

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

POSTINO LOUNGE

Rev A 05.03.20

SITE ADDRESS

POSTINO LOUNGE
17-19 Howardsgate
Welwyn garden City
AL8 6HA

Prepared by:
Russell Haffner

Date:
05-03-2020

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

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1.0 INTRODUCTION

The intention is that this plan will collate information from the various parties involved in the project to provide a single health and safety reference document for the construction phase. The plan should not be read in isolation and reference should also be made to the health and safety risk assessments, COSHH assessments etc.

The main document is supplement by a number of Appendices, which may also need to be referenced.

It is intention of **LOUNGERS LTD** that all project health and safety risks are eliminated or reduced to an acceptable level from the conception to completion of the project.

All parties involved in the construction phase of the project have a legal duty to comply with any relevant statutory provisions and with the arrangements set out in the Health and Safety Plan.

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2.0 PROJECT DESCRIPTION

2.1 SCOPE OF WORK

This information is to be read in conjunction with the standard information issued by the Design Team.

GENERAL SCOPE AND NATURE OF WORK.

The works will take place at 17-19 Howardsgate, Welwyn Garden City AL8 6HA.

The project comprises of fit out of an old post office that has been stripped back to shell. The fit out will be for a new restaurant, kitchen and bar.

2.2 TIMESCALE / NOTIFICATION TO HSE

Proposed Start Date: 23rd March 2020

Proposed Completion Date: 6th May 2020

The CDM Regulations apply in full to this project.

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3.0 PROJECT RESOURCES

3.1 CDM APPOINTMENTS AND EMERGENCY CONTACTS

FUNCTION	COMPANY	ADDRESS	CONTACT DETAILS
PRINCIPLE DESIGNER	Loungers	Loungers Ltd 15-16 Lower Park Row Bristol BS1 5BN	Warren Lewis
PRINCIPLE CONTRACTOR	Loungers	Loungers Ltd 15-16 Lower Park Row Bristol BS1 5BN	Warren Lewis
ARCHITECT	RPCA	4 Grove Rd Bristol BS6 6UJ simon@rpca.co.uk	
CLIENT	Loungers	Loungers Ltd 15-16 Lower Park Row Bristol BS1 5BN	Warren Lewis
STRUCTURAL ENGINEER	Waterman	Waterman Group, Bristol Office, Merchants House, Wapping Road, Bristol BS1 4RW.	David Knight

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LOCAL HSE OFFICE		Woodlands Manton Lane Manton Lane Industrial Estate Bedford MK41 7LW	
LOCAL HOSPITAL		Lister Hospital Coreys Mill Lane Stevenage Hertfordshire SG1 4AB	

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3.2 CONTRACTOR REQUIREMENTS

In the first instance all LOUNGERS employees are to sign in at the signing in desk. There are no special requirements other than the provision of personal protective and other safety equipment as identified in the risk assessments and approved method statements and site rules

Welfare will be provided on site by LOUNGERS LTD and all LOUNGERS LTD employees are first aid trained.

All contractors' competency records are kept at Loungers HQ

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4.0 EXISTING INFORMATION

4.1 HISTORY OF BUILDING USE

The building has historically been used as a post office

4.2 SURROUNDING USES / ADJOINING SITES AND PREMISES

The building is located on a bust street corner that houses shops, café, restaurants and dwellings

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5.0 DESIGN INFORMATION

5.1 DRAWINGS

Existing and current drawings are available in APPENDIX C

5.2 OVERLAP WITH LANDLORDS WORK

No overlap with landlords works is expected

5.3 SURVEYS

Where applicable the Asbestos Survey will be kept in APPENDIX G along with waste consignment notes

5.4 DESIGN RISK ASSESSMENTS

The following hazards have been identified by the Designer, which will need to be managed during the construction phase:

- Working from temporary platforms;
- Manual Handling
- Use of hazardous substances
- Works to electrical installations
- Working at height
- Working with heat

Site Specific RAMS are contained within APPENDIX E

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6.0 MANAGEMENT OF THE CONSTRUCTION PHASE

6.1 SITE MANAGEMENT

A competent site manager will be on site at all times while all work is being carried out.

