Construction Phase Health and Safety Plan

Barkingside Police Station-

Net Zero Carbon Project

1 High Street,

Ilford, London

IG6 1QB

DOCUMENT CONTROL SHEET

Version 1.0			
Prepared by	**Checked by**	**Checked by**	**Checked by**
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Version 2.0			
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Version 3.0			
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1 Description of the project

1.1 Summary Project information

Project Name	Barkingside Police Station- Net Zero Carbon Works
Project Number	COM-000180
Project Address	1 High Street, Barkingside, Ilford IG6 1QB
Description & Scope of works	As part of the Metropolitan Police Service, Net Zero Carbon Decarbonisation scheme, the station will undergo the following works: UKPN electrical capacity upgrade, removal of existing heating system, installation of new electric panels heaters & VRF system, installation of metal staircase to 1st floor external plant deck, Installation of solar PV panels to roof and installation of new BMS panel.
Information provided	• Drawings and specification • Pre-construction Information • Asbestos survey
Contract period	33 Weeks
Anticipated date for possession	24th November 2025
Anticipated date for completion	10th July 2026
Existing environment	The site is a functioning Police and Crime facility with staff working full time on site (24 Hours). The site is secure, and identification must be worn at all times. No unauthorised access without MET Police Clearance. Any non-cleared personnel must be escorted at all times.
Surrounding area	Local convenience stores, commercial premises and residential premises
Existing services	Buildings have existing services within site boundary which comprises of gas, electrical and water supplies
Existing traffic system	The site has traffic access from the front access main vehicle gate located on the High Street. Access must be maintained at all times unless arranged in advance. Pedestrian access is on the High Street.
Welfare arrangements	Use of all welfare facilities on site provided Met police and security rules are adhered to at all times. Site office old custody on Ground Floor and canteen on 2nd Floor

1.2 Details of Key Personnel

Project Client	
Name	Metropolitan Police
Address	Marlowe House, 105 Station Road, Sidcup Kent, DA15 7ES
Contact details	Frank Padmore
E-mail	Frank.Padmore@met.police.uk
Principal Designer (CDM)	
Name	Axis Europe / Joesph Project Services
Address	Tramway House, 3 Tramway Avenue London E15 4PN
Contact details	07862758243
E-mail	mclennan-eric@gmail.com
Contract Administrator	
Name	Turner & Townsend / David Gray
Address	Low Hall, Calverley Lane, Horsforth, Leeds LS18 4G
Contact details	07483 997624
E-mail	David.gray2@turntown.co.uk
Principal Contractor	
Name	Axis Europe Ltd
Address	Tramway House, 3 Tramway Avenue London E15 4PN
Contact detail	Tony Mantle
E-mail	Tony.Mantle@axiseurope.com

Subcontractor	Works Package	Address	Contact Name
LMP Installations	Internal Works: Walls, Ceilings, Decorations, Doors	234 Green Lane, London SE9 3TL	Lee Colon
VH ELECTRICAL (UK) LTD	Electrical installation, Emergency Lighting, Fire alarm	7 Arundel Close, Cheshunt, Hertfordshire, EN8 0EE	Val Hajdarmataj
ICD London Solutions Ltd	Plumbing, Ventilation, Heat Recovery Units, Air Conditioning	Unit 1 Swinborne Road, Basildon, Essex, SS13 1QA	Adam Veares
Southern Controls	Control Panel	46 Shirley Road, Sidcup, Kent, DA15 7JW	Lee Edwards
Estec Engineering	All steel work, Fencing & Galvanizing	Sullens Farm, Upminster, RM14 2DQ	Eddie Cox
Russell Trew Limited	Specialists in the application of high performance waterproofing systems and building refurbishment	Unit 4c Standard, Industrial Estate, Henley Road, London E16 2ES	Jim Bennett
Sound Planning	Acoustic Enclosure	25a Vicarage Hill Lower Bourne, Farnham, Surrey GU10 3QS	Daniel Thomas

RBC Scaffolding Ltd	Scaffolding	Unit 6, 38-40 Willow Lane Mitcham CR4 4NA	Steve Lang
First Choice Drainage Solutions	Groundworks	Unit 4 Kingston Farm, Down Hall Road, Matching, Harlow, Essex, CM17 0RB	Steven Patten
UKPN	Mains Cable Upgrade	237 Southwark Bridge Rd, London, United Kingdom	Micheal Lamb

1.3 Management structure

Role / Designation:	Team Member:	Notation:	Organisation:
Contract Administrator	David Gray	CA	Turner & Townsend
Principal Designer	Eric Mclennan	PD	Axis Europe / Joesph Project Services
H&S person	Harley Barker	(SM)	Axis Europe Ltd
Person-in-Charge	Robert Walker	(PIC)	Axis Europe Ltd

2 Health and Safety Arrangements

The organisation's goal is to, so far as it is reasonably practical, provide a place of work that is safe and without risk to the health, safety and welfare of client staff, all employees, agency workers, contractors, members of associated companies, visitors and the general public and in so doing see that the project works are completed without incident.

