



# Construction Phase Plan (CPP)

Project: Springdale Mews

## Abstract

Construction Management Plan for the construction of two new-build houses on Springdale Mews, Stoke Newington, London, N16 9NR

Document Date: 26/06/2023  
Version: 2

## Lumin Haus Ltd

The Old Free School,  
George Street Watford  
WD18 0BX  
info@luminhaus.co.uk

# Contents

<b>Executive Summary</b> .....	<b>3</b>
<b>1.0 Introduction</b> .....	<b>4</b>
1.1. Report outline .....	4
1.2. Amendment Sheet.....	4
<b>2.0 Description of Project</b> .....	<b>5</b>
2.1. Location of work .....	5
2.2. Programme of work .....	5
2.3. Project Directory .....	6
2.4. Document control: Existing Records, Plans, and Other Documentations .....	7
<b>3.0 Communication and Management of Work</b> .....	<b>8</b>
3.1. Health and safety (Inc. monitoring and management).....	8
3.2. Management and Structure Responsibilities .....	8
3.3. Arrangements for Regular Liaison between parties on site .....	9
3.4. Arrangements for Consultation of the workforce .....	9
3.5. Arrangements for the exchange of design information (client, designers, contractors etc) .....	9
3.6. Arrangements for Handling design changes during the project .....	9
3.7. Arrangements for the selection and control of contractors .....	9
3.8. Arrangements for the exchange of health and safety information between contractors.....	10
3.9. Arrangements for Security, site induction, PPE, and on-site training.....	10
3.10. Arrangements for Welfare Facilities and first aid .....	10
3.11. Arrangements for the reporting and investigation of accidents including near misses.....	10
3.12. The production and approval of Risk Assessments and Method Statements (RAMS) .....	11
3.13. Site Rules.....	11
3.14. Fire and Emergency Procedures.....	11
<b>4.0 Arrangements for Controlling Significant Site Risk</b> .....	<b>12</b>
4.1. Initial Risks Prior to Commencement of Work .....	12
4.2. Services, including temporary electrical installations.....	12
4.3. Preventing Falls and Work with or near fragile materials .....	12
4.4. Control of lifting operations .....	13
4.5. Dealing with services (water, electricity, gas).....	13
4.6. The maintenance of plant and equipment .....	13
4.7. Poor Ground Conditions .....	13
4.8. Traffic routes and segregation of vehicles and pedestrians.....	13
4.9. Storage of hazardous Materials .....	13
4.10. Waste Management .....	14
4.11. Dealing with existing unstable structures.....	14

4.12.	Accommodating adjacent land use.....	14
4.13.	Confined Spaces.....	14
4.14.	Excavations.....	14
4.15.	Health Risk: Covid-19.....	15
4.16.	Health Risk: Removal of Asbestos .....	15
4.17.	Health Risk: Dealing with Contaminated Land.....	15
4.18.	Health Risk: Manual Handling .....	15
4.19.	Health Risk: Use of Hazardous Substances .....	15
4.20.	Health Risk: Reducing noise and vibration .....	16
<b>5.0</b>	<b>The Health and Safety File.....</b>	<b>17</b>
5.1.	Site rules .....	17
5.2.	Fire & Emergency Evacuation Plan .....	18
<b>6.0</b>	<b>Appendices.....</b>	<b>19</b>
Appendix A	Fire Escape Path .....	19
Appendix B	xx.....	19
Appendix C	xx.....	19
Appendix D	xx.....	19
Appendix E	xx.....	19

## Executive Summary

- **Site Address:**
  - Springdale Mews, Stoke Newington, London, N16 9NR
- **Project description:**
  - Construction of two new build houses.
- **Client/Owner:**
  - Taurus 11 Ltd (Company No: 13702624),
  - 41 Great Portland Street, W1W 7LA
  - Email: [sagar@bbd.uk.com](mailto:sagar@bbd.uk.com)
- **Principal Contractor:**
  - Lumin Haus Ltd (Company No: 12301907)
  - The Old Free School, George Street Watford, WD18 0BX
  - Email: [info@luminhaus.co.uk](mailto:info@luminhaus.co.uk)
- **Start date:**
  - February 2023
- **Construction Programme:**
  - 12 Months

# 1.0 Introduction

## 1.1. Report outline

This Construction Phase Plan (CPP) and Health and Safety Plan has been prepared in accordance with Regulations 12 and 15 of the Construction (Design and Management) Regulations 2015 (CDM) to enable Lumin Haus Ltd and other Contractors, Suppliers, (etc.) to be aware of the project information and health and safety requirements so that they are able to ensure adequate resources are provided, and the Health and Safety Plan is developed throughout the construction phase of the project.

