



## **Akehurst Homes Ltd**

22 Claremont Gardens, Tunbridge Wells, Kent. TN2 5DD

### **Construction Phase Plan**

**For the**

**Construction of 18 new dwellings comprising of 6No.  
Affordable homes and 12No. Private sale homes**

**at:**

**BAKERS LANE  
CHARTHAM KENT  
CT4 7QB**



**April 2018**

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**CONSTRUCTION PHASE PLAN REVISION RECORD**

<b>Date Revised &amp; Revision No.</b>	<b>Revisions/Amendments</b>	<b>Page number/s</b>

## 1.0 PROJECT DESCRIPTION

The project comprises the Construction of 18 new dwellings comprising of 6 affordable homes (4 rented & 2 shared ownership) and 12 private sale homes.

The project will comprise of;

- site set-up
  - The establishment of communication with the occupants of adjacent buildings, including the provision of letters outlining the works to be undertaken and the potential impact on the local community
  - Site clearance of vegetation
  - The establishment of site access, with the provision of temporary gated entrance points for vehicle and pedestrian access
  - The provision of security fencing and where necessary the provision of CCTV
  - The establishment of site management administration & welfare facilities
  - The establishment & provision of a storage, loading/unloading areas
  - The provision and posting of temporary signage and notice boards
  - The provision of first aid supplies, trained personnel and appropriate first aid signage
  - The implementation of a fire and emergency strategy, including firefighting and alarm equipment
- Employee and Contractor Management
  - The evaluation of all employees and subcontractors to determine competence levels of each
  - The provision of a suitable induction procedure for all persons entering site to highlight layouts, site facilities and risk posed to all persons entering/working on site
- the construction of;
  - a combination of 18 new homes (affordable and private homes), in accordance with latest designs issued by the Principal Designer/Design Team
  - The fit out of each residential unit
  - Provision of M&E services
  - Decorations
  - Hard and soft landscaping

### 1.01 Location details:

The construction project is located on Bakers Lane, Chartham Kent, CT4 7QB, as highlighted on the map layout below.

Bakers Lane is a narrow two way road, which is predominantly used by local traffic and pedestrian when travelling through the village. The site is a short distance from the village of Chartham and the local railway station

## Map Details



### 1.02 Project team:

<b>1</b>	<b>THE CLIENT</b>	
	<b>Golding Homes Limited</b> Whatman House St Leonards Road Maidstone Kent. ME16 0LS	
	<b>Contact/s:</b>	Sarah Mason Keith Grimley
	<b>Telephone:</b>	01622 212659
	<b>E Mail:</b>	<a href="mailto:Sarah.Mason@goldinghomes.org.uk">Sarah.Mason@goldinghomes.org.uk</a>
<b>2</b>	<b>PRINCIPAL CONTRACTOR</b>	
	<b>Akehurst Homes Ltd</b> 22 Claremont Gardens Tunbridge Wells Kent. TN2 5DD	
	<b>Contact:</b>	John Wooster
	<b>Telephone / Mob:</b>	01892 527836 / 07985 276370
	<b>E Mail:</b>	<a href="mailto:John@akehursthomes.co.uk">John@akehursthomes.co.uk</a>
<b>3</b>	<b>PRINCIPAL DESIGNER</b>	
	<b>osg Architecture Ltd</b> The Wyseplan Building Occupation Road Wye Ashford Kent. TN25 5EN	
	<b>Contact:</b>	K Owen
	<b>Telephone:</b>	01233 812148
	<b>E Mail:</b>	<a href="mailto:k.owen@osgarchitecture.co.uk">k.owen@osgarchitecture.co.uk</a>

#### 1.02 Project team (Continued):

<b>4</b>	<b>EMPLOYERS AGENT</b>	
	<b>Pellings</b> 24 Widmore Road Bromley Kent. BR1 1RY	
	<b>Contact:</b>	James Green
	<b>Telephone:</b>	020 8460 9114
	<b>E Mail:</b>	<a href="mailto:info@pellings.co.uk">info@pellings.co.uk</a>

Akehurst Homes Ltd has engaged Health and Safety Consultants H & K Safety Services Ltd for the project to assist them in carrying out their duties in accordance with the CDM Regulations and to provide their competent Corporate and Construction Health and Safety Advice.