Contractors are required to ensure they have competent supervisory personnel on site for the duration of the works and that all operations are subject to regular inspection and monitoring.

Neglect of health and safety provision will be considered as a serious disciplinary matter and will be dealt with accordingly. The PIC will stop any operation or activity if the works do not comply with the requirements of the method statement or if he / she considers there to be an unacceptable risk arising from unsafe practices. All contractors must ensure they have a written disciplinary procedure that is brought to the attention of those personnel under their control.

2.1 Monitoring and reviewing health and safety performance

2.1.1 Active monitoring by the PIC

Active monitoring is the responsible person going out and checking workplace conditions, practices, control systems, etc. for themselves to detect anomalies, etc. that have not been reported. The PIC & Safety person will be responsible for ensuring that statutory obligations are met.

- **Weekly inspections**: The PIC will conduct weekly inspections of the site or workplace.
- **Statutory inspections**: The PIC or authorised & competent person will conduct statutory inspections of scaffolding
- **Site inspections:** The H&S person will conduct inspections of the site, issuing reports where appropriate.

2.1.2 Reactive monitoring

Reactive Monitoring is the process of investigation into things that have gone wrong (such as accident investigation) and involves learning from mistakes. These mistakes may have resulted in injuries and illness, property damage or near misses.

The H&S person with the aid of the site team will be responsible for ensuring that statutory obligations are met by investigating:

- Injuries and causes of ill health.
- Other losses, including damage to property and equipment.
- Incidents, including those with the potential to cause injury, ill health or loss.
- Dealing with hazards, including weaknesses or omissions in operating systems.

All inspections are completed electronically, and the results are available to the business via Microsoft Business intelligence software. A monthly report is given to the chief executive and directors showing the overall findings across the company. The results for specific site inspections will be discussed with the person in charge who will take any appropriate action with the persons responsible for performance that is either

- Better than expected
- Less than expected.

Results of monitoring will also be discussed at project meetings so that themes can be identified which can be dealt with initiatives such as

- Toolbox talks
- Safety briefings
- Disciplinary action
- Reward and recognition actions

2.1.3 Project reviews

Throughout the Project and upon completion, the Senior Projects Manager or Contracts Manager will conduct a formal review of all aspects of the project.

2.2 Arrangements to give directions and to co-ordinate the contractors

2.2.1 Regular liaison between parties on site

- Project meeting with all duty holders with suitable agenda including H&S and minutes with assigned actions
- The PIC will liaise with the Client where required on a regular or ad hoc basis.

- The Contracts Manager and PIC will encourage all members of the project team, including contractors and their personnel, to offer advice on health and safety particularly where the planned work of one contractor has the potential to impact or have an adverse effect upon another.
- The PIC will communicate with the workforce periodically by regular consultation meetings, induction for all new starters, daily briefings where required and a programme of appropriate toolbox talks.

2.2.2 Handling design changes during the project

Significant design changes by contractors: Must be notified to the Contracts Manager by the contractors who must also carry out a risk assessment and give due consideration to avoiding, minimising or controlling the risks. Copies of new risk assessments and safety method statements are to be supplied to the PIC for inclusion on the Project Safety File.

Unforeseen, non-designer generated changes: All such changes are to be evaluated by the Contracts Manager and the contractors, reference shall be made to the H&S person if necessary.

2.2.3 The selection and control of contractors

The Contracts Manager will ensure, via the standard procedures of the company, that contractors engaged on this project are competent to carry out their specific works and that they have made adequate provision for health and safety.

All contractors complete a prequalification process and must provide

- SSIP accreditation if 5 or more employees (CHAS, SafeContractor,ConstructionLine)
- Gas Safe (if applicable)
- NICEIC (if applicable)
- NASC (if applicable)
- Asbestos Licence (if applicable)
- RAMs for activities
- H&S competent person qualifications (if applicable)
- Accident/Incident statistics

The Contracts Manager will liaise with the H&S person; they will be responsible for monitoring the appointment and on-going performance of contractors and suppliers employed on this project.

Records of plant and equipment maintenance will be inspected before use on site

All PAYE operatives will complete the Axis Passport to Work Scheme (appendix 4)

All sub contractors will require suitable training certificates

- CSCS test
- Gas Safe card (dependent on role)
- CISRS card (dependent on role)
- Asbestos awareness
- PASMA (dependent on role)

- IPAF (dependent on role)
- SMSTS (dependent on role)
- SSSTS (dependent on role)

Further sub-contracting without the express and written consent of the Contracts Manager will be forbidden.