6.2 CONTROL OF CONTRACTORS

Contractors/Sub-Contractors are required to provide site specific RAMS which will be reviewed and kept on site.

COSHH Material Data Sheets and COSHH Assessments are required for the use of all hazardous substances.

6.3 ARRANGEMENTS FOR CONTROLLING SITE SPECIFIC RISKS

6.3.1 ASBESTOS

Asbestos was present in the building and will have been removed prior to the fit out works starting on site

6.3.2 TEMPORARY ELECTRICS

All temporary supplies are to be installed by competent electricians and tested in accordance with the statutory regulations.

6.3.3 ELECTRICAL

All powered tools are to run on 110v. Battery chargers and kitchen equipment can run on 240v but needs to be PAT tested and run through an RCD.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

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The Project Manager will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before permitting use on site.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site

6.3.4 PPE

All operatives are to wear appropriate PPE in line with their RAMS.

PPE should be in good condition and suitable for the task.

6.3.5 PLANT AND EQUIPMENT

All plant and work equipment must be assessed for risks before use.

Information on the equipment should be available on site i.e. noise emissions, data sheets, electrical information, operator's handbooks etc.

All relevant risk assessments and method statements for the use of plant are to be submitted by the contractor wishing to use the equipment.

Where appropriate, test and thorough examination reports and operators certification for all plant and equipment are to be produced and kept on site.

Where appropriate, weekly inspection reports are to be recorded for lifting equipment before lifting commences and thereafter every 7 days.

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6.3.6 FIRE PREVENTION

A thorough fire prevention plan is outlined in APPENDIX H

Sufficient first stage firefighting equipment will be provided in the work area.

All contractors receive instruction on the fire evacuation procedure during induction.

6.3.7 WASTE

Waste will be removed via skips that will be located in the rear service yard, see photo below. All waste will be managed by Nationwide hire and as such materials will be recycled or disposed of in line with current legislation.



6.3.8 MANUAL HANDLING

Movement of materials through the site should be addressed in the Risk Assessments / Method statements.

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The Site Manager will ensure that materials are handled as far as possible by mechanical means.

6.3.9 DUST / NOISE / FUME CONTROL

For short durations dust is expected on site. Care will be taken to minimise dust, noise and fumes that may affect the contractor activities or surrounding properties.

Vacuums will be used on all cutting / grinding equipment

6.3.10 SLIPS / TRIPS AND FALLS

All floor surfaces are to be kept clean and clear from any obstructions.

All Contractors are to ensure good housekeeping arrangements including the positioning of cables. Spillages are to be reported and avoid obstructing walkways.

6.3.11 WORKING AT HEIGHT

Stepladders, ladders and Pop Ups are all acceptable methods of working at height however where possible it is encouraged that temporary platforms, MEWPS, Cherry Pickers or raised access platforms are to be used.

If in doubt use the working at height hierarchy as outlined in the **Loungers** RAMS

Any operative erecting a tower scaffold must produce proof of competence to do so.

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6.3.12 WORKING HOURS

All works and ancillary operations which are audible at the site boundary, or at such other place as may be agreed with the Council, shall be carried out only between the hours of:

8.00am and 6.00pm on Mondays to Fridays

8.00am and 1.00pm Saturdays

and at no time on Sundays and Bank Holidays

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6.4 SITE ELEMENTS

6.4.1 WELFARE

EXPECTED NUMBERS OF PEOPLE ON SITE

Peak: 30

Minimum: 2

A kettle, microwave, hot and cold water and rest area will be provided for use in the work area.

Toilets will be made available.

6.4.2 SITE ACCESS; PEDESTRIANS AND VEHICLES

Access to the site is from the front and to the rear

The front and rear entrance to the building is to be used as the egress point in all but emergency situations when the nearest fire exit should be utilized.

Where there is a risk of workplace transport incidents banksmen must be used to oversee the movement of vehicles.

Site Operatives will, at all times report to the Site Manager on a daily basis to book on and off site.

All traffic movements with a significant risk to other road users and pedestrians shall be controlled by a banks man.

