

HEALTH AND SAFETY PLAN
(Pre-Contract "Outline" Stage)

for works at

19 – 23 Palace Court
London W2 4LP

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1 GENERAL

1.1 Tender Document

This document is the pre-contract outline stage of the Health and Safety Plan for this project and forms part of the tender documentation.

The contractor's particular attention is drawn to Section 1.20 of the specification whereby

“Upon award of the contract, the contractor is to assume and adopt the function and duties of the Principal Contractor and Planning Supervisor all as set out in the documents.”

The health and safety considerations outlined herein must be taken into account and due allowance made within the pricing of appropriate items contained within the specification.

Where the tenderer is of the opinion that the requirement is missing or is not adequately specified elsewhere then this shall be drawn to the Planning Supervisor's attention during the tender period. In the absence of any direction to the contrary, the tenderer shall as part of the tender submission, set out the details of such discrepancy together with the costs associated therewith, separately identified and included within the tender figure.

1.2 Principal Contractor

The successful tenderer will be required to fulfil the duties of the Principal Contractor as set out in the Construction (Design & Management) Regulations 1994 and in accordance with the guidance contained in the Approved Code of Practice.

On signing of the JCT contract the ***contractor is to assume and adopt the function and duties of the Principal Contractor and take over the role of Planning Supervisor***

1.3 Start of "Construction Phase"

The Principal Contractor shall not commence the construction phase until he has adapted and developed this Health and Safety Plan as required under the Regulations, and as set out in Section 12 of this document. At such stage the Plan shall be issued to the Client, Planning Supervisor and Design Team in sufficient time for their consideration.

The construction phase shall not commence until written permission is received from the Client. In this respect the Client may rely on the advice of the Planning Supervisor as to the adequacy of the Plan offered by the Principal Contractor.

- 1.3.1 In preparing their detailed programme contractors must allow for the adoption of safe working procedures and co-ordinate and rationalise activities to avoid uncontrollable hazards arising due to clashes of activities.

1.4 Sub-Contractors, Suppliers & Designers

The Principal Contractor shall ensure that all direct appointments in connection with this project include provisions for the compliance of his sub-contractors, suppliers and designers, etc, with the relevant provision of the CDM Regulations.

1.5 Liaison

The Principal Contractor shall, together with all his appointees, liaise with the Planning Supervisor as required under the Regulations and agree procedures for the transfer of relevant information in respect of designs and in connection with the preparation of the Health and Safety File.

1.6 Advice

The tenderer shall as part of the tender submission indicate where advice will or may be required of the Planning Supervisor in respect of the competence of the tenderer's designers and the adequacy of resources allocated or to be allocated by them.

2 PROJECT DESCRIPTION

2.1 Client

19-23 Palace Court Management Ltd

2.2 Site Address

19 – 23 Palace Court
London
W2 4LP

2.3 Description of Work

External repair and redecoration of 3no five storey (plus basement) mid terrace houses converted into flats.

The property will remain occupied for the duration of the works.

2.4 Estimated Duration of Construction Phase

To be stated by the contractor on the form of tender.

2.5 Planning Supervisor [Pre-contract only]

Richard Birchall FRICS MCIOB
Richard Birchall Associates
17 St Alban's Grove
Kensington
London W8 5BP

3 INFORMATION REQUIREMENTS

The contractor must provide the following information.

3.1 General

- A copy of his corporate Health & Safety Policy Document.

3.2 Management

- Details of the personnel and systems to be put in place to prepare, manage, implement and monitor the Health and Safety Plan for the project.
- Details of relevant qualifications and experience held by the persons nominated above, including recent health and safety education and training undertaken.
- Procedures for determining the competence of contractors engaged on the project, whether employed by the contractor directly or by others, to fulfil their duties under the Construction (Design and Management) Regulations 1994 (CDM).

3.3 Programme

- An estimate of the time required by the contractor to develop the Health & Safety Plan sufficiently for works properly to commence on site.