Contact details for H & K Safety Services Ltd are as follows:

<b>PROJECT HEALTH AND SAFETY CONSULTANTS</b>	H & K Safety Services Limited
<b>ADDRESS</b>	Office 5, Town Hall Buildings, 31 St. Mildreds Road, Westgate-On-Sea, Kent. CT8 8RE
<b>TELEPHONE/MOB</b>	0330 024 0393 PL - 07743896044 KF - 07795820364
<b>CONTACT</b>	Peter Lees / Kevan Ford
<b>E Mail</b>	Peter.lees@hksafetyservices.co.uk kevan.ford@hksafetyservices.co.uk

#### 1.03 Project dates:

Anticipated Commencement: June/July 2018  
Anticipated Duration: 105 Weeks

The minimum time to be allowed between appointment of the Principal Contractor and instruction to commence work on site: 2 Weeks

#### 1.04 Existing records, plans and Health and Safety Files:

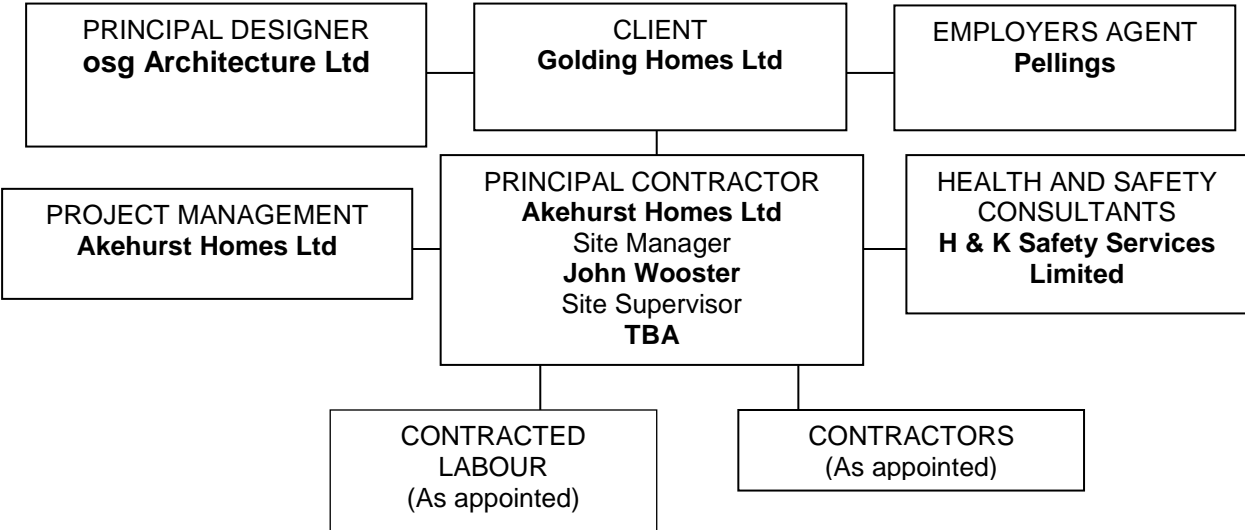
At present no health and safety file exists.  
There are no buildings on the site, therefore no asbestos survey reports  
All drawings, soil reports etc. held by the Client passed to the company.

**2.0 COMMUNICATION AND MANAGEMENT OF THE WORK**

2.01 The Site Manager with daily responsibility for works within the scope of the project is John Wooster, the Company will implement a robust training programme within the company to ensure that site managers and assistant site managers holds CITB Site Managers Safety Training Scheme (SMSTS) certification. The Project Manager is James Lench. They are appointed to plan, manage communicate and monitor the health and safety requirements for this project in accordance with legislation, this plan and company policy; and shall be given company authority to act as a liaison between the company, client, construction operatives, enforcing authorities, neighbouring premise occupants (as may be required) and the general public (as may be required). Note: In the absence of the above named persons, others shall be appointed to deputise with the same level of skills, knowledge and training.

2.02 The Site Manager shall ensure induction training and work’s briefings take place to consult on and communicate hazards and their controls.

2.03 The project organisation chart is as follows;



2.04 Throughout the project we aim to:

- Ensure compliance with current legislation
- Maintain effective communications with all project parties
- Complete without a reportable accident or incident
- Control hazardous processes and minimise the risk of ill health and injury so far as is reasonably practicable to all persons.
- Achieve contractor co-operation
- Provide and maintain adequate welfare facilities at all times
- Ensure good relations with neighbours and the general public at all times.

In addition, health and safety will be an agenda item at all meetings including sections on accidents and incidents, inspections, HSE and other enforcing body visits and the implications of design changes.

2.05 Through the Site Manager we shall actively monitor our safety procedures on site on a daily basis and review the findings at regular meetings. Upon project completion we shall review and measure the overall project performance in relation to health and safety and our stated goals. We are able to instruct our external health and safety advisors to carry out independent site inspections.

We also have our own site inspection form on site to enable the Site Manager to record any necessary actions.