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6.4.3 PARKING

Apart from the site manager all contractor owned vehicles are to be parked off site. The nearest car parks are JL&P Car Park and Campus West Car Park

6.4.4 LOADING & UNLOADING

All materials are to be delivered via the rear service yard and the specifically the rear delivery bay that backs onto the post office

6.4.5 STORAGE OF PLANT AND MATERIALS

All plant and materials are to be stored within the unit to avoid theft, damage or accidental injury

6.4.6 HOARDING

No external hoarding will be required during this build

6.5 TRAINING

6.5.1 INDUCTION TRAINING

The Site Manager is responsible for inducting all personnel operating on site. Records are contained in APPENDIX D

6.5.2 TRAINING CERTIFICATES

Copies of training certificates etc. for all plant operators, abrasive wheel operators, scaffold erectors, etc. must be attached to risk assessments/method statements.

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6.5.3 TOOL BOX TALKS

Toolbox talks will be held as determined by changing site conditions. The Site Manager will arrange talks and details of attendance kept in the Tool Box Talk Register.

Records are contained in APPENDIX D

6.6 PERMITS TO WORK

Permits to work are to be issued once a week and to include at least the following:

- Working at height
- Hot works
- General

Records are contained in APPENDIX D

6.7 SITE EMERGENCIES

6.7.1 GENERAL EVACUATION PLANS

Fire and emergency plans are contained with APPENDIX H

6.7.2 EMERGENCY SERVICES

The Site Manager will be the point of contact.

6.7.3 ACCIDENTS / INCIDENTS

All accidents and incidents on site must be reported to the Site Manager who will instigate an accident / incident investigation and take corrective action where appropriate to minimise the potential for recurrence.

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6.7.4 FIRST AID

A list of trained first aiders will be displayed on the site notice board. Contractors are responsible for ensuring that the details of first aiders are provided to the Site Manager prior to the commencement of the work.

A first aid box will be provided on site, details of the location of the first aid box will be displayed on the notice board.

6.7.5 MONITORING

The Site Manager will carry out daily visual inspections of the work area, and a weekly formal inspection recording the findings actioning any areas of non-compliance and providing toolbox talks where necessary.

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APPENDIX A

PROJECT DIRECTORY

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PROJECT DIRECTORY

FUNCTION	COMPANY	ADDRESS	CONTACT NAME	CONTACT DETAILS
FIT OUT	Loungers	Lounger Ltd 15-16 Lower Park Row Bristol BS1 5BN	Warren Lewis / Russell Haffner	
ELECTRICS	Gulley Electrical	Barnwood Point, Corinium Avenue, Barnwood, Gloucester GL4 3HX	Neil Gully neil@gulley- electrical.co.uk	
FIRE ALARM SYSTEM	Gulley Electrical	Barnwood Point, Corinium Avenue, Barnwood, Gloucester GL4 3HX	Neil Gully	
PLUMBING	BGS	Gloucester Road Woodhouse Down Almondsbury Bristol BS32 4HY	Jeff Bateman jeff@bgs- gas.com	
STAIRS & SHOP FRONTS	Q-Bic Joinery			
DECORATING	Loungers	Lounger Ltd 15-16 Lower Park Row Bristol BS1 5BN	Dan Coughlan	
DEMOLITIONS, STRUCTURAL & BUILDING	M&D Welding	Haywicks Lane Gloucester GL2 3QE	Mark Swankie mark@mandd welding.com	

