



CONSTRUCTION HEALTH & SAFETY

MANAGEMENT PLAN

**FOR THE PROJECT AT
Lagan Homes Development
Land adjacent
Park Road, Malmesbury
SN16 0QW**

This information has been prepared in accordance with the Construction (Design & Management) Regulations 2015 to provide information for the management of health and safety during the construction phase of the project.

January 2024

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APPENDICES

Site H&S Record Systems

These appendices are completed as the project progresses. Separate files will be established and information added as the work progresses and the information is received from contractors and other parties. The appendices are simply a way to consistently store this information across different company projects.

CHSP Appendix 1	Copy of the Notification of the Project to HSE
CHSP Appendix 2	Pre-construction Information including Risk Assessments from Designers
CHSP Appendix 3	Site Layout Plan, Access Routes, Traffic Management Plan.
CHSP Appendix 4	Initial Construction Phase Risk Assessments
CHSP Appendix 5	Contractors Risk Assessments & Method Statements
CHSP Appendix 6	COSHH Assessments – Initial and specific assessments from Contractors
CHSP Appendix 7	Training & Induction Records.
CHSP Appendix 8	Plant Test Certificates & Operative Certificates
CHSP Appendix 9	Temporary Works Register and associated records
CHSP Appendix 10	Record of Weekly Inspections – see separate registers
CHSP Appendix 11	Waste certification and records
CHSP Appendix 12	Health & Safety & Environmental Inspection & Audit Reports
CHSP Appendix 13	Health & Safety Meetings and Consultation with Employees and Contractors
CHSP Appendix 14	Miscellaneous Health Safety & Environmental Correspondence
CHSP Appendix 15	Pre-condition photographic survey.

1. INTRODUCTION

Lagan Homes are committed to ensuring the health, safety and welfare of their employees, contractors and any other person affected by the activities being undertaken is not put at risk. This plan will be developed and maintained as necessary as the project progresses with the input of all contractors to allow employers to disseminate information and effectively manage their employees.

1.1 Review of the Health & Safety Plan

The project management team, assisted by their contractors will review the plan at regular intervals. These reviews will take into account significant changes to the project such as:

- Planning restrictions.
- Specific phased completions.
- Changes to personnel appointments and responsibilities.
- Updates to emergency arrangements.
- Traffic management. Arrangements updates
- Environmental aspects and impacts.

1.2 Project Health & Safety Objectives & Goals

It is the intention of *the client* and *the principal contractor* to ensure that health, safety and environmental concerns are given due regard on this contract. To achieve this; the co-operation of all contractors is essential together with good planning, adopting a risk assessment approach to identify hazards and so eliminate or reduce risks to acceptable levels.

The principal contractor will act as co-ordinator for the various contractors working on the site. Contractors are expected to comply with current legal requirements, good working practices, and the site rules detailed in this health and safety plan, which they should bring it to the attention of their employees and contractors working on this site.

The principal contractor will make available appropriate welfare arrangements and unless contract documents state otherwise these will be available to all contractors. However contractors are expected to use these facilities in a sensible way.

With regards to accidents, incidents or near miss incidents, the principal contractor must be informed and if the incident is reportable to the Health and Safety Executive details of the contractor's notification to HSE must be given to the principal contractor. Further guidance can be found in the section entitled "Emergency Procedures"

If any employee sees an unsafe situation or finds themselves in a position of danger they should report it immediately to their supervisor or to the site manager.

DESCRIPTION OF THE PROJECT

New Residential Housing Development comprising 40 houses and associated external works. Estate Roads, sewers,
Houses are planned to be built in Traditional construction
Foundations comprise some traditional trench concrete with pre-cast suspended oversites.
There is an existing foul sewer is located off site and will be connected into it via gravity. The storm will be connected to a culvert located off site.
There are existing mains services near the site and it is essential the Contractor refers to all service drawings prior to commencing works.

2.1 Site Address

Lagan Homes Housing development
Park Road, Malmesbury SN16 0QW

2.2 Project Dates

Start Date	April 2026
Duration (Weeks)	104 weeks
Planned Completion Date	Approx. April 2028

2.3 Hours of Work

Monday to Friday 0730 to 1800 hours
Saturday 0800 to 1300 hours (only by agreement with Operations Director)
Sunday No Work

all external works and ancillary operations which are audible at the site boundary during construction are be carried out only between the following hours: 0800 hours and 1800 hours on Mondays to Fridays and 0800 and 1300 hours on Saturdays and at no time on Sundays and Bank Holidays. Covid testing could take place between 07:30 and 08:00.

2.4 Project Directory

The Client

Lagan Homes Ltd
Finance House
Beaumont Road
Banbury
OX16 1RN

Contact Name:

Tel: 01295 201 050 & 07787 274354

Email: rod.ham@laganhomes.com
Site Manager (mob:.....)