3.4 Costs

- A detailed breakdown of costs allowed in the contractor's tender for preparing, managing, implementing and monitoring the Health and Safety Plan, and for complying with the requirements imposed on the Principal Contractors under CDM.

4 SITE CONDITIONS

4.1 Site Location

The building is located on the west side of Palace Court, London W2. There is a public footpath to the front of the building. The rear of the building fronts directly onto the footpath of Ossington Street.

4.2 Site Use

Mid terrace houses converted into flats.

4.3 Condition of the Premises

The buildings are Victorian red brick mid terrace houses with three storey bay windows and balconies to the first floor front. There are mansard additions to all properties.

A detailed assessment of loadbearing capacities and construction methods has not been made and the contractor is advised to take due care when preparing details for temporary works.

4.4 Existing Services

Mains gas, water, electricity and drainage are connected to the property. Due care must be taken of these services.

4.5 Fire Precautions & Means of Escape

Means of escape is via the main communal staircase which exits via the front door into Egerton Gardens. The basement has a separate set of external steps to the front. Escape from the upper floors and rear of the basement is via a system of external metal fire escapes leading to the first floor rear addition roof facing onto Ossington Street. The main contractor is to use and observe the existing means of escape and ensure that they are not interrupted at any time.

4.6 Occupation

The building will remain occupied for the duration of the construction phase of the project.

4.7 Existing Ground Conditions

Not known.

5 EXISTING DRAWINGS

None available.

6 HAZARDS INHERENT IN THE DESIGN

The principal concerns identified during the design process are set out below. The list does not include commonplace site hazards which are deemed to be familiar to the average competent contractor and can be controlled by normal good site management practices.

6.1 Removal of Existing Paintwork

Removal of existing defective paintwork may be undertaken by hot work i.e. burning off or chemical stripping, with the exception of defective paintwork to reveals, heads and sills of door and window openings and from timber door and window frames and sills, which shall only be removed by suitable paint stripper.

6.2 Works at Roof Level Generally

- Provide temporary protective barriers to all roof edges and parapet gutters.
- Maintain means of escape routes across flat roofs at all times.

6.3 Existing Pigeon Spikes

- Provide temporary protection to all existing pigeon spikes.

7 CONSTRUCTION MATERIALS

7.1 Materials

The following construction materials and substances to be used in the works have been identified as potentially posing special health and/or safety hazards during the project:

Adhesives / solvents / solvent cement which may make personnel ill by breathing in vapours, irritation if in contact with skin an eyes and can be highly flammable.

Lead - organic and inorganic - excessive lead absorption causes constipation, abdominal pain, anaemia, weak muscles, kidney damage and impaired brain function.

Cement - can cause ill health by:

- a. Skin contact, cement burns and dermatitis.
- b. Eye contact, irritation and inflammation.
- c. Inhalation of dust, irritation to nose and throat and causes difficulty with breathing.

Mineral / glass fibre insulation can cause skin irritation and inflammation to the eyes.

Bitumen can cause skin irritation and illness by breathing in vapours.

Oil based paint can cause illness by breathing in vapours.

Silicone sealant with fungicide can cause skin irritation.

Herbicide which can cause irritation to the skin, eyes nose and throat and harmful if ingested.

Timber preservative / flame retardant which can cause irritation to the skin, eyes, nose and throat and harmful if ingested.

Paving slabs which may contain silica can, when cut, create dust which may affect the lungs.

Building blocks over 20kg in weight may lead to excessive stress and strain causing injury to muscles and tendons.

Chemical cleaners can cause ill health mainly by:

- a. Skin contact, acids and alkalis are highly corrosive and destructive to body tissue causing burns.
- b. Inhaling fumes or mist, concentrated solutions of acids and alkalis emit toxic and corrosive fumes.

All materials contained within aerosol containers which are pressurised.

Contractors are required to take appropriate measures to manage the risks arising and to provide details of their proposed measures within their tenders and to incorporate adequate method statements within the Health and Safety Plan.

