



# CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

**PROJECT:**  
EXTERNAL TIMBER BUILDING INSTALLATION

**LOCATION:**

KIRKLINGTON PRIMARY SCHOOL, SCHOOL LANE, KIRKLINGTON,  
NEWARK, NG22 8NG

|                              |   |
|------------------------------|---|
| <b>Principal Contractor:</b> | The Stable Company (York) Limited       |
| <b>Principal Designer:</b>   | The Stable Company (York) Limited       |
| <b>Client:</b>               | Kirklington Primary School              |
| <b>Contracts Manager</b>     | Jon Marsden, The Stable Company         |
| <b>Site Manager</b>          | Rowlandas Plausinis                     |
| <b>Start Date</b>            | 11/01/2016                              |
| <b>Project Duration</b>      | Approximately 7 weeks                   |
| <b>Prepared by</b>           | Gareth Barber                           |
| <b>Date</b>                  | January 2016                            |
| <b>CDM Notifiable</b>        | Not notifiable – no requirement for F10 |

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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| No | Document title  | Provided by        | Date entered |
|----|---|--------------------|--------------|
| 1  | Safe Working Procedures Index                               | The Stable Company | January 2016 |
| 2  | Health and Safety Policy Statement                          | The Stable Company | January 2016 |
| 3  | Contractors Safety documentation request form.              | The Stable Company | January 2016 |
| 4  | Section of Health and Safety Policy relevant to Contractors | The Stable Company | January 2016 |
| 5  | Induction leaflet   | The Stable Company | January 2016 |
| 6  | Safety Inspection Report Form                               | The Stable Company | January 2016 |
| 7  | Blank Assessment Forms                                      | The Stable Company | January 2016 |
| 8  | Evidence of Training Log Book                               | The Stable Company | January 2016 |
| 9  | Contractors Assessment Form                                 | The Stable Company | January 2016 |
| 10 | Site accident book  | The Stable Company | January 2016 |
| 11 | Copy of form F10 (If required)                              |                    |              |
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| 13 | Vibration Assessment Template                               | The Stable Company | January 2016 |
| 14 | Noise Assessment Template                                   | The Stable Company | January 2016 |
| 15 | Fire Risk Assessment  | The Stable Company | January 2016 |
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| 17 | Construction Program  | The Stable Company | January 2016 |

The Stable Company (York) Limited  
 Outgang Lane  
 Osbaldwick  
 York  
 North Yorkshire  
 YO19 5UP

Telephone: 01904 430 630  
 Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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## SECTION 1.0

### Description of project:

#### 1.1 Project description and programme details including any key dates:

This project is the enabling works, associated ground works and construction of new build external timber educational building at Kirklington Primary School, Kirklington. The Stable Company have the status of principal contractor on the Project.

Our works will comprise the following:

- Provision of suitable utility connections to the new building;
- groundworks and associated civils works;
- construction of new timber education building;
- fit internal fixtures and fittings to the new building;
- all electrical and plumbing works associated with the new building;

Commencement: 11 January 2016  
Duration: Approximately 7 weeks.  
Completion: Late February/Early March 2016.

#### 1.2 Details of Client, Designers, Principal Contractor and other Consultants:

Client: Kirklington Primary School  
School Lane  
Kirklington  
Newark  
NG22 8NG

Contact: Tracey Burn-Smith  
Tel: 01636 812360  
Email: [head14@kirklington.notts.sch.uk](mailto:head14@kirklington.notts.sch.uk)

Designer: The Stable Company  
Outgang Lane  
Osbalwick  
York  
YO19 5UP

Designer: Mark Akister  
Tel: 01904 430630  
Email: [markakister@thestablecompany.com](mailto:markakister@thestablecompany.com)

Structural Engineer Rawcliffe Associates Ltd

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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The Paddocks  
Follifoot  
Harrogate  
HG3 1EA

Contact: Dominic  
Tel: 01423 879808  
Email: [rawcliffes@rawcliffeassociates.com](mailto:rawcliffes@rawcliffeassociates.com)

Principal Contractor: The Stable Company  
Outgang Lane  
Osbalwick  
York  
YO19 5UP

Contracts Manager: Jon Marsden  
Tel: 01904 430630 or 07889 539835  
Email: [jonmarsden@thestablecompany.com](mailto:jonmarsden@thestablecompany.com)

Local HSE Office: Health and Safety Executive (Nottingham)  
Kingsley Dunham Centre,  
Nicker Hill,  
Keyworth,  
Nottingham  
NG12 5GG  
Fax: 0115 937 7501

### 1.3 Extent and location of existing records and plans that is relevant to Health and Safety on site, including information about existing structures when appropriate.

Information has been made available to The Stable Company.

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
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## SECTION 2.0

### Management of the work:

#### 2.1 Management and structure and responsibilities:

The Stable Company have the status of principal contractor on this project and will ensure that all aspects of our work is managed at all times throughout the duration of the Project. The Management for the Project is as follows:

Contracts Manager: Jon Marsden of The Stable Company

Site Manager: Rowlandas Plausinis of The Stable Company

The Principal Contractor will have overall control of the Project and will be responsible for the site overall.

#### 2.2 Health and Safety goals for the Project and arrangements for monitoring and review of Health and Safety performance.

