

Construction Phase Plan

Walworth Police Station



Construction Phase Health and Safety Plan



Walworth Police Station
12-28 Manor Place,
London,
SE17 3BB

DOCUMENT CONTROL SHEET

Version 1.0			
Prepared by	Checked by	Checked by	Checked by
Name: Billy Williams Job title: Contract Manager Date: 17.11.25	Name: Vaidas Stadulis Job title: Contract Manager Date: 18.11.25	Name: Job title: Date:	Name: Job title: Date:

Version 2.0			
Prepared by	Checked by	Checked by	Checked by
Name: Billy Williams Job title: Contract Manager Date:22.12.25	Name: Vaidas Stadulis Job title: Contract Manager Date:22.12.25	Name: Job title: Date:	Name: Job title: Date:

Version 3.0			
Prepared by	Checked by	Checked by	Checked by
Name: Job title: Date:	Name: Job title: Date:	Name: Job title: Date:	Name: Job title: Date:

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1 Description of the project

1.1 Summary Project information

Project Name	Walworth Digital Hub Project
Project Number	WS0002870
Project Address	Walworth Police Station, 12-28 Manor Place, London, SE17 3BB
Description and scope of works	Formation of a new digital hub office within Walworth police station. The works will include the formation of a new office space and layout, decorations, new carpet tiles, 5 no. new doors with EBACs controls. There will be new electrical containment, ventilation and A.C, involving penetrations into the roof and subsequent roofing works.
Information provided	Drawings and Specification – covering all floors and areas we are working on. Pre construction Information- key information including Client requirements and contact information. Building Control information Asbestos survey- for the areas where we are working. Further surveys will be required as routes and locations for works have changed.
Contract period	8 weeks
Date for possession	05/01/2025
Date for completion	27/02/2025
Existing environment	The site is a functioning Police and Crime facility with staff working full time on site (24 hours). The site is secure, and identification must be worn at all times. No unauthorised access without MET Police Clearance. Any non-cleared personnel must be escorted at all times. All visitors to sign in at main reception
Surrounding area	The Police Station is in an area of residential properties and local shops
Existing services	All buildings are served by existing services within the site boundary which comprises of: gas, electrical and water supplies.
Existing traffic system	The site has traffic access and pedestrian access via the main vehicle gate located on Amelia Street, and Pedestrian access via the adjacent side

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	gate, or the main reception entrance on Manor Road. Access must be maintained at all times unless arranged in advance.
Welfare arrangements	Use of all facilities on site provided met police security rules are adhered to at all times. Site office to be set up in the main building. Toilet facilities located within the building may be used. As confirmed with building management, a compound in the main yard will be available for parking and material storage. To be cordoned off with Heras Fencing.

1.2 Details of Key Personnel

Project Client	
Name	Metropolitan Police Service
Address	The Mayor's Office for Policing & Crime Empress State Building Empress Approach Lillie Road London SW6 1TR
Contact details	Mitesh Sevani
E-mail	Mitesh.sevani@met.police.uk

Contract Administrator	
Name	ESC Construction Consultants
Address	Portview House, 80 Dargan Road, Belfast BT3 9JU
Contact details	Roan Robinson
E-mail	Roan.Robinson@escconsultant.co.uk

Principal Designer	
Name	Atkins Realis
Address	Nova North, 11 Bresenden Place, London SW1E 5BY
Contact details	Rory Edwards
E-mail	Rory.edwards@atkinsrealis.com

Electrical Designer	
Name	Atkins Realis
Address	Woodcote Grove, Surrey, KT18 5BW
Contact details	Khyber Rasouli
E-mail	Khyber.rasouli@atkinsrealis.com

Mechanical Designer	
Name	Atkins Realis
Address	Woodcote Grove, Surrey, KT18 5BW
Contact details	Viktorija Bondal
E-mail	Viktorija.Bondal@atkinsrealis.com

Building Control	
Name	SOCOTEC Building Control
Address	Unit 2, Blue Prior Business Park, Redfields Lane, Church Crookham. Hampshire, GU52 0RJ
Contact details	Ian Wilson
E-mail	Ian.wilson@socotec.co.uk

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Principal Contractor	
Name	Axis Europe Plc
Address	145-149 Vauxhall Street London SE11 5RH
Contact detail	Billy Williams
E-mail	Billy.Williams@axiseurope.com

Subcontractor	Works Package	Address	Contact Name
ICD	Mechanical	Unit 1, Swinborne Court, Swinborne Rd, Burnt Mills, Basildon SS13 7LS	Adam Veares
VH Electrical	Electrical	7 Arundel Close Cheshunt, Waltham Cross EN8 0EE	Valmir Hajdarmataj
LMP Installations	Building Work	Green Lane Business Park, 234 Green Lane, London SE9 3TL	Lee Conlon
Openview	Security	Openview House Chesham Close Romford, Essex, RM7 7PJ	Brian Harris
M&S Flooring	Flooring	10-11 The Market, Wrythe Lane, Carshalton, Surrey SM5 1AG	Peter Bradley
Datalec	Cabling	Unit 3 Marlborough Business Park, Hanworth Lane, Chertsey, Surrey, KT16 9LG	Lee Tamila
Russell Trew	Roofing	Unit 4C Standard Industrial Estate Henley Road London, E16 2ES	Jim Bennett
Bridge Controls	Controls	Unit 22A Farnham Drive, Caversham, Reading, Berkshire, RG4 6NY	Martin Knowles

1.3 Management structure

Role / Designation:	Team Member:	Notation:	Organisation:
Contract Administrator	Roan Robinson	CA	ESC Construction Consultant
Principal Designer	Rory Edwards	PD	Atkins Realis
Safety Manager	Harley Baker	(SM)	Axis Europe Plc
Contract Manager	Billy Williams	CM	Axis Europe
Person-in-Charge	Billy Williams	(PIC)	Axis Europe Plc
Quantity Surveyor	George Norman	(QS)	Axis Europe Plc

Summary of roles and duties under CDM Regulations 2015 can be seen in Appendix 1

2 Health and Safety Arrangements

The organisation's goal is to, so far as it is reasonably practical, provide a place of work that is safe and without risk to the health, safety and welfare of client staff, all employees, agency workers, contractors, members of associated companies, visitors and the general public and in so doing see that the project works are completed without incident.