- 2.06 The Project Manager shall evaluate all design information and disseminate to relevant parties in a timely manner to allow them sufficient time to properly consider the hazards and resource their works. We shall through the Site Manager ensure that those on site are aware of relevant design information during the induction process and through tool-box-talks as may be necessary.
- 2.07 Where potential significant design changes are required, the Project Manager shall inform the Principal Designer and Project Health and Safety Consultants (as deemed necessary) and following any agreed design changes, the information process shall follow that as identified in 2.06.
- 2.08 The Project Manager shall ensure the Principal Designer is made aware of any designers or temporary works engineers appointed.
- 2.09 Contractors and contracted labour shall be selected for this project based upon our previous knowledge and experience of the quality of their work, and their previous health and safety performance. Should occasions arise where this is not practicable, newly considered contractors and contracted labour will be required to undertake our competence vetting procedure and / or provide references as to their performance and be interviewed by the Site Manager to ascertain their competence levels as a minimum requirement (the latter will be acceptable for lower risk activities only).
- 2.10 Contractors shall be required to provide a responsible person for supervision of their works in relation to compliance with health and safety requirements, in addition to our own supervision. They will also be expected to provide evidence of specific training in relation to their activities and general competence levels (e.g. SSSTS, CSCS CPCS CISRS, GasSafe, NICEIC etc). These will be evaluated on site by our Site Manager.
- 2.11 We shall operate a disciplinary system whereby initial warnings will be given in relation to poor health and safety performance leading to removal from site for persistent offenders. Immediate removal from site for serious breaches of legislation will be at the Site Managers discretion.
- 2.12 A programme of work shall be developed by the Project Manager taking health and safety coordination into consideration. The on-site works shall be co-ordinated via the Site Manager considering the programme of work, any adjacent properties to the site, access / egress requirements and good neighbour policies.
- 2.13 Before commencing on site, operatives, contractor's operatives and contracted labour will receive any necessary Health and Safety Induction training from our Site Manager. This shall include as a minimum:
  - Details of the known hazards on site
  - All site personnel will be informed of the potential for discovery of buried hazardous materials within the land envelope of the site
  - Details of specific risk assessments and method statements prepared
  - Identified safe systems of work (including public protection)
  - Site rules
  - Accident / incident reporting procedures
  - Emergency procedures
  - Design information
  - Welfare facilities
  - First aid facilities



- General duty of care
  - Access/egress/traffic management information
- 2.14 Non or poor English speaking labour shall be carefully considered to ensure there is understanding of risk and rules. Where necessary we shall make use of such tools as the language line, HSE literature printed in different languages and if necessary an interpreter. Contractors will be required to inform our Site Manager of the use of such labour prior to commencement. The Site Manager shall accompany visitors whilst on site should they need to access the construction area.
- 2.15 On-site training shall take the form of work briefings and tool-box-talks as deemed necessary (e.g. in light of changes to personnel, processes, significant work environment changes, design changes or the introduction of new plant and equipment etc.). The Site Manager shall either carry out such talks or otherwise be responsible for ensuring they are undertaken.
- 2.16 First aid cover will be provided by the Site Manager and Assistant Site Manager (ensuring there is cover during any temporary absence) and the contractors on site will be required to provide their own trained personnel and facilities. We shall provide a fully stocked and maintained first aid kit appropriate for the project. Details of the local A&E department will be displayed on site
- 2.17 Welfare arrangements shall meet the requirements of Schedule 2 to the CDM Regulations so far as is reasonably practicable. The Site Manager shall ensure the facilities are kept stocked and clean. The welfare facilities will be kept adequately secured at the end of the working day.
- 2.18 The Site Manager shall evaluate all accidents and incidents on site to determine whether they are reportable under RIDDOR. We shall report all specified injuries to directly employed persons (and directly engaged self-employed and members of the public that are transferred to hospital) by the quickest practicable means. We shall report over-seven day instances to the same group as soon as practicable, (but no longer than fifteen days following the incident). We shall also report any prescribed conditions as notified to us by a medical health practitioner. We shall report all dangerous occurrences (in accordance with the RIDDOR list by the quickest practicable means). Reporting shall be conducted via the HSE Incident Reporting Centre on **0345 300 9923** for fatalities and specified injuries and the internet for all other instances. Following incidents to contractor personnel we shall inform them of the need to report in the same manner as described above and request copies of their reports to ensure that it has been carried out.
- 2.19 We shall report any dangerous occurrences by the quickest practicable means through the management system identified in Paragraph 2.18
- 2.20 All incidents relating to injuries shall be recorded in the accident book retained by the Site Manager. The Project Manager will ensure all reportable incidents are forwarded to our external Health and Safety Consultants and where required the client.
- 2.21 The Project Manager shall investigate all over-seven day accidents. We shall use the services of our external Health and Safety Consultants in conjunction with our Project Manager to investigate all specified accidents and incidents.
- 2.22 We have undertaken a hazard evaluation and risk assessments for the elements under our control. The Site Manager will regularly review the risk assessments (with assistance from our external Health and Safety Consultants as necessary) to ensure they remain valid and current to the specific site conditions. **(See appendix A).**