Description of Project Works: Construction of two new build houses and all associated works.

## 1.2. Amendment Sheet

Issue No.	Date	Issued by	Description of Amendment
1	11/11/2022	JL	First Issue
2	26/06/2023	DM	Issue 2

### Construction Phase Plan

Project: Springdale Mews  
Version: Issue 2 (26/06/2023)



## 2.0 Description of Project

### 2.1. Location of work

Springdale Mews, Stoke Newington, London, N16 9NR

**What3Words///**: lasts.galaxy.taking

### 2.2. Programme of work

Works to commence February 2023 for approximately 12 months. Programme of Works available on request from Lumin Haus Ltd.

Pre-construction phase:

- Notify HSE of forthcoming construction works with the F10 form.
- Produce Construction Phase Health and Safety Plan.
- Review existing reports and documents – refurbishment and demolition asbestos survey, existing services, soil report (etc.)
- Enabling works
- Prepare Principal Contractor Method Statement and Risk Assessment
- Apply for any licences from local authority.
- Site set up to include welfare facilities
- Erect fencing around the construction site perimeter.
- Set up temporary service supplies.
- Complete a fire & Evacuation Plan
- Main Contract works: Full programme of works to be prepared and available on request.

Complaints Log: If any complaints are received, they will be logged in complaints register and action will be taken by The Contractor. Comments regarding the complaint will be logged until the matter is resolved.

Hours of Work:

Monday to Friday – 08.00 to 18.00.

Any Saturday working to be limited to 08.00am – 1.00pm only and agreed with the Principal Contractor.

No Sunday & Bank Holiday working.

### 2.3. Project Directory

<b>Client &amp; Owner</b>	<p><b>Taurus 11 Ltd</b>  41 Great Portland Street  London  W1W 7LA  E-mail: <a href="mailto:sagar@bbd.uk.com">sagar@bbd.uk.com</a></p>
<b>Project Architect</b>	<p><b>STANF</b>  167-169 Great Portland Street  5<sup>th</sup> Floor  London  W1W 5PF  E-mail: <a href="mailto:info@stanf.co.uk">info@stanf.co.uk</a></p>
<b>Principal Designer</b>	<p><b>Lumin Haus Ltd</b>    Jim Sanghera  The Old Free School  George Street  Watford  WD18 0BX  Mobile: 07899 878791  E-mail: <a href="mailto:info@luminhaus.co.uk">info@luminhaus.co.uk</a> /  <a href="mailto:jim@luminhaus.co.uk">jim@luminhaus.co.uk</a></p>
<b>Principle Contractor</b>	<p><b>Lumin Haus Ltd</b>    Jim Sanghera  The Old Free School  George Street  Watford  WD18 0BX  Mobile: 07899 878791  E-mail: <a href="mailto:info@luminhaus.co.uk">info@luminhaus.co.uk</a> /  <a href="mailto:jim@luminhaus.co.uk">jim@luminhaus.co.uk</a></p>
<b>Structural Engineer</b>	<p><b>STANF</b>    167-169 Great Portland Street,  5<sup>th</sup> Floor  London  W1W 5PF  E-mail: <a href="mailto:info@stanf.co.uk">info@stanf.co.uk</a></p>
<b>Site Manager</b>	<p><b>Lumin Haus Ltd</b>    <b>TBC</b></p>
<b>Project &amp; Contract Manager</b>	<p><b>Lumin Haus Ltd</b>    Jimmie Luong  Mobile: 07955 512483  E-mail: <a href="mailto:jimmie@luminhaus.co.uk">jimmie@luminhaus.co.uk</a></p>

**Construction Phase Plan**Project: Springdale Mews  
Version: Issue 2 (26/06/2023)**2.4. Document control: Existing Records, Plans, and Other Documentations**

<b>Items</b>	<b>Appointments</b>
Planning Drawings	STANF
Building Regulation Drawings	STANF
Structural Engineering Drawing	STANF
Temporary Works	SDS Engineering
Soil Investigation	Land Science
Asbestos Survey	Not required
Site Survey Report	EDI Surveys
Pre-Construction Information	Lumin Haus

Document control will be carried out by Lumin Haus Ltd and latest drawing registry will be requested and sent to all relevant parties prior to commencement, to ensure everyone is always working to the latest set of drawings and information.