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FUNCTION	COMPANY	ADDRESS	CONTACT NAME	CONTACT DETAILS
EXTRACT WORK	Partridge Ventilation	Partridge Ventilation Cardrew Industrial Estate Redruth Cornwall TR15 1SS	Richard Partridge richard.partridge@partridge-ventilation.co.uk	
KITCHEN INSTALL	Tailor-Made	Kestrel Court Portishead Bristol BS20 7AN	Jim Stevens jim@tailormades.com	
FLOORING & WHITEROCK	Rudge Brothers	Stanhope House Victoria Road St Phillips Bristol BS2 0UT	Jim Heal jheal@bjcontracts.co.uk	
CCTV	Oasis Cameras		Mark Haywood	
DRINKS INSTALL	Think Drinks	Unit 6 Mill Batch Farm, Highbridge TA9 4JN	Mike Vowles mike@thinkdrinks.co.uk	
A/C	Cameron Cooling	Unit 4, Neptune Court, Barton Manor, Bristol, Avon BS2 0RL	Simon Noble Info@cameroncooling.co.uk	
SIGN WORK	AES Signs	The Old Laundry, 15, Barratt St, Easton, Bristol BS5 6DE	Paul paul@aessigns.co.uk	
ROOF WORK	AS Roofing			
TILING	Shaun Senior	The Maisonette No6 Castlemain Ave Bournemouth BH6 5EH	Shaun Senior shaunsen@hotmail.co.uk	

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APPENDIX B

F10 SITE NOTIFICATION

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APPENDIX C

DRAWINGS

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APPENDIX D

SITE INDUCTION AND RECORDS

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APPENDIX E

RISK ASSESSMENTS / METHOD STATEMENTS

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RISK ASSESSMENTS / METHOD STATEMENTS

FUNCTION	COMPANY	RAMS Y/N	DATE
ELECTRICS	Gully Electrical		
PLUMBING	BGS		
STAIRS & SHOP FRONT	Q-Bic		
DEMOLITIONS, STRUCTURAL & BUILDING	M&D Welding		
WHITE ROCK	Rudge Brothers		
TILING	Sean Snr		
EXTRACT	Partridge Ventilation		
KITCHEN INSTALL	Tailor Made		
CCTV	Oasis		
AC & WALK IN	Cameron Cooling		

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DRINKS INSTALL	Think Drinks		
SIGN WORK	AES Signs		
ROOF WORK	AS Roofing		

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APPENDIX F

MATERIAL SAFETY DATA SHEETS

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SEE ADDITIONAL FILE

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APPENDIX G

ASBESTOS REGISTER

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N/A

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APPENDIX H

FIRE AND EMERGENCY PLANS

Fire evacuation procedure

Fire evacuation procedure

- Sound the fire alarm
- Call the fire brigade
- Leave the site/building using the nearest exit

On Hearing the alarm

- Leave the site/building using the nearest exit
- Close all doors behind you
- Report to the site manager at the fire assembly point on Cotham Road

Precautions

- Do not attempt to go back to your work area
- Do not take risks
- Do not return to the site/building for any reason unless you have been authorised to do so by the fire marshal/fire brigade

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APPENDIX I

SITE MANAGER CHECKLISTS, FORMS & PERMITS

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FORMING HOLES CHECKLIST

Site POSTINO LOUNGE	Date of Inspection	Site Manager
--------------------------------------	---------------------------	---------------------

1. Planning				
	YES	NO	N/A	ACTION
Has the hole been marked out?				
Have suitable barriers been sourced to cover both upper and lower floors?				
Has a banksman been sourced to warn of danger on lower floor?				
Are the correct breakthrough tools available and in good working order?				
Has suitable PPE been provided to carry out the work?				
Is a crash deck necessary?				
Has the next stage of the works been planned for?				
2. Execution				
	YES	NO	N/A	ACTION
Are barriers in place on both upper and lower floors?				
Are suitable toe boards in place on the upper floor?				
Is suitable signage in place on both the upper and lower floor?				
Is the banksman in place on the lower floor?				
Are operatives wearing the correct PPE?				

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3. Monitoring				
	YES	NO	N/A	ACTION
Do the barriers form a continual ring around the hole on both the upper and lower floors				
Is suitable signage still in place				
Is the hole boarded over?				
Have all operatives been notified of potential danger on site?				
Has the next stage of the work commenced?				

Signed:

--

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

FORMING HOLES CHECKLIST

Site POSTINO LOUNGE	Date of Inspection	Site Manager
--------------------------------------	---------------------------	---------------------

2. Planning				
	YES	NO	N/A	ACTION
Has the hole been marked out?				
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Are operatives wearing the correct PPE?				

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Is suitable signage still in place				
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Have all operatives been notified of potential danger on site?				
Has the next stage of the work commenced?				