- 2.23 All contractors will be expected to provide risk assessments/method statements at least five working days prior to commencement. The Project Manager shall initially evaluate the assessments and approve or request changes as necessary. The Site Manager shall carry out a second review specific to the works and site conditions before signing off.  
**Note: Utility contractors are considered contractors under CDM and shall be treated accordingly.**
- 2.24 Where temporary or false works are required, we shall appoint our Site Manager as the Temporary Works Co-ordinator; who will monitor the programme and evaluate forthcoming activities for the need to adopt safe systems for false or temporary works and ensure timely arrangements are made and where necessary any affected neighbouring premises occupants are informed.
- 2.25 No deliveries to site or collections from site will be made without prior notification to the Site Manager and using the specified access route to site. Deliveries will be distributed to the works areas as quickly and efficiently as possible. The site is accessed directly off Bakers Lane and Banksmen will be used to direct vehicles in and out of the site and during all reversing activities. Deliveries will be made by lorries and vans guided onto site by banksmen and materials will be unloaded by mechanical means and use of manual handling to point of use. Suppliers will be informed of the nature of the site access route on ordering.
- 2.26 Basic Working hours are anticipated to be: 0800am – 17.00pm Monday – Friday 08.00am – 13.00pm Saturday (via prior arrangement). All site operatives, contractors and visitors will need to complete the daily site log sheet before entering site and sign out when leaving site.

### **3.0 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS**

- 3.01 Risk Assessments/Method Statements do not form part of the information required for the Construction Phase Plan, however they are necessary for the work activities within the project and will be inserted in **appendix A** as work progresses. All activities will be assessed for hazard and risk by the Site Manager (and contractors) prior to commencement, with all hazards and control measures communicated to those necessary and safe systems of work monitored and supervised.
- 3.02 The potential of discovery of hazardous material or substances during the project will be considered and operatives shall be informed accordingly of this potential.
- 3.03 An initial traffic management assessment has been developed and is contained in **appendix B**.
- 3.04 An initial fire and emergency plan has been developed and is contained in **appendix C**.
- 3.05 Site rules have been developed and are contained in **appendix D**.
- 3.06 We have developed a standard set of generic COSHH assessments which are retained on site by the Site Manager. Specific assessment requirements shall be identified prior to commencement of activities that may warrant the use of, or give rise to hazardous substances. See **appendix E**.

- 3.07 We shall ensure that ground conditions remain stable to support vehicle and equipment use and structures. We shall also ensure that the road conditions at the site entrance are maintained in a clean condition and if necessary will wash wheels of site vehicles before they leave site to prevent muck being taken onto the highway.
- 3.08 We will ensure contract ground workers consult any existing services drawings prior to performing any excavation work. We will ensure they produce an appropriate Method Statement and Risk Assessment detailing scanning and excavation for any work required to reach services. No live working on services will be permitted. Any necessary isolation requirements will be considered through assessment and controlled through a permit to work system. Any installation of services will be carefully planned and the risks evaluated in appropriate Risk Assessments and Method Statements. Any excavation work in conjunction with drainage connections and indeed any drainage work, will be carefully planned and appropriate method statements and risk assessments produced by the relevant contractor including the potential risk from Leptospirosis/Weil's disease.
- 3.09 Security of the site compound shall be maintained using Heras fencing (where necessary) incorporating a lockable gate at the site entrance (the land already has neighbouring fencing and trees/bushes around part of the perimeter). Warning signage shall be displayed and consideration shall be given to security lighting (through assessment given neighbouring properties) for erection at key entrance points and temporary buildings. The Site Manager shall ensure hazards are protected on site (e.g. scaffold access) and where appropriate remove access ladders or restrict access by other means. Security measures shall be monitored throughout by the Site Manager. The Site Manager will ensure that appropriate Site Attendance Sheets are completed each time personnel involved in the project or relevant visitors enter and leave the site. Work areas shall be isolated and kept secure through locked doors, barriers and signage. Each individual area of work shall be considered through our Site Manager with and a security strategy determined. All operatives working on site shall be readily identifiable through hi vis vests. Plant shall be isolated and secured during out of site hours. Space will be created for parking of site vehicles on site, however there is limited parking available along Bakers Lane and site vehicles must not impede other road user's access/egress or other premises access/egress.
- 3.10 Materials will be securely stacked in an orderly manner to help control the risk of slips, trips and falls and falling materials. Any palletised loads will be stacked no more than 2 high and avoided near neighbouring fencelines. All tooling and plant will be monitored and secured and not left unattended in an unsafe manner, with keys removed and locked during site inactivity. Any trailing leads will be appropriately positioned so that they do not present a trip hazard. Storage containers and skips will be adequately secured and segregated to maintain recycling targets and disposal methods
- 3.11 Manual handling will be avoided where practicably possible, favouring mechanised processes. Specific manual handling assessments will be undertaken at site level by our Site Manager or by contractors prior to their work and evaluated. Those carrying out significant manual handling activities will be evaluated to ensure they have appropriate manual handling training/experience.
- 3.12 Plant and equipment used on site shall be checked prior to use both visually and in respect of relevant examination, testing and maintenance records. Defects shall be evaluated and repairs / replacements timely arranged. Users and operators of such plant and equipment will be responsible for inspection and recording. The Site Manager shall monitor the process.

