activation, the employee will ensure that the flammable gas cylinder is taken out of the premises and deposited at the site office.

Should the working task require substantial amount of gas, then all cylinders of greater weight than **6kg** will be secured outside the premise and sufficient hose taken to the working area. Hose and burning equipment will be in good condition and safe to use. No jubilee clips will be used to secure hose conveying any flammable gas.

All hose and burning equipment will be removed from the premises at the end of the working task and at the end of each working day.

All electrical equipment brought onto site shall display current Portable Appliance Test Certificate.

No employee will be allowed into the Unit, unless specifically requested to.

No flammable liquids or flammable gases will be stored inside the premises. Only sufficient for the task or for a one day's usage (whichever is the greater) will be allowed on site at any one time.

House keeping will be to a high standard. Waste material will not be allowed to accumulate and will be removed at the end of the task or every 4 hours (whichever is the greater).

All exits from the premise will be kept free and unobstructed at all times. No wedges will be in use to keep doors in the open position.

10.0 SITE RULES (cont).

All employees will receive an induction course before entry onto site, which will include the following:

- 1) What to do in the event of fire.
- 2) Site security measures.
- 3) Lone Workers.
- 4) What 'Permit to Work' systems are being operated.
- 5) What to do should unidentified fibrous material (asbestos) is found.
- 6) What storage arrangements have been made and the importance of not storing highly flammable liquid or gases within the building.
- 7) What the arrangements are for welfare facilities.
- 8) What arrangements are in place for first aid.
- 9) Area's out of bounds to contractors.
- 10) The minimum PPE requirements e.g. hard hats and safety footwear.
- 11) House keeping requirements.
- 12) What to do to segregate any work activities from guests and members of the public.

11.0 CONTINUING LIAISON

A Procedure for the relaying of information to the Designer from the Principal Contractor.

Method statements submitted by subcontractors or developed by CGS North East Ltd will be developed into The Health & Safety Plan for Construction Work.

The plan will be prepared and submitted to the Designer for vetting before any work commences on site.

CGS North East Ltd will co-ordinate Health & Safety issues between other contractors on site as required by "The Management of Health and Safety at Work Regulations 1999".

CGS North East Ltd shall, so far as is reasonably practicable, ensure that information is passed to other contractors on site and that they in turn provide training and information to employees.

Design changes are to be tabled during site meetings during which implications for Health & Safety of the changes are to be discussed and agreed with the Designer and CGS North East Ltd, prior to any implementation.

Any design changes, which will affect health and safety within the contract period and the subsequent use of the building's are to be fully documented for inclusion in the Health & Safety File.

The Health & Safety Plan will be continually assessed and will be amended to incorporate design and other changes as and when they arise.

It is agreed between the Designer and CGS North East Ltd Safety Consultants, that a full and free exchange of information will take place which will result in the collection of two complete Health and Safety Files where required. One, to be retained by the client and one to be retained by the Principal Contractor.

CGS North East Ltd and their Safety Consultants; take note of the inclusion of the Designer's additional clause with regard to collection of information for inclusion in the Designer's Health & Safety File for hand over to the client. Both CGS North East Ltd will exert their best endeavours to collate such information as can be reasonably collected without in any way accepting the legal or vicarious responsibility, or incurring excessive time or financial commitment, for the Health and Safety File which is clearly stipulated as the responsibility of the Designer in The Construction (Design and Management) Regulations 2015.

DISCLAIMER

The agreement of both CGS North East Ltd and Neil Curry HSE Consultant to assist the Designer with the completion of the statutory duty imposed on the Designer by The Construction (Design and Management) Regulations 2015, of assembling all the safety file documentation and subsequently delivering that complete file to the Client must not in any shape or form be considered to impart any responsibility for liability, substantive or implied, of any actual or vicarious liability which might result from the Designer's failure to fully satisfy the statutory duties imposed upon him by the legislation.

Further in accordance with the legislative requirements for the Principle Contractor to make REASONABLE attempts to secure information for the Designer, such reasonable limits are strictly defined by the Principle Contractor as THREE number attempts by telephone, fax, E-Mail, letter other means or personal visit by the Principle Contractor or his agents. The choice of method contact or mix of manner of method contact will remain solely at the discretion of the Principle Contractor or his agent

12.0 DEVELOPMENT OF THE HEALTH AND SAFETY PLAN

In developing the health and safety plan for the commencement of the construction phase CGS North East Ltd objectives are to provide a safe workplace and environment for all those affected by the works, and, so far as is reasonably practicable eliminate or reduce any risks associated with the works.

The principals by which; CGS North East Ltd will carry out their activities are as described in CGS North East Ltd Health and Safety Policy, Statutory Codes of Practice and Site Regulations in accordance with current Health & Safety legislation.