All works will be undertaken ensuring that the mandatory and statutory safety standards are adhere to in order to protect the Health, Safety and Welfare of all those employed on the Project. The list below is not exhaustive and does not refer to all regulations and legislation governing construction activities but points to the main ones covering such works:

- The Health & Safety at Work etc. Act 1974
- The Reporting of injuries, Diseases & Dangerous Occurrences Regulations 2013
- Construction (Design & Management) Regulations 2015
- The Management of Health & Safety at Work Regulations 1999
- Health & Safety (First Aid) Regulations 1981
- The Provision & Use of Work Equipment Regulations 1998
- The Lifting Operations & Lifting Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- The Personal Protective Equipment at Work Regulations 1992
- The Manual Handling Operations Regulations 1992 - as amended
- The COSHH Regulations 2002 - as amended
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Work at Height Regulations 2005
- The Stable Company own safe working procedures, which are based on the above regulations.



To assist in the Health and Safety monitoring of our works, Strathmore Services Ltd, the Company Safety Advisors - may carry out a safety inspection of the site and works if requested to do so.

## **2.3 Arrangements for:**

### **2.3.1 regular liaison between parties on site;**

On-site meetings may be held between the relevant parties i.e. the Client, Principal Contractor and sub-contractors etc to discuss the progress of the Project. The route of communication, agenda, frequency and location for these meetings will be established prior to commencement of work.

### **2.3.2 consultation with the workforce;**

As the Project progresses, regular site meetings will be held with the Principal Contractor. The frequency of these meetings will be arranged at the pre-start meeting.

The purpose of these meetings will be to discuss any matters arising with regard to the project and any health and safety issues that have arisen during the construction activity.

Where any health and safety matters arise from the site meetings which cannot be dealt with on site then the Company Safety Advisors, Strathmore Services Ltd may be asked to visit the site to give advice on the relevant matter.

### **2.3.3 the exchange of design information between the Client, Designers, and Contractors on site;**

All Designers involved with the project will ensure that all available and relevant information such as drawings and structural calculations, along with the relevant design risk assessments etc are passed to all parties that are involved with the Project.

### **2.3.4 handling design changes during the project;**

Where it is found that there is a requirement for changes to be made to the original design then the Designers will ensure that all parties involved are informed of the changes.

Where any changes in the design introduce a significant or altered risk for the work activity, it will be the Designers responsibility to prepare a further Design Risk Assessment which will be issued to the Site Manager of The Stable Company who will then produce detailed risk assessments and method statements that are site specific which will then be passed onto the operatives carrying out the works.

### **2.3.5 the selection and control of contractors;**

Sub-contractors carrying out work for The Stable Company are selected after having demonstrated that they are fully aware of their Health and Safety duties and the procedures they intend to employ to comply with them.



To ensure that Sub-Contractors employed by The Stable Company are aware of any significant hazards associated with the site they will be issued with all relevant information on the general hazards and risks associated with the works.

### **2.3.6 The exchange of Health and Safety information between contractors;**

The Stable Company will request method statements and risk assessments from all Sub-Contractors and also projected time scales so that works can be programmed in accordingly and ensure that any high risk activities can be identified and phased in when it would least affect those working on the site and the Client activities.

### **2.3.7 Site security;**

As the works are within the existing premises of a live School, security is paramount and will at all times be under the control of The Principal Contractor.

### **2.3.8 Site induction;**

The Stable Company rely on the Principal Contractor to induct all operatives onto the site.

Before accessing the work activity area all operatives and any visitors to the site will sign in to the site register and when leaving site they will sign out of the site register. This procedure will ensure that the numbers on site can always be accounted for in the event of an emergency etc.

### **2.3.9 On site training;**

The Stable Company will not allow anyone to carry out any task that they are unfamiliar with and/or they have not had sufficient training for.

The Site Manager will ensure that instruction and information in the form of Risk Assessments and Method Statements are provided where required and issued to the operatives before commencement of work. The Stable Company requires all sub-contractors to provide properly trained and competent operatives for their particular work activities.

Note: Where foreign labour is employed from an Agency, for example, the Agency must ensure that the operatives are able to speak and understand English so that any verbal instruction and/or warnings are not misunderstood.

### **2.3.10 Welfare facilities and first aid;**

#### **Welfare:**

The Principal Contractor will provide suitable welfare facilities for the Stable Company operatives to use. Welfare should comprise:

- a designated room for the taking of food that has heat, light, power, seating and tables;
- drinking water, facilities for boiling water (electric kettle) and a means of heating food;



- washing facilities with hot water, liquid soap and paper towels;
- toilet facilities with sufficient WC's and urinals;

**First aid:**

A First Aid kit will be available at all times during working hours on the site and a telephone will always be available to summon an ambulance if required, both will be located in the site office area and all operatives will be made aware of this at site inductions.

The Stable Company will ensure that an operative that has been trained to either Emergency First Aid at Work and/or First Aid at Work level is on site at all times when our works are being carried out to administer first aid (in addition to that provided by the Principal Contractor) should the situation arise.

