

**TVH LIMITED**

**BUILDING CONTRACTOR**

**CONSTRUCTION PHASE PLAN**

**IN ACCORDANCE WITH THE  
CONSTRUCTION (DESIGN & MANAGEMENT)  
REGULATIONS 2015**

**AT**

**POW BECK, MEADOW ROAD  
WHITEHAVEN**

**ON BEHALF OF:  
OCULUS REAL ESTATE LTD  
200 ALDERSGATE  
LONDON  
EC1A 4HD**

	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Contact Details.</b>	<b>Date</b>
Prepared by: Author	Malcolm Bell	Commercial Manager		Tel: 01900 827637	30.08.2022

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**Distribution:**

Principle Designer:

Baker Mallett LLP, Westlakes Science Park  
Moor Row, Whitehaven CA24 3HZ

Site Copy

Stuart Metcalf – Site Agent

Copy 1 - Project File

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## **1.0 INTRODUCTION**

The work, which is to be carried out at Pow Beck, Meadow Road, Whitehaven, Cumbria. CA28 8ER is notifiable to the Health & Safety Executive (HSE) under the terms of Construction (Design and Management) Regulations 2015.

The purpose of this Construction Phase Plan is to define how Health, Safety, Welfare and Environmental issues shall be managed by TVH Limited who have been appointed as Principal Contractor to undertake the required construction works. Identify those risks which may impact on the Health and Safety of all those involved in the design and construction of the project, including visitors, neighbours and pedestrians, and to ensure a Mitigation Plan is devised to eliminate, reduce or protect and inform all those affected.

It shall specify work methodologies utilised, identify site specific risks and processes to mitigate against those risks.

It shall also define the arrangements for the collection and gathering of information that the appointed Principal Designer shall require for the compilation of the Health and Safety File on completion of the construction works.

## **2.0 DESCRIPTION OF CONSTRUCTION WORKS**

The proposed works will consist of the demolition of the existing nursing home and the construction of a new build, 36 apartment Extra Care facility, complete with restaurant and communal facilities, all contained within a steel and Metsec frame structure, with slate and metal clad roofs and insulated, render boarded and brickwork external walls.

## **3.0 PROGRAMME**

The proposed start date for the construction works is to the end of July 2022 and shall continue until completion for 70 weeks, with anticipated handover during week commencing 11<sup>th</sup> December 2023. A detailed programme will be submitted to the Principal Designer for approval.

## **4.0 PROJECT DIRECTORY**

### **4.1 Client:**

Oculus Real Estate Ltd  
200 Aldersgate  
London  
EC1A 4HD

Telephone: 0203 637 9555

Contact: John Saunders

### **4.2 Contract Administrator:**

Staniforth Architects  
The Warehouse  
1A Stamford Street  
Leicester  
LE1 6NL

Telephone: 0116 285 3775

Contact: Ian Palmer

### **4.3 Principal Designer:**

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Baker Mallett LLP  
Seamill Suite  
Fleswick Court  
Crow Park Way  
Westlakes Science and Technology Park  
Moor Row  
Whitehaven  
Cumbria  
CA24 3HZ

Telephone: 01946 66377

Contact: Stephen Jackson

#### **4.4 Principal Contractor:**

TVH Ltd  
Unit 7a Lakeland Business Park  
Lamplugh Road  
Cockermouth  
Cumbria  
CA13 0QT

Telephone: 01900 827 637

Contact: Malcolm Bell

#### **4.5 Health and Safety Executive**

HSE Office  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

#### **4.6 Local Authority**

Copeland Borough Council  
The Copeland Centre  
Catherine Street  
Whitehaven  
Cumbria  
CA28 7SJ

#### **4.7 M&E Consultant**

Wilkinson James Partnership Ltd.  
29A Oxford Street  
Workington  
Cumbria  
CA14 2AL

#### **4.8 Structural Engineer**

A L Daines & Partners LLP  
28 Castle Street  
Carlisle  
Cumbria

## **5.0 PROJECT INFORMATION**

### **5.1 Location**

The site of a disused nursing home, located on the corner of Meadow Road and Link Road in Whitehaven, Cumbria, CA28 8ER.

### **5.2 Description of the Building**

The new building will comprise a three-storey construction, in steel and Metsec framing, complete with Holorib and concrete floors, clad externally in insulated framing and facing bricks, with roofs in slate and metal profiled cladding.

### **5.3 Health and Safety File**

There is a detailed Health and Safety file available on site. Upon completion of the construction work all information on the design of the structure and any other information gathered during the construction phase will be presented to the client via the Principal Designer in the form of a Health and Safety File on completion of the project.

