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ABC Company – *Select this text and insert Project name*

Design Stage Health and Safety Plan

This plan prepared by: Manager 1

Construction stage plan to be prepared and managed by: TBC on behalf of client

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REVISION HISTORY

Date	Revision Details	Revised By	Checked By	Rev No.
xx/xx/xx	1 st issue		Manager 1	001

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Preliminary Safety & Health Plan

This Preliminary Safety & Health Plan has been prepared in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2006, and the “Guidelines to the Safety Health and Welfare at Work (Construction) Regulations 2006” published by the Health & Safety Authority.

The Project Supervisor for the Construction Stage must develop this document into the Safety and Health Plan **prior** to commencing work on this Project.

It is the intention, of the Client, that the project be constructed in such a way that the risk to health and safety of all persons engaged in its construction, future use, and maintenance are eliminated or reduced to an acceptable level under current health and safety legislation.

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1. General Description

1.1 Summary and Objectives

The Safety, Health and Welfare at Work (Construction) Regulations 2006 places duties on clients, designers and contractors with respect to health, safety and welfare provisions, so as to ensure that they are co-ordinated and managed effectively throughout all stages of the construction project. This Preliminary Safety & Health Plan sets out to ensure that the Project is managed and constructed in a safe manner, and complies with current legislation.

The Project Supervisor for the Construction Stage is under a legal duty to implement and update, as required by changes in design or circumstances, the Safety & Health Plan throughout the Project lifetime.

1.2 Risk Identification, Assessment and Control

Risk Identification (Section 2)

This Safety & Health Plan is based, in the first instance, on identifying the risks involved - see Section 2 Particular Risks. This was followed by a process of risk assessment in two stages, viz...

Preliminary Risk Assessment (Design) - Particular Risks (Section 2 & 2.1)

This preliminary Safety & Health Plan is based on a review of 'Particular Risks' only, as defined by the 2006 regulations, likely to be encountered in this project. In order to assess 'Particular Risks' reference is made to a review of statutory definitions of such risks.

Risk Assessments received from Designers are contained within Appendix A of the File.

In addition, any health and safety implications during the project (and in respect of the life of the structure) relevant to its design, have already been catered for in the relevant design drawings and specifications etc.

Further Risk Assessment (Construction Stage) - All Risks (appendix B)

Certain additional risks may arise during the construction phases which were not foreseen at this preliminary stage, specific to the particular work methods and weather / other conditions obtaining at the time. Control measures for such risks will be determined by the Project Supervisor (Construction Stage) in consultation with relevant contractors responsible for the specific work; and the Safety & Health Plan will be further developed (beyond the preliminary stage) accordingly.

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This will be achieved in practice by requiring such contractors to submit tenders based on the Project Supervisor (Construction Stage)'s safety requirements. Such contractors will be required, in turn, to submit their own specific Safety & Health Plan on the particular works concerned. Such further development of the Safety & Health Plan will be based on identification of hazards applicable to the construction phase of this project (in the same way as Particular Hazards).

1.3 Organisational Structure and Responsibilities

The parties responsible for the compilation and implementation of the Safety & Health Plan are as follows:-

Project Supervisor for the Design Stage:

The person appointed by the client to co-ordinate the health and safety aspects of the project's design at the planning stages, including the preparation of the Preliminary Safety & Health Plan.

Project Supervisor for the Construction Stage:

The person appointed by the client to manage the construction work, control, co-ordinate and implement the health and safety requirements during the construction phase.

Contractor / Sub-Contractor:

Any person engaged by the Main Contractor to carry out construction works under the direction of the Main Contractor / Project Supervisor for the Construction Stage.

Designers:

Any person who carries on a trade, business or other undertaking in connection with which he (a) prepares a design (b) arranges for any person under his control to prepare a design, relating to a structure to be erected by a competent contractor.

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Safety Officer

The person (s) appointed, in accordance with the 2006 regulations, to advise the contractor (s) as to the observance of statutory requirements, exercise a general supervision of the observance of the statutory requirements, and the promotion of the safe conduct of work generally.