Should Hospital treatment be required then the nearest Hospital for Accident & Emergency treatment is at:

King's Mill Hospital  
Mansfield Road  
Sutton-In-Ashfield  
Nottinghamshire  
NG17 4JL

King's Mill Hospital can be contacted on 01623 622515

**DISTANCE BY CAR: 12 MILES**

**TIME TO GET THERE AT AVERAGE SPEEDS: 20 MINUTES**

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



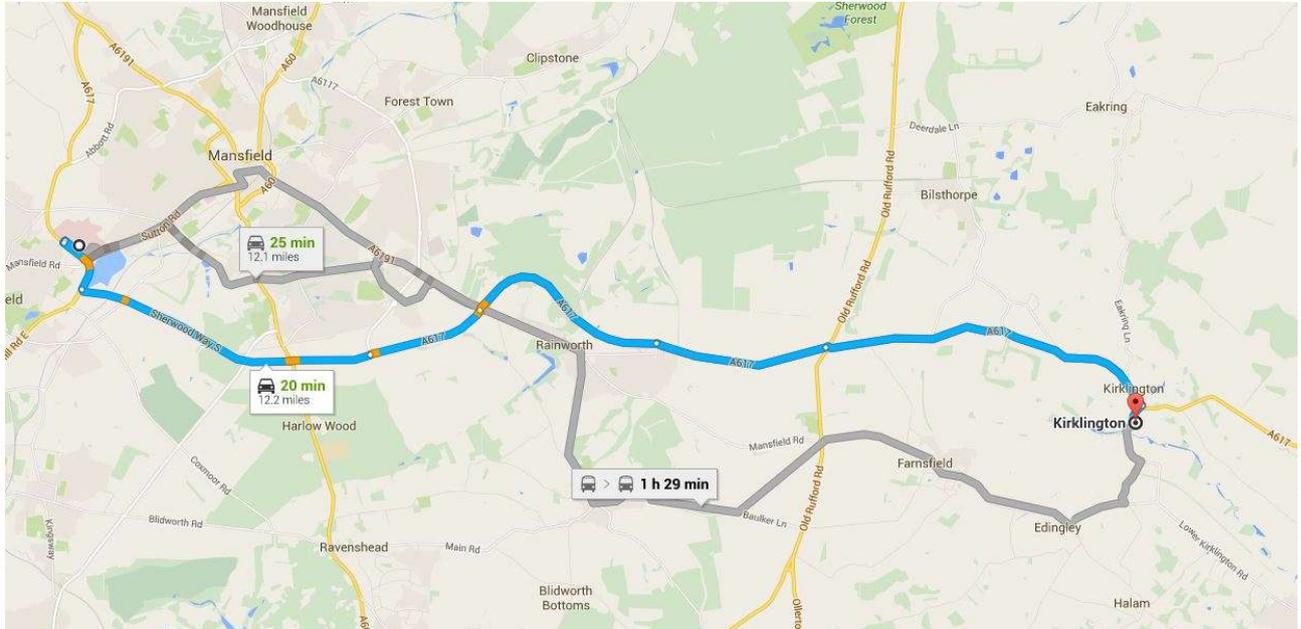
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### Route to King's Mill Hospital NG17 4JL from the site at NG22 8NG



Note: The transporting of injured operatives to Hospital by private vehicle should only be done on the expressed opinion of the First Aider, and an ambulance needs to be summoned if the injuries are of a more serious nature and/or life threatening.

#### 2.3.11 The reporting and investigation of accidents and incidents including near misses:

All accidents no matter how minor will be reported initially to The Stable Company Site Manager, who will ensure that it is recorded in line with the requirements of the company safe working procedures and reported to the Principal Contractors Site Manager.

Should the accident be of a more serious nature and requires Hospital treatment and subsequent investigation, then Strathmore Services may assist in the reporting to the authorities, any accident and/or dangerous occurrence notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Any accidents and/or incidents that are notifiable under the Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013 (specified injuries for example in Regulation 4 of RIDDOR 2013) should be reported to the relevant authority without delay.

#### Ways to report an incident at work Online:

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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At the Health and Safety Executive website, [www.hse.gov.uk](http://www.hse.gov.uk) click on the 'contact HSE' tab and then 'report an incident' from the drop down menu. Complete the appropriate online report form listed below, the form will then be submitted directly to the RIDDOR database and you will receive a copy for your records:

- Report of an injury
- Report of a dangerous occurrence
- Report of an injury offshore
- Report of a dangerous occurrence offshore
- Report of a case of disease
- Report of flammable gas incident
- Report of a dangerous gas fitting

All incidents can be reported online but a telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Please note: The site accident book will conform to the requirements of the Data Protection Act in that the personal information about individuals can be easily detached for storage in an alternative secure location.

### **2.3.12 The production and approval of risk assessments and written systems of work:**

The Site Manager will ensure that suitable method statements and risk assessments are produced for work processes that constitute a risk to the operative and/or anyone affected by the work.

Sub-contractors method statements and risk assessments will be submitted to The Stable Company prior to the sub-contractors arriving on site. The documents will be reviewed by competent persons prior to the Sub-Contractor being allowed on site.

### **2.3.13 Site rules (including drug and alcohol policy):**

- All operatives and visitors must sign in and out of the register.
- Personal protective equipment will be worn by all operatives and any visitor while on site i.e. safety footwear, safety helmets and hi-visibility clothing; all other PPE will be worn as dictated by the work activity/relevant safe working procedure.
- Operatives must keep the upper torso covered at all times whilst on site.
- Smoking is not permitted anywhere on the site at any time.
- Personal music equipment or radios are not permitted in the work activity areas.
- Any person suspected of being under the influence of drink and/or drugs (prescription drugs aside, provided they do not impair the senses) will be asked to vacate the site with immediate effect.
- No unsupervised or lone working will be allowed.
- No burning of waste materials.



- Access equipment must be removed and made secure at the end of each work shift.
- No tools and/or equipment must be left unattended.
- Operatives must keep the work activity area free from residual waste at all times.

### **2.3.14 Fire and emergency procedures:**

#### **Preventing fire:**

##### **a. Reducing the amount of combustible material:**

Materials required for the project will be brought to site as needed wherever possible to minimise storage of combustible materials. When materials are brought to site and stored, packaging materials will be removed and disposed of. By adopting these measures, an unnecessary build up of materials will be avoided that could increase the fire risk on site.

