

Fordingbridge Plc
Arundel Road
Fontwell
Arundel
West Sussex
BN18 0SD

Telephone: 01243 554455
Fax: 01243 554433

info@fordingbridge.co.uk
www.fordingbridge.co.uk

Registered Company No: 2450755

Health and Safety

Fordingbridge is committed to designing the highest standards of health and safety into everything we do. The following document includes:

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* Contractor Appraisal Questionnaire Evaluation Form	12
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For our BSC Certification, please see our 'Accreditation and Certification' section

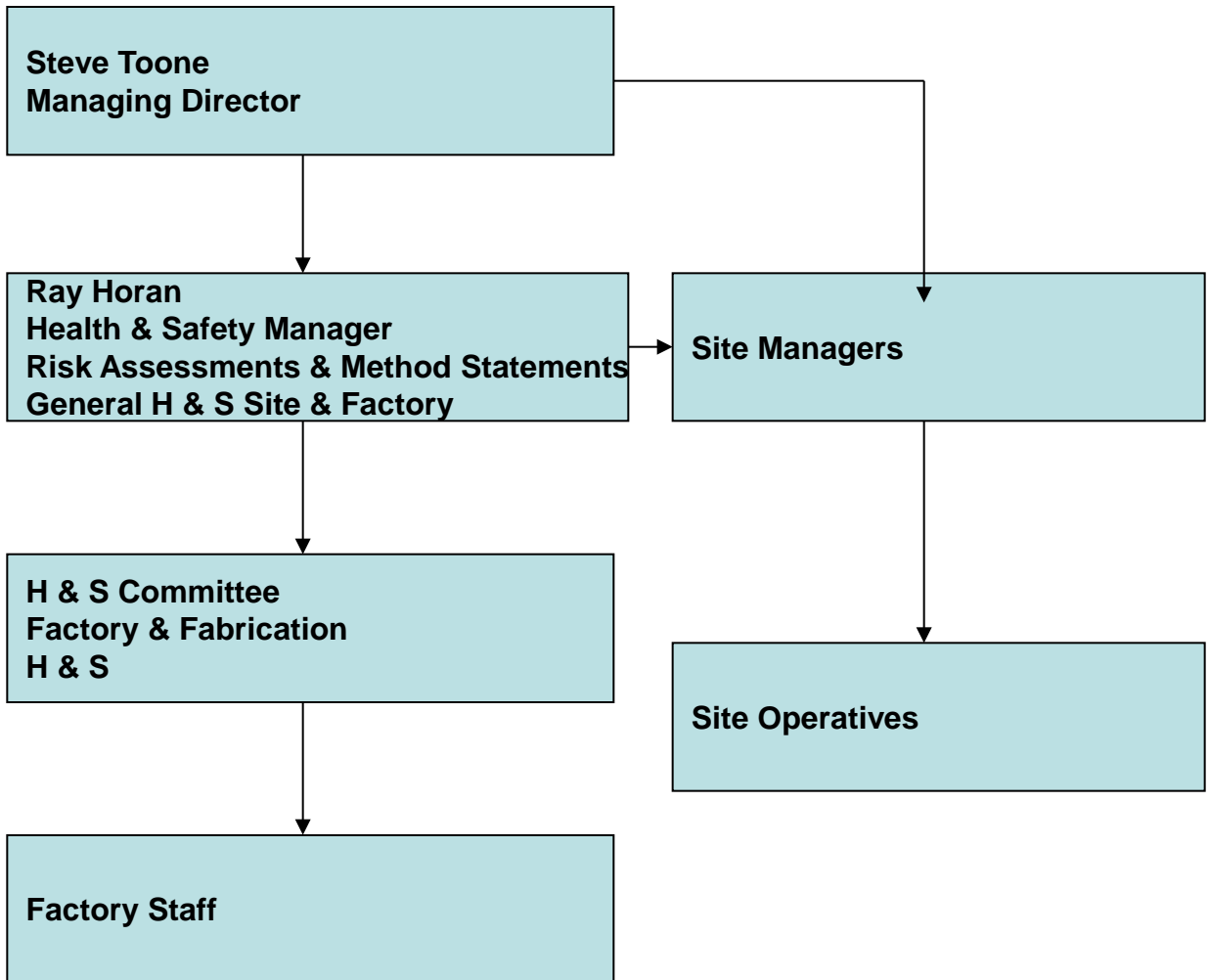
For our Health and Safety Statement, please see our 'Policies' section