Site Safety Representative

The person appointed / elected in accordance with the 2006 regulations, who may obtain safety information from the Project Supervisor for the Construction Stage (PSCS), make representations to the PSCS or contractor (s) on site, investigate accidents & dangerous occurrences, make representations to HSA Inspectors, carry out safety inspections, investigate potential hazards and complaints, and accompany HSA inspectors whilst they are on site.

1. 4 Project Supervisor for the Construction Stage / Safety & Health Plan / Safety File

It is the responsibility of the Project Supervisor for the Construction Stage to develop the Safety & Health Plan for the Construction Stage. This involves the implementation of the Safety & Health Plan, and any required amendments.

All Contractors must make available to the Project Supervisor for the Construction Stage any information that will have implications to the safe maintenance of the structure for inclusion in the Safety File, as the work progresses.

All information required for the Safety File must be forwarded to the Project Supervisor for the Construction Stage no later than 2 weeks after practical completion of the Project.

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1.5 PROJECT TEAM Complete this contact list

Project Role & Company Name	Contact Name	Tel – Fax – Email
Client: ABC Company Address Line 1	TBC	Tel: Fax: Mobile: Email:
Developers: TBC	Tel: Fax: Mobile: Email:	
Project Managers: TBC, Address line 1 Address line 2	TBC	Tel: Fax: Mobile: Email:
Architects: TBC, Address line 1 Address line 2	TBC	Tel: Fax: Mobile: Email:
Quantity Surveyors: TBC	Tel: Fax: Mobile: Email:	
Project Supervisor for the Design Stage / Safety Advisors ABC Company	Manager 1	Tel: Fax: Mobile: Email:
Health & Safety Co-ordinator: TBC		
Fire Safety Consultants : TBC		Tel: Fax: Mobile: Email:

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Structural Consultant : TBC		Tel: Fax: Mobile: Email:
Mechanical Consultant: TBC		Tel: Fax: Mobile: Email:
Electrical Consultant: TBC		Tel: Fax: Mobile: Email:

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1.6 Location of Project

The project is located at;
Select this text and insert address

1.7 Description of Project

Scope of Works

This section is included for INFORMATION ONLY and does not form part of the Contract. The full scope of works, and the obligations of the Contractor, is to be ascertained by reference to the full set of Contract documents.

Headline project objectives;

- 1. Select this text and insert objective 1*
- 2. Select this text and insert objective 2*
- 3. Select this text and insert objective 3*
- 4. Etc.*

1.8 Timescale / Phasing of Project

Project is expected to be in the region of **XX** weeks.

The Project Schedule should in no way affect the Safety, Health and Welfare of those persons involved in the project to meet its requirements.

It is the responsibility of the Project Supervisor for the Construction Stage to advise whether this timescale is achievable with respect to Health, Safety and Welfare considerations on an ongoing basis.

Proposed Construction phase is

Commencement: *Select text and insert date*

Completion: *Select text and insert date*

1.9 Health and Safety Principals for the Project

All work must be carried out in accordance with the:-

- The Safety, Health and Welfare at Work Act 2005
- The Safety, Health and Welfare at Work Regulations 2007
- The Safety, Health & Welfare at Work (Construction) Regulations 2006
- The Public Health (Tobacco) Acts 2002 and 2004
- Factories Act 1955
- Safety in Industry Act 1980
- The Safety, Health and Welfare at Work (Carcinogens) Regulations 2001
- The Safety, Health and Welfare at Work (Chemical Agents) Regulations 2007.
- The Safety, Health and Welfare at Work (Pregnant Employees) Regulations 2007.
- The Safety, Health and Welfare at Work (Signs) Regulations 2007
- European Communities (Protection of Workers)(Exposure to Lead) Regulations 1988

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- The Safety Health and Welfare at Work (Biological Agents) Regulations 1994
- Noise and Vibration regulations 2007
- Working at Height regulations 2007
- European Communities (Classification, Packaging, and Labelling of Dangerous Preparations) Regulations 2004
- And all other associated health and safety legislation

1.10 Restrictions Affecting the Project

The Designer(s), Client and the Project Supervisor for the Design Stage have identified restrictions, which include:-

1.10.1 Restrictions on the Work Site

- All personnel / visitors to this site must wear the correct personal protective equipment.
- All personnel commencing work, on site, must receive a site safety induction from the Project Supervisor for the Construction Stage.
- All personnel entering / working on this site must sign in and out.
- Operatives may be removed from site if not within area of Main Contractor's control.