##### **b. The changing flammability of materials as they are used:**

A daily cleaning up schedule will aim to keep dust to a minimum so as not to create enhanced risk where the dust could settle and increase the flammability of materials or structures on site.

##### **c. General requirements for storage of all combustible materials:**

As outlined above at item 'a', wherever possible, materials will be brought to site as required so that when delivered they can be used quickly and avoid storage build-up problems. Waste packaging and the like will be removed from the work activity area with the use of a general purpose skip.

Storage areas should be arranged to ensure the segregation of combustible materials and any possible sources of ignition.

##### **d. Storage of more volatile flammable materials:**

Fuels for portable tools such as masonry saws will be brought to site daily transported and kept in marked containers specifically for that use and then removed from site at the end of the working day and where solvents for cleaning and use in painting and decorating are used they will be removed from site at the end of each working day.

##### **e. Rubbish disposal:**

A daily housekeeping schedule will be implemented to keep all areas of the work activity areas free of waste materials and waste will be removed regularly to general waste skips provided by the Principal Contractor. This will become particularly important in later stages of the works where areas of the building will become compartmented

Note: All Sub-Contractors will be briefed about avoiding waste build up during their site induction.

##### **f. Protective coverings:**

Some materials, fixtures, fittings etc may be delivered to site packaged in protective coverings which may be flammable and add to the fire risk. The overall plan is to schedule installation of such items as late as possible in the fit-out phase and to ensure that when



items are delivered to site with protective coverings that they are to a flame retardant specification wherever possible; this will require liaison between The Stable Company and suppliers or sub-contractors. Where the above cannot be arranged then combustible packaging materials will be removed as soon as possible from stored items.

**g. Scaffold sheeting:**

Scaffold sheeting will not be a requirement on this project.

**h. Handling more volatile flammable substances:**

it is not anticipated that there will be any large quantity of highly volatile materials or processes during the project.

**i. LPG:**

There will be no requirement for LPG on this project.

**j. Precautions for all uses of LPG:**

N/A.

**k. Precautions for some particular uses of LPG:**

N/A.

**l. Demolition:**

Not applicable on this project.

**Reducing ignition sources:**

**m. Smoking:**

No smoking will be allowed anywhere on the site or within the school Premises as a whole and this will be rigorously enforced. Any person found smoking will be subject to The Stable Company's own internal disciplinary procedure.

**n. Site machinery and equipment:**

There will be no requirement to have fuel stored on site. Fuel will be either the fuel tank itself or in sealed purpose made fuel containers, which will be removed from site at the end of the working day.

**o. Use of oxy-fuel equipment:**

Not applicable on this project.

**p. Electrical installation:**

Additions and alterations to the electrical supply will be made, and the electrical sub-contractors will ensure that the supply to other areas of the School are not affected by the works. The electrical sub-contractors will provide specific method statements and risk assessments for their works on site.



Within the confines of the work activity areas power for tools and equipment will be taken from the building supply, from which step down transformers will reduce the supply to 110v. No "ad-hoc" additions to this electrical supply will be allowed and no 240v equipment will be allowed on site.

The type of electrical portable tools and equipment planned for use on this project will be in the main of the small hand held electrical (110v) or battery powered variety typically used by most trades and all will be visually inspected by the users before and during use to ensure good order.

Note: Portable electrical tools and accessories will have evidence of having been tested within the previous 3 month period or evidence of date of purchasing if new.

**q. Bonfires:**

Burning of waste materials will not be permitted on site.

**r. Arson and site security:**

Before leaving site at the end of each working day, the Site Manager will ensure that all of the Heras fence panels around the site boundary are securely fixed at both of the clips at each joint. Once the building is constructed, all internal work activity areas will be made secure by ensuring they are locked at the end of each working day and all access equipment removed.

**General fire precautions:**

**s. Means of escape:**

The Site Manager will ensure that all operatives and sub-contractors are made aware of the escape routes from the particular work activity area they are working in and that the fire assembly point is made clear to all on site.

The Site Manager will ensure that operatives and sub-contractors are made aware that their work activity and tools and materials in use must not in any way obstruct the fire escape routes from the existing School buildings or pathways / access or egress routes leading to or from any buildings.

The Site Manager will prepare a site fire plan and a sketch plan will be posted on the wall in the site office showing fire escape routes, locations of fire fighting equipment and types, locations of means of raising alarm etc. The site fire plan will be covered in depth with all operatives / visitors at induction.

**t. Emergency signs:**

The Site manager will ensure that suitable signage is posted for fire escape routes and final exits to comply with the Regulatory Reform (Fire Safety) Order 2005.

**u. Fire alarms:**



Suitable means of raising alarm will be provided on site at easily accessible points in line with 'The Regulatory Reform (Fire Safety) Order 2005 and relevant parts of HSE Guidance, HSG 168 - 'Fire Safety in Construction'. The locations of these call points will be marked on the site fire sketch plan and highlighted to operatives and visitors at induction to the site. Fire alarms will be checked daily for operation by a nominated competent person with more thorough inspections being carried out at regular intervals.

**v. Fire-fighting equipment:**

In case of an outbreak of fire, extinguishers i.e. water and/or foam fire extinguishers for general fires and CO extinguishers in case of electrical fires, will be available in the work activity areas.

Each fire extinguisher will carry a certificate showing that it is fully up to date, tested and ready for use and the extinguisher points will be mounted or placed at easily accessible places and marked with suitable signage.

**w. Emergency lighting:**

Not applicable on this project.

