

D.H.W. DAVIES LTD.

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

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| Site Name & Address | Land opposite Llanddarog Village Hall Llanddarog Carmarthenshire |
| Version No. | 01 |
| Completed by: | D.H.W.Davies |
| Preparation Date: | 5th May 2019 |
| Construction Phase Start Date: | 9th September 2019 |

**D.H.W.Davies Limited
19/20 Lammas Street, Carmarthen, SA31 3AL
Tel: 01267 231881**

This Construction Phase Health & Safety Plan has been compiled in accordance with Regulation 23 of The Construction (Design & Management) Regulations 2015, using the topic headings detailed in Appendix 3 of the Regulations.

ADDITIONAL, SPECIFIC SAFETY DOCUMENTATION WILL BE MADE AVAILABLE ON SITE (AS LISTED IN SECTION 6 OF THIS PLAN). THE LISTED DOCUMENTS WILL BE KEPT IN A FOLDER IN THE SITE OFFICE.

We will also ensure that any additional available information for sections 1.4, 1.5 and 2.1 of this document is added.

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1. Description of Project

1.1 Project Description

1.1.1 The project comprises:-

The proposed residential development of 16 dwellings (including 3 affordable), on land opposite Llanddarog Village Hall, Llanddarog, Carmarthenshire.

1.2 Programme Details

1.2.1 The construction phase is programmed to start on 9th September 2019 and is expected to last around 100 weeks.

1.2.2 Please refer to the programme for further details.

1.3 Key Dates

| Item | Date |
|--|----------------------------|
| Issue of Pre-Tender Information to Principal Contractor | 16 th June 2019 |
| Time allocated by Client / CDM Coordinator for the planning and preparation of the construction work | 2 weeks |
| Start of construction phase | 09/09/2019 |
| Duration | 100 weeks 9/08/2021 |

1.4 Key Role Holders

| Title | Address Details | Contact Details |
|----------------------|---|--|
| Client | D.H.W. Davies Ltd. 19/20 Lammas Street Carmarthen SA31 3AL | Dorian Davies 01267 231881 dorian.davies@yahoo.co.uk |
| Architect | Adam Harris RIBA One Friary Temple Quay Bristol BS1 6AE | Adam Harris 0117 248 2455 |
| Principal Contractor | D.H.W. Davies Ltd. 19/20 Lammas Street, Carmarthen, SA31 3AL | Dorian Davies 01267 231881 |
| Structural Engineer | Roger Casey Associates Ltd. Ty Mansel, 6 Mansel Street, Carmarthen SA31 1PX | Phil Lawrence 01267 222646 |

1.5 Existing Records & Plans

1.5.1

| Records | Date Received | Details |
|--|---------------|--------------------------|
| Health and Safety File | N/A | |
| Asbestos Register/Information | N/A | |
| Drawings | Yes | Available from Architect |
| Existing Fire Risk Assessment <i>if applicable</i> | N/A | |
| Existing Service Information | No | No information provided |
| Hazardous Substances | No | No records |

2.1 Management Structure and Responsibilities

2.1.1

| Company | Activity | Name | Role | Phone |
|--|----------------------------|---------------|------------------------|------------------------------|
| D.H.W. Davies Ltd. | Principal Contractor | Dorian Davies | Site Manager | 07836 774073 01267 231881 |
| D.H.W. Davies | Principal Contractor | Mark Rowlands | 1st Aid / Appt. Person | 07814 036873 |
| South Wales Safety Consultancy Limited | External Safety Consultant | Martin Smart | Safety Advisers | 029 2062 8763 |
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2.1.2 Our company safety policy contains details of the responsibilities of all grades within the organisation. These are reiterated during company training sessions.

2.2 Health and Safety Goals

2.2.1 This project will be managed and controlled in such a way as to minimise risks to employees, contractors, members of the public and any other person who may be affected by our acts or omissions.

2.2.2 We will also take all reasonable measures to minimise the effects our activities will have on the environment.

2.3 Monitoring and Review

2.3.1 On-site activities will be monitored by our Site Manager.

2.3.2 This plan will be reviewed throughout the construction phase, to ensure it is kept up to date and relevant.

2.4 On-Site Liaison

- 2.4.1 The Site Manager will act as liaison between contractors, the client and the Principal Contractor.

