

Acton Burnell, Frodesley, Pitchford, Ruckley and Langley Parish Council

Frodesley Bus Shelter replacement - project plan and health and safety file

Client: Acton Burnell, Frodesley Pitchford and Ruckley Parish Council

Client principal contact: Anna Morris, Parish Clerk

Principal designer and contractor: Adrian Evans

Date appointed: 19 September 2023

Works due to be undertaken: July/August 2024

Estimated length of project: 3 days on site, 16 days in total

Number or workers: 1 main, 2 additional when required

Notifiable to HSE?: No

Landowner: Shropshire Council

Contractor Insurance: Public Liability £5,000,000. No employer's liability insurance present as sole employee.

Preconstruction information

Existing structure construction date unknown. Wooden on concrete base.

Existing structure to be demolished and removed, maintaining existing base ~~and blockwork to 480 mm.~~ New like for like structure be installed, adding new blockwork to 450 mm. No trench work required.

No known risks from hazardous materials used in construction.

Services: Overhead cables to rear, none overhanging work area. Phone box to side has a power supply for defibrillator cabinet ~~is electrified.~~

Significant tree/vegetation growth and roots around working area. Earth built up behind structure.

Although 5m back from the road, location is considered to be highway. While not on road, road should not be blocked.

Work to be undertaken during school holidays (22 July-3 September 2024) when no bus services run during the week to avoid disruption to bus users. N.B. buses continue on Saturdays throughout school holidays, therefore some space should be left safely at front of site for passengers to wait for bus.

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Construction hours: while access to site is available 24 hours, consideration needs to be given to residents of neighbouring properties. Therefore, any noisy work should not be undertaken outside of the hours 9am-6pm. Nearest neighbours live at "Crossways" across road.

Environmental considerations: birds nest in shelter over summer. Netting to be installed in roof of shelter to prevent having to disturb new nests when shelter is removed.

Public access to phone box, defibrillator and post box should be maintained at all times.

Permissions required

Planning permission? No – works are permitted under Part 12 of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Section 171 Permission to excavate on highway – No excavation necessary

Section 50 Street Works Licence – no, Shropshire Council advises road space booking form will suffice

Road Space Booking Form – Yes – must be submitted at least 8 weeks prior to works start date <https://www.shropshire.gov.uk/roads-and-highways/road-network-management/application-forms-and-charges/road-space-booking-form/>

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Risk Assessment

Location		Activity				
Frodesley crossroads		Replacement of Frodesley bus shelter				
Number	Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Detail further action required to reduce risk	Revised risk rating H, M, L
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, for example young people or expectant mothers, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place. (See page 7 for guidance on rating the risk.)	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
1	Moving vehicles	Injury or death of contractor or road user due to collisions.	L	Bus shelter set about 5 meters back from road. High visibility clothing to be worn while on site.	Temporary fencing to be erected around site to avoid contractor accidentally stepping into road. No vehicles to be parked in locations which block the road while work is being undertaken.	L
2	Air borne contaminants, risk of infection from contaminated materials	Breathing difficulties resulting from dust inhalation or restricted visibility. Infection.	L	Correct protective clothing, e.g. dust masks and gloves, to be worn.		L
3	Falling objects	Physical harm from objects falling on head or feet	H		Remove structure roof plank by plank <u>and</u> walls in sections to reduce risk of collapse/falling. Sub-contractors to be used to help where necessary.	M

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4	Lone working	Harassment from members of public. Delay in getting help if contractor is injured or incapacitated for any reason.	M	Mobile phone to be carried at all times.	Nominate contact to check in at scheduled times mid-morning and afternoon to confirm safety when working on site. Parish Council to notify residents of Frodesley prior to work being undertaken.	L
5	Lack of facilities on site e.g. no toilet	Personal distress. Unable to continue visit. Reduced concentration.	L	Contractor may use facilities at father's house in Acton Burnell		L
6	Lack of/poorly maintained protective clothing/equipment	Not being seen. Personal injury.	H		Ensure all equipment required is in place and functioning correctly before starting work.	L
7	Dangerous terrain	Trips, falls, cuts, puncture injuries, broken bones.	M	Work in daylight only. Wear correct PPE.		M
8	Unattended/untidy work site	Injury from trips, falls or unauthorised use of tools.	M	No materials or tools to be left on site when contractor is not present. Site to be left tidy.	Work site to be fenced off with red netting to prevent public accessing site while contractor is not present. Entire old shelter structure to be taken away once dismantled.	L
9	Members of public	Injury or personal harm from trips or falls. Risk of death from not being able to access defibrillator when necessary.	L	Work to be undertaken during school holidays when use of shelter area is at lowest. No materials or tools to be left on site while unattended.	Site to be fenced off while for entire period of work. Public access to defibrillator <u>located in phone box adjacent to site</u> to be maintained at all times.	L