**Emergency procedures:**

**x. Developing an action plan for fire:**

The Principal Contractor should prepare a site Fire Risk Assessment which should be located in the Site Office along with the site fire rules and actions to take in case of fire, and this information will be displayed in the building and will be covered in site safety induction; a copy of each of the following is to be appended by the Site Manager to the safety plan in Section 6:

- Fire risk assessment.
- Fire escape route sketches.
- Fire drill rules.
- Site general fire rules.

**Important Note:**

The Site Fire Risk Assessment will form part of the general fire arrangements for the project and should be read in conjunction with this section of the safety plan and the site fire plan. The Principal Contractor is responsible for reviewing, revising and updating the Site Fire Risk Assessment as necessary to suit the progress of the works and the changing configuration of the building.

**y. Fire wardens:**

The Principal Contractor should designate a person as the Fire Warden and they will be responsible for checking daily that all of the fire precautions set out are implemented daily on site.

**a1. Liaison with the fire services:**

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
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The Site Manager will ensure that none of the site associated vehicles and/or works under his control affects the access requirements of the School.

**b1. Monitoring GFP's and fire practices:**

Escape routes, fire extinguisher points, fire alarm system, fire escape signage, routes sketches and fire escape routes will be checked every working day by the Principal Contractor as a part of daily routine on site – fire will be covered in the site safety induction sessions.

**c1. Fire instruction notices:**

Fire action notices and fire rules notices will be posted in suitable places within the work activity area as part of the site signage requirement.

**d1. information, instruction and training:**

Anyone requiring access to the work activity area will receive a formal site safety induction from the Principal Contractor and the site safety induction should include:

- the general site fire precautions;
- fire alarm;
- fire drill;
- fire escape arrangements;

**Temporary accommodation units:**

**e1. Siting and fire integrity of TAU's:**

Temporary accommodation units (TAU) will be used for meeting/administration requirements, and where these are 'hired in' Principal Contractor will liaise with the hire company to ensure that it complies with the general fire precautions and current guidance in force - this also applies to any TAU that is owned by The Stable Company.

**f1. Sleeping accommodation:**

Not applicable on this project.



## SECTION 3.0

### Arrangements for controlling significant site risks:

#### 31. Safety risks, including:

##### 3.1.1 Delivery and removal of materials (including waste) and work equipment taking account of any risks to the Public, for example during access to or egress from the site;

Although a portion of the works are to be carried out in the Half term holiday period, during the term times deliveries or vehicle movement etc should not be carried out during the following hours:

08.30-09.30;  
14.30-15.30

The Principal Contractor will provide a suitable banks person on site for unloading of goods.

##### 3.1.2 Dealing with services - water, electricity and gas, including overhead power lines and temporary electrical installations;

Existing service drawings will be studied prior to works commencing and the necessary steps taken to mark known services. All electrical connection works will be carried out by competent persons.

There are no overhead services present within the vicinity of the works.

##### 3.1.3 Accommodating adjacent land use;

The School is located within a residential area and therefore due consideration should be given to the requirements of the residents of the properties affected at all times throughout the project - refer to Section 3.1.1 regarding access and vehicle movements.

##### 3.1.4 Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures;

There are no works within the project which will affect the structural integrity of the existing buildings.

##### 3.1.5 Preventing falls;

###### Access equipment:

Access equipment will conform to Class 1 specification - no domestic quality equipment be allowed. Step ladders must be fully opened and positioned in such a way so as to prevent the user having to over-reach to complete the task safely; although not mandatory the use of "podium" type access equipment is advised in place of step ladders.



Ladders will only be used to work from if it is of short duration and a risk assessment is carried out for the work involved and/or it is not possible to use any other access equipment due to structural and/or on-site peculiarities - refer to Part 5, Schedule 6 of the Work at Height Regulations 2005.

Ladders when used will be put up at the correct angle of 75° - the angle can be judged using the angle indicator marked on the stiles of some ladders or if there is no indicator then the 1 in 4 rule can be used i.e. 1 unit out for every 4 units up - and to prevent the ladder from slipping during use it will be footed by a second operative, and if this is not possible then the ladder base will be tied off to a post driven into the ground.

Tower scaffolds will be erected and used by operatives that have been trained to PASMA standards and must follow the erection procedures provided by the manufacturer and supplier, particular attention must be paid so that the base to height ratio is never exceeded, and outriggers must be fitted to stabilise the tower, access to the towers must be via internal vertical ladders and not by climbing the outside framework of the tower.

Mobile towers may be used in conjunction with crash bags internally to provide a safe working platform and fall protection for works in the roof trusses.

#### Scaffolding:

Scaffolding will be required to provide safe access to suit the progress of the works and all these scaffolds will require a detailed design risk assessment for the structure where and if they fall outside the NASC TG20:13 standards. Scaffolds will be erected by a specialist sub-contractor.

All working platforms will have toe boards and guard rails set at the correct height and spacing i.e. 950mm minimum height to top of principal guard rail with the intermediate guard rail set so there are no gaps of more than 470 mm between rails and top of toe board.

All access ladders will be tied off at the top and extend above the landing point by at least 5 rungs or 1.05 mtrs so that operatives can step off the ladder onto the landing point without letting go of the ladder.

The scaffolding company will inspect the scaffold on completion, sign and date the scaff tag where fitted and provide a Handover Certificate which will be issued to the Site Manager before first use.

Thereafter, the Principal Contractor will ensure that scaffolds are inspected by a competent person every Seven days (or after inclement weather or any event which could affect stability) and the findings of the inspections recorded in the relevant register which will be kept in the site office.