This is not a definitive list of all potential harmful products. Other materials and substances commonly used during construction may also present health or safety hazards, however, it is deemed that these should be familiar to the average competent Contractor as part of routine risk and COSHH assessments and are therefore not included here.

Adopt all precautionary measures provided by manufacturers for storage, use and application of specified materials.

The contractor's attention is drawn to the following materials which may present health and / or safety hazards, this list is not exhaustive.

Mastic Asphalt
Specialist Liquid Plastic roofing materials
Preservative treated timber
Cement
Sand
Lime
Granite dust
Glass
Cast/ductile iron pipework and jointing materials
Leadwork
Patination oil
Solarflect paint
Sadolin decorative materials
Johnstone's decorative materials
Creosote
Fosroc epoxy mortars, primers and paints
Dow Corning silicone sealants
Cellulose fillers and sprayed paints
Cleaning solutions
Disinfectant

Data sheets for these are to be obtained by the contractor from the manufacturers.

8 SITE WIDE ELEMENTS

8.1 Site Access and Egress

- Access to the site from Palace Court and Ossington Street will involve crossing the public footpath.
- Store materials and plant away from means of access for the general public and occupants.
- Remove rubbish and demolition materials regularly. Do not allow to accumulate on flat roofs.
- Maintain free access through designated means of escape at all times
- Agree with the client delivery points for materials before commencing works.

8.1 Deliveries

Access to the site is available from Palace Court which is a busy and wide, but congested residential street, and Ossington Street which is a busy narrow residential street. Both streets have controlled parking bays. All deliveries will involve crossing the public footpath.

8.2 Emergencies

As for deliveries above.

8.3 Location of Temporary Site Accommodation

Temporary site accommodation is to be located in a position so as not to interfere with access to and from the site nor access to and from the Works. Nor shall it be in a position so that the neighbouring properties are overlooked.

8.4 Location of Materials Unloading and Storage

Materials are to be unloaded and stored in locations which will not in any way affect access or egress to the site nor the works.

8.5 Traffic and Pedestrian Routes

The road, public footpaths and access way are to be kept open at all times. All necessary signage and barriers are to be put in place to protect pedestrians at the site entrance and access and egress point.

8.6 Welfare

Provision of site welfare facilities:

Adequate toilets.

Adequate washing facilities.

Drying sheds, huts, rooms or other accommodation for sheltering during bad weather, storing clothes and taking meals. Facilities should include tables and chairs, suitable means for boiling water and a supply of wholesome drinking water.

Adequate first aid arrangements including stocked first aid box, a trained first aider, information for workers on site about first aid arrangements and the location of the nearest telephone.

A site Safety Officer shall be named for the site.

8.7 Environment

Noise:

Protect against noise and vibration by controlling it at source by fitting silencers and dampers where possible. Do not keep machinery running unnecessarily.

Do not carry out noisy working outside of normal working hours.

Pollution:

Take precautions to protect against pollution of water courses and the air. Damp down the ground to ensure that dust is not generated. Ensure that during the demolitions all dust is kept to a minimum by damping down at regular intervals.

Provide personal protective equipment including head protection, ear protectors for all operatives involved in noisy working, eye and face protection, respiratory protective equipment, general and specialist clothing, gloves, safety footwear.

8.8 Security

- Ensure that all ladders and other means of access to scaffolding are removed at the end of each working day and locked in a secure area.
- Maintain a daily log of all site operatives and visitors to record time of arrival to site and departure from site.
- Issue all operatives with suitable identification badges to be worn and displayed at all times whilst on site.
- Lock away in secure storage flammable or dangerous substances.
- Immobilise plant at the end of each work period.

8.9 Safety

Ensure that all employees are aware of the safety policy and put into place arrangements to ensure that all visitors and workers new to the site are aware of the site safety provisions.

Portable electric tools and equipment are to be supplied from 110V transformers or have special measures taken to protect them from mechanical damage and wet conditions.

Locate underground electricity cables, mark and take precautions to avoid.