HEALTH & SAFETY INFORMATION

Name	Ray Horan
Position	Health & Safety Manager
Telephone direct	01243 558191
Facsimile	01243 554433
Email	rayhoran@fordingbridge.co.uk
Qualifications	NEBOSH IOSH
Competence	Full time Health & Safety Manager for Factory and sites
Association	Fordingbridge is a member of the British Safety Council
Policy	Reviewed annually, presented to employees on induction and signed for upon receipt
Method Statements	In-house
Risk Assessments	In-house
PPE	Provided for all employees
CSCS cards	90% of site workers hold cards
Accidents / Incidents	Documented for 10 years
Committee	In-house elected Health & Safety Committee meets regularly to discuss issues raised by employees
Performance	Regular benchmark meetings and assessments with associated companies

FORDINGBRIDGE PLC HEALTH & SAFETY ORGANISATION CHART



Document name	Author	Date 1st issue	Issue Number	Date of Amendment	Date issued	Number of issue
H&SO	RH	March 2011	1	8/10/13	8/10/13	2

ACCIDENT AND INCIDENT FIGURES

Year	Minor Injuries - less than 3 days off work	7day RIDDOR reportable	Reportable Diseases	RIDDOR major injuries	Fatal injuries	Total number of employees
2014	1	None	None	None	None	30
2013	2	None	None	None	None	35
2012	3	None	None	None	None	35
2011	9	None	None	None	None	36
2010	5	1	None	None	None	39
2009	3	None	None	None	None	42
2008	8	None	None	None	None	43
2007	7	2	None	None	None	40
2006	12	2	None	None	None	42
2005	14	2	None	1 (Contractor)	None	36
2004	20	2	None	None	None	34
2003	19	5	None	None	None	32
2002	8	4	None	None	None	33
2001	12	1	None	None	None	31
2000	19	1	None	None	None	31
1999	14	None	None	None	None	29

Assessment No: RA06	Issue No: 1	RISK ASSESSMENT RECORD
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Hazard / Work activity Assessed	<u>STEEL ERECTION AND CLADDING</u>
Location	

LIKELIHOOD: 1= HAZARD IMPROBABLE, 2= HAZARD MAY OCCUR IN TIME, 3= HAZARD LIKELY / FREQUENT

SEVERITY: 1= HAZARD MINOR / NO INJURY, 2= HAZARD MINOR INJURY ABSENCE FROM WORK MEDICAL ATTENTION REQUIRED, 3= MAJOR INJURY OR FATALITY

KEY: MULTIPLY LIKELIHOOD BY SEVERITY TO OBTAIN RATING

1-2 = LOW RISK 3-4 = MED RISK ABOVE 4 = HIGH

SIGNIFICANT RISKS	RISK RATING	WHO MAY BE AFFECTED	No's
1) INJURY FROM FALLING MATERIALS	2 X 3 = 6 H	FORDINGBRIDGE STAFF	MAX 6
2) FALLS FROM HEIGHT (OPERATIVES/MATERAILS)	2 X 3 = 6 H	OTHER CONTRACTORS	VARIABLE
3) LIFTING OPERATIONS	2 X 3 = 6 H	VISITORS TO SITE	VARIABLE
4) STRUCK BY MOVING EQUIPMENT	3 X 3 = 9 H		
5) INADEQUATELY SUPPORTED MATERIALS	1 X 3 = 3 M		
6) SLIP/TRIP/FALL	2 X 2 = 4 M		
7) MANUAL HANDLING	2 X 2 = 4 M		