The specialist Scaffold Contractor will provide detailed method statements and risk assessments for their works to include evidence of training (CISRS certification) for operatives.

No one other than authorised persons employed by the Scaffold contractor will make alterations to scaffolds and all access ladders from ground to first lift will be removed or lockable ladder guards fitted at the end of the working shift to prevent unauthorised access.

**3.1.6 Work with or near fragile materials;**

There are no works involving fragile material.

**3.1.7 Control of lifting operations;**

Genie lift type equipment will be used to assist the lifting of and fixing of various components in addition to perimeter and mobile tower scaffolds. Lifting equipment will have a current annual certificate of thorough examination (6 monthly thorough examination for equipment for lifting of persons and lifting accessories) as required by the Lifting Operations and Lifting Equipment Regulations 1998. All lifting equipment will be inspected at regular intervals by a competent person and the findings of the inspections recorded in the relevant register. All persons who operate Mobile Elevating Work Platforms will hold current IPAF certification in the relevant categories. A suitable lifting plan will be prepared by the Site Manager and all lifts will be supervised by a competent person at all times.

**3.1.8 The maintenance of plant and equipment;**

All plant and equipment will be maintained in accordance with manufacturers guidelines. Regular inspections will be carried out by competent persons as required by the Provision and Use of Work Equipment Regulations 1998.

**3.1.9 Work on excavations and work where there are poor ground conditions;**

A specialist ground works contractor will be employed by the Principal Contractor to carry out the excavation works etc necessary for us to commence our works.

**3.1.10 Work on wells, underground earthworks and tunnels;**

Not applicable on this project.

**3.1.11 Work on or near water where there is a risk of drowning;**

Not applicable on this project.

**3.1.12 Work involving diving;**

Not applicable on this project.

**3.1.13 Work in a caisson or compressed air working;**

Not applicable on this project.

**3.1.14 Work involving explosives;**

Not applicable on this project.



### 3.1.15 Traffic routes and segregation of vehicles and pedestrians;

The route into site will be from the main road (Southwell Road). Vehicles turning in to School Lane from Southwell Road will be required to reverse in. The site entrance will be found 200m down School Lane on the left hand side. The site entrance and approach are shown below. (Note that there is quite a tight turn into School Lane with building protrusions from existing properties.)



View from Southwell Road looking down School Lane



View from site entrance back to Southwell Road

The Stable Company (York) Limited  
Outgang Lane  
Osbalwick  
York  
North Yorkshire  
YO19 5UP

Telephone: 01904 430 630  
Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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Entrance to site from School Lane

It is recommended that delivery vehicles etc are of the rigid body type to facilitate ease of manoeuvring.

The Principal Contractor will ensure that waste removal and delivery of material will be assisted by an operative who will act as banksman when vehicles are entering and leaving the site.

NOTE: The immediate and all surrounding areas are residential and there are likely to be children playing in the streets etc and drivers should be aware of this when accessing and egressing site.

### **3.1.16 Storage of materials (particularly hazardous materials) and work equipment;**

There will be no hazardous material used and/or stored on the site; all materials used will be standard construction material that can be purchased from any builders merchant.

### **3.1.17 Any other significant safety risks;**

None noted.

### **Health risks, including:**

#### **3.2.1 Asbestos;**

The main of the works are separate from the Main School building however as connections will be made into the existing services, the Client has provided a copy of an Asbestos Refurbishment survey carried out on the 24 December 2014. The survey does not highlight any Asbestos containing materials in any of the work areas however, it is The Stable Company's duty as Principal Contractor to ensure that no one employed by them to carry out work on the site is exposed to the risk of Asbestos containing material. All Stable Company operatives and sub-contractors will hold current Asbestos Awareness training.



A working procedure is always applicable on any project to deal with unforeseen eventualities with regard to Asbestos, and therefore as the works progress should any material be found that could be Asbestos related then the following procedure must be followed:

- the material must not be disturbed;
- all work must stop and the area sealed and closed off;
- after sealing off the area the Site Manager will inform the Contracts Manager who in turn will contact the Contracts Administrator and CDM Co-ordinator and await instruction;
- samples may need to be sent away for analysis and if Asbestos is confirmed then the Contracts Manager and Client will need to confirm a course of action;
- where any Asbestos material is removed a certificate of clearance and confirmation that the areas are safe to work in need to be issued prior to operatives re-entering the areas;

### **3.2.2 Dealing with contaminated land;**

A Ground Investigation Report has been provided by the Client in the Pre-Construction information. The Principal Contractor is responsible for all aspects of ground works on the Project.

### **3.2.3 Manual handling;**

The majority of materials brought directly from the builders merchants are usually palletised and normally unloaded using the "Hiab" lifting attachment on the delivery vehicle, materials then transferred to the work activity area by manual handling methods and/or lifted using machinery.

Owing to the nature of the work carried out on construction sites manual handling operations cannot be avoided and to minimise the risk of injury all operatives will be given instruction on manual handling techniques i.e. how to lift loads safely; operatives will always take into consideration:

- the weight of the load;
- the size and shape of the load;
- the distance the load will have to be carried;
- the changing levels of terrain over which the load is to be carried;

Operatives must never attempt to lift any load that is beyond their physical capabilities, but always as for assistance, likewise, some construction components can be of an awkward shape and/or size, but not always excessively heavy, therefore loads such as these will be handled by two or more operatives at all times.