The Principal Designer

Lagan Homes Ltd
Finance House
Beaumont Road
Banbury
OX16 1RN

Contact Name: Rod Ham

Tel: 01295 201 050

Email: rod.ham@laganhomes.com

The Principal Contractor

Initially The PC will be the nominated groundworker (Approx 6 – 12 weeks)

Details to follow-

Lagan Homes
Finance House
Beaumont Road
Banbury
OX16 1RN

Contact Name:

Tel: 01295 201 050

Email: Info@laganhomes.com

The Temporary Work Co-ordinator

Within the principal contractor's team, the quantity surveyor will take the role of temporary works co-ordinator for this project. All Temporary works will be subject of specific activity.

2.5 Enforcing Authorities

Health & Safety Executive

Contact details via <http://www.hse.gov.uk/>

Environment Agency

Contact details via <http://www.environment-agency.gov.uk/>

Local Authority

Wiltshire Council
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

2.6 Hospital (Accident & Emergency) – Refer to appendix attached

Tetbury Hospital, Malmesbury Road, Tetbury, Gloucestershire GL8 8XB
Tel 01666 502336

Take Park Rd and Tetbury Hill to B4014

3 min (1.0 mi)



Head south-east on Park Rd towards Park Cl

0.1 mi



Turn left to stay on Park Rd

0.2 mi



At the roundabout, take the 1st exit onto Gloucester Rd

394 ft



At the roundabout, take the 1st exit and stay on Gloucester Rd

171 ft



At the roundabout, take the 1st exit onto Tetbury Hill

0.6 mi



At the roundabout, take the 3rd exit and stay on Tetbury Hill

171 ft



At the roundabout, take the 1st exit onto B4014

2.7 Project Notification to HSE & Other Statutory Notices

The client's representative will submit the F10 Notification to HSE and ensure a copy is given to the site manager who will ensure a copy is displayed on the main site notice board. A copy is also held in Appendix 1 to this Plan. The following information is also to be displayed on the main site notice board:-

- The Health & Safety Law Poster.
- A copy of the company's Health & Safety Policy Statement.
- A copy of the company's Employers Liability Insurance certificate.
- This Construction Phase Health & Safety Plan

The F10 form has been issued to all parties incl the ground worker

2.8 Previous Use of Site and Adjacent Areas

Previous used land. A comprehensive Ground Investigation Report has been carried out and identifies all historic uses. The report is issued to site and is on the Lagan Homes computer system. The report is also issued to relevant Contractors at Tender and Order stages ie. Groundworks and Civil Contractors. No reference to Ground contamination. The Geotechnical report has been issued to the Ground work sub-contractors.

2.9 Planning and other Restrictions Applicable to the Site

All works must be planned to minimise the impact and disruption to existing clients, tenants, neighbours and the public; this should also include other road users.

The selection of plant, equipment and working methods; including delivery times should take into account the needs and social wellbeing of adjacent users and residents. Noise and vibration should be reduced to the lowest level to comply with both environmental and occupational health concerns.

2.10 Access to Site & Traffic Systems Adjacent to the Site

Site access; there is a new access road that serves the development which is entered from the adopted highway.

Control access will be implemented by site manager during the road construction phase. Notice for delivery to site manager. Site manager must ensure that clear access is always available for emergency services. – In the event of any overhead services crossing the site access, Safety Goal Posts to be erected during works. ***The site will be accessed from Park Road. Construction traffic will proceed to new site access. Turn left and pull into access road to security point where gateman will assess vehicle and give instructions on parking. A secondary access will be used in emergencies located off Park Lane to the West.***

Material orders will indicate the construction route required for delivery vehicles entering and exiting the development from Park Road and notify them of the hours of work. If Park Road is flooded, then construction traffic may use the relief road temporarily.

2.11 Traffic Management on Site

A traffic management plan for the site is shown on Drawing no. LAG/TMP/01 illustrating approach roads, vehicle parking areas, loading / offloading areas and site roads / plant routes in general.

Date of Issue: May 2024

This will be regularly updated to reflect the changes as works progress.

Vehicular and pedestrian traffic will be segregated where ever possible with separate access routes for pedestrians and vehicles into 'pinch point areas' such as site compounds and storage areas

All vehicles must observe the site speed limit as indicated in the Traffic Management Plan and comply with warning, directional and information signs.

All vehicles must be under the supervision of a banksman when reversing and be fitted with an audio/visual alarm when reversing – see traffic management plan for more details.

The loading and unloading of vehicles to be under the strict control of banksman, materials to be transferred to the storage area, and vehicles to use the designated turning area so that they can safely leave the site in forward gear and follow the routing plan onto Park Road.

All materials to be stored securely within the Storage Area.

2.11.1 Site Specific Environmental Issues

Air Quality – Dust.

