

# SaferSphere

## Today



HAPPY CHRISTMAS  
AND NEW YEAR FROM  
SAFERSPHERE

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health and safety file

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EXPERIENCE  
RANGING FROM  
MINOR PROJECTS  
OF £20K THROUGH  
TO MAJOR  
DEVELOPMENTS  
TO THE VALUE  
OF £500M



SaferSite:SaferSphere  
[www.safersphere.co.uk](http://www.safersphere.co.uk)





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# OUTSOURCED SAFETY SUPPORT AT A FRACTION OF THE COST

## CONTRACTOR SAFETY SUPPORT

Safer Sphere appreciates that the CDM Regulations 2015 and Health and Safety Legislation can be a burden to small and medium sized contractors. Such organisations rarely have the resource to employ internal Health and Safety professionals, meaning the burden is applied to those managing the organisation or supervising construction activities.

Our aim in this department is to reduce that burden by providing compliant Contractor CDM Safety Support, which enables contractors to make Health and Safety a simple process and gives them ability to concentrate their efforts in providing quality and cost effective solutions in their chosen field. Whether you are a "contractor" or acting as "Principal Contractor", Safer Sphere are here to help you!

### THE RANGE OF SERVICES AVAILABLE FOR CONTRACTOR CDM SAFETY SUPPORT INCLUDE:

#### LITE PACKAGE

- Provision of Competent Person in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.
- Annual audit of client competent health & safety advisor Reg 7 certificate.

- Access to advice by phone and email.
- Monthly safety bulletin

#### STANDARD PACKAGE *Lite Package Plus*

- Fully compliant Safety Management System.
- Monthly site audit.
- Accident and Incident investigations.
- Annual office / premises risk assessment and fire risk assessment.

#### PREMIER PACKAGE *Standard Package Plus*

- 1No. additional project site audit per month.
- Development of up to 2No. bespoke risk assessments / method statements / COSHH assessments.
- Assistance in obtaining or maintainingSSIP accreditation.
- Attendance at annual management meeting to review organisational H&S.

If the packages do not suit your particular needs then Safer Sphere can develop a bespoke subscription to suit your requirements, with additional ad-hoc services available when and where you need them.

Please contact Safer Sphere for any health & safety consultancy service  
fee quotations on **01744 768023** or email: **info@safersphere.co.uk**

# welcome!!



**THIS** month's Safer Sphere Today provides an insight into our business and provides topical bulletins with a festive twist. Included in this month's special Christmas and New Year edition is a look back at our project wins and completions in 2017.

Safer Sphere also shines the spotlight on Santa Claus when we complete a job risk assessment, we look at the job description for Santa, and we take a look at the construction phase plan and health and safety file in our December feature.

Safer Sphere also celebrates its 5th birthday this month which is a great achievement. We look forward to entering our 6th year in operation as we continue to grow.

We would like to thank all our clients for your support over the past year and look forward to working on new and innovative projects in 2018!

**Mike Forsyth**

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# Wins and Completions 2017 overview