Ensure that cartridge operated tools are operated by trained personnel and in accordance with the maker's instructions that the gun is cleaned regularly and kept in a secure place when not in use.

Ensure that there are chutes for waste to avoid materials being thrown down.

Ensure waste material is removed regularly and that the site is kept tidy and materials stored safely.

Ensure that all personnel can reach their place of work safely and that there are adequate barriers to stop falls from open edges to the building.

Provide adequate artificial lighting when work is carried out after dark or inside buildings.

Ensure that ladders are in good condition and that they are secured either at the top or bottom to prevent slipping. The ladders are to rise by at least 1.07m above their landing place.

Provide adequate scaffolding to carry out the works ensuring that there is proper access, all uprights provided with base plates, it is secured to the building, fully board working platforms, provide adequate guard rails and toe boards to every side which a person can fall more than 1.98m, that where loaded with materials, they are evenly distributed, where the scaffold is near the boundary then debris netting shall be incorporated, the scaffold is inspected on a weekly basis and after bad weather and that the results of the inspection are recorded and signed by the person who carried out the inspection.

Provide the right number and type of fire extinguishers in positions where they may be needed.

Ensure that there are adequate escape routes and that they are kept clear at all times.

Protect people who may be exposed to health risks arising from hazardous substances. Comply with the COSHH Regulations 1988.

9 OVERLAP WITH CLIENTS UNDERTAKING

9.1 Occupiers Activities

- The property will remain occupied during the construction phase.

9.2 Works at Roof Level

- Provide temporary protection to areas below to prevent injury from falling materials.
- Before commencing works on chimney stacks, check and protect all flues and fireplaces openings and visually inspect internally on completion.

10 TEMPORARY WORKS

10.1 Scaffolding

- The first lift of scaffolding above public or other footpaths and entrances is to be double boarded with stout sheet protection between.
- All scaffolding abutting the highway or footpaths is to have stout anti-climb mesh between the first and second lifts.
- All scaffolding is to be tied to the existing structure using suitable expansion or chemical anchor bolt fixings.
- Do not erect scaffolding directly off flat roofs, balconies, cornices, or other roof or gutter structures.
- Bridge scaffolding over pavement lights, rooflights and the like, and provide boarded protection over glazing.

10.2 Access Generally

- Provide safe access internally for operatives in the form of staging, ladders, step ladders, etc.

Provide temporary barrier rails to all open roof edges and parapet gutters at item 4.4.
- Provide temporary walkways to bridge roof level services as item 4.4.

11 SITE RULES

11.1 Permit to Work Requirements

- Institute a "hot work" permit system in respect of metalwork flame cutting, site welding, asphalt repairs and the like.
- Control working in confined spaces.

11.2 Injury

- Maintain proper first aid facilities administered by qualified personnel.
- Make arrangements for all contractors to report accidents, ill health and dangerous occurrences notifiable to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985.

12 METHOD STATEMENTS

12.1 Scaffolding

The following are to be offered to the Planning Supervisor for comment before implementation of the associated works:

- Provide general arrangement drawings for scaffolding to all elevations detailing bridging and protection over means of ingress and egress, rooflights and the like; ties into existing structure; protective works to public highways and footpaths; hoist arrangement.
- Information on protection during works to rooflights.
- Disposal of rubbish and demolition materials from site.

13 CONTINUING LIASON

Contractor Designed Works

The procedures for consideration and evaluation of the health and safety implications of Contractor designed elements of the works must follow the recognised principles of prevention and protection and take account of the issues highlighted in this outline of the Health and Safety Plan.

The following information is to be submitted by the Contractor to the Planning Supervisor in sufficient time to allow adequate consideration by the Planning Supervisor and, where appropriate, the design team, and the provision of relevant information to those persons affected by the works, prior to the commencement of the relevant works:

Suitable and sufficient information to demonstrate that health or safety issues have been adequately considered.

Risk assessments.

A list of health and/or safety hazards identified which cannot be designed out.