- a) Dust emissions from the site are an environmental nuisance and contribute to air pollution. The main causes being excavations, earth moving, topsoil stripping, and then movement of construction vehicles on site on paved and unpaved roads, and then vehicles leaving and entering the site and travelling on the public highway.
- b) The following best practice management scheme will be employed on site, consisting of the below elements.
- c) On-site hard standings and paved roadways to be used whenever possible for vehicular and plant movements on site with connection point to local distributor road connected to Pickford Green Lane.
- d) The site banksman will monitor delivery vehicle movements in and out of the site. He will have a brush and spade stored in the gatehouse, and will clear up any minor issues with mud or stones immediately, and before transfer to the public highway.
- e) All vehicles leaving the site will be subject to a wheel washing procedure that will be carried out by the banksman. Banksman will report into Site Manager.
- f) Materials delivery vehicles to use the turning facility adjacent to the site compound and storage area. This will avoid mud transfer from the site to the public highway.
- g) Road sweeping will take place if mud is generated. Costs and frequency will be agreed between relevant contractors and confirmed within sub-contract order.
- h) During periods of dry weather the site roads will be swept and sprayed with water to ensure dust is suppressed. The site manager and assistant site manager to monitor this action.
- i) All vehicles carrying potentially dusty materials will be suitably sheeted before entering and leaving the site. Site manager to monitor and enforce.
- j) Site construction vehicles will remain on site for the duration of the project to prevent unnecessary vehicle movements and emissions.
- k) Topsoil stripping will be minimised to work areas.
- l) Site set up and traffic management route will ensure that vehicles that access and egress from the site will not travel through construction areas.
- m) Site roads will be constructed to base course before superstructure works commence.
- n) Areas with exposed soils to be seeded or covered to prevent wash off of small fines and dust creation, whilst weather is dry. This includes spoil heaps.

Control of Noise - During Hours of Construction.

- a) All site works to take place strictly within the hours stated in section 2.3 above.
- b) All plant to be checked and appropriate certification recorded to ensure it conforms to regulatory limits where applicable (responsibility of site manager).
- c) Generators and other noisy plant to be located as far as possible away from habitable properties. Bund or screen as appropriate to limit noise transfer.
- d) All appropriate equipment will be fitted with silencers where possible.
- e) Vehicle and plant noise to be kept to an absolute minimum by ensuring they are well maintained and in good efficient working order. Vehicles to be switched off when not in use and revving of engines avoided. Banksman will ensure that delivery vehicles switch engines off when they are unloading or waiting for directions.
- f) Acoustic covers will be fitted to appropriate machinery
- g) All vehicles to observe site speed limits and also those set on local roads.
- h) As part of the induction talk in section 6.1 personnel will be reminded of environmental procedures in relation to dust and noise mitigation.

The plant, machinery and vehicles on site will be mainly diesel powered. To control the level of emission of exhaust fumes, site manager will regularly carry out inspections to ensure good working order is maintained at all times. **ALL VEHICLES, MACHINERY, PLANT NOT IN USE TO BE SWITCHED OFF.**

During the site works, Best Practical Means (as defined in Section 72 of The Control of Pollution Act 1974) will be employed to minimise noise and vibration from the construction operations and equipment. Also contractors will adhere to guidance given in BS 5228:1997(Clause 10, Control of noise and vibration) and BS 5228:1992 Part 4. Also Code of practice for noise and vibration control on construction and open sites. Part 1 Noise and Part 2 Vibration. British Standard BS 5228:2009(amended). There will be no noisy operation prior to 08.00am anytime.

A visitors car park, and separate operatives car park is provided. All visitors should initially report into the gate man at the site entrance, and all personnel must sign in and follow the site rules. First time visitors to be inducted.

2.12 Existing Records, Drawings & Information

Lagan Homes will ensure essential information is readily available to contractors and employees. This will be passed on via contract documents, drawings and additional information will be formally issued as soon as it is available, as appropriate and as required. Groundworkers have been issued with the Road Design drawing pack which formed part of the tender package enquiry and order

If any individual or contractor has any concerns or question they should raise this with the site manager. If the request for further information is not satisfactorily sorted at site level, a formal request (ie written request) should be made to Lagan Homes as detailed above, or via the site manager.

IMPORTANT

Whilst the existing services are provided for the development use, the accuracy cannot be wholly relied upon. Contractors are requested to carry out their own RAMS prior to any works being undertaken.

Groundworker to produce all RAMS prior to commencing on site

A site meeting with the respective service providers should be arranged by Lagan Homes Site Management Team and inviting the Civils / groundwork contractors to establish as much information as possible and arrangements for Temp works and diversions be agreed in advance of any works.

PUBLIC RIGHTS OF WAY

There are no public rights of way at this development

Electric Mains -TBC Existing Services drawings are available

New Electric Cables to serve the development are located off site and to be connected onto by utility company.