## 3.0 Communication and Management of Work

### 3.1. Health and safety (Inc. monitoring and management)

So far as is reasonably practicable, to prevent injury to persons whether employed by Lumin Haus Ltd or simply affected by the activities of Lumin Haus Ltd, dangerous occurrence and damage to plant, equipment and premises.

- To provide and maintain safe plant equipment and machines, safe and healthy places of work and safe systems of work.
- To identify potential hazards so that proactive safety measures may be taken.
- To undertake all activities in a manner which, so far as is reasonably practicable, meets current statutory requirements and embodies Lumin Haus Ltd’s high standard of safety management.
- To maintain all places of work, points of access and egress from work sites so that, as far as is reasonably practicable, they are safe and without risk to staff, contractors, sub-contractors, and others.
- To provide and maintain adequate site security to keep plant, equipment and premises in a safe condition and exclude those who are unauthorised from the site.
- To provide sufficient information, instruction, training and supervision to ensure the health and safety and welfare of all staff and trade contractors.
- To ensure that design work carried out by Lumin Haus Ltd personnel and trade contractors falls within the CDM Regulations.
- To operate an effective system of communication between Lumin Haus Ltd management and trade contractors to promote health, safety and welfare, thus restricting injuries, accidents and dangerous occurrences. In the first instance this will be a verbal system followed by written confirmation if necessary.
- To review, amend, update and monitor the effectiveness of the Construction Phase Plan, to keep up to date with new technical and legislative standards and to take account of any relevant incidents or changes in the scope method of work

### 3.2. Management and Structure Responsibilities

In pursuit of the above objectives Lumin Haus Ltd has defined the organisation for health, safety and welfare. This includes the delegation of duties and responsibilities throughout the management of every project.

Lumin Haus Ltd management for this project will be:

<b>Principal Contractor:</b>	Jim Sanghera (Director)	M: 07899 878791
<b>Contract Manager:</b>	Jimmie Luong	M: 07955 512483
<b>Project Manager:</b>	Jimmie Luong	M: 07955 512483
<b>Site Manager:</b>	TBC	
<b>CDM &amp; HSE Advisor:</b>	TBC	

Their duties and responsibilities in respect of health and safety are detailed in the Company Health and Safety Policy.

### **3.3. Arrangements for Regular Liaison between parties on site**

Site meetings will be held as a forum for liaison between relevant parties.

The Project Manager carries out site visits weekly with the site manager carrying out a weekly site audit and report being carried out each Friday.

Design and access issues with a health and safety implication will be reviewed with the Architect / Architect / Principal Designer.

Unforeseen eventualities arising during the construction phase which result in substantial design changes will be reviewed with the Architect / Architect / Principal Designer and client.

All design and operational changes will be recorded by either e-mail, meeting notes or minutes.

### **3.4. Arrangements for Consultation of the workforce**

All site personnel will be inducted upon their first arrival at site, they will be encouraged to openly discuss any issues and concerns they have in respect of health and safety.

Toolbox briefings will be conducted during the contract and at the commencement of any specific work tasks.

### **3.5. Arrangements for the exchange of design information (client, designers, contractors etc)**

A pre-start meeting will be convened with the Clients' team to establish the status of the design and the specification of works required. Updates will be provided during the scheduled Site Meetings.

### **3.6. Arrangements for Handling design changes during the project**

Design changes will be confirmed by issue of drawings and or instructions from the Architect who will also provide a drawing register. The changes will be incorporated into the programme of works as appropriate. A Google Drive for the project will be set up by the Contractor to hold all of the drawings and any relevant information for the duration of the project. The Clients team and the Contractors team will have access to this.

### **3.7. Arrangements for the selection and control of contractors**

Sub-Contractors will be selected either on past experience, Client recommendation or pre-qualification following a satisfactory response to a Contractors Safety Questionnaire.

### **3.8. Arrangements for the exchange of health and safety information between contractors**

Lumin Haus Ltd will copy any relevant information to other contractors on site.  
We will also ensure to request RAMS from all sub-contractors and their insurance documents.