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10	Underground/ overhead utilities	Risk of electrocution Loss of electrical supply to defibrillator resulting in preventable death from heart attack.	L	Visual inspection suggests there are no overhead or underground services to be disturbed in specific work site.	Avoid any digging/work in vicinity to phone box where there is electricity supply to defibrillator.	L
11	Power and hand tools	Risk of injury or death from accident, misuse or malfunction.	L	Only battery tools to be used. Appropriate tools to be used for work.	Familiarise yourself with correct operating procedure for all tools before use.	L
12	Plants and animals	Allergic reaction, illness or injury from stings, bites, or cuts.	L	Wear appropriate PPE.	Undertake visual inspection of work site to identify potential hazards before starting work.	L
13	Working from height (scaffold)	Slip, fall from height, personal injury to back, head, limbs inc. death.	M	Ladders not be used. Tower scaffold with brakes to be erected to safely access higher areas. Correct PPE to be worn. Carry light tools in a shoulder bag or tool belt so that hands are free. Do not overreach.		L
14	Lifting	Personal injury	H	Correct PPE to be worn. Understand and use safe lifting techniques and weight limits.	Sub-contractors to be used to help where necessary to avoid risk to contractor from lifting heavy objects, particularly when new roof is fitted to shelter.	M

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Declaration

Prepared by

Adrian Evans

Date

22/4/2024

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, all staff have been informed and safe systems of work have been applied.

Risk rating

This is **your** evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
High For example, <ul style="list-style-type: none">fatality possible to one or more individuals however infrequentmajor injury to few individuals occurring frequentlylikelihood of long term muscular-skeletal problems affecting significant numbers of staff.	Immediate action required.
Medium For example, <ul style="list-style-type: none">major injury to one/few individuals occurring infrequentlylikelihood of long term muscular-skeletal problems affecting some staff.	Requires attention as soon as possible.
Low For example, minor injury occurring infrequently to few staff.	Not a priority, may need attention if not as low as reasonably practicable.

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Method Statement (typed up from hand written statement received from Adrian Evans on 4 May 2024)

30/4/2024

Adrian Evans
Pride Hill Barn
Alcaston
Church Stretton
SY6 6RW
07598 340910

JOB

New Shelter at Frodesley cross roads

This is a description of how I will do the job.

Take off noticeboards and store to be fitted in new shelter.

Take off bin and fix to road sign.

Erect tower scaffold with outriggers.

Using a pinch bar and lump hammer strip off roof boards one by one and place in the trailer making sure not to touch the sharp end of the nails.

Bend any protruding nails over.

Strip roof counter battens (rafters) one by one and place in trailer, nails as above.

Strip roof purlins one by one, place in trailer, nails as above.

Undo bolts if possible or cut with battery powered angle grinder (goggles to be worn), or hammer and cold chisel.

Put sections (sides and back) into trailer to be used as pattern for new shelter back at base.

Dig back soil from back and sides by hand using a mattock, spade, shovel and, if needed, a clay fork to approximately 15° batter slope.

Soil to be lost in scrubland behind shelter, as discussed.

Erect temporary fence (red plastic netting) using timer posts knocked into a barred hole with a sledgehammer.

Work out sizes to cut blocks, to be cut off site.

Bring blocks, building sand, cement, plasticiser, and mixer to site and water in 2 litre drums and wheel barrow.

Mix mortar 4 to 1 ratio.

Build dwarf wall 2 courses of 140mm solid concrete blocks doing back and both sides on existing pad.

Using a Marshalltown Philadelphia pattern laying trowel and W.H.S pointing trowel to point up.

Using levels to get upright and level and big squares and tape measure to get square.

And a line to run the back wall and sides in.

I will not put a D.P.C. between the block work and the existing concrete pad, it would be a weak point (and serve no purpose).

Construct 5 shelter sections at base; back, two sides, two roof sections.

Bring to site.

Put D.P.C. on block work.

Using additional worker(s), and platforms as necessary. Get enough man power to lift the sections into place, using any platforms necessary.

Bolt sections together using galvanised bolts.

Fit ply to back wall.

Fit seat.

Strap building down to existing base (not block work) using purpose made mild steel straps (painted black).

Put noticeboard back on.

Take down fence.

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Clean site of any mess.
Load all equipment onto trailer.
Leave as found or better.
Drive home steadily.

Adrian Evans.

Actions and requirements prior to work

Parish Council requirements:

- Adrian Evans to provide Public Liability insurance documents covering work period before starting work.
- Adrian Evans to complete Construction Phase Plan as outlined on next page prior to starting any work.
- Adrian Evans to share any changes to method statement, risk assessment or phase plan with Parish Council and to request any additional time to complete work safely, should it be required.
- Adrian Evans to ensure that any additional people recruited to help with job have been fully briefed on health and safety at work site and have read and understood the method statement and risk assessment.
- Adrian Evans to install netting in shelter roof to prevent birds nesting ASAP.