All contractors working in the vicinity must be made aware of its existence

Lowering of services may be required and hand dug investigations will be required prior to any works.

Mains drawings are available and issued, however new on site services will be identified by the Site Manager as works proceed

BT Openreach As above

The services are close to the boundary of the site- crossing the proposed new access.

Water As above

New water service is in similar position / location as all other services crossing the site at proposed new access

Gas- None in the vicinity.

Copies of Existing service drawings have been issued to the ground worker. They will be issued to Site and to relevant Contractors. The Ongoing site records are maintained on site – Recording progress.

All information will be issued to any Contractor requiring the information by the Site Manager in advance of any works taking place. It is the responsibility of the Contractor to request services information should any excavation works be planned / undertaken and included in their specific RAMS

SERVICES – REFER TO APPENCICES attached

All contractors must be inducted and make themselves aware of all services in the development vicinity and carry out full RAMS for any works that may be affected by Existing and proposed services

New Services will be installed as works proceeds

There are full details regarding the existing and proposed services. Contractors and Site management have access to all drawing information. Sharefile arrangements are or will be set up for access.

Current Drawings for Existing and Proposed services – All services
Topographical Survey issued
Gas Issued
Electric Issued
BT Issued
Water Issued

Service Drawings will be maintained on site – Records of new services will be maintained on site as works progress.

There are existing mains services crossing the site – refer to issued drawings for exact location. Locations to be hand dug and identified as drawings are indicative only.

A meeting with the Statutory Authorities is to be convened in advance of any on site works / excavations

Existing sewers.

There are no existing sewers connection points onto the development. Connections onto the sewers will be made further down Park Road as part of the design Roads and house drainage.

GROUND INVESTIGATION REPORTS

A full intrusive Ground Investigation report has been carried out and issued to the ground worker.

Civils and Groundwork Contractors have access to all reports upon request.

The reports relate to ground conditions

2.13 Site Fencing & Security

Lagan Homes and the Contractor (Ground Worker) will ensure the site perimeter is adequately fenced utilising existing site boundaries and providing temporary site fencing if required. The resultant effect will be that the site is securely fenced by at least a 1800 metre high secure fencing such as the Heras type mesh panels or close boarded hoarding. The access gates to the site should be kept closed except when in use. Notices will be posted advising site staff and employees of the PPE requirements on site together with the appropriate warning signs.

A separate gate will be provide for pedestrian access to site to segregate pedestrians from vehicular and mobile plant movements at the site entrance area.

As work proceeds

2.14 Design of Site Hoarding

Lagan Homes will ensure the site is secured to prevent unauthorised person from gaining access to the working areas of the site. If site hoarding systems are used, the principal contractor will follow the guidance provided in The Temporary Works Forum Guidance – Hoardings – a Guide to Good Practice.

The Site will be fenced with an 1800mm Herras fence to all boundaries.

The herras fencing will be secured to scaffold tubes driven into the ground (Avoiding any existing services) The boundary fences will be semi-permanent and stay in position until the phased completion external works.

No contractor is allowed to remove any fencing without expressed approval of Lagan Homes Site Manager

3. PRE CONSTRUCTION INFORMATION & SIGNIFICANT PROJECT HAZARDS

Below is the essential health and safety information provided in the Pre-Construction Information provided by the principal designer. Plus the principal contractor has outlined the significant hazards they foresee and for which they have put in place management procedures to ensure these hazards are managed effectively so as not to endanger the health or safety of anyone working on the project or who could be affected by these works.

3.1 Hazards identified in Pre Construction plan (from Principal Designer)

Traffic Management plan is to be prepared and updated from site start date by principal contractor.

Evidence of any hazard identified at time of preparing plan – Existing services

Refer To all Ground Reports – There are a number of reports and supplemental reports as above referred – Engineered ground – no contamination

The Engineering design for the site requires:-

Connections to existing storm and foul drainage

Existing Mains services crossing the development

Ground worker to set out Co-ords and Lagan Homes will erect Inner fencing.

3.2 Significant Hazards Associated with this Project

Should any significant hazard be identified at the design stage the relevant regulation shall be applied and a safe system of work put in place

Mains Services

Existing sewers

New sewers

4. MANAGEMENT OF THE WORK & COMMUNICATION LINKS ON SITE

4.1 Project Health & Safety Management Structure

Name	Position	Contact number
Rod Ham	Construction Director	07787 274354
tbc	Site Manager	
TBN	Temporary Works Co-ordinator	
tbc	First Aider	

Health & Safety Advisers for Lagan Homes Ltd are: The named advisor is: TBA	Hurst Setter & Associates Ltd All Saints Court 76 Branston Road Burton on Trent Staffs DE14 3GP
Mobile :07803 746194	Office Tel : 01283 569625

4.2 Management Responsibilities

The duties and responsibilities of all duty holders are detailed in the company's Health and Safety Policy Document, a copy of which is held on every site.