### **3.9. Arrangements for Security, site induction, PPE, and on-site training**

A signing-in and out procedure will be in place for all persons working on or visiting the site.  
The work area will be always secured against intrusion by the public. The site will also be secured, using Heras Fencing, against intrusion by Contractors or visitors from adjacent projects. Safety signage will be displayed.  
Site hoardings, fencing and gates are classed as temporary works and as such the Temporary Works Coordinator (TWC) will keep a Temporary Works Register and ensure that all works are designed in accordance with BS5975 by a Temporary Works Engineer where applicable.  
On-site training will be covered by toolbox talks. External training will take place as necessary. All operatives will complete the site induction prior to commencing work on site.  
All contractors and visitors to site will wear suitable and appropriate PPE as defined by Lumin Haus Ltd. As a minimum this will include safety footwear, hi-visibility jackets, and hard hats.  
Site working hours will be Monday to Friday – 08.00 to 18.00.  
Any Saturday working to be limited to 08.00am – 1.00pm only and agreed with the Principal Contractor.  
No Sunday & Bank Holiday working.

### **3.10. Arrangements for Welfare Facilities and first aid**

Site welfare facilities will be available on site. Welfare facilities will comply with the requirements of the Workplace and CDM Regulations, will be in place prior to any commencement of works and be fully maintained for the duration of the work. All facilities will be adequate for the number of operatives that are working on site.  
A first aid kit will be available and under the control of the Site Manager.  
The first aider on site will be **TBC**.

### **3.11. Arrangements for the reporting and investigation of accidents including near misses**

All accidents and incidents will be investigated and reported in accordance with procedures detailed in the Company Health and Safety Policy. If the investigation identifies the requirement to amend or adapt a system of work in order to prevent a recurrence it will be relayed to all affected persons by a toolbox talk briefing. Any RIDDOR reportable incidents will be reported in accordance with RIDDOR 2013.

**3.12. The production and approval of Risk Assessments and Method Statements (RAMS)**

Contractors and subcontractors are required to submit their Method Statements and Risk Assessments in advance of commencing work on site. They are to be submitted to the Lumin Haus Ltd’s Project or Site Manager for approval and then forwarded to the client’s architect.

**3.13. Site Rules**

The Site Rules for the project will be developed from the general site rules, contained in the Company Safety Policy, and any additional specified Client dictated rules. The site rules will be relayed to all personnel at induction and reviewed during the regular toolbox talks.

See **Section 5.1** for a copy of the site rules.

**3.14. Fire and Emergency Procedures**

The fire and emergency plan will be communicated to all contractors and visitors at induction. This shall also be displayed on site and regularly updated as the project progresses. All operatives and visitors to site are to be advised of any alteration of procedures or escape routes.

A temporary fire alarm system shall be in place.

A fire risk assessment will be completed prior to the works commencing on site and shall be updated regularly as the project progresses. Hot works to be completed in accordance with method statement and risk assessment.

The nearest hospital with A&E facilities:

**Homerton University Hospital**  
Homerton Row,  
Hackney,  
London,  
E9 6SR

The nearest Fire & Rescue station:

**London Fire Brigade**  
64 Church Street,  
Stoke Newington,  
London,  
N16 0AP

See **Appendix A** for a copy of the Fire Escape Path.

## 4.0 Arrangements for Controlling Significant Site Risk

### 4.1. Initial Risks Prior to Commencement of Work

The site is accessed via a driveway off Springdale Road. No previous buildings existed on the site. The proposal is to build two new detached houses. Disturbances to neighbouring properties will be kept to a minimum and within the guidelines issued by the Local Authority.

Hot works to be completed in accordance with method statement and risk assessment.

No paint, cement, plaster or liquids will be discharged into the local drains or soil.

Unauthorised personnel are not permitted to enter the work area. Signage will be in place. Should any member of the public or other operatives from other sites enter a work area then all works will cease immediately. Work will not recommence until the area is cleared of unauthorised personnel.

Deliveries will be brought to the site via Springdale Road. A banksman will be used for difficult or heavy loads and Heras fencing will be in place to separate the road to site and the site itself. The same procedures apply for waste collection vehicles. Designated areas will be marked for delivery or waste collection vehicles to park. These will be coordinated with the site manager and shall be planned to arrive separately where possible. For full details please refer to the Construction Management Plan.

External areas will be kept clean and safe at all times. Public footpaths and roadways will be kept clear and tidy at all times.