### **3.2.4 Use of hazardous substances, particularly where there is a need for health monitoring;**



To ensure the Health, Safety and Welfare of operatives on the site there are COSHH assessments available for all other construction materials that may have the potential to cause harm to the user by either:

- contact with exposed skin;
- inhalation of the fumes;
- accidental ingestion;

The Site Manager will ensure the control measures within the COSHH assessments are adhered to at all times.

### **3.2.5 Reducing noise and vibration;**

#### **Noise:**

The Control of Noise at Work Regulations 2005 requires specific action to be taken where individuals are exposed to noise levels, the exposure limit values and action values which are averaged over a working day or week relate to the levels of exposure to noise and therefore:

- at 80dB (A) the wearing of suitable hearing protection is discretionary by the operative;
- at 85dB (A) a hearing protection zone must be established and suitable hearing protection\_ available and its use must be enforced;
- no one must be exposed to noise above an exposure limit value of 87dB;

Where equipment is going to be used for a significant amount of time a "Noise Risk Assessment" will be carried out.

Note: Any proposed construction activity that produces significant amounts of noise will be planned after liaison with the Client contact to ascertain the most suitable times for this to be carried out.

#### **Vibration:**

The use of any hand held tool that has a vibratory and/or hammer action is subject to The Control of Vibration at Work Regulations 2005, as the use of such equipment can lead to Hand Arm Vibration injuries; the use of such equipment must be limited to:

- the time weighted recommendations in any one day;
- or the work activity shared between several operatives;

Where the equipment is going to be used for a significant amount of time a "Vibration Risk Assessment" will be carried out.

### **3.2.6 Work with ionising radiation;**

There will be no equipment in use on the site emitting such radiation.



### **3.2.7 Exposure to UV radiation (from the sun);**

Operatives are given information on suitable clothing and the use of protective creams.

### **3.2.8 Any other significant health risks;**

No other significant health risks are anticipated, and the materials and substances used are standard materials that are in use throughout the industry and are used in accordance with present legislation.



## SECTION 4.0 The Health and Safety File:

- 4.1 Layout and format:**  
To be decided by the client at the time of writing this plan.
- 4.2 Arrangements for the collection and gathering of information:**  
See item 4.1 above.
- 4.3 Storage of information:**  
See item 4.1 above.



## SECTION 5.0

### Project Method Statement/General Sequences of Works:

#### Scope of work:

The project is to install a new educational building at Kirklington School. The building comprises a w/c, lobby and single classroom.

The works will be carried out as per the schedule of works, specifications and as set out on the drawings for the Project. The works in the main will be carried out by operatives employed directly by The Stable Company and by designated specialist Sub Contractors.

#### General works involved:

Prior to the commencement of works each designated sub-contractor will provide a detailed method statement and risk assessment for their works which will take into account any hazards, risks, School requirements and site peculiarities identified in this Health and Safety Plan. All documentation will be submitted to the Contracts Manager and appended into this section of the plan.

The following list summarises the key stages involved in completing the works:

- excavate to connect to existing services and for preparation of foundation system;
- install specialist mini pile foundation plates;
- floor cassette to be fitted to specialist ring beam system and bolted to the foundation plates;
- exterior and interior walls to be fixed working from mobile tower scaffolds where necessary;
- erection of scaffolding system
- erecting of roof structure;
- fitting of new roof covering by the principal contractor;
- external door and window frames will be fitted into the aperture, and then secured to the timber studwork with screws;
- 1<sup>st</sup> fix electrical and mechanical work will be completed, then insulating material will be fitted before the dry lining board to close off the partition;
- dry lining and decoration works. Ceiling boards will be fitted using a mechanical lifter;
- internal doors will be fitted into apertures with metal screws;
- interior flooring fitted by specialist contractor;
- external decking pathway and access;
- landscaping around the building.

Note: Where there is any procedure required that differs from the norm, the Site Manager with the benefit of actual on-site information, will produce a relevant method statement and risk assessment.