4.3 Consultation with the Client, Principal Designer and Designers

The site manager is the "on-site" point of contact for all significant information flow between the principal designer, designers and contractors.

The site manager will liaise with the principal designer and designers as required by the work in progress and the difficulties experienced. This item will be a standard agenda item at the progress meeting and so the need for further input or liaison with principal designer or designers will be reviewed either weekly or monthly depending on the speed of construction and the frequency of the progress meetings.

4.4 Controlling Design Changes

If a problem arises which questions or may require a change or review of the existing design, the site manager will ensure this is formally raised with the designers, via the principal designer. Any changes in design will be evaluated by the site manager and all interested parties will be advised of these changes with revised drawings and or revised information being issued.

4.5 Consultation with Employees - Health & Safety Meetings

Lagan Homes do not feel this contract requires the establishment of a formal safety committee but the site manager will be in daily contact with site operations by way of continual work on site and so it is thought there will be ample opportunity for any person to raise an item of concern with the site manager.

If a contractor or employee has any concerns relating to health and safety they should bring it to the attention of the site manager. Likewise if they have any questions relating to any aspect of health & safety – raise this with the site manager.

4.6 Selection of Contractors

The procedure for selecting contractors is detailed in the company's Health and Safety Policy document.

4.7 The Co-ordination and Control of Contractors

The site manager is responsible for ensuring adequate co-ordination and control of all contractors on site. This will be achieved by:

- Only employing contractors from the companies approved list.
- Ensuring all essential health and safety information is given to the contractors.
- Ensuring contractors safe systems of work meet with the company's standards.
- Any task that has been identified as being of high hazard will be subject to a detailed method statement which must be agreed with the principal contractor before the work commences. This means method statements from contractors should be submitted at least 7 days in advance of the planned task commencement date so that the work can be discussed and any queries raised and properly assessed.
- Before high hazard works commence, the contractor should inform their employees of the hazards and precautions to be taken by means of a tool box talk.
- If any contractor has a health & safety question or there is a co-ordination problem with other contractors this should be referred to the site manager as soon as possible.
- If a contractor becomes aware of a hazard that has not been foreseen, he should bring this to the attention of the site manager and discuss precautions that can be adopted to minimise any risk.

Contractors are reminded of their duties to co-operate with the principal contractor and other contractors under the CDM Regulations and the Management of Health and Safety at Work Regulations.

4.8 Temporary Works Co-ordinator & Temporary Works Procedures.

Lagan Homes will nominate a *temporary works co-ordinator* (TWC) for this project, where required (see section 4.1). This person may not be full time on site but they will be available to assist the site manager whenever requested with assessing temporary works requirements.

Temporary works is defined in BS5975: 2008 “Code of practice for temporary works procedures and the permissible stress design of falsework” as“(those) parts of the works that allow or enable construction of, protect, support or provide access to, the permanent works and which might or might not remain in place at the completion of the works”.

Examples of temporary works include, but are not limited to:

- **Earthworks** - trenches, excavations, temporary slopes and stockpiles. – Usually part of Civil / Groundworks Contractor RAMS
 - **Structures** - formwork, falsework, propping, façade retention, needling, shoring, edge protection, scaffolding, temporary bridges, site hoarding and signage, site fencing, cofferdams.
 - **Equipment/plant foundations** - tower crane bases, supports, anchors and ties for construction hoists and mast climbing work platforms (MCWPs), groundwork to provide suitable locations for plant erection, e.g. mobile cranes and piling rigs.
- Mobile Cranes** Contractor / Contractor works will undertake Piling / Crane / specialist requirements and appoint a suitably qualified competent contractor. The Contractor undertaking Timber frame construction is responsible for providing all lifting plans and suitably qualified persons will be appointed

The company manages its temporary works duties by:-

- Liaise with the principal designer and or the Client at tender stage and contract award stage to help identify any temporary works requirements identified at design stage.
- The company's competent person planning and tendering this project will discuss potential temporary works issues with the TWC.
- The site manager and sub-contractors managers when planning works and developing safe systems of works / method statements must liaise when necessary with the company's TWC to ensure any necessary temporary works are properly designed and managed.
- The TWC is responsible for managing (once requested by others as outlined above) all aspects of temporary works including the issuing of detailed designs, drawings or other safe systems of work to site. He will ensure site has sufficient procedures to
 - Manage the site checks before loading;
 - The correct installations of temporary works;
 - The ongoing checks on such temporary works; and
 - The necessary information or site checks before the removal of temporary works.

4.9 Exchange of Health and Safety Information between Lagan Homes and the Contractors

This plan will be updated and re issued as the project progresses and if the need arises. Information from the principal designer and the designers has been included in appendices to this plan and forms part of the overall plan.