Contractors are required to ensure they have competent supervisory personnel on site for the duration of the works and that all operations are subject to regular inspection and monitoring.

Neglect of health and safety provision will be considered as a serious disciplinary matter and will be dealt with accordingly. The PIC will stop any operation or activity if the works do not comply with the requirements of the method statement or if he / she considers there to be an unacceptable risk arising from unsafe practices. All contractors must ensure they have a written disciplinary procedure that is brought to the attention of those personnel under their control.

2.1 Monitoring and reviewing health and safety performance

2.1.1 Active monitoring by the Person in Charge (PIC)

The PIC & Safety Manager will be responsible for ensuring that statutory obligations are met.

- **Weekly inspections:** The PIC will conduct weekly inspections of the site or workplace.
- **Statutory inspections:** The PIC will conduct statutory inspections of scaffolding if required (not needed for this project.. Any other 3rd party statutory inspections such as PAT Testing etc, will be provided. Axis Health and Safety manager will carry out their own inspections of the project.
- **Site inspections:** The Safety Manager will conduct inspections of the site, issuing reports where appropriate.
- **Qualification:** The PIC will have the necessary qualifications to undertake the aforementioned inspection roles, as well as the suitable qualifications to manage the project throughout its entirety. Qualifications will include but not be limited to Asbestos Awareness, First Aid, Fire Marshall, SSSTS, SMSTS. These will be available upon request.

2.1.2 Reactive monitoring

The Safety Manager with the aid of the site team will be responsible for ensuring that statutory obligations are met by investigating:

- Injuries and causes of ill health.
- Other losses, including damage to property and equipment.
- Incidents, including those with the potential to cause injury, ill health or loss.
- Dealing with hazards, including weaknesses or omissions in operating systems.

2.1.3 Project reviews

Throughout the Project and upon completion, the Contracts Manager will conduct a formal project review of all aspects of the project.

2.2 Arrangements to give directions and to co-ordinate the contractors

2.2.1 Regular liaison between parties on site

- The PIC will liaise with the Client where required on a regular or ad hoc basis.
- The Contracts Manager and PIC will actively encourage all members of the project team, including contractors and their personnel, to offer advice on health and safety particularly where the planned work of one contractor has the potential to impact or have an adverse effect upon another.
- The PIC will communicate with the workforce by: regular consultation meetings, Site induction for all Contractors, daily briefings where required and a programme of appropriate toolbox talks.

2.2.2 Handling design changes during the project

Significant design changes by contractors: All Changes must be notified to the Contracts Manager and agreed with the Principal Designer and Contract Administrator. The contractors must also carry out a risk assessment and give due consideration to avoiding, minimising or controlling the risks. Copies of new risk assessments and safety method statements are to be supplied to the PIC for inclusion on the Project Safety File.

Any design changes will be relayed to the relevant contractors for their feedback and comments. Any queries they have will be presented to the Contract Administrator through a project RFI. The same process will be in place for any changes within the CDP. The PD will need to be involved in any design changes.

Unforeseen, non-designer generated changes: All such changes are to be evaluated by the Contracts Manager and the contractors, reference shall be made to the Safety Manager if necessary.

2.2.3 The selection and control of contractors

The Contracts Manager will ensure, via the standard procedures of the company using Axis Europe approved list of contractors, and Met Police Security cleared personnel that contractors engaged on this project are competent to carry out their specific works and that they have made adequate provision for health and safety.

The Contracts Manager will liaise with the Safety Manager; they will be responsible for monitoring the appointment and on-going performance of contractors and suppliers employed on this project. Further sub-contracting without the express and written consent of the Contracts Manager will be forbidden.

All sub contractors are subject to a vetting process before they are able to work on axis sites. Once this initial vetting is complete, further vetting is carried out to ensure all contractors attending site have the correct qualifications and training. This is logged internally in a training matrix where all contractor qualifications are regularly checked and updated. Despite having this information on file, we ask for it to be sent over before every new project starts to ensure all record and documentation are up to date. Where possible, we look to use only Police vetted contractors on site. However, this is not always possible, and any contractor without police passes will be escorted by the PIC who will have escort clearance.

All subcontractor qualifications will be available upon request.

2.2.4 Display of Statutory Notices

Statutory notices will be displayed as follows:

- H&S Law Poster
- Axis Europe insurance certificates
- H&S Policy statement
- Axis Site Rules
- Axis H&S QR code (displays further information such as management structure, Emergency plans etc.)
- F10 if required. This is not currently required for this project, however the PIC will monitor the duration of the project and the workforce on site and will inform the client if a F10 notice is required.

2.2.5 Training

- **Site induction-** The PIC will deliver an Axis Site Induction relevant to all areas associated with works to be carried out to all Contractors, visitors and site personnel Before any works commence. Registers will be kept in the Project Safety File and attendance will be a pre-condition of gaining access to the working areas.
- **Toolbox talks and onsite training:** The PIC has access to a comprehensive range of toolbox talks which will be delivered as required to company personnel, and others if necessary. The Company requires that all contractors operate their own programme of talks for personnel under their own control for the duration of the works; they must maintain detailed records of talks, which are to include the names of the attendees and the date of delivery. Copies of records are to be provided to the PIC and copied to the Project Safety File, the arrangements of contractors will be monitored by the PIC
- **Records of health & safety training:** Records of training (and competencies) are to be made available to the PIC and copied to the Project Safety File.
- **PIC and Subcontractor qualifications-** will be made available upon request.