Signed:

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FORMING HOLES CHECKLIST

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Is the hole boarded over?				
Have all operatives been notified of potential danger on site?				
Has the next stage of the work commenced?				

Signed:

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FORMING HOLES CHECKLIST

Site POSTINO LOUNGE	Date of Inspection	Site Manager
--------------------------------------	---------------------------	---------------------

4. Planning				
	YES	NO	N/A	ACTION
Has the hole been marked out?				
Have suitable barriers been sourced to cover both upper and lower floors?				
Has a banksman been sourced to warn of danger on lower floor?				
Are the correct breakthrough tools available and in good working order?				
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Do the barriers form a continual ring around the hole on both the upper and lower floors				
Is suitable signage still in place				
Is the hole boarded over?				
Have all operatives been notified of potential danger on site?				
Has the next stage of the work commenced?				

Signed:

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Permit To Work	Permit N ^o
-----------------------	-----------------------

Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
--------------	--	--------------------	--	---------------------	--



Authorisation (before work commences) This permit is issued to the nominated recipient for the specific occasion stipulated below:

The area is prepared and work may start in line with the conditions of this permit.	I have read and understood the conditions of this permit and will ensure that all workers understand the requirements
Name of Permit Issue	Name of Permit Acceptor
Signed	Acceptance signature:
Date/Time	Date/ Time

Permit Close out

The above work has / has not been completed and the area is safe for normal working to resume.
Signed (Permit Acceptor)
Date / Time
Signed (Permit Issuer)
Date / Time

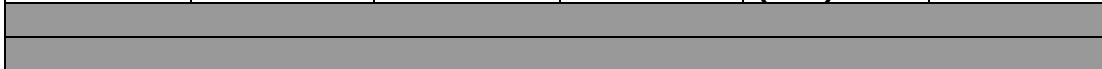
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Permit To Work	Permit N ^o
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
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Permit Close out

The above work has / has not been completed and the area is safe for normal working to resume.
Signed (Permit Acceptor)
Date / Time
Signed (Permit Issuer)
Date / Time

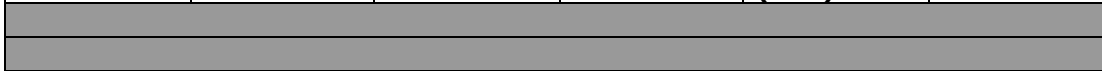
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Permit To Work	Permit N ^o
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
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The area is prepared and work may start in line with the conditions of this permit.	I have read and understood the conditions of this permit and will ensure that all workers understand the requirements
Name of Permit Issue	Name of Permit Acceptor
Signed	Acceptance signature:
Date/Time	Date/ Time

Permit Close out

The above work has / has not been completed and the area is safe for normal working to resume.
Signed (Permit Acceptor)
Date / Time
Signed (Permit Issuer)
Date / Time

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Working at Height Permit	Permit No°
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
--------------	--	--------------------	--	---------------------	--

Hazards Identification

Hazard	Present	
	Yes	No
Access to platform		
Stability of Access equipment		
Stability of roof (fragile roof)		
Over head cables		
Area beneath and in close proximity (no segregation)		
Equipment Falling		
Falling from Height		
Stability/suitability of flooring		

Precautions

Precautions	Applicable	
	Yes	No
Area clear of all obstruction roped off and warning signs placed at all access points.		
Edge protectors.		
Safety harnesses.		
Warning notices.		

Precautions (cont')	Applicable	
	Yes	No

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Roof ladders.		
Crawler boards.		
All ladders secured or footed during use.		
Those using fall restraints and lifting tackle have been suitably instructed in its use.		
Toe boards fitted, internal access ladder.		
All PPE must be worn at all times		
Authorisation (before work commences) This permit is issued to the nominated recipient for the specific occasion stipulated below:		
<p>The area is prepared and work may start in line with the conditions of this permit.</p> <p>Name of Permit Issue</p> <p>Signed</p> <p>Date/Time</p>	<p>I have read and understood the conditions of this permit and will ensure that all workers understand the requirements</p> <p>Name of Permit Acceptor</p> <p>Acceptance signature:</p> <p>Date/ Time</p>	
Permit Close out		
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LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Working at Height Permit	Permit N ^o
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
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Hazards Identification