## SALT HILL PARK AND LANGLEY LEISURE CENTRE

**CLIENT:** GT3 ARCHITECTS / WALKER SIME LTD

**CLIENT:** PRINCIPAL  
DESIGNER ADVISOR

WON



WON

## LIVERPOOL WATERS

**CLIENT:** PEEL LAND & PROPERTY /  
WALKER SIME LTD

**SERVICES:** STRATEGIC CDM  
ADVISORS

## PROCTOR & GAMBLE RESEARCH AND DEVELOPMENT CENTRE - READING

**CLIENT:** PROCTOR & GAMBLE

**SERVICES:** PRINCIPAL DESIGNER ADVISOR

WON

## SHEPWAY LEISURE CENTRE

**CLIENT**

WALKER SIME / GT3 ARCHITECTS

**SERVICES**

CLIENT CDM ADVISOR &  
PRINCIPAL DESIGNER ADVISOR

WON



## NOMA ANGEL MEADOWS

**CLIENT:** Far East

Consortium International

**SERVICES:** Client CDM Advisor  
& Principal Designer Advisor

WON





## CENTRAL MANCHESTER UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

### CLIENT

BRUNTWOOD

### SERVICES

CLIENT CDM ADVISOR AND PRINCIPAL  
DESIGNER ADVISOR

WON



## PROJECT ORPHEUS

### CLIENT

PEEL MEDIA/  
BUCKINGHAM GROUP

### SERVICES

CLIENT CDM ADVISOR AND  
PRINCIPAL DESIGNER ADVISOR

WON

## WORCESTER HOSPITAL

### CLIENT

ENGIE

### SERVICES

PRINCIPAL DESIGNER ADVISOR

COMPLETED



## DOCK 9 MEDIA CITY (ALCHEMIST)

### CLIENT

PEEL MEDIA DEVELOPMENTS

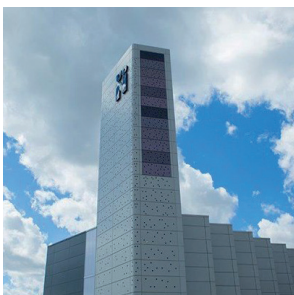
### CONTRACTOR

ARTEZ GROUP

### SERVICES

CLIENT CDM ADVISOR AND PRINCIPAL  
DESIGNER ADVISOR

COMPLETED



## UNIVERSITY OF NORTHAMPTON

### CLIENT

ICON OPERATIONS

### CONTRACTOR

KIER CONSTRUCTION

### SERVICES

CLIENT CDM ADVISOR AND PRINCIPAL  
DESIGNER ADVISOR

COMPLETED

## 2150 CENTURY WAY, LEEDS

CLIENT: NCC GROUP

SERVICES: CLIENT CDM ADVISOR

COMPLETED

Wins and Completions 2017 overview

## SAFER SPHERE HAS SOME SHOCKING NEWS; WE THINK KRIS KRINGLE IS RETIRING. WE SAW THIS VACANCY ON THE JOB BOARDS, WHAT DO YOU THINK?

### North Pole Ltd. — Job Description

## DIRECTOR, CHRISTMAS GIFT OPERATIONS (SANTA CLAUS)

#### Job Summary:

We are seeking a Director of Christmas Gift Operations to ensure the effective and efficient worldwide delivery of toys and presents to children on Christmas Eve. This position oversees the operations of a sophisticated manufacturing, assembly and distribution plant located in the North Pole. The successful candidate would need to provide leadership and direction to a large staff of elves, manage a fleet of magical reindeer and maintain effective communication with other influential children icons such as the Easter Bunny, Tooth Fairy, and Frosty. In collaboration with Mrs. Claus, the Director role should create a warm, hospitable and nurturing working environment at the North Pole.

#### Education, Training and Experience:

- Masters' Degree in Christmas Business Administration including significant training in the management of manufacturing, warehousing, distribution and delivery systems.
- Must also have the following safety training:
  - o Working at heights,
  - o Manual handling,
  - o Working in confined spaces
  - o Lone worker safety,
  - o Must be able to identify safety PPE for delivering down chimneys.

#### Knowledge, Skills and Abilities:

- Demonstrate knowledge of Christmas traditions around the world
- Demonstrate ability to determine who has been

naughty and who has been nice

- Ability to impose discipline as required by placing coal in stockings
- Must not be afraid of heights or flying
- Demonstrate ability to lead pointy eared staff with playful and mischievous tendencies
- Ability to emit a loud and heartfelt HO-HO-HO Merry Christmas at all times
- Ability to enter unnoticed in and out of people's homes every Christmas Eve

#### Personal Attributes:

- Must be chubby and jolly. Facial hair would be an advantage but not a necessity.

#### Working Conditions:

- Ability to work in cramped and confined spaces and sometimes hazardous environments such as chimneys, hearths, window ledges, and rooftops.
- Ability to eat and drink excessive amounts of milk, sherry and cookies

#### Remuneration:

- Free food and drink and the ability to drink on the job
- Uniform provided
- Sleigh flight training
- Joy to billions across the world

Please note before applying for this role that the workload peaks in December, so annual leave is not permitted until January. Any candidate with 'Grinch' in their name will not be considered.