1.10.2 Restrictions on Working Hours

- Allowance will have to be made for control of noise, emergency access and egress by client employees, nuisance dust, service interruptions and other issues that may arise from time to time.

1.10.3 Access & Security Proposals

- The Client has a "Right to Search" policy. This will need to be adhered to by all operatives on the project.

1.10.4 Noise / Dust / Vibration

- The Project Supervisor for the Construction Stage is to ensure noise / dust / vibrations are kept to a minimum, so far as is reasonably practicable.
- Noise emissions on site must exceed BS 5228 Noise Control on Construction Sites.

1.10.5 Emergency procedures

- The client operates a fire and emergency preparation program that includes fire drills. All operatives/contractors will be expected to evacuate the premises should a drill take place during project hours.
- The client operates a hot works permit on site. All works on the project likely to generate heat, smoke or other fire hazard will need to adhere to the Hot Works Permit.

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1.11 Selection of the Project Supervisor for the Construction Stage

Select text and insert name has been appointed as Project Supervisor Construction Stage.

The Project Supervisor for the Construction Stage will receive a copy of the Preliminary Safety & Health Plan. The Preliminary Safety & Health Plan details the Particular Risks involved in this project.

It shall be the responsibility of the Project Supervisor for the Construction Stage to develop the Preliminary Safety & Health Plan into the Construction Stage Safety & Health Plan, **PRIOR** to commencing work on this project.

The Project Supervisor for the Construction Stage must forward a copy of the Construction Phase Safety & Health Plan to the Client / Project Supervisor for the Design Stage, for approval, **PRIOR** to commencing any works on site.

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1.12 Monitoring of Health and Safety on Site

The Project Supervisor for the Construction Stage must submit, as part of the Safety and Health Plan, their proposals for the ongoing monitoring of health and safety management during the project.

The Project Supervisor for the Construction Stage must co-operate with the client's safety advisor during the course of the works.

1.13 Safety File

The Project Supervisor for the Construction Stage is responsible for ensuring that all relevant information relating to future construction works or future maintenance works within this building is included in the Safety File.

For this purpose, all sub-contractors / suppliers etc. must make drawings / O&M manuals / product information available – this will be independent of the normal O&M manuals made available to the client.

THE PROJECT SUPERVISOR FOR THE CONSTRUCTION STAGE MUST ENSURE THAT THE SAFETY FILE HAS BEEN COMPLETED AND FORWARDED TO THE PROJECT SUPERVISOR FOR THE DESIGN STAGE / CLIENT'S SAFETY ADVISORS WITHIN 2 WEEKS OF PRACTICAL COMPLETION OF THE PROJECT.

1.14 Notification to the Health & Safety Authority

Design stage notification to the HSA has been made on *Select text and insert date*.

On appointment, it is the responsibility of the Project Supervisor for the Construction Stage to make the notification to the Health & Safety Authority.

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2 Particular Risks

2.1 Requirements for any person working on the site

- All contractors will need to submit the names of any person working on the project in advance along with full details of their Safe Passes.
- Any person operating equipment as detailed under the construction regulations will need to supply details of their Skills Cards in advance.

2.2 Requirements for any contractor submitting a successful tender

The following will need to be submitted along with the Tender:

- Safety Statement fully compliant with:
 - 2005 Health, Safety and Welfare at Work Act
 - 2006 Construction Regulations
 - 2007 General Application and other Regulations
- Name of Director responsible for Safety
- Name of person who manages Safety
- Name of person who conducts Risk assessments
- List of safety training that staff receive
- Schedule of insurances showing indemnity to clients

2.3 Particular Risks and General Risks (that the Project Supervisor for the Construction Stage will be required to manage)

The following is the non-exhaustive list of particular risks to the safety and health of persons as set out in Schedule 1 of the 2006 regulations together with the opinion of the Project Supervisor for Design stage on what elements of the words may fall within each particular risk category.

Non-Exhaustive List of Work Involving PARTICULAR RISKS to the Safety and Health of Persons at Work

In the table below place an X in the Yes or No column to indicate whether these risks will be present in the project then delete this text.

