

CONSTRUCTION HEALTH AND SAFETY PHASE PLAN

TITLE:	(insert)
LOCATION:	(insert)
REFERENCE NO:	(insert)
DATE ISSUED:	(insert)

Approval

Signed Department Manager	(insert)	Date:	(insert)
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Signed Team Leader	(insert)	Date:	(insert)
Signed Health and Safety Team	(insert)	Date:	(insert)

All CDM project team members must review and sign off prior to issue.

Review Status

Project Specific Construction Phase, Health Safety and Environmental Plan				
Review Programme				
Proposed Review Periods	Actual Date of Review	CDM plan Issue No.	Reviewed By (Signed)	
			Department / Project Manager	EDC Health and Safety
3 Months				
6 Months				
9 Months				
12 Months				
Date this Construction Phase Health, Safety & Environmental Plan was sent for review by Client				(insert)

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1. INTRODUCTION

In preparing this Construction Phase Plan, East Dunbartonshire Council have attempted to identify the hazards involved in the various operations which will be carried out during the construction phase of this project.

Once identified, the hazards have then been assessed to ensure that, where necessary, controls are put in place to minimise the risk resulting from the hazard and thus the possibility of loss. In addition to the risk assessment, assessments will be made in respect of COSHH, noise, fire and manual handling all in accordance with the relevant statutory requirements.

This developed plan should be seen as a focal point for Health & Safety and used as an everyday working reference tool by the operatives on site. This document will be updated and revised as required during the course of the works.

2. DESCRIPTION OF WORKS

Give a description of the works.

E.G. Remodelling or upgrading interiors, installation works, installing windows, roofing works etc.

East Dunbartonshire Council Property Maintenance Department has been contracted to complete the following works:

(Insert information identifying a description of what the works are, the proposed duration of the project, the working hours and the location of the works.)

Once completed, all works to be inspected and verified they are completed to a satisfactory standard by the Client and Principle Designer

3. KEY PARTICIPANTS

Client:	
Address:	
Telephone No:	
Contact Person:	

Principal Designer:	
Address:	
Telephone No:	
Contact Persons:	

3.1 Additional Key Participants: Contractors / Sub-contractors

Principal Contractor:	(insert)
Address:	
Telephone No:	
Contact Persons:	

Name	(insert)
Address:	
Telephone No:	
Contact Person:	

Name	(insert)
Address:	
Telephone No:	
Contact Person:	

Name	(insert)
Address:	
Telephone No:	
Contact Person:	

4. KEY CONTACTS

Department	Name	Contact Number
Manager	(insert)	(insert)
Team Leader	(insert)	(insert)
Site Supervisor	(insert)	(insert)
First Aid Contact	(insert)	(insert)
Health and Safety	(insert)	(insert)

5. SIGNIFICANT RISKS:

Are there any high risk tasks the client has made you aware of?

Explain all high risk operations that need to be controlled. E.G. Asbestos removal, working in close proximity to the public etc...

The following hazards have been identified by the client and will require to be risk assessed prior to any given works package occurring:

(Insert)

East Dunbartonshire Council will ensure that all construction work undertaken complies with the requirements of the Construction (Design and Management) Regulations

6. HEALTH AND SAFETY MANAGEMENT

On-site Health & Safety Management will be the responsibility of the Team Leader or delegated Supervisor, who will ensure compliance by all persons and contractors on site that;

- All work is planned, managed and adheres to current EDC H&S Policy and Safety Procedures.
- In advance of an operation commencing, relevant Health & Safety information is distributed to all who require to be advised including occupants of the property affected by the works.
- The maintenance of all Health & Safety records, inspection reports, accident book etc.

The Team Leader or delegated responsible person will further ensure that all those working on the site (including any sub-contractors) are fully aware of their responsibilities with regard to Health and Safety.

7. ADDITIONAL INFORMATION

Detail any additional information that may be relevant to the specific project.

(Insert)

Notes:

1. Any sub-contractor risk and method statements related to the above scope must be forwarded to the East Dunbartonshire Council Health and Safety Team for review a minimum of ten working days prior to the work commencing.
2. Where applicable, refer to the latest Asbestos Survey Report for the building prior to beginning any work scope.
3. If in doubt, **STOP** works and contact the Health and Safety Team

8. SETTING TO WORK

Detail how operatives, contractors and sub-contractors will be set to work

1. All East Dunbartonshire Council operatives must read, understand, and adhere to the risk assessments associated with their scope of work.
2. Confirmation of agreement of the above must be completed on the Health and Safety Briefing Record in **Appendix C** below.
3. All sub-contractors **MUST** be given a site specific health and safety induction prior to completing work for East Dunbartonshire Council
4. Team Leader / Supervisor daily briefings with all contractors, sub-contractors and visitors to be completed before work starts.

9. WELFARE ARRANGEMENTS

Detail the welfare arrangements for all operatives and contractors.

(insert)

10. EMERGENCY ARRANGEMENTS

Detail the Emergency Arrangements for the duration of the project

In the event of a serious injury or accident, contact **999** immediately.