2.2.4 Display of Statutory Notices

Statutory notices will be displayed where possible as follows:

- F10
- H&S Law Poster
- Axis Europe insurance certificate
- H&S Policy statement

2.2.5 Training

- **Site induction-** the PIC will deliver an induction to all visitors and site personnel, including new starters and those of contractors. Registers will be kept in the Project Safety File and attendance will be a pre-condition of gaining access to the working areas.
- **Toolbox talks and onsite training:** The PIC has access to a comprehensive range of toolbox talks which will be delivered as required to company personnel, and others if necessary. The Company requires that all contractors operate their own programme of talks for personnel under their own control for the duration of the works; they must maintain detailed records of talks, which are to include the names of the attendees and the date of delivery. Copies of records are to be provided to the PIC and copied to the Project Safety File, the arrangements of contractors will be monitored by the PIC
- **Records of health & safety training:** Records of training (and competencies) are to be made available to the PIC and copied to the Project Safety File.

2.3 Emergency procedures

2.3.1 First Aid

- **Contractors**: All contractors are required to provide an adequate number of personnel suitably trained in first aid. Contractors are to submit the names of qualified personnel to PIC who will inform the workforce by posting notices of the first aid arrangements made within the offices and canteen / rest area.
- **Axis Europe arrangements:** The PIC will be trained in first aid and will act as the focal / contact point for provision on site.
- **First Aid kits / equipment**: All contractors are required to provide fully equipped first aid kits within their working areas and arrange for the replenishment of consumable items as required.
- **Contacting the emergency services**: The PIC will contact the emergency services if required.

2.3.2 Accidents, incidents and near misses

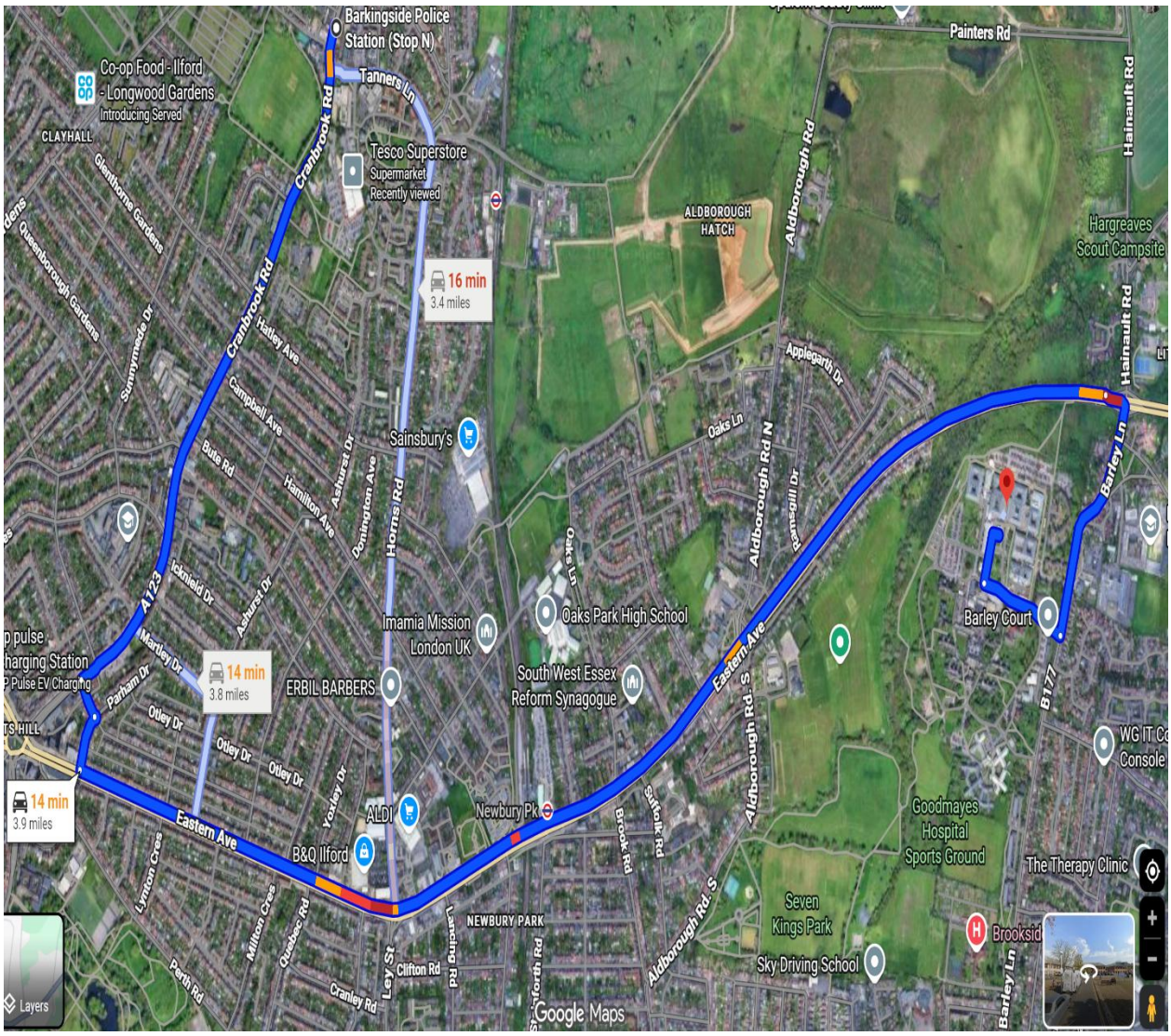
- **All personnel (including those of contractors)** are required to report any injury to the PIC who will make an entry into the project accident book and implement the company accident procedure. Copies of all accident book entries and reports will be held securely at head office by the H&S person who is the designated appointed person. Where appropriate copies will be made available upon request to the Principal Designer or the appointed person(s) of contractors.
- **Accidents, incidents and dangerous occurrences** are to be reported to the H&S person within an hour of finding out about it. Those of a fatal or serious nature are to be notified immediately; they must then be followed up with completed report form(s) within the prescribed period in accordance with RIDDOR.
- **Investigation of accidents, incidents and near misses:** Details of all accidents, no matter how trivial, must be entered in the project accident book. All personnel (including those of contractors) are required to co-operate with the H&S person who is to be provided with copies of the results of any investigations carried out by contractors.
- **Investigation by the PIC**: The PIC will complete an initial investigation.
- **Investigation by the H&S person:** Depending on the nature of the accident, the H&S person will carry out an investigation subsequent to that conducted by the PIC where required.