CONTROL MEASURES	RESIDUAL RISK
1. Ensure suitable equipment, e.g. telehandlers, genie lifts, telescopic booms and scissor lifts or scaffold towers are chosen for the tasks.	1 x 3 = 3 M
2. A safe working area must be determined and suitably secured by fencing/hoarding to prevent unauthorised access. No other trades are to work in the area unless a permit to work is issued.	1 x 3 = 3 M
3. Plan all lifts of materials carefully and ensure each piece is secure before leaving.	1 x 3 = 3 M
4. Use trained banksmen when required.	1 x 3 = 3 M
5. All work at height will be from within either a scissor lift , telescopic boom or access tower	1 x 3 = 3 M
6. Harnesses must be worn at all times when working from within a telescopic boom and is Best Practise when working from scissor lifts. Access towers must not be moved if materials or personnel are on them. Install fall arrest safety nets to steel work if having to work from within the gutters.	1 x 3 = 3 M
7. Ensure areas are clear to work in and that any manual handling is planned and avoided if possible	1 x 2 = 2 L
8. PPE –hard hats, hi visibility jackets, safety boots and gloves must be worn at all times. Other PPE to be used as required	1 x 2 = 2 L

INFORMATION, INSTRUCTION AND TRAINING
1. All Operators to be trained and competent and able to produce documentation and certificates
2. Under no circumstances operate machinery if taking medicines that can affect your capabilities.

PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT			
Hard Hat	X	Masks	
Boots	X	Reflective vests	X
Gloves	X	Knee pads	
Goggles/Visor		Harnesses	X
Overalls			
Ear Defenders			
REMEMBER THAT PPE IS ALWAYS THE LAST RESORT			

SAFE WORKING PROCEDURE DOCUMENTS
ADDITIONAL RISK ASSESSMENTS

Completed by	Ray Horan	Date	30/05/2007 Reviewed 03/01/2014
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METHOD STATEMENT AND RISK ASSESSMENTS

CLIENT XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXXXXXX
 XXXXXXXXXXXX

CONTACT NAME XXXXXXXXXXXX
 XXXXXXXXXXXX
Email:

SITE ADDRESS AS ABOVE

This method statement is to be read in conjunction with the Fordingbridge plc Health and Safety Policy for Sub-contractors and any Health and Safety information provided by the Client

The methods outlined in this statement will only be undertaken by persons qualified or deemed to be experienced in this type of work. If any problems arise from the use of this statement then they must be referred to the Health and Safety Manager at Fordingbridge plc, who will revise and re-issue the statement to all those concerned.

All works will be done in accordance with the Health and Safety at Work Act 1974 and all Regulations and Approved Codes of Practice relevant to this project

ALL OPERATIVES MUST HAVE READ AND UNDERSTOOD THIS DOCUMENT PRIOR TO COMMENCING WORKS. NO VARIANCE TO ITS SEQUENCE OR METHOD OF WORKING IS TO BE MADE WITHOUT PRIOR CONSULTATION AND AGREEMENT BETWEEN ALL PARTIES INVOLVED.


METHOD STATEMENT PROFORMA

Fordingbridge job no.	6053
Type of building (Garden Centre, walkway, school tensile etc)	Garden Centre Building
Brief Description (Is it timber, steel, clad with fabric, insulated? etc.)	522m sq Timber framed insulated retail garden centre building. Including ground works.
Date written	03/01/2012
Completed by	Ray Horan Tel: 01243 558191 Email: Rayhoran@fordingbridge.co.uk
Designer (s) (Include email and mobile details)	Fordingbridge plc Tel: 01243 554455 Email: info@fordingbridge.co.uk
Project start date	Week Commencing: 09/01/2012
Project Manager (Include email and mobile details)	Fordingbridge plc Tel: 01243 554455 Email: info@fordingbridge.co.uk
Erectors details (Include email, mobile and team member names)	Valentine Naktinis Tel: 07738 835882 Maris Balders Ivo Veide
Erectors competency / training (Do they have CSCS /CPCS cards IPAF, PASMA etc? Induction training will be required if carrying out work for a Principal Contractor	Valentine Naktinis CSCS IPAF PASMA CITB Site Safety Maris Balders CSCS IPAF PASMA Ivo Veide CSCS IPAF Emergency First Aid
Welfare facilities	Provided by Fordingbridge Plc