2.5 Consultation With The Workforce

- 2.5.1 The workforce will be encouraged to consult with site management at every opportunity (i.e. during inductions, briefings, toolbox talks and other site meetings).
- 2.5.2 An 'open door' policy is in place. All site operatives are able (and encouraged) to approach site management with their queries and observations.

2.6 Arrangements for the Exchange of Design Information

- 2.6.1 Close liaison will be maintained between ourselves and the client and any design changes will be discussed in advance.
- 2.6.2 We confirm that we will discuss any design changes with the Principal Contractor before they are implemented on site.

2.7 Management of Design Changes

- 2.7.1 Any design changes which have significant implications for health and safety on site will be discussed at on-site meetings with the Client, Principal Contractor and the Architect.

2.8 Selection and Control of Sub-Contractors

- 2.8.1 Sub-contractors will be selected according to our previous experience of their work or after consideration of pre-qualification enquiries.
- 2.8.2 We also accept SSIP accreditations as an indication of competence and compliance with Stage 1 assessment.

2.9 Arrangements for Exchange of Health & Safety Information

2.9.1 The Site Manager (Dorian Davies) will be responsible for coordinating the exchange of information between contractors on site.

2.10 Site Security

2.10.1 The site will be left in a safe and secure state at the end of each working day.

2.10.2 All equipment and materials will be safely stored when not in use.

2.10.3 During working hours, regular monitoring of the site will take place to ensure that no unauthorised persons are present.

2.11 Site Inductions

2.11.1 All site personnel will receive site inductions on the morning of their first day on site and before being permitted to commence work on site.

2.11.2 The content of the site inductions will be as detailed on our standard induction schedule, but specific to this particular project and site.

2.12 On-Site Training

2.12.1 In addition to site inductions, all subcontractors are required to give toolbox talks, method statement and risk assessment briefings and any other training that may be necessary to ensure that site personnel can carry out their tasks safely.

2.13 Welfare & Hygiene

2.13.1 Welfare facilities will be provided from day one, consisting of toilet, washing (with hot water) and drying facilities and space for taking meals. All facilities will comply with the requirements of CDM 2015.

2.13.2 Operatives will be instructed to use the facilities in an appropriate manner and to assist in keeping them clean and tidy.

2.13.3 The Appointed Person for the work is Steffan Davies (07525 441349).

2.13.4 Welfare, hygiene and first aid arrangements will be communicated to all personnel during site inductions.

2.14 RIDDOR Procedures

- 2.14.1 All accidents and incidents MUST be reported to the Site Manager at the earliest opportunity.
- 2.14.2 Details will be forwarded to the Principal Contractor.
- 2.14.3 Mr Dorian Davies will be the responsible person under RIDDOR and will ensure that any reportable accidents and incidents are notified to HSE.

2.15 Production & Approval of Safety Documentation

- 2.15.1 Risk assessments will be carried out for all activities. These must be provided before work starts on site. Once they have been checked, then work may proceed, subject to all identified control measures being in place.
- 2.15.2 All personnel identified as exposed to the identified risks must receive information and training, to allow them to carry out their work safely.
- 2.15.3 Where reference is made to existing procedures, arrangements and systems of work (e.g. company safety manual), they must be available on site for reference.
- 2.15.4 D.H.W. Davies Limited possess written arrangements, methods and systems of work which cover the activities being undertaken on this contract. These will be available on site for reference as necessary.
- 2.15.5 In addition to the procedures set down in our company manual, generic risk assessments are used as the basis for site specific assessments. Should any activity become necessary that has not been considered during the planning stage, then these generic assessments will be used as the basis for further site-specific assessments.

2.16 Site Rules

- 2.16.1 Our standard site rules will apply.
- 2.16.2 All personnel will be informed of the site rules during their site induction training.

2.17 Alcohol & Drugs Policy

- 2.17.1 It is a condition of employment by the Company and in respect of any person attending at our sites that they must not:-

- i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
- ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
- iii). Be in possession of alcohol or non-prescribed drugs during working hours.
- iv). Consume alcohol or non-prescribed drugs during working hours or at lunch times.