Actions for Parish Council:

- Check with Shropshire Council if it is OK to move bin to sign post
- Request new bus timetable case – contacted James Willocks at SC to request 28/4/24
- Find out if there are any requirements for temporary bus stop while work is being undertaken – contacted James Willocks at SC 28/4/24, he is conferring with bus company.
- Contact closest neighbours as courtesy to let them know when work will take place.

Actions for both

- Complete Shropshire Council road space booking form by 27 May 2024.

Construction Phase Plan (CDM 2015)

What you need to know as a busy builder

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a **construction phase plan** is required for every construction project. This does not need to be complicated.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

You will be responsible for:

- preparing a plan;
- organising the work; and
- working together with others to ensure health and safety.

You could be a builder, plumber or other tradesman, doing small-scale routine work such as:

- installing a kitchen or bathroom;
- structural alterations, eg chimney breast removal;
- roofing work, including dormer windows;
- extension or loft conversion.

A **simple plan** before the work starts is usually enough to show that you have thought about health and safety.

If the job will last longer than 500 person days or 30 working days (with more than 20 people working at the same time) it will need to be notified to HSE and it is likely to be too complex for this simple plan format.

The list of essential points below will help you to **plan** and **organise** the job, and **work together** with others involved to make sure that the work is carried out without risks to health and safety. It will also help you to comply with CDM 2015. You can use the blank template on page 2 to record your plan.

Plan

Make a note of the key dates, eg:

- when you'll start and finish;
- when services will be connected/disconnected;
- build stages, such as groundwork or fitout.

You will need to find out information from the client about the property, eg:

- where the services and isolation points are;
- access restriction to the property;
- if there is any asbestos present.

Working together

It may be useful to record the details of anybody else working on the job, including specialist companies and labourers.

Explain how you will communicate with others (eg via a daily update), provide information about the job, coordinate your work with theirs and keep them updated of any changes, eg:

- to site rules;
- to health and safety information;
- what you will do if the plan or materials change or if there are any delays;
- who will be making the key decisions about how the work is to be done.

Organise

- Identify the main dangers on site and how you will control them, eg:
 - the need for scaffolding if working at height;
 - how structures and excavations will be supported to prevent collapse;
 - how you will prevent exposure to asbestos and building dust;
- how you will keep the site safe and secure for your client, their family and members of the public.
- Make sure that there are toilet, washing and rest facilities.
- Name the person responsible for ensuring the job runs safely.
- Explain how supervision will be provided.

If you are unsure about how you can make your site safer, see www.hse.gov.uk/construction for more information and to download other Busy Builder sheets. See www.citb.co.uk for a free smartphone app *CDM wizard*.

PLAN	Your name/company		
	Name and address of client		
	Contact details of architect or principal designer		
	What is the job?		
	Is there anything the client has made you aware of?		
	Key dates: Start	Finish	Other
	Where are your toilet, washing and rest facilities?		
	Who else is on site – and their contact details?		
	Who will be the principal contractor?		
	How will you keep everyone on site updated during the job?		
WORKING TOGETHER	What are the main dangers on site, eg:		Hazard is present
	Falls from height		
	<ul style="list-style-type: none"> ■ Make sure ladders are in good condition, at the correct angle and secured ■ Prevent people and materials falling from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards 		
	Collapse of excavations		
	<ul style="list-style-type: none"> ■ Shore excavations; either cover or barrier excavations to stop people and plant falling in 		
	Collapse of structures		
	<ul style="list-style-type: none"> ■ Support structures (such as walls, beams, chimney breasts and roofs) with props; ensure props are installed by a competent person 		
	Exposure to building dusts		
	<ul style="list-style-type: none"> ■ Prevent dust by using wet cutting and vacuum extraction on tools; use a vacuum cleaner rather than sweeping; use a suitable, well-fitting mask 		
	Exposure to asbestos		
<ul style="list-style-type: none"> ■ If you suspect that asbestos might be present, don't start work until a demolition/refurbishment survey has been carried out ■ Make sure everyone on the site is aware of the results 			
Activities or workers requiring supervision			
<ul style="list-style-type: none"> ■ Who will be supervising? 			
Electricity			
<ul style="list-style-type: none"> ■ Turn electricity supply and other services off before drilling into walls ■ Do not use excavators or power tools near suspected buried services 			
Risks to members of the public, the client and others			
<ul style="list-style-type: none"> ■ Keep the site secure to prevent unauthorised access; net scaffolds, use rubbish chutes 			
Other dangers on site			
ORGANISE			

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

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