### **5.4 Drawings**

To date: Planning drawings, comprising:

Staniforth Architects drawings Nos: 1610 P: 02, 03, 04A, 05A, 06A, 07A & 08A  
1610 P01 - Location Plan, J 1530 A1 – Existing Site Survey

### **5.5 Reports**

To date: Asbestos Survey – Date 04.07.2018, by Askams Compliance Services

### **5.6 Existing Structures**

No existing structures will remain.

### **5.7 Surrounding Environment**

The surrounding buildings include domestic dwellings and car park areas.

### **5.8 Other Works Being Undertaken**

Drainage works, external paving, car parking, entrance ramps and landscaping.

## **6.0 MANAGEMENT OF THE WORK**

### **6.1 Management Structures and Responsibilities at Site**

Stuart Metcalf will control the day-to-day activities of the site and Stephen McLelland will be the Contracts Manager for TVH Ltd and will act as Head Office liaison.

For Health and Safety, Stuart Metcalf will audit the site on a weekly basis. Copies of his report shall be forwarded to Stephen Jackson, Principal Designer. A report on each project is formulated at the end of each project by the site agent and the contracts manager jointly. This is reviewed at the quarterly safety meeting and any problem areas or areas of good practice noted and a suitable course of action determined.

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This course of action could mean a change to a template for a risk assessment or method statement or if fundamental, a change to the company's health and safety policy."

For more information, please refer to the TVH Ltd. Health and Safety policy contained at the rear of this plan.

## **6.2 Health and Safety Goals**

The objective in completing the project will be to carry out the project with the absolute minimum of fuss/disruption to the residents, tenants and workers of the surrounding buildings. The company will ensure all activities during the process of the project will be in compliance with current health and safety legislation.

With regard to health and safety, to complete the project with no accidents and no breakdowns of the company's set procedures and great care shall be taken to ensure that occupants of the surrounding buildings and pedestrians are not endangered or put at risk as a result of these works.

## **6.3 Arrangements for:**

### **6.3.1 Site office location,**

Site office will be situated in the site compound, adjacent to St Andrew's Crescent (see attached plan). All statutory notices (i.e.. F10 form, Health & Safety Law Poster, Emergency Numbers / Procedures) will be displayed in the site office.

### **6.3.2 Location of loading and unloading areas,**

All waste, and the majority of materials, will be taken in & out via the vehicular access gates, situated on the access road to St Andrew's Crescent (see attached plan) and from there, to the public highway. A small amount of materials will be stored at the Southern end of the site, accessed via Link Road (see attached plan). During the process of reversing or otherwise manoeuvring vehicles, a banksman will be present to ensure that persons & other vehicles are kept safe. Parking facilities for the contractors will be available in other designated areas within the site boundary and on the adjacent Meadow Road.

### **6.3.3 Regular liaison between work parties on site,**

Stuart Metcalf, our Site Agent, will liaise with the Architect and the Principal Designer as necessary. Our Site Agent will also discuss the working activities and programme of works for the day with site personnel after discussions with the office management team highlighting any issues that may have been identified and require specific control measures introduced.

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#### 6.3.4 Consultation with workforce and contractors,

TVH Ltd will consult with the workforce and contractors during the initial site induction and tool box talks as and when deemed necessary. The information shall include, but not be limited to: relevant information contained within the Construction Phase Plan, First Aid, Accident and Emergency Procedures, Welfare and site and work specific method statements and risk assessments. The Site Agent will advise the workforce and contractors of the availability of appropriate PPE and the Site Agent will regularly check the condition of all PPE. Any PPE found to be substandard will be immediately replaced with new.

Suitable and sufficient PPE will be provided as deemed necessary.

Throughout the project, TVH Ltd will encourage the work force to bring to the attention of the site management team any specific hazards that they identify and be encouraged to offer suggestions to promote a safer working environment.

#### 6.3.5

The exchange of health and safety information between the Client, Principal Designer and contractors on site will be preferably via email to [stephen@acerholdings.co.uk](mailto:stephen@acerholdings.co.uk).

#### 6.3.6 Handling design changes during project (if appropriate),

Design changes will be circulated between the project management team via the Principal Designer, preferably confirmed through email to our Contracts Manager, Stephen McLelland, via [stephen@acerholdings.co.uk](mailto:stephen@acerholdings.co.uk) and confirmed by him to Stuart Metcalf on site. Once changes have been agreed, if necessary, method statements and risk assessments will be reviewed and re issued.

#### 6.3.7 The selection and control of contractors, (if applicable),

All subcontractors will be competent and will be selected from TVH Ltd.'s audited and referenced register, reviewed by Stephen McLelland & assisted by the company health and safety advisor. Additionally, they shall be fully resourced and adequately insured.

#### 6.3.8 Site security,

No unauthorised personnel will be permitted to enter the building without prior arrangement. Access to materials, tools and equipment will be strictly controlled during working hours and they will be left in a secure location at the end of each day, all operatives and visitors will be required to Sign In & Out.