Hazard Item	Yes	No
Work which puts persons at work at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work on site.		
Work which puts persons at work at risk from chemical or biological substances constituting a particular danger to the safety and health of such persons or involving a legal requirement for health monitoring		
Work with ionising radiation requiring the designation of controlled or supervised areas as defined in Directive 96/29/Euratom.		
Work near high voltage power lines.		
Work exposing persons at work to the risk of drowning.		

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Work on wells, underground earthworks and tunnels.		
Work carried out by divers at work having a system of air supply.		
Work carried out in a caisson with a compressed-air atmosphere.		
Work involving the use of explosives.		
Work involving the assembly or dismantling of heavy prefabricated components.		

For the hazards that you have said Yes to in the table above fill out details below as indicated as to who and how could be affected and suggest possible control measures for the construction stage. **Then delete the text in this box.**

Hazard item from list above	List the Person(s) who could be affected	State how they could be affected	List the controls to be considered.

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The following is the non-exhaustive list of the General Principals of Prevention set out in Schedule 2 of the 2006 Regulations of the 2006 that the Construction Team will be required to adhere to. Provision for the control measures will need to be made by the Main Contractor (**not the client**) and will be monitored by the Project supervisor for the Construction stage.

Non-Exhaustive List of general principals of prevention:

Item	Required?	
	Yes	No
Keeping the construction site in good order and in a satisfactory state of cleanliness.	X	
Choosing the location of workstations bearing in mind how access to them is obtained, and determining routes or areas for the passage and movement of equipment.	X	
The conditions under which various materials are handled.	X	
Technical maintenance, pre-commissioning checks and regular checks on installations and equipment with a view to correcting any faults which might affect the safety, health and welfare of persons at work.	X	
The demarcation and laying-out of areas for the storage of various materials, in particular where dangerous materials or substances are concerned.	X	
The conditions under which the dangerous materials used are removed.	X	
The storage and disposal or removal of waste and debris.	X	
The adaptation, based on progress made on the construction site, of the actual time to be allocated for the various types of work or work stages.	X	
Co-operation between employers and self-employed persons.	X	
Interaction with industrial activities at the place within which or in the vicinity of which the construction site is located.	X	

Note: This assessment is based upon the information available at the date of assessment

Assessment by: Manager 1

Date: xx/xx/xx

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3. Other Recommendations / Information

3.1 Surrounding land uses / Existing structures

The tender is referred to the Project Managers drawings, which outlines the site relative to the surrounding buildings.

Upon taking possession of the site, the Contractor shall undertake a detailed photographic survey of the conditions of any adjacent building and submit to the Client a detailed report prior to undertaking the works.

This report shall include a written commentary on the condition of the existing adjacent buildings and identify all existing defects to adjacent structures.

3.2 Existing services

Prior to commencing works on site the Project Supervisor for the Construction Stage must satisfy himself that all services on site have been identified, disconnected, and diverted as required by the stage of the works.

- ESB
- Water
- Gas

3.3 Existing traffic systems and restrictions

The Contractors must ensure that a suitable traffic management plan is put in place for site traffic and that Contractors, Transport, Suppliers and Employees are not put at risk due to construction traffic.

Traffic management plan must consider as a minimum;

- Contractor Parking
- Deliveries
- Storage
- Safe Access and Egress for vehicular traffic
- Existing Car Park Entrances
- Emergency Services

3.4 Existing Drawings

Before work commences on site, the Project Supervisor for the Construction Stage / Main Contractor must check the position of all services, which may affect safety during the construction phase.

3.5 Proposed Drawings

A set of drawings is available from the Project Managers.

Before work commences on site, the Project Supervisor for the Construction Stage / Main Contractor must check the position of all services, which may affect safety during the construction phase.

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3.6 Existing Safety File

To be confirmed by the Project Manager

3.7 Substances Hazardous to Health – during construction

The Project Supervisor for the Construction Stage / Main Contractor must analyse the project and ensure that Substances Hazardous to Health are identified, along with the appropriate control measures.

The Project Supervisor for the Construction Stage / Main Contractor must ensure that Material Safety Data Sheets are obtained for all substances hazardous to health in use as part of this project. In addition where required the Project Supervisor for the Construction Stage must ensure a method statement is prepared for the articles in use.