### 4.2. Services, including temporary electrical installations

In August 2020 Groundwise Searches Ltd completed a review of all existing services within the site. None were found.

Currently no permanent electrical supplies at the site.

### 4.3. Preventing Falls and Work with or near fragile materials

Ladders are only to be used in the event that it is not practicable to use mobile towers or work platforms. GRP ladders, mobile towers and work platforms are to be used during electrical works.

Exclusion zone to be in place around the excavations.

Risk assessments and method statements will be prepared, reviewed and implemented prior to commencing work.

#### **4.4. Control of lifting operations**

When working with glass and roof lights all necessary risk assessments and method statements will be in place prior to commencing works.

All lifting operations will be organised and controlled.

Risk assessments and method statements will be prepared, reviewed and implemented prior to commencing lifting operations.

#### **4.5. Dealing with services (water, electricity, gas)**

Currently no permanent electrical supplies at the site. There is no gas supply on site. There is currently no connection to the mains drainage system.

#### **4.6. The maintenance of plant and equipment**

Plant and equipment will be maintained in accordance with the manufacturers instructions. Operators will check equipment before use. Any equipment found to be faulty will be taken out of service immediately and sent for repair or replacement.

Electrical equipment will be either 110volt or battery powered and will be PAT tested as required.

#### **4.7. Poor Ground Conditions**

Not anticipated to be an issue on this project. Soil investigation has been undertaken in order for the Structural Engineer to complete their design.

#### **4.8. Traffic routes and segregation of vehicles and pedestrians**

Please refer to CMP section 4.1. External areas are to be kept clean and safe at all times.

Wherever possible deliveries and collections will be undertaken outside of peak traffic times, i.e., between 9.30am and 3.00pm Monday to Friday. However, in the event a delivery cannot be arranged outside of peak times, this will be communicated to local residents via either a WhatsApp group to be set up, e-mail, or a local leaflet drop, having first established residents' preferred means of communication.

#### **4.9. Storage of hazardous Materials**

Hazardous materials which are being used on site will be stored in accordance with the manufacturer's instructions at all times.

Contractors materials will be securely stored within the site boundaries.

#### **4.10. Waste Management**

Construction waste materials will be removed from site regularly. Where possible all materials will be either recycled or re-used on site or elsewhere. Generally, site waste shall consist of packaging materials, off cuts and spoil.

#### **4.11. Dealing with existing unstable structures**

Not anticipated to be an issue on this contract.

#### **4.12. Accommodating adjacent land use**

Several residential properties are in proximity of the site. The works must be planned to cause minimal disruption and noise. Particular attention needs to be paid to noisy and dusty works.

#### **4.13. Confined Spaces**

Not anticipated to be an issue on this contract.

#### **4.14. Excavations**

Excavation works will be completed by mechanical digger. Underground service have previously been surveyed (none existing) and soil type confirmed.

Risk assessment and method statement to be completed prior to any works commencing.

No workers to enter unsupported excavations that are deeper than 1.5 meters. Use of drag boxes and temporary supports, trench sheeting, props and baulks to prevent collapse of excavations. These are to be included in the Temporary Works register.

Safe access and egress will be provided, no lone working is permitted.

Spoil to be removed to flat safe ground, at least 3 meters from the dig site depending on ground conditions. Spoil to be regularly removed from site.

Vehicle and plant routes must be planned to avoid the edge of excavation. An exclusion zone of at least 3 meters is required.

Compliance with regulation 22 of the Construction (Design and Management) Regulations 2015 is required.

#### **4.15. Health Risk: Covid-19**

All Government legal restrictions and guidance in relation to COVID-19 have been removed. As such the Construction Leadership Council has released new guidance to take this into account. The CLC's Site Operating Procedures & Lifting of Restrictions document and the CLC's The Use of Face Coverings in Construction during Coronavirus (COVID-19) document should be referenced.

Precautions to prevent the spread of COVID-19 should remain in place:

- Regular hand washing
- Increased fresh air ventilation to all areas on site
- Operatives or visitors should not attend site if they have tested positive for COVID-19.

#### **4.16. Health Risk: Removal of Asbestos**

Not applicable on this contract.

#### **4.17. Health Risk: Dealing with Contaminated Land**

Not applicable on this contract.