## ELF AND SAFETY AT CHRISTMAS – FATHER CHRISTMAS RISK ASSESSMENT

As Safer Sphere's motto is 'Safer Site, Safer Sphere' we thought that we would apply this to the big guy in red. Santa comes down the chimney every Christmas Eve but has anyone completed a risk assessment on him? Fear not, Safer Sphere have broken down the role of Santa Claus and here are our findings:  
Let's start with Working At Heights, surely this would apply for his role? Even though he has reindeer pulling his sleigh, we also believe that a Lone Worker Risk Assessment should be completed. Mr Claus's role involves

the delivery of millions of gifts all over the world; some are rather large, and others are heavy, so we have to question whether he has received any form of Manual Handling training? When looking at his method of delivery, it would appear that most gifts are delivered via tall, thin chimneys. We would expect that Mr Claus have the appropriate harness and PPE to enable him to carry out this part of the role. After looking at Mr Claus's vehicle, we discovered that the sleigh did not have any safety lights or safety checks. As

the position requires an evening delivery, appropriate lighting should be fitted to the vehicle. On further investigation into the vehicle, we found that the sleigh was also not fitted with a horn, airbags or brakes, this poses a serious risk to planes and house roofs.

During our report, we also had reason to believe that Mr Claus also drinks on the job and we would recommend a breathalyser before departing from the North Pole. Our overall assessment: Pass (we really want presents).



# CONSTRUCTION PHASE PLAN AND HEALTH AND SAFETY FILE

During the pre-construction phase and before the site is set up, a Principal Contractor must make arrangements for a Construction Phase Plan to be drawn up. A Construction Phase Plan sets out the plans for Health and Safety and site rules, and if necessary, the industrial activities that will be taking place on the construction site, including specific measures where works fall within one or more of the categories set out in Schedule 3 of the Construction Design and Management.

## SCHEDULE 3 Work involving particular risks

1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk can be aggravated by the nature of the work or processes used or by the environment at the place of work or site.
2. Work which puts workers at risk from chemical or biological substances constituting a particular

*danger to the health or safety of workers or involving a legal requirement for health monitoring.*

3. *Work with ionising radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999(1).*
  4. *Work near high voltage power lines.*
  5. *Work exposing workers to the risk of drowning.*
  6. *Work on wells, underground earthworks and tunnels.*
  7. *Work carried out by divers having a system of air supply.*
  8. *Work carried out by workers in caissons with a compressed air atmosphere.*
  9. *Work involving the use of explosives.*
  10. *Work involving the assembly or dismantling of heavy prefabricated components.*
- During the pre-construction phase, the Principal Designer must prepare a health and safety file that is appropriate to the project and must contain information relating to the

project that is likely to be needed during any subsequent project, such as an extension, refurbishment or demolition. This pre-construction Health and Safety file must be reviewed, updated and revised to take into account the work and any changes that have occurred. During the handover from the pre-construction phase to the construction phase, the Principal Designer is responsible for assisting the Principal Contractor in preparing the Construction Phase Plan, including the gathering of pre-construction information obtained from the client and information received from any designers regarding residual risks that could not be eliminated during the design process. Appropriate review of the construction phase plan must be carried out by the Principal Contractor, any updates and revisions should be carried out to ensure that the construction work is carried out without foreseeable risk to health and safety. During the construction phase, the





Principal Contractor must provide the Principal Designer with any information that should be included in the Health and Safety file. Should the Principal Designer's appointment end before the end of the project, the Principal Designer must pass the Health and Safety file to the Principal Contractor. The responsibility for ensuring the Health and Safety file is appropriately reviewed, updated and revised will then fall to the Principal Contractor. At the end of a project, the Principal Designer or in his absence the Principal Contractor must pass the Health and Safety file to the Client.

#### Duties of a Principal Contractor in relation to health and safety at the construction phase

While construction work is being carried out, it is the responsibility of the Principal Contractor to plan, manage and monitor the construction phase and coordinate all matters of health and safety to prevent any risk to health or safety. Particular attention is required when several aspects are being programmed to plan items of work that may take place simultaneously, in succession or when estimating the time needed to complete the work/stages of the work. General 'principles of prevention' must be taken into account for all tasks. Organisation and co-operation between contractors will be necessary to fulfil their legal obligations. Self-employed people must also apply the 'principles of prevention' when complying with the Provisions of Part 4 of CDM15 (general requirements for all construction sites). It is the responsibility of the Principal Contractor to ensure that a suitable site induction is given and the

necessary steps are taken to prevent access by unauthorised persons to the site. It is also the responsibility of the Principal Contractor that the welfare facilities comply with Schedule 2 of the CDM Regulations and are provided throughout the construction phase.