2.3 Emergency procedures

2.3.1 First Aid

- **Contractors:** All contractors are required to provide an adequate number of personnel suitably trained in first aid. Contractors are to submit the names of qualified personnel to PIC who will inform the workforce by posting notices of the first aid arrangements made within the offices and canteen / rest area.
- **Axis Europe arrangements:** The PIC will be trained in first aid and will act as the focal / contact point for provision on site. PIC Training certificate to be made available to contract administrator.

- **First Aid kits / equipment:** Axis will ensure adequate and sufficient first aid boxes are available on site. These will be located within the works area. Axis will arrange for the replenishment of consumable items as required.
- **Contacting the emergency services:** The PIC will contact the emergency services if required.

2.3.2 Accidents, incidents and near misses

- All personnel (including those of contractors) are required to report any injury to the PIC who will make an entry into the project accident book and implement the company accident procedure. Copies of all accident book entries and reports will be held securely at head office by the Safety Manager who is the designated appointed person. Where appropriate copies will be made available upon request to the Principal Designer or the appointed person(s) of contractors.
- **Accidents, incidents and dangerous occurrences** are to be reported to the Safety Manager within an hour of finding out about it. In Line with HSE Guidelines Accidents of a fatal or serious nature are to be notified immediately; they must then be followed up with completed report form(s) within the prescribed period in accordance with RIDDOR.
- **Investigation of accidents, incidents and near misses:** Details of all accidents, no matter how trivial, must be entered in the project accident book. All personnel (including those of contractors) are required to co-operate with the Safety Manager who is to be provided with copies of the results of any investigations carried out by contractors.
- **Investigation by the PIC:** The PIC will complete an initial investigation.
- **Investigation by the Safety Manager:** Depending on the nature of the accident, the Safety Manager will carry out an investigation subsequent to that conducted by the PIC where required.
- **Any RIDDOR Reportable** incident should also be Notified to the Client and Contract Administrator.

2.3.3 Fire Safety

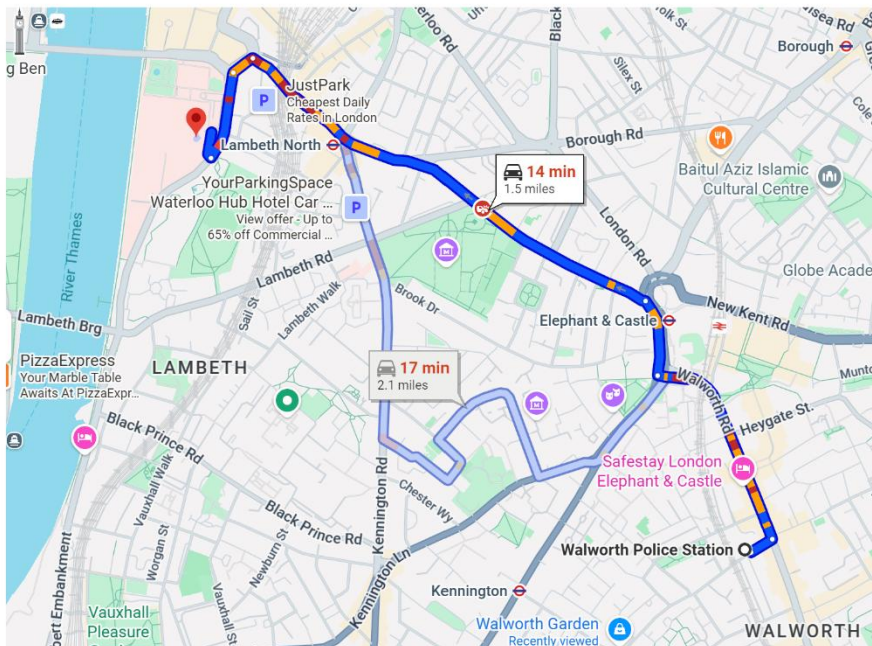
- **The Client's Fire Safety Plan** will be used for this project. The Plan will be displayed throughout the Client's building. Axis will also develop its own Fire Safety Plan to be shared and approved with the client. Full information on emergency procedures will be highlighted within this plan. PIC shall be responsible for the movements of all contractors during an emergency, ensuring everyone is accounted for and has met at the designated muster point (Rear Car Park).
- **All corridors, emergency routes and exits** remain unimpeded by debris, materials and plant or equipment for the duration of the works. These routes will be regularly inspected and defaulters will be required to remove any offending article to the working area or secured storage, or they will be required to dispose of it off site with immediate effect.
- **General awareness:** Notwithstanding the briefing and induction by the PIC, it remains the responsibility of contractors to ensure that personnel under their control remain fully aware of the location and correct use of the following:
 - Fire extinguishing equipment
 - Emergency evacuation procedures
 - Escape routes and fire exits

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- Assembly points
- **Flammable materials:** Contractors must ensure that the quantity of flammable materials within the working area(s) is kept to a minimum. All such materials are to be carried and stored in suitable close containers and in ventilated areas if required.
- **Smoking:** No Smoking allowed On Site
- **Checks:** PIC and Contractors must ensure that they check the working areas at lunch / break times and at the end of the working shift / day to ensure that all plant and equipment that could cause a fire is turned off and made safe.
- **Rubbish and waste:** PIC and Contractors must ensure that rubbish and waste is bagged and regularly removed from the working areas. Flammable waste must be stored separately in closed fire resisting containers and removed in a similar manner.
- **Notifying the emergency services:** In the event of an incident contractors must notify the PIC who will be responsible for calling the appropriate emergency services.
- **Access for emergency services:** PIC and Contractors must ensure that there is adequate access to the working areas at all times.
- **Guidance and direction of emergency services:** In the event of an incident contractors must ensure that competent member of their workforce is available to assist the PIC in directing the emergency services.