All entrances to the site working area will have signage preventing unauthorised access and doors locked as required controlled by the site manager.

#### 6.3.9 Site induction,

Will be given by Stuart Metcalf which shall be recorded and dated (with signatures obtained from recipients) and kept in this Construction Phase Plan on site. See below for contents of induction training form

Outline the details of the project.

Outline the purpose of the Induction.

Explain the Health and Safety site rules. (Eg: No Smoking).

Provide details of who is the Site Manager and any relevant other supervisors on site.

Provide details of the welfare facilities such as canteen, toilets, drying rooms

Site access arrangements such as signing daily site register and pedestrian routes on site

Give details of on/off parking arrangements

Site First Aiders are: Stephen McLelland / Bob Porter

First Aid box is located in the Site Office (Situated in the site compound – see attached plan)

Nearest 'Walk In' Hospital is: West Cumberland Hospital, Holmwood Road, Whitehaven. CA28 8JG

Nearest A+E Hospital is: West Cumberland Hospital, Holmwood Road, Whitehaven. CA28 8JG



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Fire: Location of firefighting equipment & fire plans.

Explain the site emergency procedures (including Muster Point)

Asbestos. (Where a copy of the Asbestos Register is kept, what type of survey was carried out). Location of ACM's

Permits. (Eg: Hot Works).

Explain that all incidents/accidents must be reported and recorded in the site accident book

Method statements and risk assessments for the tasks, AND they have read them!

Explain PPE requirements such as Boots, Hi-Viz, Hard hat, etc

Explain the rules on housekeeping and storage on site

Food and drink to be eaten in areas provided and areas to be kept clean and hygienic

Scaffolding & mobile towers will be visually inspected before use & 7-day inspections used.

Daily Hazards on site (Eg: Excavations, Working at height).

If anyone has any safety issues bring to the attention of Site Management (Stuart Metcalf)

#### 6.3.10 On-site training

Weekly Toolbox Talks will be held by Stuart Metcalf, the site agent.

#### 6.3.11 Welfare facilities and first aid,

Stephen McLellan and Bob Porter are both registered first aiders and full welfare facilities along with First Aid Box and Accident Book will be available in the Site Office, situated in the site compound, adjacent to St Andrew's Crescent.

Portable toilets are available to use in the site compound, which will be regularly cleaned on site.

There are washing facilities within both the toilets and the Welfare Cabin. The use of a fridge to store food and a microwave for heating food are both situated in the site welfare cabin, located in the site compound, adjacent to St Andrew's Crescent. Tables and chairs are also provided within the welfare cabin. The site office includes an area for the storage of clothes and drying facilities. (See attached Site compound Location / Layout plan for full details of facility positions).

#### 6.3.12 The reporting and investigation of accidents and incidents including near misses,

Will be enforced in accordance with RIDDOR. Other non-reportable accidents and near misses will be recorded in the accident book kept on site and registered with head office.

#### **See Appendix 2 at the end of the document**

6.3.13 The production and approval of site-specific risk assessments and written statements of work. TVH Ltd will produce and obtain from subcontractors (where applicable) copies of all risk assessments and method statements which shall be included in the Construction Phase Plan on site. They will be audited by Stuart Metcalf. During the site induction, the site agent will communicate information and ensure personnel sign acknowledgement of the RAMS.

#### 6.3.14 Site rules (including drugs and alcohol policy), **SEE SECTION 9 & 10**

#### 6.3.15 Fire and emergency procedures

TVH Ltd will work strictly in accordance with the fire and emergency procedures produced for the building. Any works that may alter the building procedures will be carefully planned in full consultation with the site agent. Temporary means of escape and life safety systems will be incorporated as part of the daily briefings. This will be amended as and when required whilst works are progressing.

All emergency contact numbers shall be displayed on site and information will be provide to all the operatives via induction, toolbox talk etc.

Minor accidents will be treated on site by our First Aider.

#### **Emergency Contact Numbers:**

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First Aiders: Stephen McLelland 07498 147 846 / Bob Porter 07511 886 530  
Site Agent: Stuart Metcalf 07973 214 568  
Project Manager: Stephen McLelland 07498 147 846

More serious accidents may result in the operative being taken to the nearest Accident and Emergency Unit: **West Cumberland Hospital, Holmwood Road, Whitehaven CA28 8JG.**  
**Telephone: 01946 693181**

Major accidents shall result with the emergency services being summoned by dialling 999.

All accidents, incidents and near misses shall be recorded by the site agent, Stuart Metcalf, and logged in the TVH Ltd Accident Book kept on site. Furthermore, RIDDOR shall be informed at the earliest opportune moment. **See Appendix 1**

#### 6.3.16 Access to adjoining properties

No access is required to adjoining properties.