A Responsibilities

Day to day responsibility for the implementation of this plan and of the procedures laid down in the company Health and Safety Policy is vested in the appointed Site Supervisor/Agent.

Monitoring of health and safety compliance and performance will be carried out by representatives of CGS North East Ltd.

B Contractors Design

Procedure for the co-operation with the Designer and providing information for inclusion in the health and safety file is contained in section 11.0 of this document.

C Selection of Contractors

Prior to appointment all subcontractors will have completed a competency questionnaire and provided further information having regard to safety awareness and performance.

The documentation provided will have been vetted by CGS North East Ltd to ensure its adequacy.

All supplied documentation will be retained by CGS North East Ltd.

D Information

Prior to the commencement of the works all subcontractors will attend a pre-commencement meeting during which they will have their attention drawn to the contents of the Health and Safety Plan and any other requirements with regard to health and safety matters.

Employees and contractors will be consulted on a regular basis on health & safety issues regarding their site workings.

E Training

Prior to the commencement of work on site all employees will be advised of; the known risks and hazards identified for the project, the site rules and regulations and emergency procedures.

All changes to the state of knowledge for the project will be communicated to the employees.

Information, Instruction and Training; will be given to all their employees by CGS North East Ltd.

Information, Instruction and Training; will be given to all their employees by Subcontractors.

Ongoing Information, Instruction and Training; will be provided at formal Health & Safety Meetings and by Toolbox Talks.

F Statutory Notifications

A copy of the H&S Law poster, insurance certificate and First Aider details will be displayed in the site office.

G Risk Assessment

A project risk assessment has been completed for the hazards and risks identified in the Designer's supplied outline health and safety plan.

The site supervisor/agent is responsible for ensuring that all risk assessments are in place. The site supervisor/agent should select the relevant assessments from the generic file and ensure that they are relevant to the works being carried out and all control measures are in place, the assessments must be signed and dated. Any operations requiring risk assessments that are not covered in the generic file should be carried out by the site supervisor/agent or by the appointed safety consultant Neil Curry HSE Consultant.

Further risk assessments; which will incorporate the risk assessments and method statements of the subcontractors will be developed as the project progresses and as additional risk or hazard is identified.

Generic risk assessments will be provided to assist with the operation of the site.

H Temporary Electrical Distribution and Management

All portable or hand electric tools will use 110V supply or be battery powered only and will be correctly maintained at all times. All plugs and sockets for tooling shall conform to British Standards or carry CE marking.

Generators for tooling shall be single voltage (110V) with centre tap earthed windings. Socket outlets will be in accordance with BS4343.

Live electrical working or working on main electrical installations shall be completed in accordance with the instructions in CGS North East Ltd Health & Safety Policy.

J RIDDOR

All accidents, injuries, diseases and dangerous occurrences including near miss incidents will be reported directly to the site supervisor/agent who will make all appropriate records into the site accident book and will if necessary complete forms HSE F2508 and take reporting action as required by those forms. For all serious accidents, the reporting authority must be informed immediately on 0845 300 99 23. All accidents or incidents will be investigated and recommendations made to reduce the risk of reoccurrence. This will be carried out: by the site supervisor/agent or Neil Curry HSE Consultant (Safety Consultants).

K Plant and Equipment

A copy of: CGS North East Ltd, Test Certification for Plant and Equipment; is held on site; by the Site Supervisor/Agent.

Copies of subcontractors test information will be held at the Site Supervisor's office. It is the responsibility of subcontractors to ensure that certification is current at all times.

L. Permit to Work

A Permit to Work system will be operated for work in the following areas:

- a) Confined Spaces working
- b) Hot working
- c) High Voltage Electrical working
- d) Trenching & Excavation working
- e) Opening pipelines

M. Housekeeping and Waste Disposal

All waste disposals must be carried out in accordance with the Control of Pollution Act 1974 and with the Control of Pollution (Special Waste) (Amendment) Regulations 1988.

All waste oils must be contained in suitable sealed containers and will be disposed of by registered waste contractors.

DISCHARGE OF OIL OR OTHER POLLUTANTS TO ANY DRAIN, GULLY OR SOAKAWAY IS EXPRESSLY FORBIDDEN.

13.0 CONTRACT MONITORING

Monitoring of all health and safety matters is a legal requirement to ensure that safe systems of work are maintained. It is the responsibility of the CGS North East Ltd Manager to organise arrangements for regular monitoring to be carried out.

1. Checklist

The checklist, which is to be used for inspection is contained within the site safety file.

2. Monitoring

The person conducting the monitoring should indicate on the form the location of the items checked, their compliance or any remedial actions required.

3. Results of Inspections

Where action is required as a result of an inspection the back sheet of the checklist should be used to:-

1. Identify the nature of the problem
2. State the remedial action required
3. All findings will be discussed with the Site Agent before leaving site.