Nearest Hospital:

Glasgow Royal Infirmary
 84 Castle St, Glasgow
 G4 0SF

Site Supervisor: (insert)
 First Aid Point of Contact: (insert)
 Health and Safety Contact: (insert)

10.1 Emergency Procedures

In the event of an emergency situation arising on a site, the following procedure will be adopted by the East Dunbartonshire Council Team Leader or their nominated deputy.

No.	Item	Comments
1	Evaluate the situation and if the emergency services are required, call them immediately by dialling 999 - clearly give the site address and full details of the emergency and the services required.	
2	Detail one person to wait at the site entrance for the arrival of the emergency services and to direct them to the incident.	
3	If there are casualties involved, contact the site Appointed Person and brief him on the situation. Detail one person to fetch the first aid kit.	
4	If no Appointed Person is available, or prior to his arrival, render assistance to the casualty personally.	
5	Move an injured person ONLY if you are sure it is safe to do so, or if he would be in imminent danger if not moved.	
6	Detail one person to stay with the casualty and to accompany him to hospital if necessary.	
7	In the event of a fire evacuate the whole building immediately, no matter how minor the fire. Attempt to extinguish the fire only if this can be done without risk	
9	THE SITE ADDRESS IS:	See Appendix F

10.2 Accident and Incident Reporting

All accidents, incidents and dangerous occurrences **must** be notified to East Dunbartonshire Council's Team Leader as soon as practicable (whether or not they involve contractor's employees or plant) and the HS1a completed and sent to H&S within 24/48hrs of incident.

The Team Leader will notify East Dunbartonshire Council Health and Safety Team of the incident, as soon as possible and in accordance with the procedure in the Health & Safety Policy.

All significant accidents and near misses are investigated and reported internally by the East Dunbartonshire Council Health and Safety Team

10.3 First Aid

A First Aid box with the names and contact information of the designated first aider or appointed person must be provided at each job location.

10.4 Safe Systems of Work (SSOW)

East Dunbartonshire Council operate a Permit to Work SSOW where required.

Statements detailing the Method Statements which will be adopted are included within this document and will be made available to all operatives where the nature of the work is uncommon or as required.

This requirement applies to any task or operation undertaken within the working area, regardless of the organisation carrying out the task or operation, or their client.

10.5 Fire Safety Plan

A Fire Safety Plan will be adopted on a site by site basis with information provided prior to the commencement of the contract and updated by the designated Team Leader as necessary.

Where required, all fire provision (firefighting equipment, escape routes, alarms, etc.) shall be provided in accordance with current regulations. All authorised persons entering the site will have applicable fire precautions drawn to their attention.

Flammable liquids (if applicable) brought on site will be drawn to the attention of the Site Manager / Team Leader and stored at points specified by them under controlled conditions.

All waste materials will be removed to the approved collection point at the end of each shift. No burning of waste is permitted on site.

It is illegal to smoke in any workplace, including company vehicles. Smoking is not permitted in any area.

10.6 Site Security

The Building Manager or Tenant will be responsible for the security of the building. In the event of the property being 'Void' security will be the responsibility of the Team Leader.

10.7 Traffic Management

Traffic Management procedures will be assessed and reviewed on a site by site basis. The Team Leader or delegated Supervisor will be responsible for traffic management (loading / unloading of vehicles) which will vary as the works progress.

All deliveries will take place to avoid times when the surrounding areas will be at their most congested.

All vehicles on the project shall not be parked dangerously, double-parked or impede the movement of normal traffic along access roads without prior permission of East Dunbartonshire Council.

Access for emergency services will be ensured at all times for fire appliances, refuse vehicles, ambulances etc. with access retained at all times to flat properties for other buildings users.

10.8 Social Hazards

Will be considered following initial scoping visits and in consultation with the Local Police Sub-Office undertaken prior to commencement, with any Police recommendations implemented.

Hazards may include dirty conditions, discarded sharps, anti-social occupants and uncontrolled dogs. All such hazards should be eliminated or reduced to a safe level before any work is carried out within the property.

10.9 Asbestos

Any available asbestos register / surveys will be studied before commencement and all EDC operatives must have received asbestos awareness training with their certification up to date.

Where no asbestos survey report exists and there is likely to be disturbance of potentially hazardous materials (e.g. asbestos / mineral fibres) to pipe chases, textured wall coatings, loft insulation etc., this will be highlighted during the initial scoping survey with a request for an asbestos survey to be carried out by a competent contractor.

Operatives will be informed to stop work immediately and contact their Team Leader if they suspect any materials in the work area may contain asbestos. If asbestos materials are to be removed from site the work will be carried out by specialist licensed contractor only.

10.10 Coronavirus (COVID-19)

At time of preparation of this Construction Phase Plan, the position relating to coronavirus is changing on a daily basis with both the UK Government and Scottish Government continuing to review the position with health advisers and the guidance that is being issued relating particularly to construction work.