HOW IS THE WORK TO BE DONE

Include details of plant and equipment, materials to be used, storage, access and sequence of operations

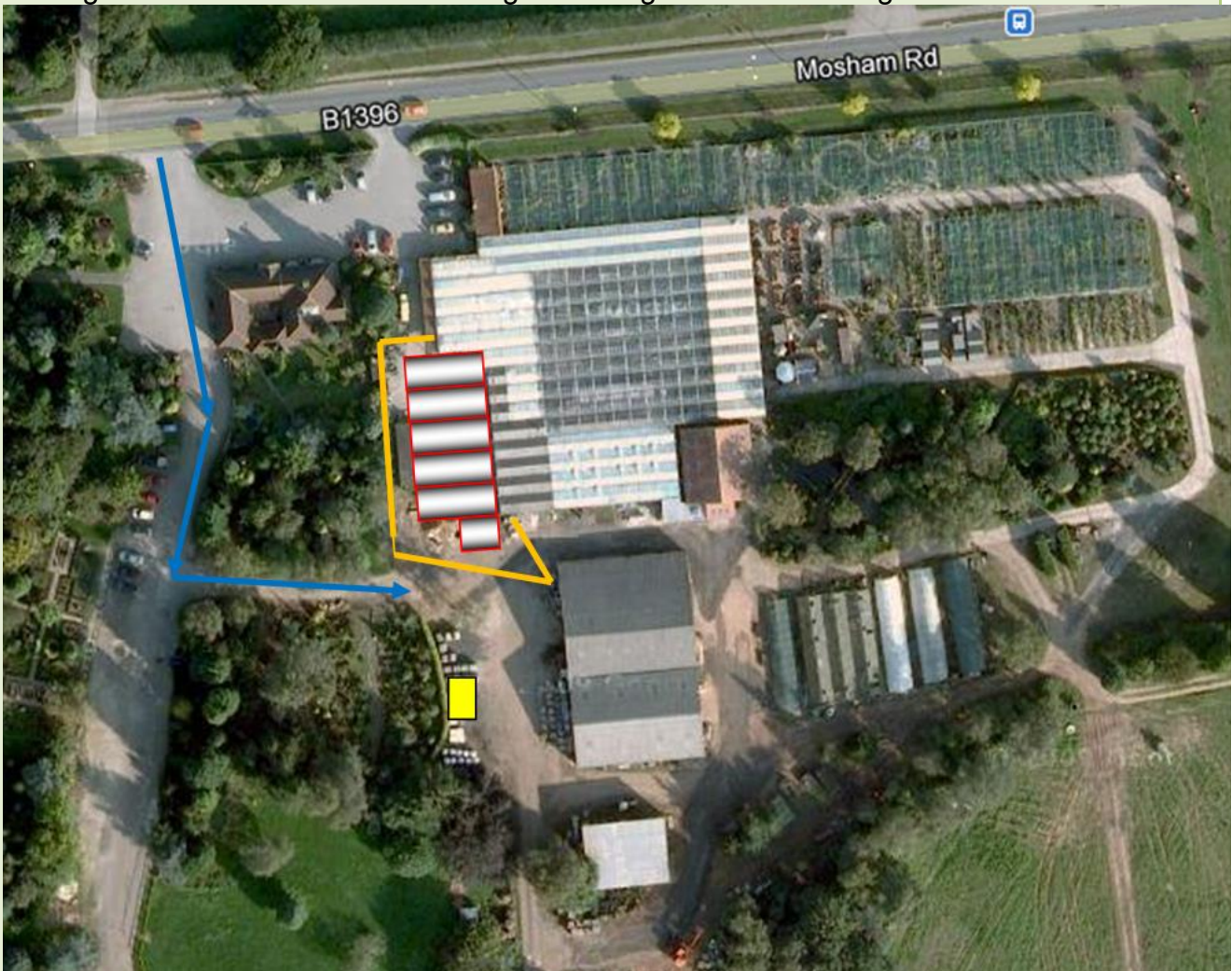
Impact on other work areas

Will the project create hazards to other areas? Give details and control measures