2.3.3 Fire Safety

- **A fire safety plan** will be drafted; the workforce and personnel under the control of contractors will be briefed in respect of the plan and a copy will be displayed.
- **All corridors, emergency routes and exits** remain unimpeded by debris, materials and plant or equipment for the duration of the works. These routes will be regularly inspected, and defaulters will be required to remove any offending article to the working area or secured storage, or they will be required to dispose of it off site with immediate effect.
- **General awareness**: Notwithstanding the briefing and induction by the PIC, it remains the responsibility of contractors to ensure that personnel under their control remain fully aware of the location and correct use of the following:
    - Fire extinguishing equipment
    - Emergency evacuation procedures
    - Escape routes and fire exits
    - Assembly points
- **Flammable materials**: Contractors must ensure that the quantity of flammable materials within the working area(s) is kept to a minimum. All such materials are to be carried and stored in suitable close containers and in ventilated areas if required.
- **Smoking:** PIC and Contractors are to ensure that personnel under their control do not smoke within the working areas and do so only in areas designated by the PIC.
- **Checks:** PIC and Contractors must ensure that they check the working areas at lunch / break times and at the end of the working shift / day to ensure that all plant and equipment that could cause a fire is turned off and made safe.
- **Rubbish and waste**: PIC and Contractors must ensure that rubbish and waste is bagged and regularly removed from the working areas. Flammable waste must be stored separately in closed fire resisting containers and removed in a similar manner.

- **Notifying the emergency services**: In the event of an incident contractors must notify the PIC who will be responsible for calling the appropriate emergency services.
- **Access for emergency services**: PIC and Contractors must ensure that there is adequate access to the working areas at all times.
- **Guidance and direction of emergency services**: In the event of an incident contractors must ensure that competent member of their workforce is available to assist the PIC in directing the emergency services.

Emergency Services:	Contact details
Fire	999
Ambulance	999
Police	999
Hospital	King George, Barley Lane, Ilford, IG3 8YB



2.4 Site Security

Security on the project will be maintained by ensuring that only authorised persons are allowed onto site / into the working area(s). The following procedures will be implemented:

- Contractor's personnel will be required to wear approved ID tags and corporate clothing. The PIC will carry out regular checks to ensure compliance.
- All personnel and visitors will be required to report to the PIC and indicate their presence by signing in at the site offices on arrival and signing out when leaving. The PIC will keep a register for this purpose.
- Visitors will be briefed with regard to any hazards or special requirements. The relevant PPE will, if they do not have their own, be provided and they will be accompanied whilst within the working area(s).
- The PIC will ensure that the working area(s) are clear of all personnel and secured before leaving at the end of each working day and / or shift.
- Persons without the appropriate authority / identification will, in the interests of their own safety, be refused entry to the working area(s) by the PIC.