- 3.13 All portable electrical equipment shall be subject to portable appliance testing (3 monthly for frequently used site tools). The Site Manager shall monitor that contractors have this policy in place.
- 3.14 There are no perceived specific requirements in relation to storage of hazardous materials.
- 3.15 The Site Manager shall ensure the site is kept as tidy as possible throughout the construction process.
- 3.16 Noise and vibration assessments will be undertaken on an activity basis as the project proceeds. Noisy activities will be considered in conjunction with the neighbouring premises. It shall be the project policy of reducing noise and vibration emissions at source through careful equipment selection and protection through minimising exposure levels and duration. The Site Manager shall monitor the arrangements.
- 3.17 Activities that may give rise to significant airborne dust shall be identified and appropriate Local Exhaust Ventilation (LEV) / vacuum systems or damping down techniques adopted where practicable. Coverings can also be provided to prevent ingress into other areas. Dust arising from the ground prevalent in dry spells and generated by wind and plant traversing the site will be controlled by spraying water over the ground by a site operative using a water hose & sprayer. Where necessary (following assessment) operatives shall wear FFP3 protection (face-fit tested). The Site Manager shall ensure this process is adhered to.
- 3.18 There are other occupied premises in the nearby vicinity of the site area. This has been considered in the traffic management, fire and security arrangements. A good neighbour policy will be maintained at all times, where applicable the neighbouring premises occupants will receive information where activities may directly affect or inconvenience them. Our Site Manager will continually monitor activities to ensure the general public are protected at all times.
- 3.19 There are no suspected asbestos containing materials on site
- 3.20 We shall manage fall protection in accordance with the Work at Height Regulations. A Working at Height Risk Assessment will be produced detailing the hazards evident with such work and the control measures necessary to minimise the risks. Any scaffolding deemed necessary will be erected by competent personnel. All subcontractors will be expected to produce appropriate Method Statements and Risk Assessments for any work activities carried out at height.
- Preference will be given to collective fall prevention methods where practicable rather than personal fall arrest systems.
- Low-level platforms are required for this project and they will be formed from tube and fitting scaffold, hop-ups, stepladders, podium steps or mobile access towers. Ladders and hop-ups will be used for short duration periods (generally 30 minutes or less) and subject to risk assessment. Any tube and fitting scaffold will be erected to current British Standards and the Work at Height Regulation requirements. Our Site Manager shall consider each work area and agree the equipment type giving consideration to the environment and potential hazards, duration of work involved.
- 3.21 Vigilance will be adopted during the working day with regard to public security. We will ensure no materials, plant or tooling are left on areas outside of the site. All tooling and plant will be monitored and secured and not left unattended in an unsafe manner at any time. Any trailing leads will be appropriately positioned so that they do

not present a trip hazard to site visitors/operatives. Storage containers and skips (as necessary) will be located appropriately and secured within the site compound.

3.22 Access to the site has been considered in the traffic management plan / assessment contained in **appendix B**.

3.23 Basic Working hours are anticipated to be: 0800am – 17.00pm Monday – Friday  
08.00am – 13.00pm Saturday (via prior arrangement)

#### **4.0 THE HEALTH AND SAFETY FILE**

4.1 The information for the Health and Safety File shall be collected by the Project Manager for delivery to the Principal Designer for collation and handover to the client (CDM requirement). The format is yet to be agreed.

4.2 The Project Manager shall ensure contractors are requested to provide the information as reasonably required in a timely manner.

4.3 Typical information required for the Health and Safety File is as follows (as applicable):

<b>Section</b>	<b>Heading</b>
<b>1</b>	<b>Description of Works undertaken</b>
<b>2</b>	<b>Project Directory</b>
<b>3</b>	<b>Contractor/Sub-Contractor/Supplier/Manufacturer Directory</b>
<b>4</b>	<b>Residual Hazards</b>
<b>5</b>	<b>Key Structural Principles and Safe Working Loads for Floors and Roofs</b>
<b>6</b>	<b>Hazardous Materials Used</b>
<b>7</b>	<b>Removal or Dismantling of Installed Plant &amp; Other Equipment</b>
<b>8</b>	<b>Product/Materials Data (including any necessary Material Safety Data Sheets)</b>
<b>9</b>	<b>Nature, Location and Marking of Significant Services</b>
<b>10</b>	<b>As Built Drawings</b>
<b>11</b>	<b>Certification/Test Reports/Guarantees</b>

**APPENDIX A**

**RISK ASSESSMENTS / METHOD STATEMENTS**

**TO BE INSERTED PRIOR TO COMMENCEMENT / AS WORK PROCEEDS BY THE  
PRINCIPAL CONTRACTOR AND HELD IN SITE MANAGERS  
HEALTH AND SAFETY INFORMATION FOLDER**