2.17.2 To comply with the above, all site personnel must not:-

- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii). Consuming alcohol or non-prescribed drugs during working hours.
- iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.

2.18 Fire & Emergency Procedures

2.18.1 Manually operated alarm bells will be located near the stairs on each floor.

2.18.2 *Emergency Procedure:-:*

Upon discovery of a fire, the Site Manager or his deputy will follow the following procedure :-

- Sound the alarm (use verbal warnings and use the fire bells)
- Ensure that all site personnel evacuate the site and assemble at the muster point outside the main entrance to the site
- Establish the precise location, type and extent of the emergency
- Notify occupants of all occupied adjacent properties
- If necessary, call the emergency services, giving the following information as appropriate:
 - Full address of site -
Land opposite Llanddarog Village Hall, Llanddarog, Carmarthen.
 - Type and extent of emergency

- Missing persons
 - Presence and location of hazardous, flammable or explosive substances
- The person who telephones the emergency services will remain on the line until the operator specifically instructs that all necessary information has been received and understood
 - If the emergency is a fire and only if it can be done without danger to personnel, attempt to control and/or extinguish the fire. However, the safety of individuals must always take preference over the protection of property.
 - Ensure that a responsible person is designated to meet the emergency services on their arrival in order to direct them to the emergency and provide any other requested information, such as the location of service isolation points and last known location of any missing persons
 - Contact head office
- 2.18.3 Fire and emergency procedures will be monitored and reviewed as the contract progresses. Consideration will be given to installing the permanent smoke detectors and alarms at the earliest reasonable stage in the contract.

3. Controlling Significant Site Safety Risks

3.1 Delivery and Removal of Materials and Work Equipment

- 3.1.1 Deliveries of materials and plant for use on site will be controlled according to the nature of items to be delivered and the type of delivery vehicle, avoiding deliveries at peak traffic times wherever possible.
- 3.1.2 Banksmen and watchmen will be employed at all times where loading or unloading of vehicles takes place in areas near those with public access.
- 3.1.3 Access will be maintained for emergency services at all times.

3.2 Waste Management

- 3.2.1 Waste will be collected and placed into suitable receptacles for considerate disposal.
- 3.2.2 During induction, personnel will be reminded of the need to dispose of waste safely and in an environmentally aware manner.

3.3 General Arrangements for Dealing With Services

- 3.3.1 Electricians and electrical contractors will be required to produce method statements detailing their arrangements for dealing with live services. These must be passed to the site manager prior to such work commencing.
- 3.3.2 No live work is permitted on electrical or gas systems.

3.4 Preventing Falls

- 3.4.1 Work at height is unavoidable. The Site Manager will supervise all this work and will determine which methods of access and protection from falls are to be used. The following equipment will be provided as necessary:-
 - (a) Pole ladders
 - (b) Tube & fitting scaffolding
 - (c) Purpose built access equipment (such as pulpit steps)
 - (d) Step ladders
 - (e) Leaning ladders
 - (f) Mobile tower scaffolding
- 3.4.2 All ladders will be correctly secured or footed when in use and extend at least 1.05m past their landing point.
- 3.4.3 Ladders will be set at an angle of 75 degrees (1 in 4).
- 3.4.4 Tube & fitting scaffolding will be erected by competent contractors. Prior to bringing the scaffold into use, the site manager will request the scaffolding contractor to provide a hand-over certificate confirming the scaffold is safe for use and conforms to BS EN 12811-1 and the Work at Height Regulations 2005. Once this confirmation is received, we will 'adopt' the scaffold and assume responsibility for it in line with our statutory requirements.
- 3.4.5 The scaffold will be sheeted as necessary, so as to minimise the risk of materials falling from the working platforms. As a designed scaffold must be provided in these circumstances, taking into account the exposure of the building to wind, the scaffolding contractor will be requested to confirm that this is the case.
- 3.4.6 All standards are wrapped with high visibility tape from the ground to the first lift, to provide additional visual warning to persons on foot.
- 3.4.7 In addition to statutory requirements, the scaffolding will be inspected by Mr Dorian Davies prior to each day's use to ensure that the structure is

safe for use. Any concerns will be notified to the scaffolders and addressed prior to anyone being permitted onto the scaffolding.