## SECTION 6.0 APPENDICES DOCUMENTS

| No | Document title  | Provided by        | Date entered  |
|----|---|--------------------|---------------|
| 1  | Safe Working Procedures Index                               | The Stable Company | January 2016  |
| 2  | Health and Safety Policy Statement                          | The Stable Company | January 2016  |
| 3  | Contractors Safety documentation request form.              | The Stable Company | January 2016  |
| 4  | Section of Health and Safety Policy relevant to Contractors | The Stable Company | January 2016  |
| 5  | Induction leaflet   | The Stable Company | January 2016  |
| 6  | Safety Inspection Report Form                               | The Stable Company | January 2016  |
| 7  | Risk Assessment Forms                                       | The Stable Company | January 2016  |
| 8  | Evidence of Training Log Book                               | The Stable Company | January 2016  |
| 9  | Contractors Assessment Form                                 | The Stable Company | January 2016  |
| 10 | Site accident book  | The Stable Company | January 2016  |
| 11 | Copy of form F10 (If required)                              |                    |               |
| 12 | Induction register  | The Stable Company | January 2016  |
| 13 | Vibration Assessment Template                               | The Stable Company | January 2016  |
| 14 | Noise Assessment Template                                   | The Stable Company | January 2016  |
| 15 | Fire Risk Assessment  | The Stable Company | January 2016  |
| 16 | PCI Document  | Client             |               |
| 17 | Construction Program  | The Stable Company | January 2016  |
| 18 | Ground Investigation report                                 |                    | December 2015 |
| 19 | Site Location Plan  | The Stable Company | December 2015 |
| 20 | Site Establishment Plan                                     | The Stable Company | December 2015 |
| 21 | Services Drawing  | The Stable Company | December 2015 |
| 22 | COSHH   | The Stable Company | December 2015 |
| 23 | Asbestos Survey   | Client             | May 2014      |
| 24 |   |                    |               |
| 25 |   |                    |               |
| 26 |   |                    |               |
| 27 |   |                    |               |
| 28 |   |                    |               |
| 29 |   |                    |               |
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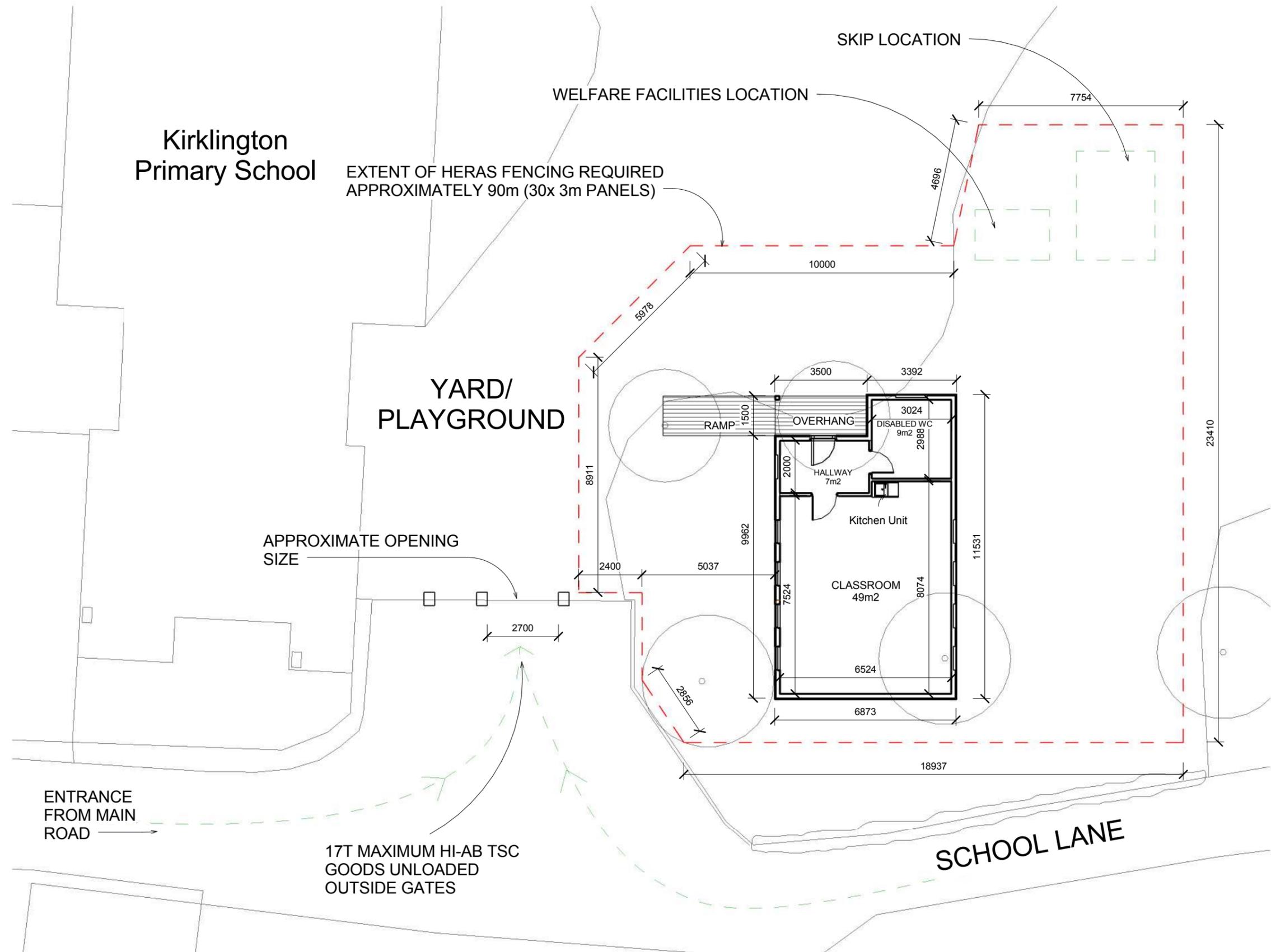
The Stable Company (York) Limited  
 Outgang Lane  
 Osbaldwick  
 York  
 North Yorkshire  
 YO19 5UP

Telephone: 01904 430 630  
 Email: [enquire@thestablecompany.com](mailto:enquire@thestablecompany.com)  
[www.thestablecompany.com](http://www.thestablecompany.com)



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DIMENSIONS IN MILLIMETRES

| Revision Status |             |      |
|-----------------|-------------|------|
| No              | Description | Date |
|                 |             |      |
|                 |             |      |
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| SPECIFICATION |  |
|---------------|--|
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| TITLE: SITE SET OUT DRAWING |                 |  |
|-----------------------------|-----------------|--|
| DRG No.                     | SS201530679_1_A | Kirklington Primary School   |
| SCALE                       | NOT TO SCALE    | Kirklington Primary School<br>School Lane<br>Kirklington<br>Newark<br>NG22 8NG |
| DRAWN                       | MJA             |  |
| DATE                        | 21.12.15        |  |
| SHEET SIZE                  | A3              |  |

**THE STABLE COMPANY**<sup>®</sup>

Outgang Lane  
Osbalwick  
York  
YO19 5UP

Tel: 01904 430630  
Fax: 01904 430363  
www.thestablecompany.com