	Contact details
Fire	999
Ambulance	999
Police	999
HSE	999/112
Hospital	St Thomas Hospital, Lambeth Palace Road, SE1 7EH



Nearest Hospital

St Thomas Hospital

Lambeth Palace Road
SE1 7EH

2.4 Site Security

Security on the project will be maintained by ensuring that only authorised persons are allowed onto site / into the working area(s). The following procedures will be implemented:

- Contractor's personnel will be required to wear approved ID tags and corporate clothing. The PIC will carry out regular checks to ensure compliance.
- All personnel and visitors will be required to report to the PIC and indicate their presence by signing in at the site offices / Police Station on arrival and signing out when leaving. The PIC will keep a register for this purpose.
- All visitors have to be escorted or hold a current Police Clearance Pass.
- Visitors will be briefed with regard to any hazards or special requirements. The relevant PPE will, if they do not have their own, be provided and they will be accompanied whilst within the working area(s).
- The PIC will ensure that the working area(s) are clear of all personnel and secured before leaving at the end of each working day and / or shift.
- Persons without the appropriate authority / identification will, in the interests of their own safety, be refused entry to the working area(s) by the PIC.
- All deliveries to be met at the entrance gate and escorted onto site for drop off and accompanied at all times whilst on the premises.
- PIC will ensure a number of sets of site visitor PPE will be retained on site.

2.5 Welfare Facility

Welfare facilities will be available to the workforce at the start and for the duration of the works. PIC will ensure that all welfare facilities are left clean and tidy after each use and throughout the duration of the

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project. Photographic evidence will be provided to verify condition of welfare facilities before and after use.

- Sanitary conveniences situated within the Main Building located on the 2nd floor
- Washing facilities as Above
- Drinking water located in 2nd floor canteen.
- No designated site office has been established; the PIC will set up a site office within the main office where works are taking place.

Welfare location(s)

- Within Main Building 2nd floor.

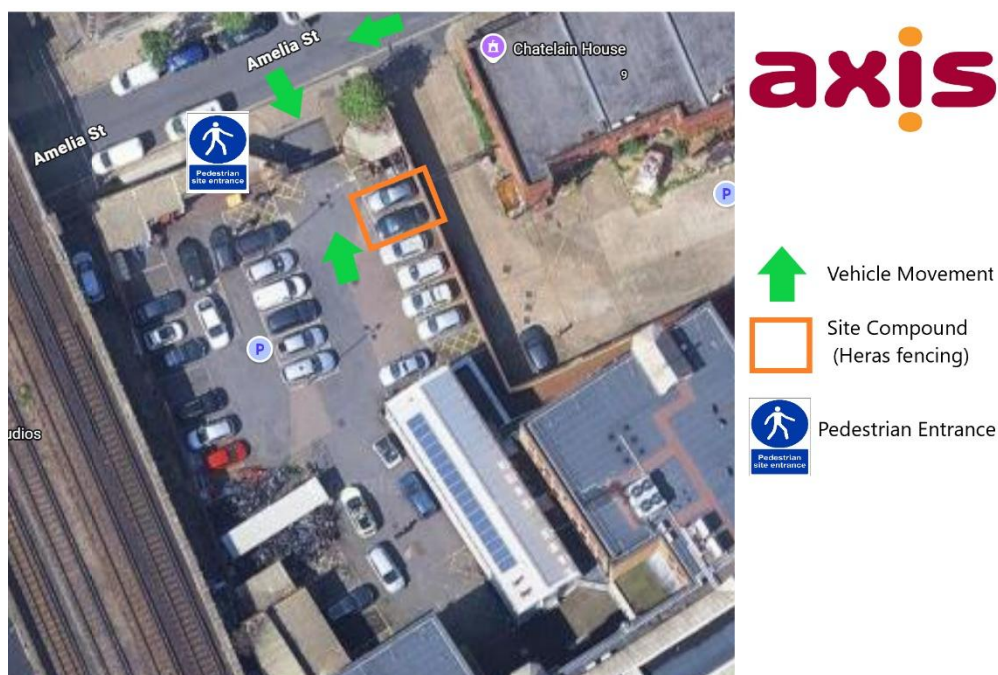
2.5.1 Traffic Management

All axis personnel and contractors will follow the Axis Traffic Management plan. Access into the station will be through the main vehicle gate on Amelia Street. Vehicles to park within the site compound, which will comprise of the first few bays on the left-hand side as you enter the car park.

Deliveries will be scheduled with the PIC and liaised to the stations building management to ensure minimal disruption to the yard. Deliveries will be managed by the PIC who has banksman training.

Storage of materials will be within the site compound. The site compound will be segregated with Heras Fencing and the appropriate signage.

The traffic management plan will displayed upon the site H&S notice board.