3.4.8 Procedures for working at height are contained in our safety manual.

3.5 Use and Maintenance of Plant and Equipment

3.5.1 No person will be permitted to operate any plant or machinery unless trained and authorised to do so.

3.5.2 Plant and equipment will be carefully selected so as to be safe and suitable for its intended purpose.

3.5.3 All our plant and equipment is subject to company and statutory maintenance, inspection and test requirements.

3.6 Traffic Management & Segregation of Vehicles and Pedestrians

3.6.1 Temporary barriers and/or a watchman will be used as appropriate to ensure that non-construction personnel do not access any hazardous areas which may be temporarily created outside the site (for example, during loading and unloading).

3.6.2 Deliveries of materials for use on site will be controlled according to the nature of materials to be delivered and the type of delivery vehicle, avoiding deliveries at peak traffic times wherever possible.

3.6.4 Banksmen and watchmen will be employed at all times where loading or unloading of vehicles takes place in areas near those with public access.

3.6.5 Access will be maintained for emergency services at all times.

3.7 Storage of Materials

3.7.1 Materials will be stored at our yard until needed.

3.7.2 Only the minimum amount of materials necessary for the work at hand may be moved from the storage area to the work area.

3.8 Other Significant Safety Risks

3.8.1 Where other risks are identified as the project progresses, risk assessments will be carried out to determine all necessary control measures.

3.9 Controlling Significant Site Health Risks

4.1 Manual Handling

- 4.1.1 Wherever reasonably practicable, manual handling will be avoided and mechanical methods used.
- 4.1.2 Any remaining manual handling operations will be assessed by the Site Manager.
- 4.1.3 Full procedures for assessing manual handling tasks and ensuring safety during manual handling operations are contained within company safety documentation. These must be adhered to at all times.

4.2 Use of Hazardous Substances and Arrangements for Health Monitoring

- 4.2.1 Where possible, the use of hazardous materials will be avoided.
- 4.2.2 A copy of our company safety manual will be on site and this contains arrangements for minimising the use and controlling exposure to hazardous substances.
- 4.2.3 There are no activities being undertaken which require health monitoring.

4.3 Reducing Noise & Vibration

- 4.3.1 Noise will be controlled by using modern equipment, maintained in good condition and where practicable fitted with sound deadening devices. Personal protective equipment will also be used where necessary.
- 4.3.2 The Site Manager will monitor all work involving exposure to noise and vibration and where necessary seek assistance and guidance from SWSC to ensure that persons are not exposed to noise and vibration levels above legal limits.

5. The Health and Safety File

5.1 Layout & Format

- 5.1.1 To be determined by the Principal Contractor according to the clients requirements.

5.2 Arrangements for the Collection & Gathering of Information

5.2.1 The Site Manager will collect and gather information for the file, where that information is available on site.

5.3 Storage of Information

5.3.1 Information for the file will be stored on site and at head office.

5.3.2 File information will be provided by the Principal Contractor as a single package.

6. ADDITIONAL SITE SAFETY DOCUMENTATION:

6.1 The Site Manager will ensure that the following documentation is available on site. Contact SWSC offices for assistance, if required.

A. Site Induction Schedule

B. Site Rules

C. Risk Assessment and Method Statement Schedule

Job Specific Risk Assessments

Generic Risk Assessments

D. Site Drawings

E. Safety Inspection Reports

Site Manager's Weekly Checklists

F. Records of Statutory Inspections

(Scaffold/Other)

G. Blank / Completed Toolbox Talks

H. Training Certificates

I. Services Information

Drawings and correspondence from utility and other service providers

J. PPE Issue Register

K. Accident & Incident Report Form

L. Insurances

M. Pre Construction Information

7. Declaration

7.1 This safety plan is signed by the Site Manager for the Principal Contractor, who agrees to comply with all requirements of health and safety law, the entire contents of this safety plan, controls detailed in associated method statements and risk assessments carried out for this project and any instructions from the safety department.

Signed..... Date.....