#### 6.3.17 Waste Management.

Waste shall be removed from site at the earliest opportune moment and will not be allowed to build up. All waste removed from site shall go to a licensed disposal site with certificates of disposal produced. Specialist waste shall go to a specialist waste site with certificates of disposal produced.

Skips will be located as close to the building entrance as possible; these will be surrounded by Heras fencing with signage to prevent unauthorised tipping and access from others.

6.3.18 All materials will be kept locked in a secure location on site and will be kept tidy, good housekeeping will apply to prevent slips, trips and falls.

#### 6.3.19 Working at Heights

All work operations at height will be undertaken from installed scaffolding. Safety netting to be used as necessary externally to prevent the spread of dust & debris. Edge protection to be used as necessary during roof covering work.

## 7.0 Method Statement

Any activity not covered by TVH Ltd Health and Safety policy will require a method statement. These will be produced either by TVH Ltd.'s contracts manager or site agent, based on the company's template or by the specialist subcontractor involved. If they are produced by a subcontractor, they will be audited by the TVH Ltd.'s contract's manager and the site agent will ensure that all aspects of the method statement are rigidly adhered to.

## 8.0 Risk Assessments

Risk Assessments will be project specific and every aspect of the project will be assessed for the risks and hazards involved.

The TVH Ltd site agent will review each risk assessment and ensure that method statements are produced for any highlighted risks.

Time should be taken for a competent site-specific risk assessment to be conducted and should not be of generic nature.

All RAMS will be held within a folder on site.

**NOTE: Contractors are required to produce RAMS specific to their scope of works.**

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## **9.0 TVH LIMITED, SITE RULES**

### **9.1 HEALTH AND SAFETY POLICY**

As a site operative, you should be aware of your Employers Health and Safety Policy. If you are not familiar with your responsibilities whilst working on TVH Ltd sites, then please take time to read the relevant sections of the TVH Ltd Policy. A copy of this document is located in the site office and available on request from the Site Agent.

### **9.2 SITE SECURITY**

All personnel shall report to the Principal Contractor's Site Office upon arrival and their attendance recorded. Operatives at site you will report to our site manager and discuss the days planned work and any attendance or specialist attendance matters discussed.

### **9.3 SITE ACCESS**

Access to the building is via the front entrance gates, on the access road to St Andrew's Crescent.

### **9.4 EMERGENCY EVACUATION**

Should there be an emergency, all operatives are to assemble on the Meadow Road pavement and await instructions as to the all-clear. This will come via our Site Agent.

### **9.5 SMOKING AND RADIOS**

Smoking and the use of radios are strictly prohibited within the site area.

### **9.6 PERSONAL PROTECTIVE EQUIPMENT**

It is the duty of all site personnel to wear the appropriate protective clothing, footwear, eye protection, gloves and or equipment to suit the given site conditions as necessary. This will include the wearing of hard hats in all areas. The site management staff have the authority to refuse access to anybody they consider is not complying with the Personnel Protective Equipment at Work Regulations 1992.

### **9.7 USE OF PLANT**

Operatives without authorisation or proper training shall not use site plant or machinery. Any defects found when using plant should be reported immediately for repair. Defective plant shall be removed from service when there is any risk to health and safety. Prior to using site plant, the appropriate plant regulations shall be followed in accordance with Provision and Use of Work Equipment regulations 1992.

### **9.8 PERMITS TO WORK**

All operatives must liaise with the building management team to ensure that permits to work are in place before commencing any hot works. Isolation of electrical circuits will be carried out by competent persons and marked off on the distribution boards.

### **9.9 TOOL BOX TALKS**

No operatives are to enter the site working area unless they have received the induction toolbox talk on the procedures to be followed whilst working on this site which is carried out on a weekly basis and any changes must be implemented within 24hrs.

### **9.10 SITE CO-OPERATION**

All personnel are requested to declare any health conditions illnesses or the like to the Site Agent before commencing works on site. This information will only be used for emergency purposes. You are required to co-operate with the Project team to maintain a safe and tidy site during the project, ensuring that these works do not cause a nuisance to neighbours and pedestrians.

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#### **9.11 ACCIDENTS**

An Accident Book (BI510), shall be kept on site by the Principal Contractor. This may be inspected at any time by appropriate personnel. All accidents and incidents, however minor, are to be recorded in this book. The details in the book shall include as a record the date, time, cause and type of injury sustained.

Accidents shall also be reported in accordance with RIDDOR Regulations.

Furthermore, all accidents, incidents and near misses shall be reported to Stephen Jackson at Baker Mallett LLP at the earliest opportune moment.

#### **9.12 NOTICES**

All mandatory Health and Safety Notices shall be displayed in the site office. These shall include but not limited to the F10 Form, The Health and Safety Law Poster (correctly completed and site specific), Emergency Plan with relevant emergency information, Site Rules, etc.