2.5 Welfare Facility

Welfare facilities will be available to the workforce at the start and for the duration of the works, provided as follows:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing rooms
- Facilities for rest

Welfare location(s)

The welfare facilities will be located within Station, custody area

2.6 Risk Assessment & Method Statement

- **Identification of hazards**: The Contracts Manager and PIC have conducted an overall assessment of hazards in respect of the project and those hazards identified by the client's advisors / design team have also been identified within **Section 3** of this Plan
- **Production of risk assessments by contractors**: All contractors are required to assess the risks associated with their activities, carrying out both general and specific assessments where necessary. Subcontractors must submit risk assessments at least 20 working days before they are due to commence. Risk assessments are to be signed-off by the contractor's H&S person/competent person prior to being forwarded to the PIC. Personnel under the control of contractors must be briefed, with records of briefings maintained. Copies of risk assessments and briefing records are to be forwarded to the PIC and copied to the Project Safety File.

- **Production of risk assessments by the Company:** The PIC, with the assistance of the H&S person where required, will assess the risks associated with those activities or tasks to be carried out by the company workforce, carrying out both general and specific assessments where necessary. Risk assessments will be signed-off by the PIC, the workforce briefed and copied to the Project Safety File.
- **Approval of risk assessments**: All contractors (and their sub-contractors) are to comply with the project specific procedures
- **Production of method statements by contractors:** All contractors, having assessed the risks associated with their activities, are required to produce comprehensive method statements for safe working identifying the relevant precautionary measures required to ensure their activities are carried out without risk. Method Statements are to be signed-off by the contractor's H&S person/competent person prior to being forwarded to the PIC. The personnel under the control of contractors must be briefed in respect of each method statement. All work must be executed in accordance with the method statements. Records of briefings are to be maintained. Copies of method statements and briefing records are to be forwarded to the PIC and copied to the Project Safety File.
- **Production of method statements by the Company**: The PIC, with the assistance of the H&S person where required, will produce comprehensive method statements for safe working identifying the relevant precautionary measures required to ensure those activities or tasks carried out by the company workforce are done so with the minimum practicable risk. Method Statements will be signed-off by the PIC, the workforce briefed and copied to the Project Safety File. All work must be executed in accordance with the method statements.
- **Review of method statements:** All contractors (and their sub-contractors) are to comply with the project specific procedure. A method statement status form will be completed by the PIC.
- **Timescale for Review of method statements:** contractors are to note that they are required to submit all risk assessments and method statements to the PIC for review at least 20 working days before their works are due to commence.

2.7 Site Rules

2.7.1 Axis Europe Site Rules

- **Site Safety Rules**: Have been identified and will be implemented for the duration of this project, personnel will receive be briefed upon requirements at the induction delivered by the PIC and a copy will be displayed. Site rules which will be displayed on site are in Appendix 2.
- **Conditions of appointment:** contractors must comply with the requirements of their appointment. Any area of conflict between this Health and Safety Plan and the conditions of appointment must be brought to the attention of the Contracts Manager.

2.7.2 Client imposed rules

No use of company branding without CA permission.

2.8 Permit to work

2.8.1 Axis Europe arrangements

- Overview: if justified by the risk assessment of the activity, the PIC will operate a permit to work system which is a formally documented procedure designed to provide additional safeguards for specified activities, places or environments e.g. Hot Works, Work in Confined Spaces or HV Electrical Work etc. The permit system is a strictly controlled and systematic safety procedure providing a clear written record that foreseeable hazards have been addressed and adequate control measures implemented.
- Requirements of a permit to work system: The system must include / ensure the following:
    - Only an authorized person will issue the permit.
    - All personnel involved in the activity UNDERSTAND the hazards and precautionary measures that are required; this means an effective briefing is to be given to the workforce in respect of the activity and any associated hazards and control measures.
    - The area, place, environment or activity affected by the permit must be clearly defined.
    - The period of time for which the permit is approved must be clearly defined.
    - The correct personal protective equipment (PPE/RPE) must be clearly defined, provided and used by the workforce.
    - The permit is to be accepted by a suitably competent person-in-charge.
    - Completed or when the time limit for the permit has expired. Incomplete works will require the issue of a new permit.
- Available permits: The following permit templates are available from the PIC for use on this project:
    - Confined spaces
    - Electrical
    - General
    - Hot works
- All contractors must ensure that personnel under their control are provided with all appropriate information, instruction and supervision to ensure the effective implementation of project specific requirements.
- The issuing of any permit to work is entirely dependent upon the provision of the following supporting documentation:
    - Method Statement Review Sign-off (completed by the PIC)
    - Risk Assessments (provided by contractors & signed-off by their competent persons/H&S persons).
    - Method Statement (provided by contractors & signed-off by their competent persons/H&S persons).
    - Permits will be issued on a daily basis, being issued at the beginning and cancelled at the end of each day/shift by the PIC.