The Project Supervisor for the Construction Stage should refer to any existing Safety File for the positions of any existing substances hazardous to health within the existing building.

3.8 Substances Hazardous to Health – during use of building or future maintenance / construction work

The Project Supervisor for the Construction Stage must ensure that assessments are obtained for all substances hazardous to health, which shall be installed in the structure as part of this Project, for inclusion in the Safety File.

3.9 Liaison with the Client / Project Team

The Client will meet with the Design Team / Project Supervisor for the Construction Stage / Main Contractor and relevant contractors on a basis as agreed between all relevant parties.

Health & Safety shall be an item on the agenda and the implementation of the Health & Safety standards for the project shall be discussed.

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APPENDIX A
DESIGNERS RISK ASSESSMENTS / REPORT

(This Appendix will incorporate those Risks which were identified by the designers as being present on the project which they were unable to Design Out or which cannot be clearly identified within the Drawings)

To Be Supplied by the designers and placed here.

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APPENDIX B

General Design Assessment

Area under assessment: Work at Heights

Hazards & Risks Identified: Falls of persons from heights, Falls of materials or articles from heights

Hazard Location: Excavations and rook work

Persons Exposed: All site personnel and client visitors/employees.

Frequency of Exposure: Constant

Risk Assessment: HIGH

Maintenance Frequency: Constant, edge protection must be constantly monitored

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

General

- The Project Supervisor for the Construction Stage / Main Contractor must ensure that work is planned so that safe access / egress and working places are provided for operatives to work at heights.
- Materials must not be tipped, dropped or thrown down from a height other than by means of a chute or other suitable safe methods.
- Effective cordons must be fitted to deter non-essential personnel in some areas In a few exceptional cases where this is not practicable operatives may be required to attach tools or small articles to chords so that they cannot fall.
- Portable access equipment, such as trestles, step-ladders and tower scaffolds, must not be positioned near stairwells or floor/roof edges if this places operatives at risk of falls.
- Sufficient materials and labour must be available on site to protect edges and openings.
- All edges, from which it is possible to fall 2m or more, must be protected with guardrails, middle rails and toeboards.
- All guardrails (and their uprights) must be of adequate strength.
- Guardrails must be between 950-1200mm high with toeboards not less than 150mm.

Use of Harnesses

- The provision of leading edge / edge protection must be given priority. Where the provision of guardrails / toeboards is not practicable then additional provisions must be made.
- Where the provision of adequate edge protection is not practicable, i.e. the

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erection of edge protection, erection of scaffolding, short duration work, safety harnesses **MUST BE** worn by operatives (with a fall arrest system).

- The Project Supervisor for the Construction Stage / Main Contractor must ensure that a Method Statement is prepared for all such work on site, rescue procedures must also be detailed in the Method Statement.

Design Assessment

- When the use of Harnesses is required then adequate anchorage points must be provided – anchorage points must be capable of taking a load of at least 1000kg per person attached to that anchor point, should a person fall whilst wearing a harness they must not free fall more than 2m and it must not be possible to strike the ground / floor immediately below.
- Anchorages are to be clearly identified. They should be chest height or above with the amount of slack in the line reduced to the minimum that is reasonable. The aim is to provide a restraint rather than allow free-fall. Any doubt about the capacity of an anchorage to withstand the relevant shock loading should be referred to a competent Engineer
- The persons fitting edge protection must use harnesses attached to secure anchor points at all times. It must be strictly prohibited to work within two metres of the edge without being clipped to an adequate anchor point.
- Lines must not run over any sharp objects or edges. A high standard of housekeeping must be maintained in the area.
- All work must be supervised by the Project Supervisor for the Construction Stage / Main Contractor.
- Personnel required to wear / use harnesses must receive instruction on their proper use and maintenance.

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Design Assessment

Area under assessment: Work at Heights – Use of Ladders

Hazards & Risks Identified: Falls of persons from heights, Falls of materials or articles from heights

Hazard Location: Throughout project

Persons Exposed: All construction workers

Frequency of Exposure: Constant during construction phase

Risk Assessment: **MEDIUM**

Maintenance Frequency: Constant – once present on site

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

- Ladders must only be used for access purposes, or for short duration work. Where a person is required to work at a particular location a proper working platform must be provided.