2.6 Risk Assessment & Method Statement

- **Identification of hazards:** The Contracts Manager and PIC have conducted an overall assessment of hazards in respect of the project and those hazards identified by the client's advisors / design team have also been identified within **Section 3** of this Plan
- **Production of risk assessments by contractors:** All contractors are required to assess the risks associated with their activities, carrying out both general and specific assessments where necessary. Risk assessments are to be signed-off by the contractor's Safety Manager/competent person prior to being forwarded to the PIC. Personnel under the control of contractors must be briefed, with records of briefings maintained. Copies of risk assessments and briefing records are to be forwarded to the PIC and copied to the Project Safety File.
- **Production of risk assessments by the Company:** The PIC, with the assistance of the Safety Manager where required, will assess the risks associated with those activities or tasks to be carried out by the company workforce, carrying out both general and specific assessments where necessary. Risk assessments will be signed-off by the PIC, the workforce briefed and copied to the Project Safety File.
- **Approval of risk assessments:** All contractors (and their sub-contractors) are to comply with the project specific procedures
- **Production of method statements by contractors:** All contractors, having assessed the risks associated with their activities, are required to produce comprehensive method statements for safe working identifying the relevant precautionary measures required to ensure their activities are carried out without risk. Method Statements are to be signed-off by the contractor's Safety Manager/competent person prior to being forwarded to the PIC. The personnel under the control of contractors must be briefed in respect of each method statement. All work must be executed in accordance with the method statements. Records of briefings are to be maintained. Copies of method statements and briefing records are to be forwarded to the PIC and copied to the Project Safety File.
- **Production of method statements by the Company:** The PIC, with the assistance of the Safety Manager where required, will produce comprehensive method statements for safe working identifying the relevant precautionary measures required to ensure those activities or tasks carried out by the company workforce are done so with the minimum practicable risk.

Method Statements will be signed-off by the PIC, the workforce briefed and copied to the Project Safety File. All work must be executed in accordance with the method statements.

- **Approval of method statements:** All contractors (and their sub-contractors) are to comply with the project specific procedure. A method statement status form will be completed by the PIC.

Timescale for approvals: contractors are to note that they are required to submit all risk assessments and method statements to the PIC for approval 5 working days before their works are due to commence.

2.7 Site Rules

2.7.1 Axis Europe Site Rules

- **Site Safety Rules:** Have been identified and will be implemented for the duration of this project, personnel will receive be briefed upon requirements at the induction delivered by the PIC and a copy will be displayed. Site rules which will be displayed on site are in Appendix 2.
- **Conditions of appointment:** contractors must comply with the requirements of their appointment. Any area of conflict between this Health and Safety Plan and the conditions of appointment must be brought to the attention of the Contracts Manager.
- **Drugs and alcohol:** Axis Europe are dedicated to maintaining a safe, healthy and productive work environment for all employees, contractors and visitors. A Full copy of the Drugs and alcohol policy will be presented on site on the QR code.

2.7.2 Client imposed rules

- All personnel to wear MET Police Clearance Identification
- Any non-cleared personal must be escorted by an operative cleared to escort at all times. Visual contact must be maintained at all times with non-cleared personnel.
- Any personnel without either MET Police Identification or approved escort will be escorted from site and refused re-entry.
- Operational Police Site

Clients Site Rules:

The Principal Contractor shall apply the following site rules and ensure that they are observed and complied with by everybody working on or visiting the site:

1. No personnel, including visitors, are to have access to the site without fully complying with site access permit requirements. Visitors must be accompanied at all times

2. All staff to be issued photographic identification which is to be worn at all times whilst on site, staff are also required to wear clothing clearly signifies for whom they work, entry on to site is to be strictly controlled
3. All personnel shall be properly and correctly trained for the work on which they are employed
4. Personal protective equipment appropriate to the task being carried out shall be worn at all times
5. No drugs or alcohol shall be allowed on the site, or any person who is considered to be under the influence of drugs or alcohol
6. Smoking is not permitted on site
7. All dust and pollution shall be prevented, all measures are to be taken to prevent any nuisance to the general public and building occupiers
8. Radios, cassette players, personal stereos or similar are prohibited
9. Any person using abusive language, wolf whistling or similar will be expected to be removed by the Principal Contractor from the site
10. No fires on site; the Principal Contractor must comply with the Joint Code of Practice Fire Prevention on Construction Sites, 7th Edition
11. Lone working on site is not permitted
12. All site operatives and personnel, including visitors, shall be aware of the evacuation procedures in the case of an emergency
13. All escape routes must be kept clear of plant, tools, materials and rubbish at all times
14. All fire exit doors to be maintained at all times and must be left unobstructed
15. Hours when the contractor is permitted to work must be strictly adhered to.

2.8 Permit to work

2.8.1 Axis Europe arrangements

- Overview: if justified by the risk assessment of the activity, the PIC will operate a permit to work system which is a formally documented procedure designed to provide additional safeguards for specified activities, places or environments e.g. Hot Works, Work in Confined Spaces or HV Electrical Work etc. The permit system is a strictly controlled and systematic safety procedure providing a clear written record that foreseeable hazards have been addressed and adequate control measures implemented.
- Requirements of a permit to work system: The system must include / ensure the following:
 - Only an authorized person will issue the permit.
 - All personnel involved in the activity UNDERSTAND the hazards and precautionary measures that are required; this means an effective briefing is to be given to the workforce in respect of the activity and any associated hazards and control measures.
 - The area, place, environment or activity affected by the permit must be clearly defined.
 - The period of time for which the permit is approved must be clearly defined.
 - The correct personal protective equipment (PPE/RPE) must be clearly defined, provided and used by the workforce.
 - The permit is to be accepted by a suitably competent person-in-charge.
 - Completed or when the time limit for the permit has expired. Incomplete works will require the issue of a new permit.
- Available permits: The following permit templates are available from the PIC for use on this project:
 - Confined spaces
 - Electrical

- General
 - Hot works
- All contractors must ensure that personnel under their control are provided with all appropriate information, instruction and supervision to ensure the effective implementation of project specific requirements.
- The issuing of any permit to work is entirely dependent upon the provision of the following supporting documentation:
 - Method Statement Sign-off (completed by the PIC)
 - Risk Assessments (provided by contractors & signed-off by their competent persons/Safety Managers).
 - Method Statement (provided by contractors & signed-off by their competent persons/Safety Managers).
 - Permits will be issued on a daily basis, being issued at the beginning and cancelled at the end of each day/shift by the PIC.
- All contractors to be provided with the correct and appropriate PPE for their tasks.