2.8.2 Clients requirements

Working Hours: 8-4pm

3. Risk Register

All members of the workforce will be required to comply with the significant findings of the project specific risk assessments as briefed by the PIC or their own supervisors. **Once this risk register is completed it must be shared with all contractors**

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
Fire/explosion	• Ensure that the area has been appropriately scanned with a cable locating device and that all cables are marked • Ensure that safe digging techniques are used • Ensure that all operatives are trained and competent in the use of any equipment and that the equipment has been properly calibrated • COSHH assessment must be completed to identify any flammable substances and appropriate controls implemented • Flammable substances should be stored in appropriate containers • No smoking on site • Fire extinguishers must be available • All hot works must be done under a hot work permit with stated controls. A copy of the permit should be kept by the site manager
Delivery and removal of materials (including waste) and work equipment	• All vehicle arrivals will be arranged before commencement • All deliveries to be controlled by a Traffic Marshall & Banksman. • Delivery personnel to be inducted / made aware of site / Client's rules and procedures and TMP / CLP • Drivers of vehicles will obey all speed limits • Vehicle reversing will not be allowed unless there is no alternative and will always be in the presence of trained banks men • All vehicle hazard warning signals will be in good working order • No unauthorized personnel allowed when deliveries are taking place. • All areas exposed to fall from height hazards to be adequately protected. • Site fire procedures to be in place and understood. • No emergency access areas are to be obstructed, unless previously agreed with Client. In this case and alternative route needs to be established and adequately controlled. • Only adequate and in good condition vehicles and equipment to be used on site. Only qualified / competent personnel to operate equipment. • Regular housekeeping of working areas to be ensured.

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
	• All waste materials will be carried by licensed carriers and disposed of at registered and licensed tip. • Special arrangements will be made for 'hazardous' waste, e.g. asbestos, as and when applicable. • Materials and equipment to be delivered through routes defined by Client. • No works to be undertaken under extreme weather conditions.
Dealing with services (water, electricity and gas)	• Cable locating devices to be used to locate possible live services. All cable locating devices will be used only by competent personnel. • Information regarding buried cables provided by client or energy provider. • Competent personnel will undertake work • Safe working system to be used when works are to be carried out around / on live services. Isolation and lock off kits used where necessary. • PTW in use were necessary. • Adequate supervision to be ensured.
Falls from height or same level (trips & slips)	• Edge protection to be in place before upper levels are built • Fall mitigation methods in place consisting of either netting or crash decks • All excavations/trenches to be covered over with protective sheeting when not in use • Ladders/step ladders hop-ups will be EN131 or industrial category only • Operatives will carry out pre user check to assess condition of equipment. • Use only adequate and certified equipment and trained personnel to erect / dismantle work platforms. • All faulty equipment will be removed from site. • All areas with the risk of fall from height to be adequately protected, using collective protection such as handrails. • All operatives to wear appropriate PPE, including safety harnesses and lanyards when required. • Trailing cables to be run overhead or alongside traffic route. • Equipment and materials to be stored safely away from traffic routes • Provision of clear signage and proper protection where obstructions are unavoidable. Adequate segregation to be ensured during scaffold erection / dismantling works. • Provision of temporary sheet materials to cover uneven ground or floors and the reinstatement of all surfaces as soon as is practicable. • Provision of temporary lighting where natural or existing lighting is insufficient for safe working. • Removal of all waste materials and rubbish on a regular basis. • Provision of all appropriate protection to include guard-rails or barriers and signage to all openings in floors, roofs or access ways and platforms.