In addition to this plan, details of site specific hazards will be outlined to contractors at tender stage, in particular the hazards relating to the particular package being tendered by the contractor, together with any special precautions or control measures the principal contractor feels should be applied. Contractors should evaluate this information when planning their work and should clearly state the control measures they will apply in their risk assessments.

4.10 Production and Approval of Risk Assessments and Method Statements

Contractors must undertake risk assessments for the work under their control. If as a result of this assessment the task or work is considered to be high risk work, (i.e. the potential to cause death, or major injury, or seriously damage someone's health), then a specific method statement must be produced for this work. Generic assessments or model assessments must be re-evaluated and confirmed they are applicable to the work being undertaken on this site. Similarly with regards to method statements, these must be site specific. If a model statement is used, it must be adapted to reflect the conditions and arrangement on this site.

Method statements should be submitted a minimum 7 working days in advance of the planned commencement of the work to give sufficient time of the site manager to assess the method statement and to consider what impact this will have on other contractors and other site activities and plan accordingly.

Refer to existing hazards on the development:

Mains Services
Rising Mains
Existing sewers

4.11 General Duties of Contractors

If safe and healthy sites are to be achieved the principal contractor will need the co-operation of its contractors. As well as their legal duties contractors are required to assist the principal contractor by:

- Informing the site manager of any significant risks that have not been foreseen so that the appropriate precautions can be put into place.
- Ensuring their employees have received information, instruction and training as is necessary to ensure their health and safety and are in possession of the appropriate competency card for the task being undertaken.
- Providing the appropriate personal protective equipment for the task.
- Providing well maintained plant, tools and equipment.
- Ensuring employees follow the site rules and any relevant method statements.
- Check the competency records of their employees, contractors and self employed contractors meet recognised industry standards.

- Co-operate with the site manager and other contractors so as to ensure the health and safety of all site personnel and others who may be affected by the work.

4.12 General Duties of All Employees

The Health and Safety at Work Act 1974, requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and the principal contractor by observing procedures and the site rules and so enabling the various companies to comply with their statutory duties. In particular, employees can assist by:

- Using the appropriate personal protective equipment required by the site rules and the tasks being undertaken.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their supervisor or to the site manager.
- Not operating any plant or carrying out any task for which the employee has not been trained.
- Follow the site rules and any relevant method statements.
- If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the site manager. **CHANCES MUST NOT BE TAKEN.**

4.13 Monitoring & Review of Health and Safety Performance

Lagan Homes will undertake the following monitoring system:

- Daily checks by the site manager with regards to general health and safety conditions on site.
- Contractors supervisors will be expected to undertake daily checks of the work areas under their control.
- The statutory weekly inspections will be undertaken and recorded in the registers located in the site manager's office.
- If the contractor is recording their own inspection in their own registers, these registers must on site and readily available for checking and auditing.
- Monthly inspections undertaken by the company's health and safety advisers.
- Random inspections by the senior management team.

With regards to the monthly visits undertaken by the health and safety advisers, a formal written report is submitted. If the adviser is concerned about any aspect of the work, he will telephone the nominated senior management person responsible for this project and inform him of the H & S concerns so the responsible person can assess the situation and if needed issue the necessary instruction(s).

5. WELFARE AND EMERGENCY ARRANGEMENTS

5.1 Welfare Facilities

PRINCIPAL CONTRACTOR TO PROVIDE WHILST PC

Lagan Homes will provide and maintain the following facilities on site:-

- Toilets and washing facilities; including running hot and cold water, hand-cleansers, after work hand creams and towels. (Sun barrier cream will be provided when conditions dictate).
- Facilities for making and consuming warm food & drinks.
- Facilities for storing non work clothing etc. and for storing / drying work clothing as appropriate to the works taking place.
- In the early stages of the project temporary welfare facilities may have to be provided until service connections are completed. However, the standard of these temporary arrangements must be as close as is practicable to the above standards.

Any contractor may use these facilities providing they are used sensibly and kept in a clean and orderly condition. Any contractor found to be abusing the facilities will be prohibited from using them, and they will be expected to provide their own welfare facilities at their own cost.

Site operatives must only use the facilities provided. The consuming of food in the actual working site is prohibited.

5.2 Accident Emergency arrangements

Lagan Homes will maintain an adequately sized first aid box located in the site manager's office. Notices will be displayed giving details of the first aiders both from the principal contractor team and from contractor's team(s).

Contractors with more than 5 persons on site are expected to have their own trained first aider and a first aid box to further supplement the arrangements provided by the principal contractor.

All injury incidents (no matter how minor) must be reported to the site manager and a report made in the accident recording system.