2.8.2 Clients requirements

Working Hours – Monday-Friday 8am – 5pm. Saturdays on approval by Client.

Fortnightly progress meeting arranged by CA

2.9 Co-ordination and Co-operation with Site Staff and Other Contractors

- Axis to liaise with Site Staff / Officers to agree access and working areas

2.10 Access to Welfare Facilities

- Access to Welfare Facilities as 2.5 Above

3. Safety Risk Register

All members of the workforce will be required to comply with the significant findings of the project specific risk assessments as briefed by the PIC or their own supervisors.

Hazard/risk	Proposed Controls
Fire	<ul style="list-style-type: none"> • Use safe digging techniques • Trained and competent operatives • COSHH assessment undertaken and appropriate controls implemented and monitored by site management • No storage of flammable substances is allowed on site • No smoking on site • Fire extinguishers are available • Finish hot works 2 hours before end of shift. • Hot Permit to Work in use.
Delivery and removal of materials (including waste) and work equipment	<ul style="list-style-type: none"> • All deliveries to be controlled by a banksman. • No unauthorized personnel allowed when deliveries are taking place. • Delivery personnel to be inducted / made aware of site / Client's rules and procedures • All areas exposed to fall from height hazards to be adequately protected. • Site fire procedures to be in place and understood. • No emergency access areas are to be obstructed, unless previously agreed with Client. In this case an alternative route needs to be established and adequately controlled. • Only adequate and in good condition vehicles and equipment to be used on site. Only qualified / competent personnel to operate equipment. • Regular housekeeping of working areas to be ensured. • All waste materials will be carried by licensed carriers and disposed of at registered and licensed tip. • Waste carrier's licenses and transfer notes are retained. • Special arrangements will be made for 'hazardous' waste, e.g. asbestos, as and when applicable. • Materials and equipment to be delivered through routes defined by Client. • No works to be undertaken under extreme weather conditions.
Dealing with services (water, electricity and gas)	<ul style="list-style-type: none"> • Cable locating devices to be used to locate possible live services. All cable locating devices will be used only by competent personnel. • Information regarding buried cables provided by client or energy provider.

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• Competent personnel will undertake work• Safe working system to be used when works are to be carried out around / on live services. Isolation and lock off kits used where necessary.• PTW in use were necessary.• Adequate supervision to be ensured.• 110v to be used on site for all tools and equipment.• Where 240v Tools are needed, a RCD protector will be in place• PAT Testing for all tools and equipment.
Asbestos	<ul style="list-style-type: none">• R&D Asbestos Survey has been provided by the client• Survey carried out by Pennington Choices, client approved contractor.• Asbestos Survey will be available within the H&S File and disclosed to all operatives on site during induction.• Any asbestos to be removed by licensed contractors• All operatives to be asbestos awareness trained• Toolbox talks will be delivered.• Any asbestos removal will require an update of the clients Asbestos Register.• Contractors are to alert the PIC if they come across any suspect materials. The PIC will then inform the client, CA, PD and Asbestos consultant.• If material is damaged and suspected to contain asbestos then the site manager must be informed and the area sealed off to prevent other persons being exposed Clients asbestos register must be consulted before works can commence
Manual Handling	<ul style="list-style-type: none">• Eliminate or reduce manual handling as and when possible.• Mechanical handling methods are to be used as and when possible• Manual Handling and Toolbox talks delivered.• Regular monitoring of onsite performance.• Appropriate PPE to be worn.• Regular assessments to be carried out by PIC
Falls from height or same level (trips & slips)	<ul style="list-style-type: none">• Edge protection to be in place before upper levels are built• Fall mitigation methods in place consisting of either netting or crash decks• Ladders/step ladders hop-ups will be EN131 or industrial category only• Operatives will carry out pre user check to assess condition of equipment and logged. Ladders will all have inspection tags.

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• Use only adequate and certified equipment and trained personnel to erect / dismantle work platforms.• All faulty equipment will be removed from site.• All areas with the risk of fall from height to be adequately protected, using collective protection such as handrails.• All operatives to wear appropriate PPE, including safety harnesses and lanyards when required.• Trailing cables to be run overhead or along side traffic route.• Equipment and materials to be stored safely away from traffic routes• Provision of clear signage and proper protection where obstructions are unavoidable. Adequate segregation to be ensured during scaffold erection / dismantling works.• Provision of temporary sheet materials to cover uneven ground or floors and the reinstatement of all surfaces as soon as is practicable.• Provision of temporary lighting where natural or existing lighting is insufficient for safe working.• Removal of all waste materials and rubbish on a regular basis.
Use of hazardous substances	<ul style="list-style-type: none">• Contractors are to conduct suitable and sufficient assessments in respect of the use of substances on this project. Copies of assessments are to be forwarded to the PIC and copied to the Project Safety File• Contractors are to implement any control measures identified by the aforementioned assessment(s), reviewing, maintaining them and where appropriate testing them on a regular basis.• Contractors are to ensure that they monitor the exposure of personnel under their control to hazardous substances and implement an appropriate programme of health surveillance where required.• Information and training: All personnel under the control of contractors are to be provided with information, instruction and training in respect of any exposure to risks associated with hazardous substances.• Monitoring and review: contractors are to monitor and conduct a formal review of their arrangements for controlling risk to health arising from exposure to any hazardous substances