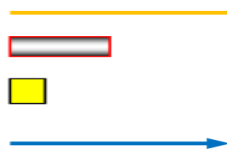
The new structure is to be built adjacent to an existing glass house used as part of the retail sales area and stores of an existing Garden Centre.

Site layout is illustrated in the photo below.

This area will be fenced off and the internal glasshouse area next to the construction work will be isolated from customers and staff of the Garden Centre. As a secondary precaution, sterling board or similar will be fitted against the gable ends of the glasshouse.



Legend



Site Boundary
New Structure
Welfare unit
Route onto site

Access to site will be pre planned to ensure minimal disruption to the Garden Centre

Vehicles accessing and exiting the construction area must be carefully managed with Banksmen where necessary through the car park

The main posts, beams, trusses and cladding will be delivered to site by truck and offloaded in the secure compound using a telehandler.

The frame and panels will be installed using a Compact Crane and associated lifting tackle to comply with the Lifting Operations and Lifting Equipment Regulations (L O L E R).

Access to height for bolting together the framework and cladding the final structure will be from within all terrain mobile elevating work platforms (scissor lifts or “cherry pickers”) and scaffolding with edge protection to comply with the Work at Height Regulations 2005 and any Approved Codes of Practice.

Fall arrest safety nets will be used when working on the roof if required.

All types of equipment will only be used by competent personnel who have been suitably trained and hold valid plant and equipment licences

All work equipment will comply with The Provision of Work Equipment Regulations and Approved Codes of Practice.

Risk Assessments

Have all foreseeable risks been assessed? Provide details of R A's including COSHH

RA02 RA03 RA04 RA05 RA06 RA07 RA09 RA70 RA71
RA75 Crane Lift Plan
COSHH Hilti resin COSHH Firestone bonding adhesive

Plant and Equipment

Provide details of all types of plant and equipment required

7mtr telehandler
Unic URW-376 compact crane
Cladboy vacuum panel lifter
Scaffolding
Scissor lifts
Tower Scaffold
Fall arrest safety netting.

Permits to work

Will any special permission be required to carry out tasks? If yes, provide details.

To be issued as and when required

Personal Protective Equipment

Describe the types of PPE required
Some Principal Contractors may require in their site rules that certain types must be worn at all times.

Hard hat, Hi Vis jacket, safety boots worn at all times on site.

Gloves, ear & eye protection, face masks and any other task specific PPE to be worn as required and to comply with the risk assessments

Delivery of plant and materials

Vehicles will be unloaded using a banksman to ensure safe unloading methods
Unload materials using telehandler or hi ab on the truck.
Any manual handling to be planned.
Use trolleys to move materials around if required.
Ensure a secure area in which to store materials