A list of any materials or substances which are specified or inherent in the design which are potentially hazardous to health and/or safety.

13.1 Unforeseen Eventualities

The following action is to be taken in the event of unforeseen eventualities arising during the construction stage of the project which require significant design changes, or affect the resources required to carry out the work without risk to health and/or safety, or have other health or safety implications.

The Planning Supervisor and, where possible, the Principal Contractor are to be advised as soon as possible.

Full details of the relevant health and safety issues involved are to be reviewed with the Planning Supervisor and Principal Contractor as soon as possible.

Full details of any revised designs, risk assessments and identified hazards and/or hazardous materials and substances are to be issued to the Planning Supervisor and Principal Contractor in sufficient time to allow for the revision of the Health and Safety Plan and notification of all persons affected by the health and/or safety implications of the changes prior to the commencement of the affected works.

13.2 Health & Safety Plan

Modify the Health & Safety Plan to reflect variations in design or changes in site conditions and liaise with the Planning Supervisor.

The Principal Contractor shall develop this Health and Safety Plan so that it:

- a. Incorporates the contractor's approach to managing the construction work to ensure the health and safety of all persons carrying out the construction work and all persons who may be affected by their work.
- b. Includes the risk assessments prepared by all Contractors under their duties set out in the Management of Health and Safety at Work Regulations 1992 and any other relevant legislation (i.e. the COSHH Regulations, etc).
- c. Includes the arrangements for ensuring that, where appropriate or specifically requested, all Contractors / Sub-Contractors prepare suitable and sufficient method statements for their construction works which incorporate adequate measures for ensuring the health and safety of all persons who may be affected by these works.
- d. Incorporates the common arrangements for site welfare, etc.
- e. Includes the site rules to be adopted for controlling the risks to health and safety during the construction phase(s) or the project.
- f. Includes reasonable arrangements for monitoring compliance with health and safety legislation and site rules.
- g. Includes reasonable measures to ensure co-operation between all Contractors and Sub-Contractors in respect of health and safety provisions and prohibitions.
- h. Includes the steps to be taken to ensure that only authorised persons are allowed into any premises or parts of the site / premises where construction work is being carried out.
- i. Includes arrangements for emergency procedures as required under the Management of Health and Safety at Work Regulations 1992 and the arrangements for displaying notices relating to these procedures.
- j. Includes arrangements for ensuring that, so far as is reasonably practicable, every Contractor and Sub-Contractor is provided with comprehensible information about the risks to health and safety of that Contractor / Sub-Contractor, or of any employees or other persons under their control, arising out of the construction works, including the emergency procedures.
- k. Includes details of the arrangements for ensuring, so far as is reasonably practicable, that the employees or other persons under the control of any Contractor / Sub-Contractor, and any visitors to the site, receive adequate information about the risks to their health and safety arising out of the construction works and, where necessary, adequate training to carry out their work in a safe and healthy manner.
- l. Includes arrangements for providing all persons at work on the site and visitors to the site with the opportunity and means of discussing and offering advice on health and safety issues relating to the construction works.

- m. Includes arrangements for the reporting of any accidents, injuries or dangerous occurrences, including conforming with the statutory requirements under RIDDOR.
- n. Can be modified as the work proceeds to take account of any information received from Contactors / Sub-Contractors, any experience gained during the course of the project or any changes necessary as a result of unforeseen circumstances or alterations to the design.

13.3 Site Liaison

Liaise with all other contractors and implement any agreed changes to the Health and Safety Plan arising from such liaison. Set up regular training for all operatives including induction training for all staff upon arrival to site.

13.4 Health and Safety File

Provide the Planning Supervisor with any relevant information which the contractor believes should be incorporated into the Health and Safety File.

13.5 Design Development

Provide the Planning Supervisor with all design information prepared by sub-contractors; arrange liaison meetings with sub-contractors to discuss and review health and safety issues arising from the sub-contractors' designs.

~~~~~END~~~~~