Risk Assessments prepared relating to this particular matter are included within the appendices of this document however these may be subject to change and updating depending on developments and guidance over the coming months.

11. CONTRACTORS AND SUB CONTRACTORS

All contractors or sub-contractors employed on the site (whether employed directly or by other contractors working for the East Dunbartonshire Council) will be required to comply fully with all current Health and Safety Legislation, including the Construction (Design & Management) Regulations 2015.

In advance of any contractor commencing operations on site, they will be required to submit for approval, risk assessments and method statements covering all aspects of their operations.

Health & Safety information will be communicated to contractors / sub-contractors from East Dunbartonshire Council by way of site signage, pre-contract meeting, regular site meetings and site instructions.

The flow of information must be two way, with the contractor being kept fully aware of risk potential situations by all other contractors on site.

11.1 Site Rules

No.	Item	Comments
1	The Team Leader or designated appointed person will be responsible for all Health and Safety matters on site including site induction, tool box talks, inspections and monitoring.	
2	All visitors must report to the Team Leader or designated appointed person and must attend a site induction.	
3	All site operatives and visitors must wear correct Personal Protective Equipment (PPE) (Minimum requirement of hard toe safety foot wear with mid-sole protection, safety helmet and high visibility vest).	
4	All reasonable precautions should be taken to prevent pollution of site, the works and the environment in general.	
5	All necessary precautions to be taken as to prevent nuisance from smoke, dust, rubbish and other causes.	
6	All necessary fire precautions to be in place so as to prevent personal injury, death and damage to the works or other property from fire.	
7	No smoking, alcohol or drug abuse is allowed on site. Any operatives suspected of these acts will be removed from site for their own safety.	
8	All necessary precautions to be taken to prevent and/or reduce the nuisance by noise pollution.	

11.2 Materials

All materials required will be requisitioned by the site in accordance with the Procedure for Purchasing.

This procedure requires that materials will only be purchased from approved suppliers and that COSHH information relating to the ordered material will be requested from the supplier, if it is not already covered by the COSHH sheets.

Contractors or sub-contractors will advise of all and any materials which are to be brought on site and will supply all relevant manufacturers' data not already held by the Principal Contractor and their resulting COSHH assessments.

East Dunbartonshire Council reserves the right to refuse to receive any materials not fully documented. In order to avoid this, it advises that the documentation should be in hand prior to the despatch of the material.

COSHH Assessments

During the works the following COSHH assessments will be followed:

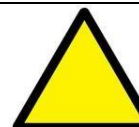
Reference:	COSHH Assessment Title
(insert)	(insert)

APPENDIX B: PROJECT NOTIFICATION (F10)

**Where applicable, insert a copy of the F10 Notification into this section.
(This must be provided by the Client / Principal Designer)**

APPENDIX D: DYNAMIC RISK ASSESSMENT

ADDRESS		JOB NO:	
OPERATIVE NAME		TRADE	
DATE OF WORKS		MANAGER	

DETAIL THE TASK							
WHAT ARE THE HAZARDS ? Circle all that apply	 Work at Height	 Moving Vehicles	 Slippery Surfaces	 Trip Hazards	 Dropped Objects	 Plant and Machinery	 Members of the Public
	 Fire	 Electricity	 Hazardous Materials	 Vibration	 Noise	 Dust	 Other Hazards

		Yes / No		Yes / No
PLANNING THE JOB ASK YOURSELF THESE QUESTIONS Answer Yes. No or N/A in the box	Are others affected by these works?		Do you have the correct tools for the job?	
	Are there SMG risk assessments available		Are tools in good working condition?	
	Do they fully apply to the job at hand?		Are work at height arrangements suitable and correctly erected / Installed?	
	Is a permit required for the task?		Is everyone aware of other activities in the work area?	
	Is the correct PPE available for the task?		Have all hazards been considered?	

Hazard Controls	Hazards: What hazards did you find?	Controls: What controls are in place? What additional controls will you put in place?	Responsibilities: Who is responsible for implementing these controls?

COMPLETION OF WORKS		Yes	No	COMMENTS	
Are the works complete?					
Is the work area clear?					
Have all materials been removed from plot?					
Has the customer inspected works?					
Have any permits issued been cleared?					
Has a Team/Squad Leader inspected the works?					
SIGNATURE :				DATE :	

ADDITIONAL COMMENTS

APPENDIX E: METHOD STATEMENT

Title:		ASSOCIATED DOCUMENTATION AND PROCEDURES
Method Statement No:	Version No. & Date:	Associated RA:
Duration of Work:	Persons Affected:	Associated Documentation:
Work Location:		
Training or Competence Requirements:		
Required Safety Arrangements:		
Resources Required: PLANT	MACHINERY	

Method Of Work:			
Temporary Support Required?	YES / NO	SPECIAL PPE REQUIRED?	YES / NO
Special Precautions:			

Emergency Arrangements:	
Site Supervisor:	
Contact Tel Number:	

APPENDIX F: LIST OF PROPERTIES