<p>Groundwork (Complete if works to be carried out by Fordingbridge contractors) Provide details of the ground conditions, security of site, has a ground survey been done? How will spoil be removed? Etc.</p>	<p>Pads have been excavated and filled with concrete ready for the fitting of anchor bolts and footplates. Once these have been installed the ground will be made ready for the concrete floor slab to be laid.</p>
<p>Erection of framework Highlight any access problems to site and how they can be controlled Describe how materials will be delivered offloaded and stored. Include sequence of erection and what equipment will be used.</p>	<p><u>Timber Frame Installation</u> All lifting sequences will be by Unic crawler crane and access to height for personnel will be from within scissor lifts or scaffold tower.</p> <p>Set up the Crawler crane as per the lift plan.</p> <p>Set out the positions of the timber post base plates, drill suitable holes in the foundations, and install resin anchors and leave to set.</p> <p>Lift each base plate onto the anchor bolts and fix down with nuts and washers.</p> <p>Starting at a predetermined point, connect a sling to the top lug of each stanchion and lift with the crane onto the preinstalled base plates and bolt together. Adjust the position and make plumb and square by adding packing plates then secure the nuts and washers.</p> <p>Using the crane and sling, lift each of the eaves beams onto the rebates in the posts and bolt together.</p> <p>Similarly attach the lower level beams to the posts.</p> <p>Lift each timber arch onto the tops of the timber posts and bolt together. Check framework for plumb and square and tighten all connections.</p>
<p>Cladding Describe cladding process and any hazards that will be encountered e.g. adverse weather, high winds, frost etc. that will affect the work and the programme.</p>	<p><u>Wall cladding</u></p> <p>Starting at the gable ends of the building, panel bearers will be fixed to the concrete slab at intervals to support the composite wall panels at low level</p> <p>Using the crane and cladboy, the first composite panel will be lifted vertically, positioned and hidden fixed into the gable end arch and the concrete pad with appropriate Tex screws.</p> <p>The remaining panels will be fixed in a similar manner. When all the gable panels have been installed, the tops will be cut with a reciprocating saw to form the curved roof profile.</p> <p>All side walls will be installed with the crane and cladboy and fixed to the eaves beams and lower beams.</p>

	<p>When all the panels are in place the windows and doors will be installed and flashings fitted where necessary. Separate Method Statements and Risk assessments will be provided for this.</p> <p><u>Roof Cladding</u> Access to height will be from scissor lifts.</p> <p>Starting at one side of the building, a Kingspan panel will be lifted onto the roof with the Unic crane and clad boy and fixed with Tex screws by personnel working from within scissor lifts. The next section of panels will be fixed in the same manner until the roof is fully clad.</p> <p>When all the panels have been installed, scaffolding with working platforms will be erected along the sides of the structure. Edge protection will be provided at the gable ends, the roof section over hangings and the apertures for the high level windows.</p> <p>A separate method statement will be supplied by the appointed scaffold company for these.</p> <p>Once the scaffold has been installed, the panel joins will be sealed with a polysulphide gasket and tape. An EPDM waterproof membrane will then be adhered to the panels.</p> <p>Gutters will be formed along the low points in the roof panels and any additional flashings will be installed.</p> <p><u>Windows and Doors</u> Windows and doors will be installed by others. A method statement to follow.</p>
<p>Checklist of inclusions:</p> <p>Risk Assessments:</p> <p>Drawings:</p> <p>Personnel Certs.</p>	<p>Yes /No</p> <p>Yes</p> <p>Yes (Typical)</p> <p>Yes</p>

METHOD STATEMENT COMPILED BY



RAY HORAN

DATE 03/01/2012




Please give details of all personnel involved with the works described above

Ensure all staff have read and understood this method statement and risk assessments plus any other relevant information provided by the Main Contractor or the Client

Full Name	Trade	Signature

CONTRACTOR APPRAISAL QUESTIONNAIRE EVALUATION FORM

Contractor name:	Gable Fall Safe Ltd		Address of project:	Mudford Rd Yeovil	
Quote/job number:	6465/02		Questionnaire completed by	Neil Wilson Director	
PQQ received	16/04/13				
Description of work to be undertaken:	Installation of Fall Protection Systems				
	Satisfactory	Not satisfactory	N/A	Comments/Action needed	
Scope of works	✓				Approved
Health and Safety information	✓			External Advice Policy statement received	Approved
Accreditations & membership e.g. CHAS	✓			Copy of cerst. submitted	Approved
Skills and training	✓			Evidence provided CSCS etc	Approved
Insurance	✓			£10million Employers liability £5million Product liability	Approved
Any enforcement notices?	✓			None	Approved
Sample method statement	✓			Provided	Approved
Accident records	✓			Provided	Approved
Subcontracting work	✓			Not done	Approved