Further Actions Required:

NA

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Design Assessment

Area under assessment: Security / Protection to Third Parties

Hazards & Risks Identified: Unauthorised access to site during construction phase may expose third parties to construction hazards that they are not familiar with. Protection for third parties, which may be exposed to construction risks during construction phase, must be provided

Hazard Location: Throughout site.

Persons Exposed: Public / third parties

Frequency of Exposure: Throughout project duration.

Risk Assessment: MEDIUM

Maintenance Frequency: Constant – so as to exclude unauthorised persons

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

- The Project Supervisor for the Construction Stage / Main Contractor must ensure that there are adequate security precautions in place for the project to prevent the unauthorised entry of persons.
- The Project Supervisor for the Construction Stage shall access the site during the different phases of the work in accordance with section 1.9.3 of this preliminary Health & Safety Plan.
- The Project Supervisor for the Construction Stage / Main Contractor is advised that all works, materials etc. forming part of this project must be confined to the designated areas on site.
- All personnel entering / working on this site must wear ID at all times. This ID will identify the person's name, company worked for and date.

Further Actions Required:

NA

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Design Assessment

Area under assessment: Work outside the boundary of the site.

Hazards & Risks Identified: Objects falling on third parties, Operatives, plant, transport outside working areas, safety zones or signed areas, Unsafe access for pedestrians / members of the public.

Hazard Location: Outside the site areas

Persons Exposed: Public & Third Parties

Frequency of Exposure: Potentially constant during Project.

Risk Assessment: MEDIUM

Maintenance Frequency: NA

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

- Work outside the site must be carried out in accordance with the construction regulations and all signage must be in accordance with the Department of the Environment Regulations
- For Site works outside the designated site boundary, all necessary precautions must be taken to ensure the Health & Safety of the public, in addition disruption to existing circulation routes are to be kept to a minimum.

Further Actions Required:

NA

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Design Assessment

Area under assessment: Working on electrical circuits at commissioning phase

Hazards & Risks Identified: Electrocution, Unauthorised access to live electrical circuits during the construction phase

Hazard Location: Throughout Site

Persons Exposed: Electrical Contractors / Site Personnel

Frequency of Exposure: Constant during commissioning

Risk Assessment: HIGH

Maintenance Frequency: Constant – once present on site

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

Commissioning Work

- Contractors involved in commissioning work must be required to submit a detailed Method Statement to the Project Supervisor for the Construction Stage / Main Contractor prior to commencing works on site.
- Access to the areas where commissioned plant has been installed must be controlled to ensure that there is no unauthorised access.
- Where Dead Working is required there must be a secure means of isolation on the work that is being carried out. Isolators should be locked off and keys held by the person carrying out the work. Where working dead is required and electrical isolation is first required a Permit to Work must be required.
- All live panels / plant should be marked as being live with a prominent sign.
- **Live Working is a Danger to be avoided if at all possible.** Where live working is required a detailed Method Statement must be required to include:- the precautions to be taken and the Personal Protective Equipment needed, precaution taken to limit access to the area, the required space / lighting / access to ensure safe working, and details of the person who shall accompany the main worker who will implement emergency procedures in the event of an accident

Further Actions Required:

NA

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Design Assessment

Area under assessment: Fire Safety / Maintenance of existing fire exits.

Hazards & Risks Identified: Obstructed of routes for Fire Services during construction phase, inadequate fire safety procedures

Hazard Location: Along Excavations and on Site, including Site Offices

Persons Exposed: Contractor's / Visitors / Third parties

Frequency of Exposure: Constant during construction works.

Risk Assessment: MEDIUM

Maintenance Frequency: Constant – once present on site / daily inspection

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

The Project Supervisor for the Construction Stage / Main Contractor must ensure that the following Fire Strategy is developed, and implemented, on this project:-

Fire Strategy

Monitoring of the Fire Strategy – By the Project Supervisor for the Construction Stage / Main Contractor

Fire Wardens must be designated responsibility with respect to:-

- checking of escape routes, and of fire points
- evacuating the building, in the event of a fire
- fire prevention measures
- completing a daily inspection sheet.
- ensuring NO SMOKING is permitted within site offices
- the Project Supervisor for the Construction Stage / Main Contractor must monitor housekeeping on an on-going basis to ensure that combustible materials do not accumulate on site, NB along escape routes.
- the Project Supervisor for the Construction Stage / Main Contractor must ensure that waste is removed to skips in the site compound on an on-going basis.