#### **9.13 TOOLS**

All operatives shall be trained on the use of tools relevant to their work. All electrical tools shall be PAT certified with current labelling attached.

#### **9.14 SITE OPERATING HOURS**

Construction Site operating hours, both during the demolition and construction phases of the development, will be Monday to Friday 08.00 to 18.00 and Saturdays 08.00 to 13.00. No operations will be carried out on Sundays and/or Bank Holidays.

#### **9.15 HGV DELIVERIES TO SITE**

All HGV deliveries to site will be carried out solely between the hours of 09.00 and 17.00 Monday to Friday. There will not be any HGV deliveries on Saturdays, Sundays and/or Bank Holidays.

#### **9.16 NUISANCE**

The Principal Contractor is to advise the client of any operations on site which might be considered excessively noisy and disruptive to the occupiers of adjoining premises. Liaison with the surrounding residents will take place where necessary before such operations commence.

Site Cabins and any site generators will be located as far away from surrounding residential dwellings as possible. If required, and where possible, mobile acoustic barriers will be placed around any particularly noisy generators. All generators will be turned off at the end of each working day.

#### **9.17 DUST MANAGEMENT**

The highest likelihood of dust emissions on the site will be during the demolition process and any subsequent construction operations involving cutting or grinding of masonry or concrete.

Debris netting will be fitted to Heras fencing around the whole perimeter of the site prior to any work operations commencing. During the demolition of the building, the works will be dampened down with water from a jetter on a water bowser, this will be undertaken by hand.

The wheels of all vehicles leaving site will be cleaned down with water jets to minimise dust and debris spreading to the neighbouring roads.

During construction operations, any work requiring cutting or grinding that may cause dust will be carried out with tools and plant incorporating either dust extraction to a sealed container, or water dampening.

No demolition or construction operations likely to cause dust will be carried out in high winds.

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## 10.0 CLIENT'S SITE SAFETY RULES

- 10.1 It should be noted that the best standards of work will be expected at all times and the fabric of the remaining existing building or surrounding premises must be protected against damage.
- 10.2 These site rules may be added to by the Principal Contractor. All persons using the site are obliged by Law to obey the site rules.
- 10.3 The goal is to ensure there are no injuries or dangerous occurrences as a result of these construction activities.
- 10.4 The Client reserves the right to arrange for and conduct inspections or audits of the site to check compliance with health and safety legislation and to make any enquiries necessary to establish the causes of any accidents or dangerous occurrences.
- 10.5 The Client, Contract Administrator and Principal Designer are to be informed of all injuries, accidents and incidents which occur during the works, and which are reportable under RIDDOR.
- 10.6 The site is to be a 'hard hat area' during the works with no exceptions. Provide appropriate peak-less hats and hats with chin straps where necessary.
- 10.7 Protective footwear and any other appropriate PPE must be worn by all operatives.
- 10.8 Breach of safety precautions and corrective/disciplinary action is to be recorded and reported at contract site meetings.
- 10.9 No operations are permitted on site without the presence of the site foreman or appointed deputy and full access to the welfare facilities, including telephone, first aid, mess and WC facilities must be available.
- 10.10 No burners or flames are permitted without a hot work permit.
- 10.11 The developed health and safety plan is to be available for inspection on site and the Form F10 is always to be displayed in a prominent position together with other statutory notices.
- 10.12 The emergency procedures for the occupants and contractors in or on the building are:
  - 10.12.1 The fire alarm sequence should be brought to the attention of all operatives.
  - 10.12.2 In the event of a fire alarm or fire drill the pavement in front of the building will be used for the assembly of personnel.
  - 10.12.3 In the event of an internal bomb warning, personnel should be evacuated to the pavement in front of the building.
  - 10.12.4 In the event of external bomb warning all personnel should be evacuated from the scaffolding and assemble in the pavement in front of the building.
- 10.12.5 **ALCOHOL/DRUGS AND ILLEGAL SUBSTANCES**

It is the policy and practice of TVH Ltd. to discourage the excessive drinking of alcohol, and the use of any illegal substances. Where it is believed that drugs have been taken or alcohol has been drunk before the start of an employee's shift and as such, may present a hazard to the health and safety of the employee or others in the work place, the employee will be immediately suspended.

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All staff of TVH Ltd. are prohibited from drinking alcohol or using any substance prohibited by law, while working for the company. Staff who are under the influence of alcohol or drugs including prescribed medication that may impair their ability to function may be deemed unfit for work. Staff who are found to be incapable of work due to the influence of drugs and/or alcohol may be subject to disciplinary action.

## **11.0 THE HEALTH AND SAFETY FILE**

As-built drawings will be provided by TVH Ltd, along with Manufacturer's details, references, sizes and locations, which will be given for all suppliers and subcontractors, including detailed information on maintaining and the subsequent renewal of equipment and materials. The H&S file will contain any relevant COSHH information.