**APPENDIX B  
INITIAL TRAFFIC MANAGEMENT ASSESSMENT/PLAN**




**SITE:** New Development - Bakers Lane Chartham Kent CT4 7QB

**DATE:** June / July 2018

**Description:**

Restrictions in access / proposed route to site

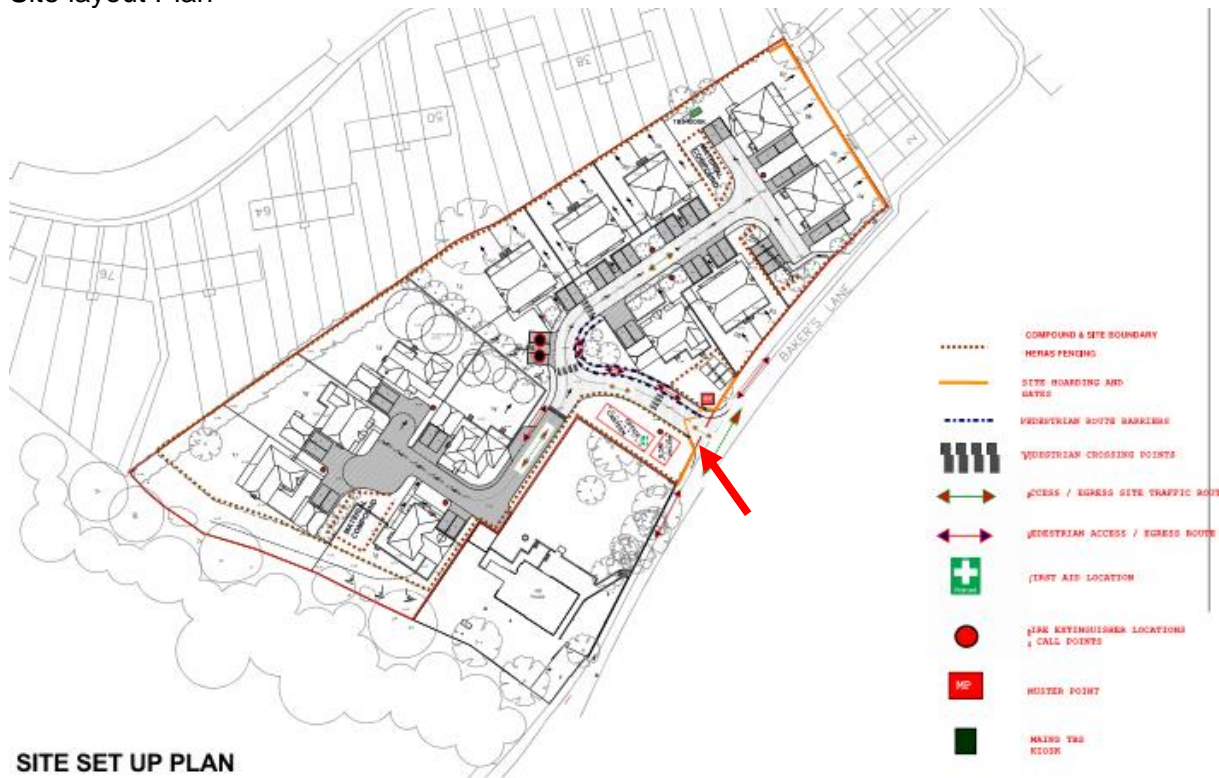


-  Denotes a weight restriction (7.5t) on the access bridge on access/exit from A28
-  Denotes a width restriction on access roads through the village
-  Proposed routes to/from site from A28

All suppliers and delivery drivers will be given details of the proposed safe access route to site, avoiding weight restriction to local bridges and narrow width roads within the local village



## Site layout Plan



The site is accessed directly from Bakers Lane as shown above

The site Access / Egress (new secure entrance to be created with lockable gates set within robust hoarding) is indicated by the red arrow above. In accordance with good working procedures, pedestrian gates will be segregated from vehicle access points. Internal routes will be set out as indicated

### Identified traffic management Hazards:

- Collision between vehicles
- Collision between vehicles and persons (site operatives, site visitors, public passing by site (particularly near entrance to site)
- Collision between vehicles/plant and property (once house construction has begun)
- Collision between plant and people (public to be considered when plant enters leaves site)
- Theft of plant and use in criminal acts
- Loads being dropped during unloading
- Parked vehicles may block vision and increase the hazard
- Debris on the road increasing hazard
- Reversing plant and vehicles increasing the hazard
- Road rage; abuse and violence
- Annoyance of existing premises occupants along Bakers Lane
- Blocking of access for emergency vehicles
- Objects falling from vehicles.
- Excessive noise

### Control measures:

- The site compound area shall be protected by fencing / hoarding (where necessary) with a lockable gate and warning signage used.
- Operatives shall wear high visibility clothing at all times.
- Deliveries will be carefully coordinated and shall be guided by banksmen whilst coming off Bakers Lane to access site and whilst leaving site going back onto Bakers Lane (a new site entrance and site parking area is to be created before house



construction commences). Any vehicles entering/leaving the site compound will also be guided by banksmen. Whenever practicable deliveries shall be arranged to avoid conflict with busy traffic times. The Site Manager shall be informed of all deliveries.