Emergency Evacuation Plan

- A simple plan drawing must be drawn up which shall clearly show the escape routes from the building, and the assembly point for the project.
- Interface with occupied parts of the building must be documented, i.e. how do the adjoining properties / Contractors contact each other in the event of a Fire / Evacuation / False Alarm.
- The Project Supervisor for the Construction Stage / Main Contractor must ensure all personnel are trained in the Fire Evacuation Plan / Fire Prevention Measures.

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Designated Fire Escape Routes to be set up

- Corridors / access routes / stairwells to be designated as fire escape routes, and arrangements must be made to keep these routes clear, of impediments at all times.
- Emergency Exit Signage(i.e. Green Background, with directional arrows, and person running) to be erected along designated escape routes / stairwells(as required)

Use Of LPG / Gas Cylinders

- Only LPG / Gas Cylinders necessary for the execution of the works must be stored within the building. All LPG / Gas Cylinders must be removed from the site at the end of the working day.
- LPG / Gas Cylinders must be stored in the designated storage area in the site compound.
- Gas cylinders must be stored externally, 3m or more away from any combustible materials, and within a lockable wire cage, which is clearly marked as containing flammable material. Neither must be kept in site huts or containers.
- Oxygen cylinders must be stored separately from those containing flammable gases.

Fire Fighting Equipment

- Fire Points are to be set up within the site offices
- Fire Points to be clearly marked with signage and kept clear.
- Where Hot Works are required separate Fire Extinguishers shall be required in these areas (normally to be supplied by the contractor concerned)

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Design Assessment

Area under assessment: Control of Sub-Contractors / Personnel on site with respect to Health, Safety and Welfare.

Hazards & Risks Identified: Inadequate control of sub-contractors may result in persons taking unnecessary risks on site that may lead to possible injuries of those parties concerned.

Hazard Location: throughout the construction site.

Persons Exposed: Site personnel.

Frequency of Exposure: Constant during project

Risk Assessment: MEDIUM

Maintenance Frequency: Constantly to be monitored

Future Usage Issues: NA

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

- All sub-contractors must provide, to the Project Supervisor for the Construction Stage / Main Contractor, a copy of their Safety Statement PRIOR to commencing works on site.
- All sub-contractors must provide, to the Project Supervisor for the Construction Stage / Main Contractor, a method statement for high-risk activities on site PRIOR to commencing those works on site.
- All personnel entering / working on this site must wear ID at all times. This ID will identify the persons name, company worked for, and date.
- The Project Supervisor for the Construction Stage / Main Contractor must ensure that all personnel working on this project undergo a Site Safety Induction prior to commencing work on site.
- The Project Supervisor for the Construction Stage / Main Contractor is responsible for the co-ordination of ALL activities on site; this would include the activities of sub-contractors (both domestic and nominated), visitors to the site, and for ABC Company employees who may be working on the site.
- The Project Supervisor for the Construction Stage must ensure that there is a Safety Officer nominated in writing, by the Main Contractor and by all Contractors on site with 20 or more personnel under their control.
- The Project Supervisor for the Construction Stage shall ensure that training records are kept of all personnel on site, N.B. SAFE PASS / Construction Skills Cards. **N.B. ALL construction personnel / security personnel on site must have a SAFE PASS Card.**
- The Project Supervisor for the Construction Stage shall ensure that where 20 or more persons are working on the Project that a Safety Representative has been Selected in accordance with the 10th Schedule of the Safety, Health & Welfare at Work (Construction) Regulations 2001.
- The Project Supervisor for the Construction Stage must ensure that Tool

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Box Talks / Safety Talks are held with all personnel on site, and that records of these are maintained.

- The Project Supervisor for the Construction Stage must ensure that weekly site safety inspections are carried out for the duration of the Project and that records of these are maintained.