All information relevant for inclusion in the Health & Safety File will be forwarded to the Principal Designer upon completion of the project.

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## **Appendix 1**

### **ACCIDENTS, INCIDENTS, EMERGENCIES (INCLUDING ENVIRONMENT) AND FIRST AID PROCEDURE**

#### **Definitions of Reportable Accidents and Incidents:**

<b>CATEGORY</b>	<b>ACTION</b>
<b>MAJOR INJURY</b> (e.g. – death, broken bone (except finger or toe), amputations, loss of an eye, severe burns, loss of consciousness through lack of oxygen, 24 hours in hospital).	Follow procedures on page 3
<b>OVER 7 DAY INJURY</b> (i.e. Resulting in more than 7 consecutive days, excluding the day of the injury, unable to resume normal duties).	Follow procedures on page 2
<b>FIRST AID INJURY</b> (i.e. Minor with no loss of time).	Follow procedures on page 4
<b>DANGEROUS OCCURRENCE</b> (e.g. collapse of lifting appliance, explosion, serious electrical fire, scaffold collapse).	Follow procedures on page 2

RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations) requirements

Deaths, major injuries and dangerous occurrences must be notified without delay, however only the following need to be notified out of normal hours:

- Fatal accidents
- Accidents where several workers have been seriously injured
- Accidents resulting in serious injury to a member of the public
- Accidents causing major disruption, such as evacuation of people, closure of roads, large numbers of people going to hospital, etc.

Over 7-day injuries must be reported within 15 days

#### **Contact Details**

RIDDOR Reports  
Health & Safety Executive  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

Report on-line <http://www.hse.gov.uk/riddor/report.htm>



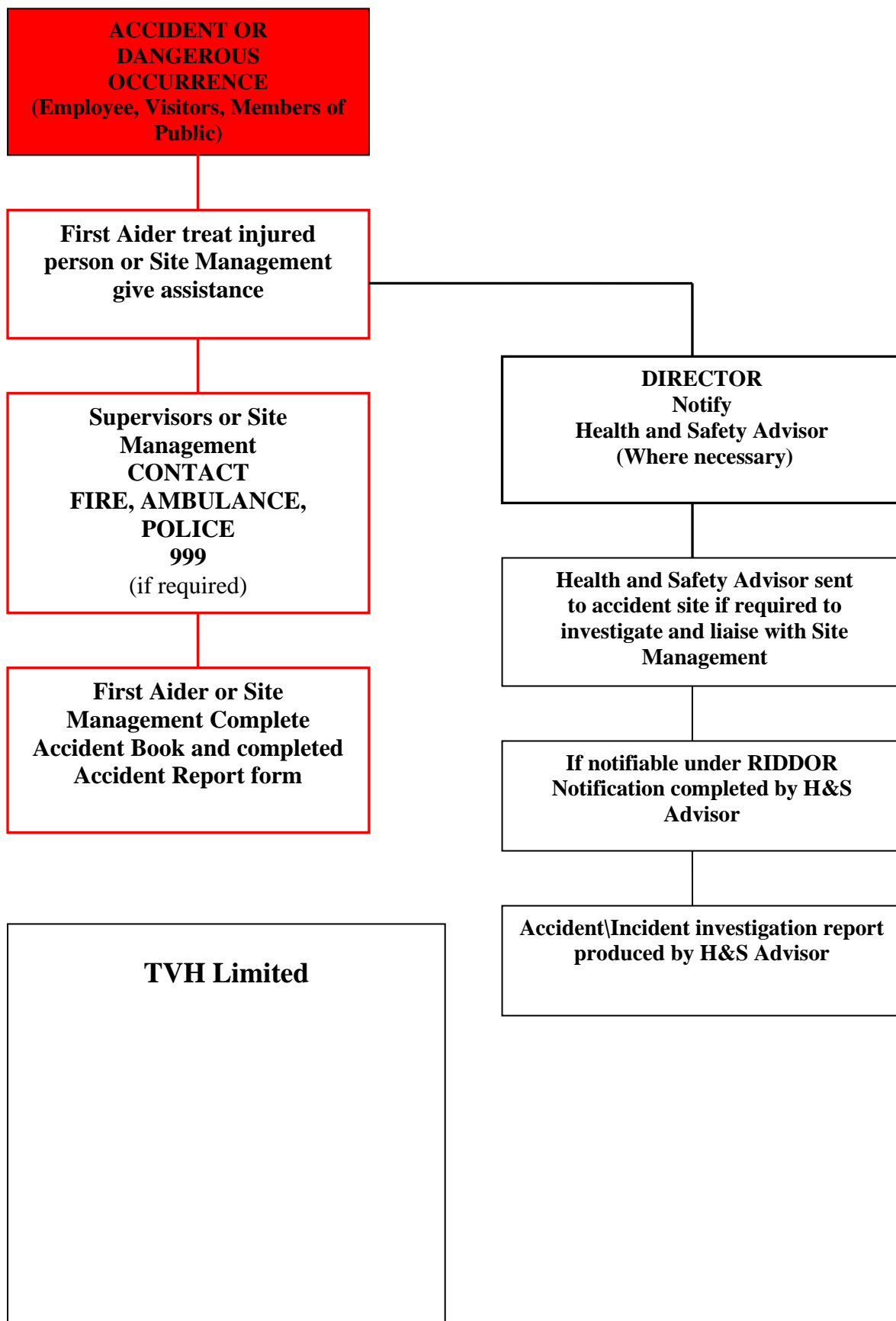
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## Telephone