#### **4.18. Health Risk: Manual Handling**

Manual handling will be kept to a minimum with single person lifting being limited to 20kg. Where ever possible lifting aids will be employed.

#### **4.19. Health Risk: Use of Hazardous Substances**

The Contractor will make provisions to ensure that containers or other potential contaminants stored on the Site are controlled in accordance with the Control of Substances Hazardous to Health (COSHH) Regulations and are properly isolated and bunded and that no oil or other contaminants are allowed to reach watercourses or groundwater. All surface water or other contaminated water which accumulates will be removed from site and disposed of in accordance with relevant regulations.

Any potentially hazardous substances will be used strictly in accordance with manufacturer's instructions. A COSHH Assessment will be undertaken if it is deemed necessary however it is not anticipated that hazardous substances will be prevalent during the project.



#### **4.20. Health Risk: Reducing noise and vibration**

The Contractor will at all times ensure that practicable measures to minimise nuisance from noise and vibration are undertaken taking into consideration the location of the property in relation to other buildings. Mitigation measures will include:

- Tools, equipment, and plant will be used in the correct manner, for the correct task by competent operatives to minimise noise emissions and vibrations.
- If an inherently quieter option, or with reduced vibration levels, is available as an alternative, then this will be used.
- Ensuring tools, equipment and plant are well maintained.
- Acoustic barriers will be utilised for any particularly noisy works – hoarding / fencing will help to mitigate noise levels outside of the site.
- No works to take place prior to 8.00am or after 6pm Monday to Friday, or prior to 8.00am or after 1.00pm Saturday.
- Locating noisy plant and equipment as far away from dwellings as reasonably possible, and where practical, carry out loading and unloading in these areas.
- Orientating plant that is known to emit noise strongly in one direction so that the
- noise is directed away from houses, where possible
- Closing acoustic covers to engines when they are in use or idling; and
- Lowering materials slowly, whenever practicable, and not dropping them.
- Wherever possible appropriate fencing or hoarding, to the required height and density, will be provided in locations which have noise sensitivity to reduce noise breakout from the site. All site gates will be controlled to give the minimum amount of time open for passage of vehicles in order to minimise stray noise to external surrounding areas.
- Wherever possible fixed items of plant will be electrically powered rather than diesel or petrol driven.
- Where this is not feasible, suitable attenuation measures will be provided, such as acoustic enclosures.
- Vehicles and mechanical construction plant will be fitted with effective exhaust silencers, be maintained in good working order, and operated in such a manner so as to minimise noise emissions.
- On surface areas where environmental disturbance may arise compressors must be 'sound reduced' models fitted with properly lined and sealed acoustic covers kept closed whenever the machine is in use. In addition, pneumatic drills etc. must be fitted with the most effective muffler or silencer available.

The main source of vibration typically associated with the construction process is piling.

Impact piling is produces the most vibration and noise. The use of alternative methods such as continuous flight auger injected piles and auger bored piles should be considered, depending on the ground conditions to be encountered.

In addition to the above, all reasonable steps would be taken to keep the local community informed of the proposed construction operations. Measures for community liaison would be dealt with by the Project Manager who would coordinate the dissemination of information and schedule operations at times that would reduce the potential for disturbance.

Due to the adjacent residential properties to the north of the development, all operations on site must be carried out with due consideration to BS5228 Noise and Vibration Control on Construction and Open Sites, in particular Part 1 and Part 2.