Hazard	Present	
	Yes	No
Access to platform		
Stability of Access equipment		
Stability of roof (fragile roof)		
Over head cables		
Area beneath and in close proximity (no segregation)		
Equipment Falling		
Falling from Height		
Stability/suitability of flooring		

Precautions

Precautions	Applicable	
	Yes	No
Area clear of all obstruction roped off and warning signs placed at all access points.		
Edge protectors.		
Safety harnesses.		
Warning notices.		

Precautions (cont')

Precautions (cont')	Applicable	
	Yes	No
Roof ladders.		

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Crawler boards.		
All ladders secured or footed during use.		
Those using fall restraints and lifting tackle have been suitably instructed in its use.		
Toe boards fitted, internal access ladder.		
All PPE must be worn at all times		
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LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Hot Works Permit	Permit N ^o
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
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Hazards Identification

Hazard	Present	
	Yes	No
Combustible solids		
Flammable liquids		
Flammable gases		
Combustible building fabric (floors/ walls/ ceilings/roof)		
Bright arc (Visual hazard) from arc welding		
Laser hazards (welding and cutting)		
Other persons in the work area (i.e. no segregation)		

Precautions

Precautions	Applicable	
	Yes	No
Suitable fire extinguishing medium (2 portable fire extinguishers or hose)		
Person to act as fire watch during work and for at least 1 hour after it ceases		
Continuous patrol of area in which hot work is being carried out and any other areas close by that could be affected		
All persons involved in hot work to be aware		

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

of fire precautions, including raising the alarm, means of escape and means of alerting the fire brigade		
All combustible material to be removed from work area so far as is practicable		
The area should be sufficiently ventilated to remove hazardous gases, fumes or vapours		
Gas cylinders to be used in the hot work are to be adequately stored and properly marked and are to have been properly secured to prevent them falling		
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Hot Works Permit	Permit N ^o
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Site Name: POSTINO LOUNGE
Contractor Details:
Description of work:
Equipment to be used:
Location:

Permit validity

Date:		From (time)		Until (time)	
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Hazards Identification

Hazard	Present	
	Yes	No
Combustible solids		
Flammable liquids		
Flammable gases		
Combustible building fabric (floors/ walls/ ceilings/roof)		
Bright arc (Visual hazard) from arc welding		
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Weekly Site Report

Site POSTINO LOUNGE	Date of Inspection	Site Manager
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1. Documentation				
	YES	NO	N/A	ACTION
Lifting equipment certificates				
Scaffold inspection register				
Method Statements and Risk Assessments for all current work				
F10 & H&S Poster Displayed				
Work Permits				
No of Skips removed				
Is there evidence of training for: a) Specific risks and work methods b) Tool Box talks				
2. Safe Conditions:				
	YES	NO	N/A	ACTION
Fire routes marked				
Fire Exit Keep Clear signs				
No unauthorised entry				
Clearly defined separation between pedestrian and traffic routes inc. proper crossing points				
3. Health & Safety				
	YES	NO	N/A	ACTION
Qualified First Aider on site. Certificate still current?				

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Adequate health and welfare facilities				
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Weekly Site Report

Fire Extinguishers				
First Aid Box and contents				
Temporary Lighting				
Notice Board for Site Documentation				
4. House Keeping				
	YES	NO	N/A	ACTION
Mobile Towers used safely				
Ladders and Steps used safely				
Hoarding and Fencing				
Trip Hazards present				
Handrails / Guardrails in place				
Debris / General site tidiness				
Storage areas inc. secure storage for chemicals, gas bottles etc.				
Access / Egress clear				
PPE being worn				
Washroom and Toilets – Cleanliness / Hygiene				
Mess Room - facilities				
Power Tools - (All 110v?)				
Temporary Power Supplies safe				

Signed:

