

HSP 9:

**Site-Specific Health and Safety
Plan Preparation**



AUTHORISATION: Signature

Date

HSP 9:

Site-Specific Health and Safety Plan Preparation



Purpose and Scope	To ensure a Site Specific Health and Safety Plan is prepared and in place for every project where CDM 2007 requires it before any on-site work commences.
The Health and Safety Plan	<p>An outline Health and Safety Plan must be prepared by the CDM Coordinator and be in sufficient detail for inclusion in the tender documentation.</p> <p>Responsibility for input to the Health and Safety Plan should be jointly assumed by the CDM Coordinator and the Principal Contractor as soon as possible after the appointment of the Principal Contractor such that information generated by the Principal Contractor is included by the CDM Coordinator in the overall Plan.</p> <p>The Health and Safety Plan prepared by the CDM Coordinator should be developed by the Principal Contractor after his appointment.</p> <p>The Client should make provision to ensure that the Principal Contractor has sufficient time to develop the Health and Safety Plan before the construction phase commences.</p> <p>The Health and Safety Plan should be developed in sufficient detail, prior to the Client allowing construction work to start.</p> <p>The Health and Safety Plan is the foundation upon which the Health and Safety management of the construction phase is based.</p> <p>Health and Safety issues that should be included in the Health & Safety Plan:</p>
Nature of the Project	<ul style="list-style-type: none">• Names of the Client, CDN Coordinator and Principal Contractor• Location of the construction works• General description of the construction works• Timescale for completion of the construction works
Existing Environment	<ul style="list-style-type: none">• Surrounding land uses and related restrictions adjacent to proposed construction site (eg premises, schools, shops, hospitals, factories, watercourses etc)• Planning restrictions which might affect health and safety• Existing services (e.g. overhead or underground lines)• Existing traffic systems and restrictions (e.g. emergency access requirements, delivery arrangements - timing, ease and safety, parking arrangements, access/non-access by the public, water-borne traffic)• Existing structures (e.g. special health problems which may arise from materials in existing structures or fragile materials that require special safety precautions)• Ground conditions (e.g. contamination, instability, possible subsidence, old mine-workings, underground obstructions, water table etc)
Existing Drawings	<ul style="list-style-type: none">• Drawings of any structures to be demolished*• Drawings of any refurbishments or installations*• Drawings of structures to be erected <p>*NB these may be extracted from an existing Health and Safety File</p>

HSP 9:

Site-Specific Health and Safety Plan Preparation



The Design

- Any hazards and/or risks associated with the proposed materials of construction identified by the Designer
- Any hazards or risks associated with the work sequences or methods of construction identified by the Designer
- Any precautionary or protective measures that should be taken in relation to the above identified by the Designer
- The principles of the structural design and any protective or precautionary measures or sequences of assembly and construction that may need to be adopted identified by the Designer
- Detailed references to specific problems where the CDM Coordinator has asked for an explanation as to how the Contractor plans to manage these problems

Construction Materials

- Toxicological
- Chemical (reactive, acidic, alkaline, fuming, gases, vapours etc)
- Physical
- Flammable
- Radiological
- Assessment prepared to demonstrate that the hazards associated with these materials have been considered and that no safer alternatives are available and can be utilised
- Suitable and sufficient usage instructions and procedures have been defined accordingly
- Trained and experienced individuals appointed to undertake work with these materials

Site-wide Elements

- Position of site access and egress points (for both routine and emergency purposes)
- Location and standard of temporary site accommodation and facilities
- Location and layout of delivery, unloading, storage and layout areas
- Lifting Operations

Liaison, Communication Coordination & Cooperation

- Provisions for access adjacent to or through the site by pedestrians
- Measures for the prevention of access by juveniles and the general public
- Measures for the protection of the general public and/or traffic routes
- The means of ensuring cooperation and coordination between the Client and the activities of his employees, all contractors and their employees
- Measures for ensuring safety where construction works are undertaken within premises occupied or partly occupied by the Client

-
- The means of communication in the event of an emergency occurring on site

HSP 9:

Site-Specific Health and Safety Plan Preparation



Management and Control

- The means of managing and controlling health and safety throughout the contract
- The respective roles and responsibilities of those concerned
- The means by which the Company verifies the competence levels of its sub-contractors
- The means by which the Company verifies the health and safety management capability of its sub-contractors
- The procedures for considering the health and safety implications arising from the design of the works.
- The means by which unforeseen eventualities are to be dealt with (especially where these may result in substantial design changes and affect resources)

Site Rules

- General site rules that apply to all contracts
- Specific site rules that apply to each contract

Training

- The means by which employees, sub-contractors and sub-contractor employees will be informed, instructed and trained in the disciplines, procedures, safe working practices and precautionary measures necessary to meet the needs of the project.

Competence

- Demonstration of the ways by which the Company and its sub-contractors will ensure that those involved in the various aspects of the contract are competent
- Indicate the competence levels of the various individuals engaged in the project