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
The maintenance and use of construction plant and equipment	• Only trained, competent and certified personnel use work equipment. The CPCS (Construction Plant Certification Scheme) will be the standard for any plant users • Proof of training from contractors is always required. • All equipment provided for the use of personnel under their control is examined by a competent person prior to use and certified as free from defects and safe. The equipment must also be subject to a programme of regular inspection, examination and planned maintenance again by a competent person. • A record of all items of plant brought onto site, together with details of their operators will be maintained and available on site. Evidence of periodic checks from plant hirers that the plant has been adequately maintained must is obtained. All records required by Regulations must be forwarded to the PIC and copied to the Project Safety File and kept available for inspection. • Use of adequate PPE and fall from height system as and when required. • Use of a banks man during plant movement
Storage of materials	• All materials will be carefully stored in accordance with the recommendations of the manufacturers and suppliers prior to use within the working area (s), or within secure storage container(s) in position(s) to be agreed with the Contract Administrator (or his agent) or they will be brought to site on a daily basis • Any materials delivered on pallets must be stored no more than three high and positioned so as to facilitate safe access. • Any materials delivered in sheet form are to be stored horizontally • Materials are not to be stacked against the structure, plant or equipment. Support frames are to be used wherever possible and heights of stacks are to be kept to a minimum. • Any loose materials stored on platforms, or in other similar areas, must not be allowed to fall accidentally. Toe-boards and / or other guards and physical barriers must be used. • All materials that are deemed to be hazardous are stored in strict accordance with the recommendations of the manufacturer / supplier and that emergency measures are in place to deal with spillages or incidents.
Asbestos	• All operatives to be asbestos awareness trained • Toolbox talks will be delivered on a regular basis • The appropriate asbestos survey must be in place before work commences • If material is damaged and suspected to contain asbestos then the site manager must be informed and the area sealed off to prevent other persons being exposed
Manual Handling	• Eliminate or reduce manual handling as and when possible. • Specify light materials at design stage where possible • Mechanical handling methods are to be used as and when possible

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
	• Manual Handling and Toolbox talks delivered. • Regular monitoring of onsite performance. • Appropriate PPE to be worn. • Regular assessments to be carried out by PIC
Exposure to hazardous substances	• Specify safest substances during design stage • Off site cutting of concrete where possible • Plan for fewest cuts as possible • Use wet cutting methods • Cutting tools fitted with LEV • Minimise the number of operatives present during cutting/separation of work areas during cutting • Suitable RPE & PPE to be used at all times • COSHH assessment provided for all substances • Copies of assessments are to be forwarded to the PIC and copied to the Project Safety File • Information and training: All personnel under the control of contractors are to be provided with information, instruction and training in respect of any exposure to risks associated with hazardous substances. • Disposal: contractors are to ensure that any waste involving hazardous substances is disposed of in accordance with the recommendations of the manufacturer or supplier to a facility licensed for this purpose.
Reducing noise	• Plant, machinery and tools: contractors must ensure that they limit the generation of noise from any plant, machinery or tools used on this project to the lowest practicable level. • Excessive noise levels: contractors must notify the PIC should they consider that excessive noise levels will be generated by their works in order that all practicable measures may be taken to reduce the exposure of any persons unrelated to the works. In this and in circumstances where the PIC considers that their works are generating excessive noise they will be required to carry out a risk assessment. Copies of the assessment and the results are to be forwarded to the PIC and copied to the Project Safety File. • Where a risk assessment indicates that there is a risk to the health of employees who are or liable to be, exposed to noise; they must be placed under suitable health surveillance which should include hearing tests. • Hearing protection: May only be used when all other measures are ineffective or unable to prevent exposure to noise, it must be made available upon request to any employee who is exposed to noise at or above a lower exposure action value. • Hearing protection zones: Any area of any workplace where anyone is liable to be exposed to noise at or above an upper exposure action value must be designated a hearing protection zone and signed appropriately.

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
Vibration	• Regulations: contractors will be responsible for ensuring that they comply with the requirements of the Control of Vibration at Work Regulations 2005 in so far as they may apply to their works and the personnel under their control. • Plant, machinery and tools: contractors must ensure that they limit the generation of vibration from any plant, machinery or tools used on this project to the lowest practicable level. • Ensure usage of adequate tools for the job and regular breaks and operative's rotation. • Regular inspections and maintenance to be ensured. • Regular medical surveillance, when required.
Leptospirosis (Weils Disease)	• Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work • Wear protective clothing • Wash hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking. • Trade staff also to informed about weils disease and the signs/symptoms of potential infection
Ornithosis	• Suitable RPE to protect against infection from inhaling dusty dried faeces
Contact with sharps/needles	• All operatives to be instructed in the dangers from contaminated needles • Operatives to ensure that they have puncture resistant gloves if they are working in a hazardous area • Operatives to inform line manager on discovering sharps/needles to prevent others from being at risk • Line manager to initiate suitable contractor to carry out emergency removal of sharps/needles (environmental sweep) • Any contact or injury from needles to be reported immediately to site manager and person to attend local A&E department
Premature collapse of excavations/people vehicles falling into excavation	• Prevent collapse – shore, step or batter back. Don't assume ground will stand unsupported. • Support the excavation as you go along. • Prevent people and materials falling in – with barriers strong enough not to collapse if someone falls against them. • Keep plant and materials away from the edge. • Avoid underground services – use relevant service drawings, service locating devices and safe digging practice. • Provide ladder access to get in and out. • Make sure adjacent structures are not undermined – dig well away from them.