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• Disposal: contractors are to ensure that any waste involving hazardous substances is disposed of in accordance with the recommendations of the manufacturer or supplier to a facility licensed for this purpose.• Records: Copies of all records required by Regulations and assessments made under the said regulations must be forwarded to the PIC and copied to the Project Safety File.• Contractors to be provided with the suitable PPE when handling Hazardous substances. This will be detailed in contractor RAMS.•
Work with electric power tools, handheld, extension cables	<ul style="list-style-type: none">• Only competent, trained and authorised operatives to use the tools and in accordance with the manufacturer instructions ·• Always carry out a visual check to the tool and the tools components to ensure that there are no damages. In any instances where the tools have damages do not use the tool, report to your site supervisor/manager immediately and take the tool out of use until is made safe. ·• Do not operate the tool in the presence of flammable liquids, gases or dust as power tools can create spark and ignite the dust or fumes. ·• Always unplug the supply cord before carrying out any changes of the bits• All tools' users must have received briefings on their safe system of work, to include formal training. This should include information on hazards and control measures to minimise risks. · All operatives to be briefed on Risk Assessment and Method Statements and records kept of such briefings ·• All equipment / machinery to be inspected before use. · Careful positioning of leads and cables from temporary supplies. ·• PUWER (Provision and Use of Work Equipment Regulations) Register to be in place for all electric equipment and accessories with damaged equipment being taken out of use and reported. Copy must be available when requested by Axis ·• All electric equipment must be PAT tested · All tools to be uniquely marked, tagged and records of PAT testing and Maintenance logged ·• All electric power tools are to be checked daily for damage before use and faults reported immediately i.e., guards, safety devises, damaged cables etc. ·•

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• All electrical leads to be checked daily for abrasion/ damage and positioned safely to minimise Slip, Trip and Fall hazards ·• All areas where works are to be carried out to be checked for mechanical and electrical services before works commence ·• Before works commence ensure working area is clear of general site hazards and access/ egress to such areas are unrestricted• Personal Protective Equipment (PPE) to be available and used when required: Hard Hat, Safety Boots, Hi-Vis, Goggles and Gloves, including use of FFP3 dust mask and ear defenders• Battery powered tools are using a 240-v charger, when plug into the mains the use of an RCD plug is recommended.
Storage of materials	<ul style="list-style-type: none">• All materials will be carefully stored in accordance with the recommendations of the manufacturers and suppliers prior to use within the working area (s), or within secure storage container(s) in position(s) to be agreed with the Contract Administrator (or his agent) or they will be brought to site on a daily basis• Any materials delivered on pallets must be stored no more than three high and positioned so as to facilitate safe access.• Any materials delivered in sheet form are to be stored horizontally• Materials are not to be stacked against the structure, plant or equipment. Support frames are to be used wherever possible and heights of stacks are to be kept to a minimum.• Any loose materials stored on platforms, or in other similar areas, must not be allowed to fall accidentally. Toe-boards and / or other guards and physical barriers must be used.• All materials that are deemed to be hazardous are stored in strict accordance with the recommendations of the manufacturer / supplier and that emergency measures are in place to deal with spillages or incidents.
Reducing noise	<ul style="list-style-type: none">• Plant, machinery and tools: contractors must ensure that they limit the generation of noise from any plant, machinery or tools used on this project to the lowest practicable level.• Excessive noise levels: contractors must notify the PIC should they consider that excessive noise levels will be generated by their works in order that all practicable measures may be taken to reduce the exposure of any persons unrelated to the works. In

Hazard/risk	Proposed Controls
	<p>this and in circumstances where the PIC considers that their works are generating excessive noise they will be required to carry out a risk assessment. Copies of the assessment and the results are to be forwarded to the PIC and copied to the Project Safety File. Where a risk assessment indicates that there is a risk to the health of employees who are or liable to be, exposed to noise; they must be placed under suitable health surveillance which should include hearing tests.</p> <ul style="list-style-type: none"> • Hearing protection: May only be used when all other measures are ineffective or unable to prevent exposure to noise, it must be made available upon request to any employee who is exposed to noise at or above a lower exposure action value. • Hearing protection zones: Any area of any workplace where anyone is liable to be exposed to noise at or above an upper exposure action value must be designated a hearing protection zone and signed appropriately.
<p>Exposure to hazardous substances</p>	<ul style="list-style-type: none"> • Specify safest substances during design stage • Off site cutting of concrete where possible • Plan for fewest cuts as possible • Use wet cutting methods • Cutting tools fitted with LEV • Minimise the number of operatives present during cutting/separation of work areas during cutting • Suitable RPE & PPE to be used at all times • COSHH assessment provided for all substances • Copies of assessments are to be forwarded to the PIC and copied to the Project Safety File • Information and training: All personnel under the control of contractors are to be provided with information, instruction and training in respect of any exposure to risks associated with hazardous substances. • Disposal: contractors are to ensure that any waste involving hazardous substances is disposed of in accordance with the recommendations of the manufacturer or supplier to a facility licensed for this purpose.
<p>Vibration</p>	<ul style="list-style-type: none"> • Regulations: contractors will be responsible for ensuring that they comply with the requirements of the Control of Vibration at Work Regulations 2005 in so far as they may apply to their works and the personnel under their control.