5.3 Fire Prevention, Fire Alarm and Emergency Evacuation Procedures

Fire Prevention – smoking is not allowed on site except in the designated smoking area. Hot work is not allowed unless specifically agreed with the principal contractor and after suitable fire risk assessments (and possibly hot work permit systems), fire prevention procedures and working procedures have been discussed / introduced.

Fire Alarm - In the event of an emergency contact the site manager or activate the aerosol klaxon located at the site manager's office. On discovery of a fire shout 'FIRE' to warn those local to the incident until the site klaxon alarm can be sounded.

5.4 Environmental Emergency Arrangements

Site waste management plan procedure will be enforced on site, waste carriers licence to be displayed. Site induction must include environmental issues.

The site is greenfield but local receptors to be considered during construction activities are an existing public right of way, a small residential housing estate next to the frontage.

Measures will be put into place to prevent such hazards as pollution to ponds and watercourses, from contaminants such as oil, diesel, paints and other building materials.

Measures will also be actioned to prevent air borne pollution from dust or exhaust fumes that could cause nuisance and irritation to nearby residential developments.

5.5 General Site Dust – Emissions to Atmosphere

With any building or demolition work there is always a risk of dust being produced. This must be eliminated whenever possible by using the best method dust suppression to produce least environmental impact. If the production of dust cannot be eliminated, it must be controlled. Typical control measure includes a combination of the following:

Carrying out as much work as possible with the dust contained in the building.

Using sheeting to screen and contain any dust within the curtilage.

Using water sprays to damp down any dust.

Use vacuum systems to clearway dust and minimise dust production.

If the dust has the potential to contain hazardous substances such as silica (from some concrete aggregates) the protection of the employees must also be considered as well as protection to the environment.

5.6 Fuels, Oils and Other Fluids Stored or Used on Site

The storage area should be chosen having taken into consideration the environmental factors surrounding the site. If there are water courses or open drains, tanks should be positioned as far away as possible to minimise the potential for any spillage to enter such areas.

Diesel and fuel tanks will be bunded and the bund capable of holding 110% of the largest tank capacity. The bund will be fitted with a drain valve to allow rain water to be drained away. This drain valve should normally be locked shut and only used to drain away clean water under strict supervision.

As an alternative, a purpose designed double-skinned storage tank can be used.

The discharge hoses should be kept in good condition and inspected on a weekly basis. The discharge nozzle should have a holding bracket to eliminate repeated small discharges after plant and vehicles have been re-fuelled. The discharge line should have an isolating valve.

positioned as close as possible to the tank and this discharge valve should be locked closed whenever the tank is unattended.

If possible, a hard standing should be provided for the re-fuelling area. When re-fuelling static plant and equipment, absorbent mats or granules should be available to deal with any spillage and drip trays should be used under such plant. Fuel being transported or carried around the site should be in purpose designed bowsters or carrying containers.

With regards to oils and other fluids, consideration will have to be given to health and safety aspects of these substances as well as environmental aspects. If it is safe to do so, they should be stored in a secure container where they are protected from vandalism and any spillages are contained within the container. With some substances, it is essential they are stored in open, well ventilated areas in which case, bunding or other impermeable layer is placed under the storage area.

5.7 Fume Emissions – Plant and Equipment

The supply company should ensure that plant sent to site is in good condition and filled with the correct grade of fuel and lubricants. It is important that site manager's ensure the daily checks are carried out and that the correct grade of fuel is used in the plant. If the Site Manager is not satisfied with the condition of the plant on arrival to site, he should reject the plant and demand better quality from the plant suppliers. The plant supply company should arrange for the routine servicing to be carried out. If the plant's performance starts to deteriorate, and exhaust fumes and smoke are clearly visible, the Site manager should stop the plant and arrange the corrective action to be taken. All plant supplied must comply with the guidance within the Regulatory control of emissions from Non-road Mobile Machinery (NRMMs) Document 2015, and be EU labelled to confirm compliance

5.8 Noise Emissions

Consideration must be given to the noise levels that will be produced from the plant, equipment and site activities. Hired plant and equipment should be selected with noise levels in mind. If the plant has to be left running overnight, it is important that *quiet plant* or *silence plant* is used.

If operations involving high noise levels have to take place, consideration should be given to the people in the immediate vicinity and such works should be limited to the times which will have least impact on the neighbourhood. Noisy operations should be suspended at times such as morning breaks and lunch break periods.

5.9 Vibration Levels

When selecting plant and methods of demolition or construction; consideration must be given to the likely vibration levels and the effect on adjacent properties and operations. If the contract specifies vibration levels, then obviously these must not be exceeded. If no standards are set, vibration levels should still be considered and the guidance contained in BS 5228 Part 4 relating to Piling operations is relevant and can be used as guidance for other building and demolition operations.

5.10 Site Evacuation Procedures

Irrespective of the type of emergency, if the site manager feels a full site evacuation is required, an aerosol klaxon will be sounded continuously for 30 seconds or longer.