As long as there is a Principal Designer appointed, the Principal Contractor must liaise with the Principal Designer and share information relevant to planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

#### Principal Contractor's duties to consult and engage with workers

The health safety and welfare of the workers engaged in construction work on site must be developed and maintained by the Principal Contractor. Promoting and checking the effectiveness of the measures that have been put in place will aid co-operation between contractors. The Principal Contractor will be responsible for ensuring that consultation with workers or their representatives are carried out in good time, even when this consultation has been carried out by a contractors employer, it will be seen as good practice to reiterate the points. Any information provided by the Principal Contractor to workers or their representatives can be inspected and copies taken, unless disclosure is prohibited by law.

#### Duties of Contractors

Any contractor is prohibited from working on a construction site unless he is satisfied that the Client is aware

of the Clients Duties under CDM15.

A contractor must plan, manage and monitor construction work carried out by his workers to ensure that it is carried out without risk to health and safety.

Where more than one contractor is working on a site, the contractor must comply with directions given by the Principal Designer or Principal Contractor and any parts of the construction phase plan that relate to the contractors work on a project. If there is only one contractor on a site, the contractor must take into account the 'general principles of prevention' when working simultaneously or in succession to other works and when estimating the time required to complete the works. If there is only one contractor, it is his/her responsibility to draw up a construction phase plan before setting up a site.

It is illegal for a contractor to employ or appoint a person to work on a project unless the person has been checked for competency, their necessary skills, knowledge, training and experience to carry out the task, securing the health and safety of that employee and others are not affected by his/her work. Supervision, instructions and information must be provided as necessary, including a suitable site induction, the procedures to be followed during a serious incident, information on risks to health and safety and risk assessments (Management of Health and Safety at Work Regulation 3) which must be provided before any construction work is carried out.



**Safer  
Sphere**

# IS YOUR PROJECT COMPLIANT?

## CDM CLIENT SUPPORT SOLUTIONS

**SAFER SPHERE HAS AN ARRAY OF EXPERIENCE IN DELIVERING CDM SUPPORT IN ACCORDANCE WITH THE CDM REGULATIONS 2015.**

We pride ourselves on delivering above and beyond the call of the CDM Regulations, our integration with the client project delivery teams and support provided to enable best practice solutions. Our delivery model ensures a superior service, competent advice and ultimately a project that meets with the very best practices of Construction Health & Safety.

### **CDM 2015 PROJECT CDM CONSULTANT SERVICES INCLUDE:-**

Acting as adviser to the Client in discharging their duties including:-

- Notify the HSE of the project via an online applications.
- Advise on and or collate the project Pre Construction H&S Information Pack on behalf of the client for issue to the project team.
- Assist with preparation of and advise the client as to the adequacy of the Construction Phase H&S Plan and welfare facilities developed by the

Principal Contractor.

- Monitoring of Principal Designer and Principal Contractor compliance.
- Advise on and or collate the project H&S File.

### **ADDITIONAL SERVICES WHICH A CLIENT MAY ALSO WISH TO CONSIDER:-**

- Stage 1 & Stage 2 Competence Assessments of duty holders against the requirements of PAS 91.
- PQQ / ITT H&S question setting for framework and or project tender enquiries.
- Independent Site Inspection and or Safety Audits of operations on site to ensure compliance.
- Liaison support with the Health & Safety Executive on behalf of the client.
- Client CDM training to assist client representative in understanding their duties under the CDM Regulations.
- Preparation of model contract / appointment clauses to hold designers and contractors to their duties and compliance.

Please contact Safer Sphere for any health & safety consultancy service fee quotations on **01744 768023** or email: **info@safersphere.co.uk**



# YOUR LEADING FULL SERVICE CDM & CONSTRUCTION HEALTH & SAFETY CONSULTANTS

CONTRACTOR CDM SAFETY SUPPORT

CDM CLIENT SUPPORT

E-LEARNING

PRINCIPAL DESIGNER CONSULTANCY

MONTHLY SAFETY BULLETIN

**Safer Sphere** are the provider of choice for competent, professional and holistic Construction Health & Safety Solutions with a difference. We are specialist CDM Consultants in all areas of health and safety in construction including Construction Design & Management (CDM) and Project Health and Safety (H&S).

Our focus is to assist the industry in compliance through best practice, to provide simple and innovative solutions to a clients needs. As one of the leading CDM consultants and Construction Health & Safety consultants we are driven by our commitment to clients, our belief that we can always improve on what has gone before and that we can truly deliver the ability for us all to operate within a Safer Sphere.

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**MIKE FORSYTH**  
MANAGING DIRECTOR

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