- No operatives shall access the back of flat bed vehicles to unload.
- Loads are to be secured (suppliers shall be informed).
- Vehicles shall be covered when they leave site should a falling object hazard exist.
- Roads shall be kept clean at all times and if necessary wheels of site vehicles will be washed before they leave site to prevent muck being taken onto the highway.
- Routes shall be kept clear for emergency vehicles at all times.
- Operatives shall be instructed not to get involved with abusive premises occupants or other vehicle drivers.
- All plant and vehicles shall be kept in a good order and plant on site shall be regularly inspected.
- Any Crane off-loads shall be subject to specific assessment.
- Plant shall be kept within the compound area and immobilised.
- Plant shall be operated by trained operators only.

**The Site Manager shall enforce and review the traffic management plan on a daily basis as the project progresses. A marked up drawing showing the traffic route to site will also be displayed in the site welfare compound.**

**APPENDIX C  
INITIAL FIRE ASSESSMENT AND EMERGENCY PLAN**

**SITE:** Bakers Lane Chartham Kent CT4 7QB

**DATE:** June / July 2018

This fire assessment is for the initial stages of the project only. As construction progresses the risk of fire will change and this fire assessment will be updated as necessary.

**Potential ignition sources:**

Arson  
Direct burning (discarded smoking materials)  
Faulty electrical equipment or services  
Faulty plant and equipment

**Fuel sources:**

Materials delivered to site  
Existing vegetation and small outbuildings / sheds within the land envelope

**Spread of fire / smoke:**

During the initial construction phase, the spread of smoke will be high due to the open nature of the site. However fire spread will be low due to gaps between burnable materials and escape routes will not be restricted in any capacity

**Initial risk rating:**

Entrapment	Low
Spread of fire	Low
Spread of smoke	Medium
Ignition sources	Medium

**Low risk rating assigned**

**Control measures**

\*All to be informed upon induction

- Site to be kept secure.
- Plant and equipment to be properly maintained and switched off when not in use or when refuelling.
- We shall not leave chargers etc. plugged-in overnight.
- Electrical equipment to be properly maintained with three monthly PAT for frequently used tools / leads etc.
- No smoking rule to be enforced on site.
- Housekeeping to be maintained to keep combustible materials to a minimum and away from ignition sources and site perimeter, with regular waste disposal to keep combustible waste to a minimum.
- CO2, dry-powder, water and foam extinguishers to be provided as appropriate to work activities
- No live working on services permitted
- No direct burning of waste or bonfires on site

## **Emergency escape:**

### **If You Discover a Fire:**

- 1) Immediately inform site by Shouting '**Fire**' and sounding Klaxxon Horn or similar device.
- 2) Attack fire, if possible, with appliances provided but **without** taking personal risks.

### **On Hearing Alarm of Fire:**

- 3) The senior person present on site will call the Fire Brigade by telephone.
  - Lift receiver and dial '999'.
  - Give operator your telephone number and ask for FIRE.
  - When the fire brigade replies give reply distinctly

**FIRE AT: New Development Site Bakers Lane Chartham CT4 7QB**

**DO NOT REPLACE RECEIVER UNTIL FIRE BRIGADE HAS REPEATED ADDRESS. CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE.**

- 4) Leave the site and report to person in charge of assembly/muster point.

### **EMERGENCY MUSTER POINT is: To be confirmed on site**

- 5) Use the nearest available exit. Do Not Stop to collect personal belongings.
- 6) The person in charge of the Assembly Point will be the Site Manager (or the Senior person on site) who will check off those present against the Site Attendance Sheets.

## **Residual Risk Rating**

Entrapment	Low
Spread of fire	Low
Spread of smoke	Medium
Ignition sources	Low

**Low** overall initial risk rating assigned

## **MEDICAL EMERGENCY**

The First Aiders for site are John Wooster (Site Manager) and introduction to them and position of first aid boxes and rules for their use etc. shall be part of the induction training for site.

In the event of an injury or sudden illness on site the following action is to be taken: -

- the Site Manager is to be immediately informed of the incident.
- first aid assistance is to be obtained, if appropriate.
- the injured or ill person is to be conveyed to hospital by the quickest possible means.
- if an ambulance is to be summoned, by the Site Manager ensure that the address is given accurately.
- the full details of the person injured or ill and the details of the injuries or illness will be reported in the site Accident Book.
- if the accident/injury is reportable to the enforcing authority then an appointed member of Akehurst Homes Ltd management will do so.