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Design Assessment

Area under assessment: Installation of heavy plant & equipment

Hazards & Risks Identified: Overloading of the lifting appliance/gear, Poorly maintained equipment, Unplanned sequences of work

Hazard Location: Steel erecting

Persons Exposed: Personnel involved in these operations/ third parties

Frequency of Exposure: during installation.

Risk Assessment: HIGH

Maintenance Frequency: Constant – once present on site

Future Usage Issues: Access required for future maintenance / repairs

Proposed solutions to eliminate and / or reduce the hazards & risks identified:

- The Project Supervisor for the Construction Stage / Main Contractor must ensure that a detailed Method Statement is prepared for these activities on site.
- Lifting equipment / gear used in these operations must be supplied with current test certificates.
- Only competent and experienced persons must be involved in these operations.
- Suppliers of Heavy components (i.e. those heavier than 1 tonne) must be asked to supply information on the weight of the components, and safe lifting points / procedures.

All works must be carried out in accordance with:-
BS 7121 Code of Practice for Safe Use of Cranes

Further Actions Required:

NA

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Design Assessment

Area under assessment: Use / Movement of Vehicles on Site, i.e. vehicles with tipping bodies, telescopic handlers, excavators, mobile cranes, etc.

Hazards & Risks Identified: Entering and exiting site, Overturning, Speeding, Poor maintenance, Reversing unsupervised, Overloading or insecure loads, Debris falling on the public highway, Incorrect use, Inadequate Training

Hazard Location: on site, NB on / or near public roads

Persons Exposed: Construction personnel, pedestrians, motorists, third parties

Frequency of Exposure: Constant throughout project.

Risk Assessment: HIGH

Maintenance Frequency: All vehicles must be kept in a good state of repair according to the manufacturer's recommendations. An inspection must be made of each machine prior to first use on site and at regular intervals thereafter.

- **Future Usage Issues:** NA
- **Proposed solutions to eliminate and / or reduce the hazards & risks identified:**
- The Project Supervisor for the Construction Stage / Main Contractor must ensure that the following procedures are implemented on site:-
- A site speed limit of **5 mph** is in operation on this project, within designated site areas / compounds.
- **Only** authorised, competent persons (at least 18 years old) must operate vehicles on site.
- Only vehicles **necessary** for the project are permitted within the site area.
- Reversing of large plant should be avoided where possible. Persons on **foot must be excluded** from areas of risk. Where necessary a banksman must be used during unavoidable reversing operations. Particular care is required on / near the public side of the site.
- Pedestrians / Motorists / Persons on Foot **must be excluded** from areas close to mobile cranes or other large plant. Alternative means of access must be provided - along with signs / tape / barriers as appropriate.
- Vehicles **must not** operate out of the hours of daylight unless an adequate standard of lighting has been provided.
- All vehicles **must be** kept in a good state of repair according to the manufacturers' recommendations. An inspection must be made of each machine prior to first use on site and at regular intervals after. Drivers are expected to maintain mirrors, lights, indicators, etc in a good, clean condition and to report any problems to Management at the earliest opportunity.
- Drivers must not consume alcohol or drugs that may impair their judgement prior to, or during, work.
- All debris **must be** removed from the roadway / footpath in order to avoid causing a hazard to road users / pedestrians.
- All works on site **must** be carried out in accordance with the following:-
- The Safe Use of Vehicles on Construction Sites HSG 144' published by the Health & Safety Executive.

Further Actions Required: NA

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Design Assessment

Area under assessment: Use of Cranes / Lifting Appliances

Hazards & Risks Identified: Overloading due to failure to correctly estimate loads or due to incorrect use of crane, Inadequate maintenance of equipment or use of defective equipment, Unsafe methods of erection, alteration or dismantling of crane, Unsafe slinging, Insecure loads, Handling of loads in high winds, Incorrect signals, Use of uncertified rubbish skips for lifting material.

Hazard Location: in and around lifting operations

Persons Exposed: Personnel involved in lifting operations / site personnel /third parties

Frequency of Exposure: during lifting operations.

Risk Assessment: HIGH

Maintenance Frequency: All lifting appliances to be maintained in accordance with the Construction Regulations 2006.

Further Actions Required:

NA

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