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• Plant, machinery and tools: contractors must ensure that they limit the generation of vibration from any plant, machinery or tools used on this project to the lowest practicable level.• HAVS register will be in place. Vibration monitoring will help mitigate any effects of vibration.• Ensure usage of adequate tools for the job and regular breaks and operative's rotation.• Regular inspections and maintenance to be ensured. Regular medical surveillance, when required.
Traffic routes and segregation of vehicles and pedestrians	<ul style="list-style-type: none">• All trade personnel will receive information about the parking restrictions before commencement and during the induction• Trade staff and visitors to obey local rules when driving, parking and moving around the local roads• Appropriate PPE to be worn, boots, and hi visibility to be worn as mandatory.• Site supervisor and site foreperson to monitor and enforce driving and parking controls (sanctions to be taken against anyone breaching the site rules)• Loading/unloading to be carried in designated area• Traffic Management plan to be issued and followed.
Dust	<ul style="list-style-type: none">• Dust Extracting equipment to be used wherever possible.• Areas to be suitably ventilated before works commence• Contractors to have suitable PPE such as dust masks• Works within the TER will have a separate Risk Assessment, to ensure dusty works do not interfere with the IT equipment.
Waste	<ul style="list-style-type: none">• Any waste will be removed from the work area and stored within the contractors compound• Waste removal will be carried out by a qualified operative• The relevant waste transfer notes will be obtained and made available.
Contact with sharps/needles	<ul style="list-style-type: none">• All operatives to be instructed in the dangers from contaminated needles• Operatives to ensure that they have puncture resistant gloves if they are working in a hazardous area

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Hazard/risk	Proposed Controls
	<ul style="list-style-type: none">• Operatives to inform line manager on discovering sharps/needles to prevent others from being at risk• Line manager to initiate suitable contractor to carry out emergency removal of sharps/needles (environmental sweep)<ul style="list-style-type: none">• Any contact or injury from needles to be reported immediately to site manager and person to attend local A&E department

Health and Safety File (O&M Manual)

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent projects. The file must be prepared by the Principal Designer.

This information must be provided by all contractors involved in the project and must be presented to Axis Europe as soon as the works complete.

Axis Europe must collate all the relevant information and present it to the PD in a timely manner in the format requested by the Client.

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- A brief description of the work carried out
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land)
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre or post tensioned members) and safe working loads for floors and roofs
- Hazardous materials used (e.g. lead paints and special coatings)
- Information regarding the removal or dismantling or installed plant and equipment (e.g. any special arrangements for lifting such equipment)
- Health and safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire fighting services etc.
- Information and as built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors)
- Hazards in dismantling or demolition
- Project directories including subcontractor details
- Operation and maintenance information
- Testing and Commissioning certificates
- RAMS
- Restrictions to the works, including the site, local authority etc.

Appendix1- Summary of roles and duties under CDM Regulations 2015

CDM Duty holder	Summary of role/main duties
<p>Clients are organisations or individuals for whom a construction project is carried out</p>	<p>Make suitable arrangements for managing a project. This includes:</p> <ul style="list-style-type: none"> - Other duty holders are appointed - Sufficient time and resources are allocated <p>Make sure</p> <ul style="list-style-type: none"> - Relevant information is prepared and provided to other duty holders - The principal designer and principal contractor carry out their duties - Welfare facilities are provided
<p>Designers are those, who as part of a business prepare or modify designs for a building, product or system relating to construction work</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during</p> <ul style="list-style-type: none"> - Construction and - The maintenance and use of a building once it is built <p>Provide information to other members of the project team to help them fulfil their duties</p>
<p>Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project</p> <p>This includes</p> <ul style="list-style-type: none"> - Identifying, eliminating or controlling foreseeable risks - Ensuring designers carry out their duties <p>Prepare and provide relevant information to other duty holders</p> <p>Provide relevant information to the principal contractor to help them plan, manager, monitor and coordinate health and safety in the construction phase</p>
<p>Principal contractors are contractors appointed by the client to coordinate the construction phase of a project which involves more than one contractor</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes</p> <ul style="list-style-type: none"> - Liaising with the client and principal designer - Preparing the construction phase plan - Organising cooperation between contractors and coordinating their work <p>Ensure</p> <ul style="list-style-type: none"> - Suitable site inductions are provided - Reasonable steps are taken to prevent unauthorised access - Workers are consulted and engaged in securing their health and safety - Welfare facilities are provided

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<p>Contractors are those who do the actual construction work and be either an individual or a company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor</p> <p>For single contractor projects, prepare a construction phase plan</p>
<p>Workers are the people who work for or under the control of contractors on a construction site</p>	<p>They must</p> <ul style="list-style-type: none">- Be consulted about matters which affect their health safety and welfare- Take care of their own health and safety and others who may be affected by their actions- Report anything they see which is likely to endanger either their own or others health and safety- Cooperate with their employers, fellow workers, contractors and other duty holders

Appendix 2- Site Rules



GENERAL SITE SAFETY RULES

1. Upon arrival, report to site office, sign in and attend site safety induction.
2. Axis IDs and corporate clothing must be worn at all times.
3. Attend all Toolbox talks when requested by Site Manager.
4. Do not put yourself or others at risk.
5. Appropriate PPE to be worn at all times.
6. Permission must be obtained from Site Manager prior starting any work on site.
7. All accidents/incidents/near misses must be reported to Site Manager who will record the event in the site accident book.
8. Consumption of alcohol or illegal substances on the site or in the working area(s), or being under their influence is prohibited. Known side effects from drugs prescribed by a GP must be notified to the Site manager.
9. Personal audio devices (such as iPods) are not to be used.
10. RAMS and COSHH assessments are to be signed by operatives.
11. Offensive or inappropriate language and provocative gestures are not allowed.
12. Access ways and working areas are to be kept clean and.
13. Smoking will be allowed only in designated areas.
14. Safety signs and notices must be followed. Emergency evacuation routes must not be obstructed at any time.
15. The workforce must only use BS131 or Class1 ladders that are in good condition, tied and extend beyond the step off point in the proper manner.
16. All debris or waste must be cleared at the end of the day or shift and their working areas to be kept tidy.
17. Copies of waste transfer/carriage notes and a copy of the carrier's license must be forwarded to the Site Manager and copied to the Project Safety File. Potentially hazardous waste must be removed and disposed of in

strict accordance with the recommendations of the manufacturer / supplier.

18. Sign out and return PPE upon leaving.

19. Axis Site Safety Rules will be in conjunction with (and where necessary superseded to the higher level of protection) the client rules