



Risk Statement for: 2019 Expansion Project at Marchants Hill

Date: 17th January 2019

Responsible Person: Kris Shipway - General Manager, Marchants Hill

Project Manager: Peter Thompson (Regional Property Manager), based at Alton Court.

Background:

Between January and September 2019 building work is taking place at Marchants Hill with the construction of a new guest accommodation block, a new staff accommodation block, a new kitchen with dining room expansion and new activity bases. The construction work will be taking place at the same time as the centre is open for guests.

This development project is registered with the Health and Safety Executive for the purposes of The Construction (Design and Management) Regulations 2015.

Risk Profile:

The following risks have been identified through PGL's risk assessment process. Implementation of the following procedures reduces the residual risk to a level as low as reasonably practicable.

Construction Areas; Risk of injury to contractors, delivery staff, staff, guests and public due to fire; working at height, excavations, storage of materials, hazardous substances, access to machinery.

- Construction areas securely fenced off with limited access creating a designated 'no go' area except for authorised personnel.
- Contractors to follow safe systems of work for all building work.
- Fire Risk Assessment and Controls amended to reflect scope and nature of project.
- Nominated contractor 'in charge' (Foreman) to control access to construction areas and ensure safe working practices being adhered to by all contractors.
- All contractors to undertake a form of risk assessment before commencing works. Unsafe works will be stopped immediately, and concerns discussed.
- All visitors and guests to be made aware of works through supervision and site tours, with out-of- bounds areas clearly shown.
- Staff and contractors aware of need to maintain secure boundary fencing, monitoring and immediately resolving issues noted.

Vehicles; Construction traffic / delivery vehicles causing a risk to pedestrians, unattended vehicles.

- All construction traffic to obey site speed limit, maximum 10 mph, with known guest crossing points communicated with contractors.
- Where possible construction vehicles will stay within construction areas.
- Designated road crossing points will be clearly defined and supervised by a PGL member of staff whilst crossing takes place.
- All reversing vehicles to have a 'banksman'.
- Vehicles will be locked when left unattended.
- All PGL Group Leaders to ensure that road safety is discussed with their group on arrival and safety monitored throughout their stay.



- Dynamic risk assessments to be carried out and any necessary additional control measures put in place if an increased number of delivery vehicles are expected. PGL will know about this in advance and will plan and communicate accordingly.
- Guest coach arrivals and departures present the highest risk for traffic streams crossing. PGL staff to directly manage car park, vehicular movements and any construction traffic during these periods.
- Controlled access at times will be required along the main driveway and into the coach park. Contractors and PGL to liaise when this is required (i.e. at times of high use).

Contractors:

- Will comply with our DBS policy for non-PGL staff.
- Are responsible for their own first aid.
- Will have wristbands showing approved presence on centre with dates marked.

Noise associated with building works causing disturbance to guests.

- Equipment to conform to relevant noise regulations to ensure a safe environment.
- Building and construction work which has the potential to disturb guests not to commence before 7.30am and be completed by 6.00pm.

Slips, trips and falls; e.g. around site due to mud caused by construction.

- Key guest routes, e.g. dining room and accommodation should be clear and as normal.
- PGL staff to carry out dynamic risk assessments and to then highlight hazards as necessary for guests to avoid.
- Roads and paths to be kept as clean as possible.

Monitoring Compliance / Auditing

- This risk statement will be reviewed every week until completion of the project.
- Health and Safety is a standard item in the monthly site meetings held between all parties.