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CONSTRUCTION PHASE PLAN

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	YES	NO	N/A	ACTION
Lifting equipment certificates				
Scaffold inspection register				
Method Statements and Risk Assessments for all current work				
F10 & H&S Poster Displayed				
Work Permits				
No of Skips removed				
Is there evidence of training for: a) Specific risks and work methods b) Tool Box talks				
2. Safe Conditions:				
	YES	NO	N/A	ACTION
Fire routes marked				
Fire Exit Keep Clear signs				
No unauthorised entry				
Clearly defined separation between pedestrian and traffic routes inc. proper crossing points				
3. Health & Safety				
	YES	NO	N/A	ACTION
Qualified First Aider on site. Certificate still current?				
Adequate health and welfare facilities				

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Weekly Site Report

Fire Extinguishers				
First Aid Box and contents				
Temporary Lighting				
Notice Board for Site Documentation				
4. House Keeping				
	YES	NO	N/A	ACTION
Mobile Towers used safely				
Ladders and Steps used safely				
Hoarding and Fencing				
Trip Hazards present				
Handrails / Guardrails in place				
Debris / General site tidiness				
Storage areas inc. secure storage for chemicals, gas bottles etc.				
Access / Egress clear				
PPE being worn				
Washroom and Toilets – Cleanliness / Hygiene				
Mess Room - facilities				
Power Tools - (All 110v?)				
Temporary Power Supplies safe				

Signed:

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Weekly Site Report

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LOUNGERS LTD
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LOUNGERS LTD
CONSTRUCTION PHASE PLAN

Site Establishment Checklist

Site POSTINO LOUNGE	Date	Site Manager
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1. Documentation – Are the following displayed on your site notice board?			
	YES	NO	ACTION
H&S Poster - Signed			
Insurance Policy			
H&S Statement			
F10			
Signing in Sheet			
List of 1 st Aiders			
Fire Escape Plan and Associated info			
1 st Aid box			

2. Site Safety			
	YES	NO	ACTION
Are Fire routes marked with signage			
Have any existing fire extinguishers been removed from site			
Are new fire extinguishers on site			

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

3. Site Welfare			
	YES	NO	ACTION
Are there enough toilets and are they wired/plumbed in			
Are all your appliances clean and in good working order			
Have you set up a breakout area with enough chairs			

Signed:

MEWP or BOOM LIFT RESCUE PLAN

EMERGENCY SITUATION	PROPOSED ACTION
Failure of upper control functions while elevated	Where the normal upper control functions fail; the operator will use the upper auxiliary controls to lower the platform safely
Failure of the operator to be able to operate the MEWP functions while elevated due to one of the following reasons: A. Operator incapacitated B. Both normal and auxiliary functions fail to operate from upper control station	Where the operator is incapable of lowering the raised platform using the upper controls; an appointed person familiarised in the use of the ground controls will lower the platform safely using the normal ground controls
Failure of normal ground controls	Where the normal ground controls fail; an appointed person familiarised in the use of the ground controls will use the ground auxiliary controls to safely lower the platform
Failure of ALL normal and auxiliary lowering functions	Where all normal and auxiliary functions have failed a qualified person, and a service technician should be contacted

List the names of qualified ground person(s) on site, familiarised and authorised to lower the work platform in the event of an emergency or a machine malfunction:

LOUNGERS LTD
CONSTRUCTION PHASE PLAN

MEWP Pre-Start Checklist

Item	Satisfactory?
------	---------------

Pre-Start Inspection	
Current in-service inspection	
Operating & Emergency Controls	
Safety Devices	
Personal Protective Devices	
Air, Hydraulic & Fuel System Leaks	
Cooling System, Water, Engine Oil and Hydraulic Oil Levels	
Cables & Wiring	
Loose or Missing Parts	
Tyres, Wheels & Breaks	
Outriggers / Stabilisers	
Guardrail System	
Workplace Inspection	
Drop-offs or Holes	
Slopes	
Bumps & Floor Obstructions	
Debris	
Overhead Obstructions	
Hazardous Locations & Atmospheres	
Is The Floor MakeUp Adequate to support the Load	
Wind & Weather Conditions	

Name:
Signature:
Date:

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CONSTRUCTION PHASE PLAN