## 5.0 The Health and Safety File

### 5.1. Site rules

- The following site safety rules have been prepared to ensure, so far as is reasonably practicable, the safety of all persons working on Lumin Haus Ltd sites and of any other person who may be affected by the operations.
- It is the responsibility of every contractor to ensure that his site supervisor receives a copy of these rules and that his employees are informed of those rules which affect them.
- Nothing in these rules relieves contractors of any contractual or statutory obligation.
- Any complaints about unsafe or unhealthy working conditions or about unsafe working practices by other trades must be referred to the Lumin Haus Ltd Site Manager who is responsible for implementing safety rules on the site.
- Lumin Haus Ltd management reserve the right to inspect contractors work areas, plant and equipment and site temporary accommodation and to require defects affecting health and safety to be rectified.
- Contractors must comply with all relevant current safety legislation and approved Codes of Practice. Contractors must also take any other safety precautions deemed necessary by Lumin Haus Ltd Safety and Health advisors or Management.
- Site Rules
- All contractors and visitors to site must report to site reception and sign in.
- No person under the age of 16 years will be allowed access to a Lumin Haus Ltd site.
- All vehicles brought onto site must observe speed, condition, or parking restrictions.
- Lumin Haus Ltd operate a no smoking policy on all sites.
- No person is to enter site under the influence of illegal drugs or alcohol.
- No person will be permitted to bring onto site, or consume on site, illegal drugs or alcohol.
- Any person found to have alcohol or drugs on their possession will be requested to leave site.
- If any person is taking prescription drugs then they are required to check with the GP of any side effects which could adversely affect their own / colleagues safety at work. Any such side effects should be reported to Lumin Haus Ltd Site Management, on commencement.
- Every person working on any Lumin Haus Ltd site must receive safety, health and environmental induction training before working on that site. This training will be carried out by a member of the Lumin Haus Ltd Site Management team.
- 10. Contractors and sub-contractors should familiarise themselves with the escape routes and location of fire-fighting equipment
- Appropriate PPE (personal protective equipment) must be worn at all times whilst on site. At the very minimum, hard hats, safety footwear and high visibility vests / coats must always be worn.
- Always observe access restrictions whilst on site. Do not enter unauthorised areas
- Eat and drink only in designated areas and observe at all times good standards of hygiene. Always wash your hands before eating.
- Always work in a safe manner. Do not take risks that endanger yourself or others.
- Do not play practical jokes, engage in risky horseplay or otherwise indulge in reckless or careless behaviour.
- Radio's and personal radio's or MP3 type players are not permitted on site.
- Immediately report any hazards or unsafe working practices to the Lumin Haus Ltd site management. Warn other contractors or sub-contractors of the danger.

- Contractors and sub-contractors are expected to carry out their work in a clean and orderly manner, and every effort must be made to prevent rubbish accumulating as work proceeds. Returnable, empty cases, containers etc. must be moved from the work area and tidily stacked until disposed of. Loose pieces of timber with protruding nails must never be left lying about for someone to step on. All waste materials arising out of the execution of works must be cleared away by contractors or sub-contractors in a proper manner. On no account should any materials be stacked or stored where it may become a fire risk.
- Keep all walkways, corridors and fire escapes clear of materials, rubbish and trailing cables at all times.
- Ensure that any holes and excavations are signed and guarded
- Contractors and sub-contractors should only operate tools, plant and equipment for which they have been thoroughly trained on.
- Use only the correct tools, plant and equipment for the job.
- Defects in tools, plant and equipment must be reported to the Lumin Haus Ltd site management immediately. Do not use defective, unguarded or un-certified tools, plant or equipment.
- A permit to work will be required for hazardous operations such as:
  - Hot works (welding, cutting, brazing)
  - Excavations
  - Live electrical works
- Lumin Haus Ltd site management must be informed of any hazardous materials brought onto site and that the relevant parts of the Control of Substances Hazardous to Health Regulations in relation thereto are complied with.
- Report all injuries and accidents immediately to the Lumin Haus Ltd site management. Ensure that a record of all injuries is made in the site accident book.
- The pavements, roads and all areas outside of the property boundary are to be kept clean and clear at all times.
- Contractors shall not obstruct, foul or block any drain, gully, fire hydrant or utility access point and shall be responsible for keeping clear all drains or gullies adjacent to the works. No washings containing plaster, cement, other solids, paint or other chemicals or materials are permitted to be placed in the road gullies, drains or soil.

**Where any doubt exists regarding health and safety requirements, seek advice from the Lumin Haus Ltd site management before commencing work**

## **5.2. Fire & Emergency Evacuation Plan**

Please refer to the Fire & Emergency Evacuation Plan as seen in **Appendix A**

For clarity, all the following rules must be obeyed by all contractors:

- A clear passageway to all escape routes at all times
- Clearly marked escape routes that are as short and direct as possible
- Enough exits and routes for all people to escape
- Emergency doors that open easily
- Emergency lighting where needed training for all employees to know and use the escape routes a safe meeting point for staff
- Fire extinguisher stations clearly marked and positioned around the site.

## 6.0 Appendices

<b>Appendix A</b>	<b>Fire Escape Path</b>
<b>Appendix B</b>	<b>xx</b>
<b>Appendix C</b>	<b>xx</b>
<b>Appendix D</b>	<b>xx</b>
<b>Appendix E</b>	<b>xx</b>