On hearing the alarm all works must cease, plant and equipment isolated, and site workers procedure immediately to the allocated muster point (adjacent to the site compound).

Contractors staff must report to their supervisor and remain at the muster point until instructed otherwise.

Self-employed workers must report to the site manager or his delegated representative / emergency warden at the muster point.

Herras Fencing to site boundary will prevent building materials such as insulation, and polythene from blowing into the pond, swales and hedgerow. The site manager will regularly check the integrity of the safety fence and will also instruct a litter pick of any debris that may be present.

6. INDUCTION TALK & COMPETENCY TRAINING REQUIREMENTS

6.1 Induction Talk

All personnel who work on site will receive an induction talk before they commence work. The induction talk will be carried out by the site manager or their appointed representative. The talk must cover the following topics:

- Details of site management team
- The site rules (as contained in this plan).
- The arrangements for raising concerns relating to health and safety.
- Site hours of operation and arrangements for access and security.
- Emergency procedures i.e. accidents or ill health, first aid procedures, fire prevention and evacuation procedures, environmental emergency procedures.
- Welfare arrangements
- The site traffic management plan.
- Site tidiness, waste, site waste management plan and environmental issues.

Contractors may wish to carry out their own induction talks advising their team of their own company procedures and in particular procedures covering site hazards, risk assessments and method statement.

6.2 Site Visitor Induction Talk

Visitors to site will be given a shorter induction to cover any health & safety issues relevant to their visit and the basic site rules and emergency procedures. All visitors must comply with site PPE requirements and their sponsor must ensure they are accompanied at all times and that they observe the site rules.

By agreement with the site manager, site visitors who are not in possession of a CSCS type of competency card may be allowed on site provided they are escorted at all times by their sponsor and they follow the site rules.

6.3 Competency Cards / Requirements

All contractors' staff will be expected to be in possession of their CSCS, CPCS or an equally acceptable and recognised competency card. Contractors must keep adequate records of such competency cards which must be on site and readily available for auditing / checking. This applies to site management as well as site operatives.

6.4 Non-English Speaking Contractors

The principal contractor endeavours to be an equal opportunities employer. With the free movement of labour throughout the EU, there is an increasing likelihood that site personnel will not necessarily have English as their first language, or they cannot understand spoken or written English at all.

Contractors are responsible for ensuring all “none-English speaking” personnel are capable of receiving & understanding all verbal and written communications and instructions. This means none English speaking workers have a competent person within their team who does understand English and can translate and instruct the other non-English speaking workers, to such an extent that they are not endangered or disadvantage due to being non English speaking. As a rule of thumb, there should be 1 English speaking ‘leader’ for every 10 non speaking operatives under the team leader’s guidance.

7. SITE RULES

The site rules for this project are:-

- a) Competency card requirements – every site ‘worker’ must have a nationally recognised competency card relevant to their position / their work. This must be available for inspection, checking.
- b) Hours of work are :

Monday to Friday	0730 to 1800 hours
Saturday	Not Generally accepted
	0800 to 1300 hours (only by agreement with Operations Director)
	Safe Management working plans and Health & Safety designated persons, Written works plans and designated work areas identified
	Covid testing can take place between 07:30 and 08:00.
Sunday	No Working
Bank Holidays	No Working
- c) General site PPE requirements are - safety helmet, safety boots, and high visibility vest or coat. Other PPE may be required according to the work being undertaken.
- d) Smoking – smoking is not permitted except in the designated smoking area.
- e) No alcohol or non-prescribed drugs are to be brought onto the site. Any person suspected of being under the influence of alcohol or non-prescribed drugs will be asked to leave site. Further disciplinary action may follow.
- f) Consideration is to be given to our neighbours and the public, loud, foul or abusive language will not be tolerated.
- g) Mobile phones should not be used whilst operating plant, machinery or tools and while walking around site. Only use your mobile phone when you have to and from a position of safety, not whilst walking around site.
- h) Welfare facilities are available for all site workers. These should be respected and kept clean and tidy.
- i) Any accident, incident or near miss situation should be reported to the site manager.
- j) Dress Code – suitable work clothing should be worn at all times. The wearing of shorts and exposure of the upper body is forbidden.
- k) Contractors are responsible for keeping their work area clean and tidy. Waste should be segregated and placed in the appropriate designated waste area.
- l) There must be no burning of waste on site.
- m) No one should operate plant or equipment for which they are not trained and in possession of a current competence certificate for the plant or equipment.
- n) No one should interfere with, alter or remove scaffolding components or boards. If there is a problem, raise it with the site manager.
- o) **Do not take chances. If you are not sure, ask!**

8. HEALTH AND SAFETY FILE

Lagan Homes will ensure the necessary information is contained with the health & safety file for each property, for each development. Contractors may be asked to provide information that is required for them for inclusion in the file.