Hazard/risk	Proposed controls (delete controls that you won't use and add your own as required
	• Check the excavation each day before work starts and after any event that may affect its stability – e.g. a fall of material or poor weather. • Keep records so people can be sure it is safe for work to continue.
Unauthorised entry of site/security	• 2 metre Heras perimeter fencing • Security lights • Warning signage posted at entrance instructing that all visitors to report to site office and warning of the dangers present on the site • Communal entrance and property doors to be secured at all times

Health and Safety File (O&M Manual)

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent projects. The file must be prepared by the Principal Designer.

This information must be provided by all contractors involved in the project and must be presented to Axis Europe as soon as the works complete.

Axis Europe must collate all the relevant information and present it to the PD in a timely manner in the format requested by the Client.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out

- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)

- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre or post tensioned members) and safe working loads for floors and roofs

- Hazardous materials used (e.g. lead paints and special coatings)

- Information regarding the removal or dismantling or installed plant and equipment (e.g. any special arrangements for lifting such equipment)

- Health and safety information about equipment provided for cleaning or maintaining the structure

- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services etc.

- Information and as built drawings of the building, it's plant and equipment (e.g. the means of safe access to and from service voids and fire doors)

- Hazards in dismantling or demolition

Appendix 1- Summary of roles and duties under CDM Regulations 2015

CDM Duty holder	Summary of role/main duties
Clients are organisations or individuals for whom a construction project is carried out	Make suitable arrangements for managing a project. This includes: - Other duty holders are appointed - Sufficient time and resources are allocated Make sure - Relevant information is prepared and provided to other duty holders - The principal designer and principal contractor carry out their duties - Welfare facilities are provided
Designers are those, who as part of a business prepare or modify designs for a building, product or system relating to construction work	When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during - Construction and - The maintenance and use of a building once it is built Provide information to other members of the project team to help them fulfil their duties
Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project This includes - Identifying, eliminating or controlling foreseeable risks - Ensuring designers carry out their duties Prepare and provide relevant information to other duty holders Provide relevant information to the principal contractor to help them plan, manager, monitor and coordinate health and safety in the construction phase
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project which involves more than one contractor	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes - Liaising with the client and principal designer - Preparing the construction phase plan - Organising cooperation between contractors and coordinating their work Ensure - Suitable site inductions are provided - Reasonable steps are taken to prevent unauthorised access - Workers are consulted and engaged in securing their health and safety - Welfare facilities are provided
Contractors are those who do the actual construction work and be either an individual or a company	Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety

	For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor For single contractor projects, prepare a construction phase plan
Workers are the people who work for or under the control of contractors on a construction site	They must - Be consulted about matters which affect their health safety and welfare - Take care of their own health and safety and others who may be affected by their actions - Report anything they see which is likely to endanger either their own or others health and safety - Cooperate with their employers, fellow workers, contractors and other duty holders

Appendix 2- Site Rules

1. Upon arrival, report to site office, sign in and attend site safety induction.
2. Axis IDs and corporate clothing must be worn at all times.
3. Attend all Toolbox talks when requested by Site Manager.
4. Do not put yourself or others at risk.
5. Appropriate PPE to be worn at all times.
6. Permission must be obtained from Site Manager prior starting any work on site.
7. All accidents/incidents/near misses must be reported to Site Manager who will record the event in the site accident book.
8. Consumption of alcohol or illegal substances on the site or in the working area(s), or being under their influence is prohibited. Known side effects from drugs prescribed by a GP must be notified to the Site manager.
9. Radios or personal audio devices (such as iPods) are not to be used.
10. RAMS and COSHH assessments are to be signed by operatives.
11. Offensive or inappropriate language and provocative gestures are not allowed.
12. Access routes and working areas are to be kept clean and clear of vehicles / materials / debris.
13. No smoking permitted on site or offices and will only be allowed only in designated areas outside the Estate.
14. Your attention is drawn to the Fire Safety Plan displayed in the Site Office and Canteen.
15. Safety signs and notices must be followed. Emergency evacuation routes must not be obstructed at any time.
16. The workforce must only use BS131 or Class1 ladders that are in good condition, tied and extend beyond the step off point in the proper manner.
17. All debris or waste must be cleared at the end of the day or shift and their working areas to be kept tidy.
18. Your attention is drawn to our Construction Logistics Plan / TMP and the rules contained therein in particular regarding material deliveries / muck away
19. No parking on site unless specific permission obtained from the Site Manager.
20. No parking in Hillside Gardens Estate and all access roads must be kept clear for residents and emergency vehicles.
21. Copies of waste transfer/carriage notes and a copy of the carrier's license must be forwarded to the Site Manager and copied to the Project Safety File. Potentially hazardous waste must be removed and disposed of in strict accordance with the recommendations of the manufacturer / supplier.
22. Sign out and return PPE upon leaving.

If in doubt- Ask