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

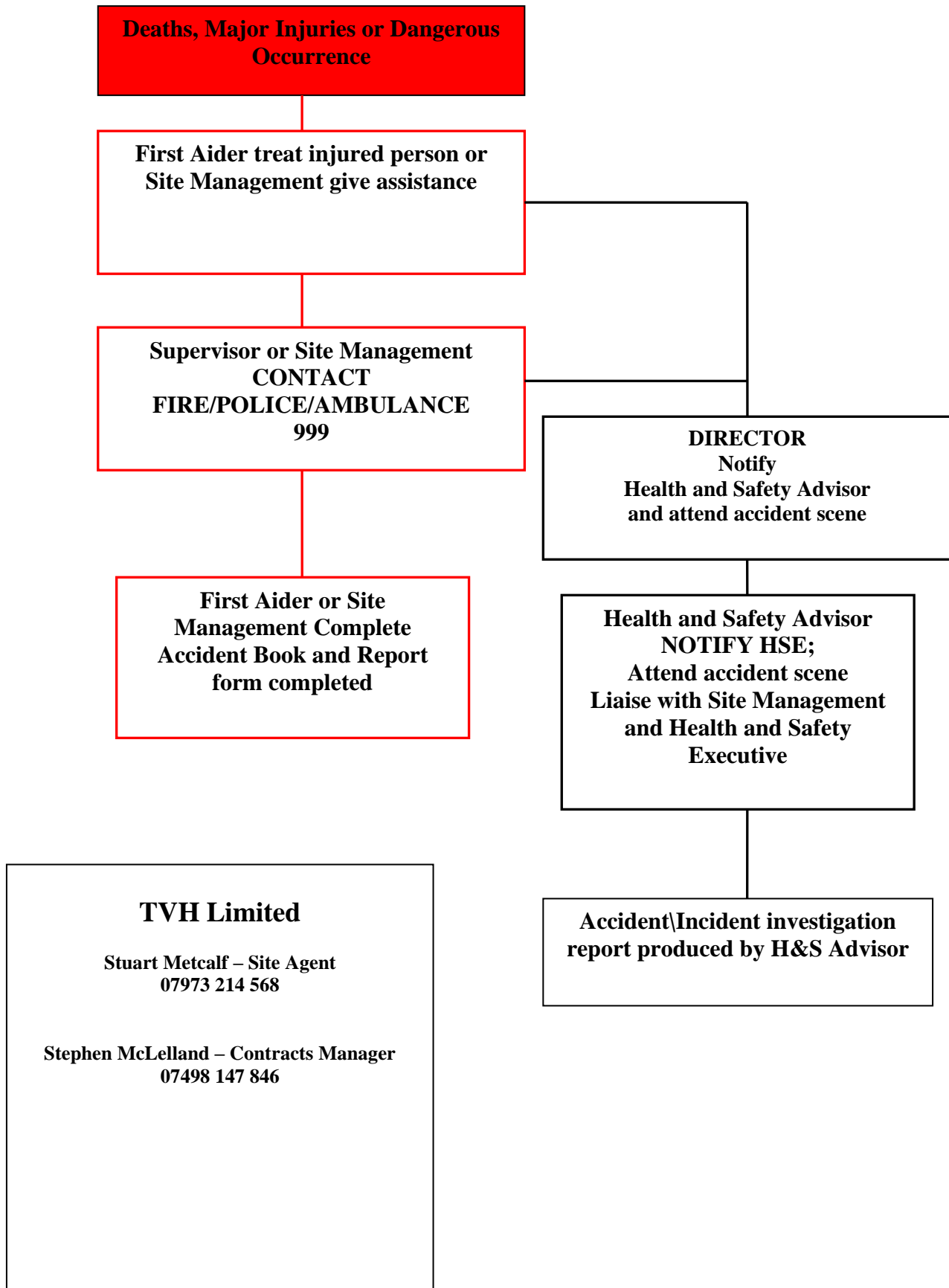
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## **REPORTING an Accident or Dangerous Occurrence**



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## **REPORTING A Deaths, Major Injuries or Dangerous Occurrence**



## First Aid

The aim of first aid is to provide immediate assistance to casualties with injury or illness suffered at work, to summon further assistance and to be able to control a situation until the emergency services arrive.

## Manager\Supervisor Responsibilities

The Project Manager\Site Agent is responsible for ensuring that there is a viable plan in place (see table below) to provide first aid support on the sites.

FIRST AID MEASURES CHECKLIST		
<b>First Aider</b>		Due to work locations being varied in general first aid is to be provided by the Site. First Aiders will be provided in accordance with the First Aid Regulations, shown on the following table Current First Aiders 1. 2.
Low Risk Offices, Shops, Libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first aider Additional first aider per 100 employees
Medium Risk Light engineering, food processing, warehousing	Fewer than 20 20-100 More than 100	At least one appointed person At least one first aider for every 50 employed Additional first aider per 100 employees
Higher Risk Construction, chemical works, slaughter houses	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider for every Additional first aider per 50 employees
<b>First Aid Information</b>		Information on provision of first aid to be clearly displayed at Site Office and Main office with the names of first aiders.
<b>First Aid Posts</b>		Must be clearly signed. Locations 1. 2. 3.
<b>First Aid equipment – minimum required</b>		A size 10-50 first aid kit (or 10-100 as appropriate) Latex gloves Suitable eyewash station
<b>First Aid equipment - location</b>		Must be easy to access (not locked away) Dust-free location Near hand-washing facilities
<b>Accident book</b>		All accidents are to be recorded in the accident book located in the main office

## Appendix 2 Site Specific Risk Assessment and Control Measures for Pow Beck, Whitehaven

Process	Hazard	Risk	Level	Controls to be introduced in order to reduce risk	Final Level
Delivery and removal of materials	Potential injury to tenants in other units and pedestrians	Personal injury	3	All deliveries are to be marshalled (Banksman to guide the vehicle to parking area)	1
Dealing with services, water, gas, electricity	Flooding, fire, explosion, electrocution Renewing the light bulbs and fittings and replacing taps Use of 110v from existing 240v supply. All 240v supplies to be protected	Shock to electrician, fire, explosion, flooding personal injury, death	1	Supplies feeding lights will be turned off at the RCD and the water supplies feeding the taps will be isolations via the ballofix valves. Suitable PPE shall be worn – extent and type as deemed necessary. All electrical and plumbing works will be carried out by an approved NICEIC and GAS SAFE registered contractor. All power to be treated as live until permit to isolate is obtained	1
Working at height	Fall from height. Items falling from height Working on scaffolds and cherry pickers Persons walking underneath the work area	Risk from falls & falling objects. Personal injury, death	3	All operatives erecting or operating the access equipment are to be certified. Suitable PPE shall be worn – extent and type as deemed necessary. Specific method statements are to be produced by the scaffolding and roofing contractors as required. Barriers & warning signs shall be erected to segregate & warn others of the works being carried out. PASMA certificates to be produced if using mobile platforms.	1
Manual handling	Handling materials over 25kg or any weight	Injuries from lifting heavy objects	2	A manual handling risk assessment will be carried out for handling materials over 25kg or depend upon individual capacity. Wherever possible mechanical aid shall be utilised as deemed necessary.	1
Control of lifting operations	On this project this is covered under manual handling				
COSHH	Working with hazardous materials	Burns and reactions to chemicals in adhesives	1	A COSHH assessment will be carried out on the paint being used on the premises	1

Process	Hazard	Risk	Level	Controls to be introduced in order to reduce risk	Final Level
Use of hand tools	Cuts, abrasions, muscular injuries, trips and falls	Personal injury		All operatives have been trained and are experienced in the handling of hand tools and shall take precautions that their work does not affect others in the area. Appropriate PPE shall be used at all times as deemed necessary. The work shall be supervised at all times.	1
General	Noise	Ear damage from excessive noise	2	Ear defenders shall be utilised if appropriate. Noise will be continually assessed throughout the working activities.	1
General	Dust	Ingestion	2	Masks shall be utilised if appropriate	1
Demolition	Asbestos	Asbestos related illnesses	1	If asbestos is assumed to be present, all works shall stop immediately, and the matter shall be referred straight away to the site agent.	1
General	Slips, trips and falls	Personal injury	1	Good housekeeping shall be maintained at all times.	1
Removal of old paint	Materials containing lead	Lead poisoning	1	Appropriate masks shall be utilised by operatives removing and disposing of waste containing lead materials.	1
General	Cuts and eye damage from general use of hand and other tools and equipment	Personal injury	1	Only the correct tools shall be utilised for the specific jobs. All operatives shall be competent in the use of specified tools. Operatives utilising specialised tools shall have appropriate training and be certified in the use of these tools and equipment.	1