3. Reports will be issued at the earliest possible opportunity to:

- CGS North East Ltd Manager
- The Site Agent/Site Manager
- The Contracts Manager

7. Action Notices

If a Contractor or any member of his staff is observed to disregard safe systems of work or the requirements of The Health and Safety at Work Etc Act 1974 or any other relevant regulation or requirement the following procedure will be adopted.

The Site Supervisor will immediately (verbally) advise the senior member of the contractor's staff on site of the breach and will instruct him to ensure that the practice must cease immediately.

The Site Supervisor/Agent will as soon as possible after the incident write to the head office of the Contractor advising him of the breach and of the subsequent actions taken. The letter will also remind the Contractor of his obligations under the contract.

All breaches of safety will be classified as either major or minor.

A major breach places life or health at imminent risk and will result in a Prohibition Notice accompanying the letter to the Contractor's Head Office.

A minor breach is non-conformity to safety arrangements and will result in a Report to Contractors Notice accompanying the letter to the Contractor's Head Office.

Copies of all issued notices will be placed in the contract Health & Safety File.

14.0 ACCIDENT PROCEDURES

1. All Accidents, Incidents or Dangerous Occurrences

Any person being made aware of any incident must ascertain if injury to any person has occurred, that First Aiders are in attendance and that emergency services have been summoned.

Report must then be made to the Site Supervisor/Agent or his nominated deputy of the circumstances of the incident.

The Site Supervisor/Agent or his nominated deputy shall:

- a) Verify that emergency assistance has been summoned.
- b) Notify the CGS North East Ltd Head Office of the incident.
- c) Ensure the injury is recorded in Accident Book (Form BI510).
- d) Confirm that any necessary statutory notifications have been given.

2. Fatal Injuries

Report must then be made to the Site Supervisor/Agent or his nominated deputy of the circumstances of the incident.

The Site Supervisor/Agent or his nominated deputy shall:

- a) Verify that emergency assistance has been summoned.
- b) Notify the CGS North East Ltd Head Office and local Health and Safety Executive of the incident.
- c) Ensure that all telephone calls regarding the incident are transferred directly to them.
- d) Co-ordinate and control the incident and incident scene until arrival of statutory authorities or senior company management allowing no interference with accident scene.
- e) Ensure in association with Health & Safety Advisor that full investigation is carried out and documented and that relevant statutory reports are completed and submitted within the required time.

3. Major Injury Accident

Report must then be made to the Site Supervisor/Agent or his nominated deputy of the circumstances of the incident.

The Site Supervisor/Agent or his nominated deputy shall:

- a) Verify that emergency assistance has been summoned.
- b) Notify the CGS North East Ltd Head Office and local Health and Safety Executive of the incident.
- c) Ensure that all telephone calls regarding the incident are transferred directly to them.
- d) Co-ordinate and control the incident and incident scene until arrival of statutory authorities or senior company management allowing no interference with accident scene.
- e) Ensure in association with Health & Safety Advisor that full investigation is carried out and documented and that relevant statutory reports are completed and submitted within the required time.

Appendix 1 – Emergency Procedures

Emergency Action Procedures

In the event of an Emergency, which will be signalled by a Fire Alarm the following procedures are to be carried out immediately.

All Fire Alarms are to be treated as genuine; there are no exceptions, which allow personnel to remain in the buildings.

Instructions

1. The buildings are to be evacuated as quickly as possible without panic. Do Not Delay, Do Not Run.
2. All Personnel must evacuate the buildings.
3. Do not question the alarm, all alarms are to be treated as genuine, evacuation from the buildings must be immediate.
4. All employees and visitors must assemble at the nominated Fire Assembly Point.
5. Departmental Heads should; without endangering themselves or others, close all doors and windows within the department whilst assisting their employees or visitors to exit the buildings by the appropriate Fire Exit.
6. Departmental Heads must nominate a responsible person to deputise in their absence.
7. It is the responsibility of anyone with a visitor or visitors to ensure that the visitor or visitors safely leave the buildings.
8. All visitors to site must report to Reception on arrival and immediately prior to leaving site to enable accurate records of the buildings occupancy to be kept.
9. Personnel away from their normal place of work should on hearing 'Fire Alarms' leave the buildings by the nearest Fire Exit but must report to their nominated 'Assembly Point'.
10. All personnel will make themselves familiar with the location of 'Emergency Alarm Buttons' and the location of Fire-Fighting Equipment.

NOTE: Fire extinguishers and other fire-fighting equipment is not provided to allow an aggressive attack to be made on a workplace fire. Employees are not trained to specifically recognise the dangers associated with any approach to a fire, may not have available the correct PPE which will be required by a specific fire and may not have the equipment to maintain contact with persons in safe areas.

Fire extinguishers and fire-fighting equipment is provided as required by The Fire Precautions Act to address the objective of saving life not to enable an aggressive attack on a workplace fire.