**Nearest hospital with accident and emergency:**

**William Harvey Hospital (Ashford)**

Kennington Road, Willesborough, Ashford, Kent, TN24 0LZ

01233 633331

<http://www.ekhft.nhs.uk/williamharvey>

Ambulance, police and fire authority phone 999 and give address details of site.

Site Manager: to be assigned to direct emergency vehicles to the location.

Out of hours principal contractor contact: John Wooster - 07985 276370

Gas: 0800 111 999 Valve / isolation positions to be determined on site

Water: Valve / isolation positions to be determined on site

Electricity: 0800 783 886 consumer unit position to be determined on site

## APPENDIX D

### SITE RULES

- The site is designated protective footwear, head protection (when necessary) and high-visibility clothing area. These are to be worn at all times unless directed otherwise by the Site Manager.
- All operatives and visitors shall report to the Site Manager and sign in and out using the Site Attendance Sheets.
- No person shall access the site without first undergoing induction training. Trades that attempt to work without having completed such training will be removed from site.
- No person is permitted to alter or adapt any items provided for the safety of all on site (e.g. guardrailing, fencing etc.).
- Adaptations to scaffolds are not to be carried out under any circumstances. Scaffold contractors will adapt as necessary and issue completion certification.
- No works with identified hazards shall be commenced without ensuring that there are risk assessments and method statements appertaining to those works and then work must be carried out in accordance with the requirements therein.
- Only trained personnel are to operate plant and small tools.
- Access / egress and emergency routes shall be kept clear and free of any obstructions, waste or equipment. You are expected to use designated walking routes only within the site and strictly adhere to the advised vehicle traffic route to and from the site
- Operatives shall report any noted defects in health and safety equipment or systems to the Site Manager promptly.
- All operatives/trades are to ensure at the end of each day all rubbish is removed to the designated skips on site and work areas are left secure, clean and tidy free and free from hazards.
- Operatives are expected to park their vehicles in a sensible manner in areas agreed and not to cause a hazard from their parking along Bakers Lane should the need to park off-site arise.
- Timing of noisy activities is to be determined on a site-specific basis.
- No horseplay, fighting or the encouragement of will be acceptable on site.
- Where specific training is required under legislation for a given task, only trained personnel shall carry out that work (or others under the supervision of trained persons where the law allows).
- No person shall attend site for work or continue working if under the influence of alcohol, drugs or medication (prescribed or otherwise for which it is recommended that the individual does not work or operate plant / machinery while taking such medication). Where prescribed medication is used, we expect you to make the Site Manager aware of it.

- Safety barriers and warning signs are not to be removed.
- All tools brought onto the site must be in safe working condition and comply with current regulations No person shall use defective tools or equipment or attempt to adapt or use equipment for purposes other than its designed use (including ladders and scaffolding) - ladders shall not be removed from scaffold structures.
- No paints or thinners or similar substances are to be disposed of on either soil or via drains.
- Welfare facilities are to be kept clean and tidy, all unwanted food to be placed in the bins provided and emptied into the skip on a regular basis.
- No person under the age of eighteen will be allowed to undertake banksman duties.
- Timbers with nails in must not be left discarded around site (nails must be removed or timber placed in waste / skip container).
- All accidents and near misses are to be reported to the Site Manager who is responsible for entering all injuries into the accident book and investigating near miss incidents.
- Site operatives must ensure their own health and safety while working on site and ensure that their activities do not adversely affect others.
- All hazardous substances brought on site must be brought to the attention of the Site Manager.
- Emergency procedures must be adhered to at all times.

**APPENDIX E**

**COSHH ASSESSMENTS**

**TO BE INSERTED PRIOR TO COMMENCEMENT / AS WORK PROCEEDS BY THE  
PRINCIPAL CONTRACTOR AND HELD IN SITE MANAGERS  
HEALTH AND SAFETY INFORMATION FOLDER**

**APPENDIX F**

**INDUCTION AND TOOL-BOX-TALK RECORDS**

**TO BE INSERTED PRIOR TO COMMENCEMENT / AS WORK PROCEEDS BY THE  
PRINCIPAL CONTRACTOR AND HELD IN SITE MANAGERS  
HEALTH AND SAFETY INFORMATION FOLDER**



**APPENDIX G**  
**INSPECTION RECORDS**

**TO BE INSERTED PRIOR TO COMMENCEMENT / AS WORK PROCEEDS BY THE  
PRINCIPAL CONTRACTOR AND HELD IN SITE MANAGERS  
HEALTH AND SAFETY INFORMATION FOLDER**

**APPENDIX H**

**HEALTH AND SAFETY FILE INFORMATION**

**TO BE COLLATED BY PROJECT MANAGER AS WORK PROGRESSES AND IN  
ACCORDANCE WITH CLIENTS / PRINCIPAL DESIGNERS REQUIREMENTS**