Additional comments					
I confirm that the Contractor Appraisal Questionnaire submitted by: GABLE FALL SAFE Ltd is approved.					
Evaluator name (PRINT):	Ray Horan		Evaluator signature:		
Job title:	H&S Manager		Date of this evaluation:	18/04/213	

CONTRACTOR APPRAISAL QUESTIONNAIRE

PLEASE COMPLETE THE FOLLOWING SECTIONS AND SUPPLY RELEVANT INFORMATION AS REQUESTED. ON COMPLETION

**PLEASE RETURN TO : Ray Horan (Health & Safety Manager)
rayhoran@fordingbridge.co.uk**

Section 1	
1. Company details	
Full company name:	Trading address:
Tel No :	Fax No :
Website :	Email address :
Scope of work:	
2. Number of employees (including directors):	
3. Who in your organisation is ultimately responsible for health and safety?	
Name:	Position:
4. Who is appointed to provide competent advice on health and safety matters?	
Name:	Contact details:
Position:	Qualifications: <i>(attach separate details if preferred)</i>
5. Attach details of your experience in the field of work.	

6. Supply contact names and addresses of two organisations that you have carried out similar work for in the past 18 months. If you have worked for Fordingbridge in the last 12 months please ignore this question.

Client name:	Client name:
Address:	Address:
Tel:	Tel:
E-mail:	E-mail:
Nature of contract completed:	Nature of contract completed:

7. Are you a member of a Health and Safety Assessment Scheme, i.e. CHAS, SafeContractor, NHBC Safemark, EXOR, Constructionline or SMAS Worksafe?

Yes No

If "Yes" please attach certificate

Note. If "Yes" you may skip Section 2

8. Details of trade/professional organisations of which your company is accredited by or is a full member of (including membership numbers):

9. Details of licences or certificates for specific types of work, e.g. asbestos, gas (where applicable):

10. Does the company undertake work on construction sites?

Yes No

If "Yes", do all workers have an appropriate CSCS safety passport?

Yes No

11. Attach copies of current Employers' and public liability insurance certificates (and as applicable, contractual all risks, professional indemnity, product liability)

12. Supply a copy of your organisation's health and safety policy statement and, if applicable, the index of your health and safety procedures manual. It is a legal requirement to have a written Health & Safety Policy if you employ more than four people.

13. Attach details of any health and safety enforcement notices received or prosecutions over the past two years. Use a separate sheet if required

14. Supply a worked example of a method statement and associated risk assessment for work similar to which you would expect to undertake for us if selected

15. Attach details of numbers of RIDDOR reportable accidents/incidents reported by or on behalf of your organisation over the past three years. In the case of fatalities please attach details separately of the actions taken to resolve deficiencies

16. Are all your staff CRB checked? Yes No

This is required on some of our sites and all personnel should have this and you maybe required to show your certification.

Section 2 If you answered “Yes” to Question 7, you may skip this section	
17.	Supply examples of specific risk assessments for work with hazardous substances and for manual handling tasks (if applicable)
18.	Attach details of your accident reporting and investigation procedure
19.	Attach details of your arrangements for health and safety inspections of site work
20.	Attach details or evidence of your arrangements for consulting with staff on health and safety matters, e.g. details and example minutes of your health and safety committee meeting
21.	Attach summary details of health and safety or skills training for employees and managers undertaken within the last two years. Attach example certificates and copies of competence cards
22.	Does your organisation use sub-contractors for work on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, attach details of the work undertaken by sub-contractors, your arrangements for assessing the competence of sub-contractors used and for monitoring their ongoing health and safety performance
23.	Does your organisation use casual labour or temporary staff for work on site? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes”, attach details of the work undertaken by these staff, your arrangements for ensuring their competence and for monitoring their ongoing health and safety performance
24.	Can you confirm that you do not permit sub-contractors to appoint their own sub-contractors? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Note. If you are accepted on to our approved list, you will need to supply us with updated copies of your insurance certificate and Health and Safety Statement as they are renewed each year, in order to retain your place on our list.

Questionnaire completed by:

Name:

Telephone:

Position:

E-mail:

Signature:

Date: