



Construction Design and
Management Construction
Phase Health and Safety Plan

Tootle Courtyard

Document Control Sheet

Version	Detail	Date of Issue	Prepared By
1	Initial Submission	12.01.2022	James Cordingley
2	Protection to historic fabris included	27.01.2022	James Cordingley

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1.0 Health and Safety Plan

This Construction Phase Plan has been developed from the Pre-Construction information provided by the client and Principal Designer and will be further developed as the project progresses through the construction phase.

This Construction Phase Plan has been produced to comply with the Construction Design and Management (CDM) Regulations 2015, Regulation 12 (1) & (2) and is set out as appendix 3 in the HSE Guidance document, Managing Health & Safety in Construction (L153).

The Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting the site will be made aware of the availability of this plan and its contents.

This document will be clearly displayed and available to all persons working on and/or visiting the site. As the

Principal Contractor we will:

- Develop the Construction Phase Health and Safety plan into a working project document, ensuring that it contains all the necessary information.
- Make clear to all contractors and operatives on the site through site inductions both the Clients requirements and the Principal Contractor's site-specific rules. Project safety information will be disseminated through site inductions and weekly briefs / toolbox talks with operatives and contractors' representatives.
- Take reasonable steps to ensure that all contractors (including the self-employed) co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- Restrict site access to allow only authorised persons.
- Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations particularly where they may impact on others.
- Maintain the Safety Notice Board.
- Monitor the health and safety performance of persons and companies working on the project.
- Maintain the provision of training and safety information to all those on site that may suffer risk to their own health, safety and welfare whilst working on the project.
- Encourage an open-door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities which will put others at risk/cause them harm will be underlined.
- Provide any information on any temporary works.
- Facilitate the co-ordination, co-operation and communication between contractors on the site.
- Plan, manage and monitor the construction phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project.

1.1 CDM Standards and Objectives for the Project

It is the intention of TMT Commercial Contractors Ltd that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015.
- Facilities will be provided for both employer / employee and project team consultations on CDM matters, and information arising which has a health and safety / risk implication will be disseminated to those who may be so affected.
- Management of the project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the project.
- Expert advice and assistance will be obtained where necessary to discharge legislation and duties identified within the CDM Regulations.
- The works shall be completed in accordance with the quality standards specific to programme and budget as per client instruction.

1.2 Safety Standards and Objectives for the Project

TMT Commercial Contractors Ltd will, in undertaking the works aspire to:

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year.
- Comply with all current Health and Safety Legislation and Approved Codes of Practice.
- Ensure compliance with the Clients safety requirements.
- Work with and advise the client in his/her aspiration to provide a 'better environment' for his/her employees.
- Maintain safe and unimpeded access and egress on the site, particularly for emergencies, and minimise the disruption to neighbours (both vehicular and pedestrian).
- Police and co-ordinate, through our Site, Health and Safety coordinator that use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE).
- Carry out safety audits and inspections.
- Maintain adequate levels of welfare facilities to the work force, including contractors.
- Assess the impact of site activities on the environment and manage to minimise it.
- Identify and provide health and safety training to promote awareness of safety and others where necessary.

1.3 Health & Safety Policy Statement

TMT Commercial Contractors Limited (hereinafter called the Company) will take all reasonably practicable precautions to ensure the Health and Safety at work of its employees, whether at the company premises or when carrying out its business elsewhere and also recognises that a duty of care extends to other persons whilst they are on the company premises.

The responsibility for safety at work belongs to all company employees and to the employees of contractors variously employed. The company, through its employees also accepts responsibility for the health and safety of others affected by its actions.

To achieve these aims the company will:

Provide a safe working environment in the operation and maintenance of all equipment and facilities.
Establish safe systems of work
Ensure that all persons are competent to perform the duties expected of them.
Provide information, instruction, training, and supervision where appropriate.
Co-operate with their clients, employees, sub-contractors and others in the interests of Health & Safety.
Safe arrangements for the use of, handling, storage, and transportation of articles and substances.
To provide a safe place of work including access and egress.

The company expects all employees to conform to this policy and with The Health & Safety at Work Act 1974 and to exercise all reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions.

This policy will be reviewed annually or more frequently if required to reflect any changes in the nature and size of the business or new or amended legislation.

The company Directors have individual and collective responsibility in relation to all health and safety matters.

Print Name: Mr Tom Traynor

Signed:



Position: Managing Director Date

of issue: 1st January 2022

2.0 Summary Project Information

2.1 Project Name	Tootle Building Courtyard
2.2 Project Address	56 Oxford Street, Manchester, M1 6EU
2.3 Description and Scope of works	Refurbishment to the courtyard area that is in the centre of Lee House and Churchgate house including, uplift of paving throughout, removal of all seating areas and installing new seating, tables, free standing planters, trees and new lighting throughout the area. Decoration to applicable areas within the courtyard and cleaning of listed brickwork.
2.4 Existing Environment	See section 2.9
2.5 Previous Land Use	Not applicable for these works
2.6 Soil Investigation	Not applicable for these works
2.7 Surrounding Area	Offices, Apartments and Restaurants
2.8 Existing Services	Limited information has been provided
2.9 Existing Structures	7-storey Grade II listed building built in the neo baroque style in 1898 and connected to Broadhurst is the Lee Building an 8-storey Grade II listed building constructed in the 1930's. The buildings have been sympathetically modernised to offer high grade office and amenity spaces with basement and courtyard areas. The works are in an area that has listed features but no listed features will be impacted by the works that have been instructed.
2.10 Asbestos Report	Not applicable
2.11 Ground Conditions	Not applicable for these works
2.12 Existing Traffic Systems	Parking is limited to area within TMT site compound.
2.13 Programme of works	18 weeks

2.1 Details of Project Team

Client:	XLB Property Ltd
Address:	Silver House 2 nd Floor 31-35 Beak Street London W1F 9DP
Contact:	Paul Wheelan
Tel:	02071234789
Mobile:	
Email:	paul@xlbproperty.com
Principal Designer:	TMT Commercial Contractors
Address:	Watson House 45 Waterloo Road Stockport SK13BJ
Contact:	James Cordingley
Tel:	0161 430 2584
Mobile:	07753 314 023
Email:	James.cordingley@tmt-group.co.uk
Lead Consultant:	Planit I.E. Limited
Address:	Back Grafton Street, Altrincham WA14 1DY
Contact:	Lindsay Humblet
Tel:	0161 928 9281
Mobile:	
Email:	lh@planit-ie.com
Principal Contractor:	TMT Commercial Contractors Ltd
Address:	Watson House, 45 Waterloo Road, Stockport SK1 3BJ
Contact:	Jamie Norton
Tel:	0161 430 2584
Mobile:	07727 636 467
Email:	Jamie.norton@tmt-group.co.uk
Site Manager / First Aider	TMT Commercial Contractors Ltd
Address:	Watson House, 45 Waterloo Road, Stockport SK1 3BJ
Contact:	Lukasz Zlydaszyk
Tel:	0161 430 2584
Mobile:	07513642964
Health & Safety Manager	TMT Commercial Contractors Ltd
Address:	Watson House, 45 Waterloo Road, Stockport SK1 3BJ
Contact:	John Wride
Tel:	
Mobile:	07825770063
Email:	info@jandjbwride.com

2.2 Description of the project

- Site set up.
- Delivery of cabins to external carpark. Electrical, plumbing and drainage connections.
- Install OSB Protection over existing historic cobbles as per site plan drawing.
- Install herras fence panels around historic columns as per site plan drawing.
- Uplift and dispose of paving separate Rotal whitegranite silver grey , stack onto pallets and deliver to plant for specialist tumbling.
- Uplife and remove existing concrete benches, artificial turf area, planting, shrub areas and lighting columns.
- Install new drainage where appropriate to support new build up and existing drainage
- Install new steel planters including any structure required to base plates
- Install new hand rail to sloping ramp on decking area
- Supply and install new free standing seating and tables as per SOW
- Install new decking area
- Supply and install new drainage around decking area
- Complete soft landscaping throughout courtyard consisting of new soil to new planting areas and planting of trees
- Supply and install new ornamental, shade tolerant species to new planters.
- Supply and install new festoon LED lighting within the courtyard and all relevant wiring and containment
- Supply and install tree lighting as per proposed design.
- Install strip lighting withing mounting channel toilluminate from underneath steps
- Install lighting to planters
- Install new lighting to the entrance arches of the courtyard
- Install lighting to the underpass to illuminate and all associated containment
- Lighting to be controlled by DMX switches and photocell/ timelock
- Enableing works for lighting install including, 8way fuse board with main switches, removal of exisiting fixtures, armoured cables and associated glands.
- Inspections and testing of existing supply
- Testing and commissioning
- CCTV to undergo testing and commissioning. Any necessary ammndments to be made
- Decoration throughout courtyard including sifit, metal beams, windows, render, high level beams, gates, iron kerbs, previously painted concrete, canopy and fascia panels.
- Cleaning to all masonry within courtyard vicinity.
- Cleaning to all glazing
- Remove and replace broken drainpipes to canopy.

2.3 Programme

Premise's date available:	31 st January 2022
Construction Start Date:	31 st January 2022
Construction Programme:	18 weeks
Completion Date:	6 th June 2022
Approximate No of operatives on site:	8 - 12
Planned Handover:	6 th June 2022
F10 Required:	Yes.
Hours of Work:	Site opening hours 7am – 4pm. Any out of works to be confirmed with client and building management prior

	to works taking place.
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2.4 Existing Records and Plans

Limited information has been provided in relation to existing services. TMT Commercial Contractors Ltd are allowed to undertake all necessary further inspections / surveys in order to hold full and complete records.

Any additional information will be added to TMT Commercial Contractors Ltd site safety file to ensure it is available to the site manager.

2.5 Asbestos

An asbestos refurbishment and demolition survey will be carried out by TMT Commercial Contractors Ltd and a copy submitted to all relevant parties prior to commencement of works.

All operatives have received Asbestos Awareness Training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012. Any unidentified materials will automatically incorporate a ‘Stop Work’. The site manager will be informed, and the area will immediately be cordoned off.

3.0 Management Team Organisation & Responsibilities

3.1 Management Team Function

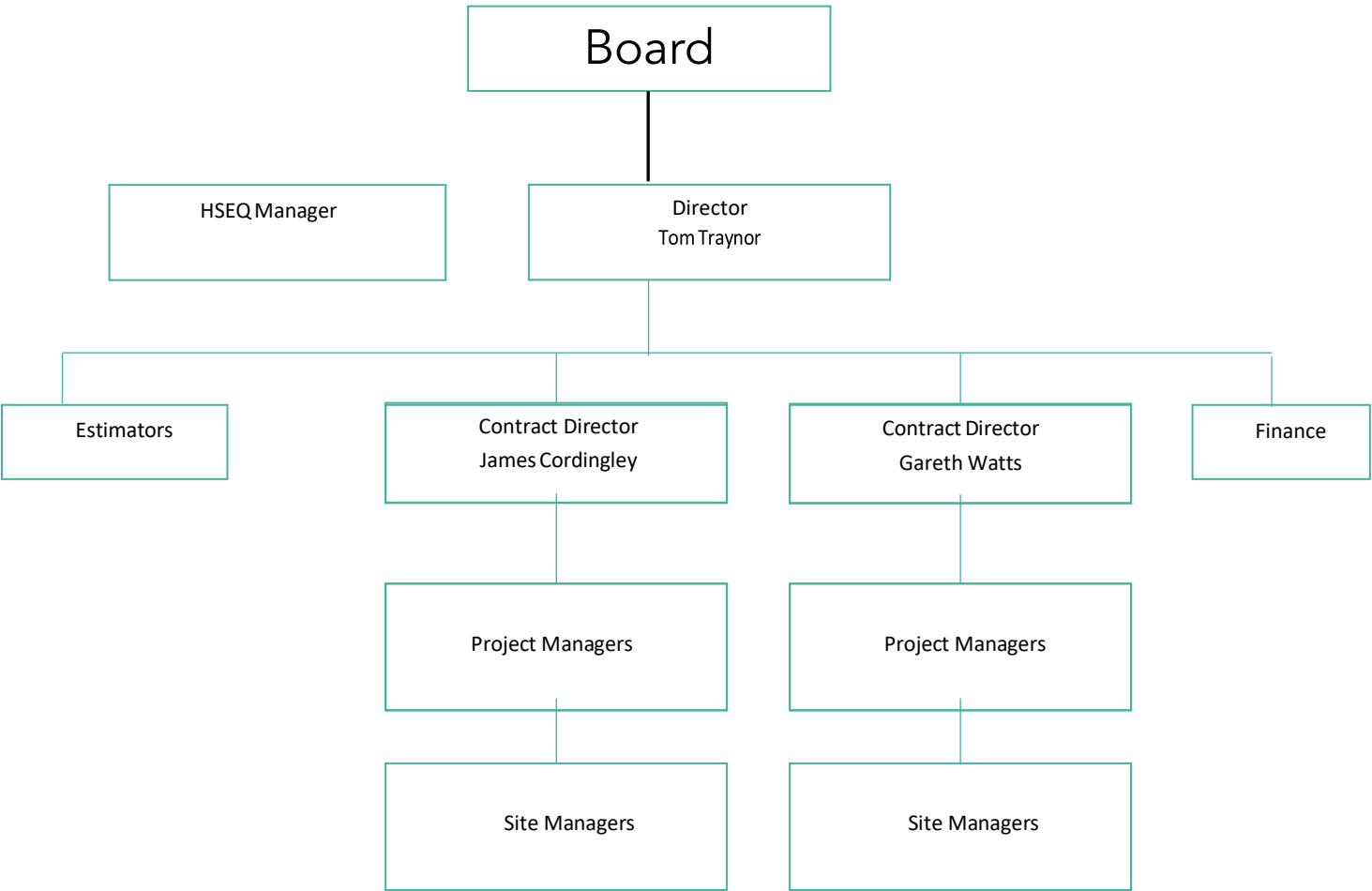
TMT Commercial Contractors Ltd have selected a team who have a wealth of experience with this type of project covering all disciplines which will be deployed in order to achieve the project goals.

The team function will:

- Integrate with the consultants to achieve the best solutions for the project.
- Works as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be achieved to meet the Clients expectations.
- Employ our depth of management knowledge and previous experience of undertaking similar projects to achieve the best outcome for the client.
- Bring the project in on time, and budget, to the client's aspirations.

Description	Person(s) Responsible
Project Manager	Jamie Norton
Site Manager	Lukasz Zlydaszyk
Produce Construction Phase Plan	James Cordingley
Review and update Construction Phase Plan	John Wride (External HS&E advisor)
Collate Health and Safety File Information	Jamie Norton
Carry out and record equipment inspections	Site Manager
Carry out and record daily briefings	Site Manager
Contract Fire Safety Co-ordinator	Site Manager
Preparation and Review of Fire Safety Plan and Drawing	Site Manager
Fire Warden(s)	Lukasz Zlydaszyk
First Aider(s)	Lukasz Zlydaszyk

3.2 Project Organisation and Personnel



3.3 Responsibilities

Managing Director

- Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Implement the Company's Health and Safety policies and procedures.
- Administer the health and safety policies throughout the company by appointing a director to be responsible for health and safety.
- Ensure the policy is reviewed regularly with the health and safety director and updated, as necessary.
- Make adequate financial provision for implementing the health and safety policies.

HSQE

- Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- Assist the Site Manager in the safe running of the site and ensure that the site is organised so that work is carried out with minimal risk to employees, contractors and all other trades.
- Ensure the adequacy of contractor's risk assessments and method statements for all activities and oversee any high-risk activities or temporary works. Act as a point of contact for contractors whose activities will impact on others operating on/using the site.
- Ensure permits to work are issued, recorded and signed off for all appropriate works.
- Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site, and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.
- Ensure compliance with the Company Health and Safety policies and procedures.
- Disseminate Health and Safety information, to include any changes to the procedures.
- Attend Health and Safety committee meetings and take an active part in obtaining safety information and or assist in safety processes.
- Carry out site and office inspections/audits as and when required.
- Investigate and issue detailed reports on accident and incidents when required.
- Provide adequate advice to employees on all Health and Safety issues.
- Promote and encourage the planning and implementation of effective measures to minimise risk and reduction of accidents.
- Ensure all reportable accidents / incidents are notified to the Health and Safety Executive.
- Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- Attend any meetings held with Health and Safety Executive as required.

Project Managers – responsible to the Managing Director

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken.
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety.
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff.
- Monitoring adherence to the Health & Safety Plan and the Organisation's Health & Safety Policy.
- Ensuring site inductions are carried out in accordance with the Organisation's standards.
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors.
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift.
- Ensuring that adequate first aid and firefighting equipment is available at all times.
- Prompt investigation, recording and reporting of accidents, incidents and safety defects.
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon.
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way.
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies.

Site Manager – responsible to the Projects Manager

- Ensuring adherence to Method Statements, the Health & Safety Plan and the Organisation's Health & Safety Policy.
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained.
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site.
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors.
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift.
- Ensuring that adequate first aid and firefighting equipment is available at all times.
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Project Manager.
- Informing the Project Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to the Projects Manager.
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent.
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation.
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in anyway.
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site.

Site Operatives – Permanent and Contractual

- Ensure familiarity and adherence to the Organisation's Health & Safety Policy.
- Observe all safety rules and codes of practice.
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury.
- Conform to appropriate instructions from those with responsibility for health and safety.
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form.
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work.
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager.
- Report all hazards to Contracts Manager/Site Manager.
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules.
- When on customer/client site/premises, conform to the required accident or near miss procedures.
- Make themselves familiar with the fire and evacuation procedures.
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish.
- Assist the Safety and Fire representatives in the carrying out of their duties.

Contractors

- All contractors will operate in accordance with the TMT Commercial Contractors procedures, site specific rules and client's requirements, as explained both within the site induction process and in the contract documentation.
- All contractors shall co-operate with each other to facilitate the safe operation of site activity.
- All contractors either failing to meet those site rules that are governed by zero tolerance, or those failing to comply with safe practices / provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

3.4 Health & Safety goals for the project

TMT Commercial Contractors Ltd have set out the following standards and expectations:

- To achieve, as far as is practicable, a site with zero harm
- Prevent accidents and ill health and promote well-being for everyone directly involved in the development work and anyone who may be affected by it
- Treat occupational health issues with the same priority as safety and environmental issues
- Prevent Environmental incidents
- Maintain regulatory compliant projects with all applicable legislation, planning conditions, consents, licenses and permits complied with
- Optimise positive and minimise adverse impacts on land, water, noise and air quality through safe design and safe site practices
- To ensure safe access and egress to and from the site
- Reduce waste through design and good practice. Maximise the re-use and recycling of materials arising during demolition, remediation, and construction
- Minimise carbon emissions, and optimise the opportunities for efficient water use, re-use and recycling and the identification of, sourcing and use of environmentally and socially responsible materials
- To protect pedestrians and adjacent occupiers from any risks associated with the site
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work
- To ensure visitors are escorted around the site at all times
- Ensure operatives act in a safe manner and wear personal protective equipment appropriate to the task in hand
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations
- To use (where required) professional support for assisting in the safety of the site
- To provide regular toolbox talks throughout the project

These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel.

3.5 Clients project objectives

To implement the “General Principles of Prevention” during the design and construction and to ensure that due consideration is given to neighbouring premises which are to remain occupied throughout the period of the works.

3.6 Arrangements for monitoring and review of Health and Safety performance

Monitoring will be carried out daily by the site manager, who will maintain a constant presence on site. The site manager will carry out his own internal site checks on a daily and weekly basis. These will be further checked by the Health and Safety Manager, who will collate information from site reports and prepare a quarterly report to senior management.

Inspections of the plant and machinery are the responsibility of the site manager, who will arrange for these to be carried out.

Sub-contractors are expected to carry out their own individual monitoring of site works in addition to the above and their ability to do so is checked prior to awarding contracts with them.

3.7 Regular liaison between contractors on site

A positive health and safety culture has effective co-operation and communication at its heart. TMT Commercial Contractors Ltd has the following liaison procedures in place.

Site Meetings	Contracts Manager & Site Manager	Monthly
Early morning briefings	Site Manager & Trade Contractor Manager	Daily
Site Safety Induction	Site Manager and Operatives, Visitors, Contractors	Prior to commencement of works
Toolbox Talks	Site Manager & Trade Contractor Manager	Twice Weekly and as and when required
RAMS briefing	Site Manager & Operatives / Trade Contractors	Prior to commencement of works and as and when changes have been made

3.8 Regular liaison between parties on site

Site meetings will be recorded by the Client Representative or by the Project Manager. Records of the meetings will be circulated to all interested parties to the project to ensure any actions identified are addressed accordingly and closed out by the allocated timeframe.

The Principal Designer will circulate any relevant updated information to all parties to the project which may have an impact on Health, Safety or the Environment.

All operatives and contractors are required to co-operate fully with other parties with regards to health and safety matters. If an operative or contractor does not co-operate and co-ordinate this activity with others and/or prevents them from complying with their duties he is in breach of various statutory provisions. A warning will be given, and action will follow should the situation not be rectified.

The views of any person on site can be expressed directly to the Site Manager, TMT Commercial Contractors Ltd will act on any reasonable Health and Safety matters that may affect them.

The company use a variety of methods to communicate information with employees and sub-contractors. A regular informal meeting will be held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the site office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods:

- Ensure adequate time to consult with employees where language and/or literacy may be an issue so they can absorb the information and respond to you
- Use an interpreter, this may be a trained work colleague
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple language, and allow more time to communicate issues.

3.9 Consultation with the workforce

At the site induction it will be made clear that TMT Commercial Contractors Ltd want to actively engage with the workforce on the project for feedback on near misses, ideas to improve health and safety on site, and to install a better attitude towards health and safety culture on the project.

It is important that supervisors on the project convey all health and safety information to their team working on site, and that they receive comments on the risk assessments and method statements that must be provided and explained to the workforce prior to the activity starting.

All construction operatives have the opportunity to express their views on health and safety matters and can approach the Site Manager at any time to do so.

If concerns of an urgent nature arise, then instant contact can be made with the Site Manager who will undertake immediate steps to deal with the matter and where possible rectify the situation. Any matters that are not able to be rectified immediately will be brought to the Project Manager's attention, as a priority for urgent action, and if necessary, the site supervisor will suspend work pending such action.

At all times, operatives and/or subcontractors should raise any matters of health and safety which it is felt constitutes a hazard either to the user or others on site. These concerns must be reported directly to the Site Manager who will investigate such concerns and provide the necessary feedback.

3.10 Site Safety Information

The following will be displayed in the site office / canteen area on the site safety notice board:

- HSE Law Poster
- F10 Notification Project (where applicable)
- Certificate of Employers Liability Insurance
- Details of actions to be taken in the event of a fire
- Details of the nearest A & E Department
- Details of First Aid Arrangements
- Site Rules
- Health & Safety policy

3.11 Exchange of design and information and design changes

TMT Commercial Contractors Ltd will liaise regularly with the designers regarding design carried out during the construction phase, including any designs by a specialist contractor.

A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team. This will be monitored by the Contracts Manager.

Design meetings will be held pre-construction and during construction as required. These will be attended by the Designers and as required by the Client and Contractors.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regard to the health and safety aspects of the construction. The lead designer will be informed of any temporary works design that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

3.12 Site Security

The site security measures allowed for this project are as follows:

Boundary Fencing / Hoarding	Heras Fencing will be used to form a compound, waste, and lay down area. Construction warning signage shall be provided at all entrance to the working area.
Access / Site Gates	Access will be via the arches into the courtyard. There will be fencing and a coded pedestrian gate to prevent unauthorised access.
Signing In / Out Procedures	All personnel and visitors to sign in and out on a daily basis in TMT's site office with site manager located in the rear carpark of the building.
Lockable Cabins	All temporary accommodation will be lockable and secure
On Site Security	Where timber hoarding is not practical heras style fencing will be used to ensure all works areas are kept safe and secure from public / occupiers of the surrounding building entering site. A coded padlock may be used where necessary.

Suitable boundary fencing and signage will be installed as soon as possible following site possession. Boundaries and signage will be checked regularly as part of the Site Manager's daily checks. Should it become apparent that any breaches of security have occurred the above provisions will be reviewed and revised accordingly.

'No Go' Areas and other Authorisation Requirements

It is understood that TMT Commercial Contractors Ltd will be given details of any 'No Go' areas during the pre-start meeting and at the time of commencement of works.

3.13 Site Layout / Traffic Management

Segregation will always be provided to protect members of the public and occupants of the surrounding buildings from work activities or effects of the work, including noise and dust. A site entrance will be formed to restrict access into the works area. In this instance Heras fencing will surround the perimeter of the site and a pedestrian gate will be used to enter and exit the site.

Vehicles are not permitted to drive under the arches during TMT's works on site as the arches are being used for lay down and skips.

TMT's compound to the rear of Lee house will have limited parking. Reversing will be kept to a minimum and a banksmen will be used where necessary.

3.14 Site Inductions and onsite Training

Project specific site inductions and toolbox talks shall be carried out for all persons working on site. A site-specific induction will be produced as a presentation to operatives and will be delivered by the Site Manager prior to the individual being allowed to start work on site.

Visitors to site will receive a shorter induction if they are to be accompanied, otherwise the full site induction will be presented. Operatives will be provided with on-site training for specific activities as required.

Safety aspects of all operations will be delivered via toolbox talks by the Site Manager. Face to face communication of safe working methods is considered to be a far more effective method of communication than the provision of documents.

1	All persons must sign in and out when entering and leaving site
2	All accidents and near misses however minor must be reported
3	Welfare facilities should be kept clean and tidy
4	Proper PPE is to be carried and used when required: Helmets, Footwear, Gloves, Goggles, Masks, High-Vis etc. It is MANDATORY that Hard Hats and toe/sole-protectors are worn at all times
5	Rubbish to be removed as the works proceeds. Waste and surplus materials to be removed at the end of every shift
6	No smoking is allowed on site
7	Do not obstruct access / exit routes
8	The clients permit to works systems will apply to this project and TMT Commercial Contractors Ltd. TMT will also issue their own permits daily/ weekly.
9	The most suitable means of access should be used where applicable. This will be reviewed per task and covered in the RAMS of sub-contractor undertaking works.
10	Do not adjust or remove any edge protection – if edge protection requires adjustment, then ask the site management for assistance
11	All electrical plant and leads to be 110 volt and properly tested. Faulty or damaged equipment not to be used
12	Ensure you know the health and safety requirements of any potentially harmful substance being used on site – paints, adhesives chemicals etc.
13	All moving parts must be adequately guarded to stop unintentional contact
14	Persons operating plant and machinery must be competent in the safe use of and also be able to demonstrate competence if asked
15	Anyone suspected of Alcohol or substance abuse will be removed from site immediately
16	Consideration should be given to everyone – think Noise, Dust, Good Behaviour, Personal Hygiene etc.

3.15 Welfare Facilities

Office and welfare accommodation will be provided by TMT Commercial Contractors Ltd and located in the Lee House rear carpark

Facilities will include site office, toilets and canteen. The welfare facilities provided on this site will be shared by the subcontractors.

The following facilities will be available on site, and cleaned daily:

- Toilet and wash hand basins with hot and cold water
- Canteen with hot food facilities
- Mess room/area with back support seating
- A source of clean drinking water

See attached COVID-19 Risk Assessment for staggering of breaks, hygiene and ventilation.

3.16 Personal Protective Equipment

Risks, which cannot be removed, are dealt with by the provision of personal protective equipment. The need is identified by risk assessment. However, the following PPE is mandatory:

- Safety Helmets EN397:2012
- Safety Footwear EN ISO 20345:2004
- High visibility vest EN471:2003

The following additional items of PPE may be needed in the course of the works:

- Eye Protection EN122:2001
- Ear Defenders
- Dust Mask (minimum FFP3)
- Gloves EN420:2003 classification dependent on Risk Assessment
- Protective Wet Weather Clothing.

The type selected will be suitable for the protection needed and conforms to the relevant standard. All PPE will be inspected weekly as part of the weekly site audit. All persons on site will be expected to treat the facilities with respect and report any defects to the Site Manager for correction immediately.

Head Protection

Safety Helmets will be provided to all employees. They must be worn in accordance with the site rules and Site Manager's instructions.

Eye Protection

Eye protection will be provided when identified by Risk Assessment. The type will depend upon the work activity, but generally should be worn when, breaking out concrete with power tools, grinding and cutting etc.

Standard markings on Eye Protection:

1 or 2	Optical Class	B	Medium energy impact (Grade 1: 360ft/s)
3	Liquid droplets / splashes	F	Low energy impact (Grade 2: 125 ft/s)
4	Large dust particles	N	Resistance to misting
5	Gas & fine dust particles	K	Resistance to surface damage (anti-scratching)
9	Molten metals and hot solids		

3.17 First Aid

TMT Commercial Contractors Ltd will provide First Aid cover for all those working on and visiting the site. The site first aiders for the project are:

Name	Title
Lukasz Zlydaszyk	Site Manager

The names of the first aider(s) and location of first aid equipment will be identified and included on the Emergency Notice for the project that will be displayed on the project's health and safety notice board.

A 'First Aid' green cross symbol will be shown on the site office door. The first aid requirements for this project are as follows:

No of First Aid Boxes and Size:	1 x 50 Person
Location of First Aid Box:	Site Office / Work Area

3.18 Reporting and Investigation of accidents and near misses

In the event of an accident or incident on site, the priority will be to make the area safe and to ensure that any injuries are dealt with swiftly. Procedures outlined below that may follow such an incident are designed to enable TMT Commercial Contractors Ltd to determine the causes of the incident in order to be able to prevent a recurrence.

Following any accident / incident or near miss, the Site Manager will complete an incident report form. The purpose of this is to gather information as early as possible in order for the appropriate procedures to follow. Such procedures may include taking witness statements and. Photographs, calling in the Health and Safety Manager or in the most serious cases, ensuring of the reporting the accident to the HSE under RIDDOR 2013.

Records will be held securely and confidentially on the Company Incident Register/Database for Data Protection purposes.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction.

Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the Health and Safety Manager will report it directly to the Health and Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

3.19 Risk Assessments and Safe Systems of Work

3.20 Risk Assessments

For site wide elements these will be developed by TMT Commercial Contractors Ltd prior to commencement of any works as part of the establishment process to include:

- The storage and distribution of materials
- Access to the works
- Working at height
- Control and disposal of waste
- The provision and use of temporary services (Electricity etc.)
- Commissioning, including use of permit to work systems
- Exclusion of unauthorised people

All contractors will be required to submit an overall project method statement and details of high-risk activities which will impact on others works on the site.

All method statements and risk assessments will be inspected and approved by ourselves prior to contractors being allowed to commence works on the site.

Additional periodic risk assessments will need implementing as required by Regulation 3 of the Management of Health & Safety at Work Regulation 1999 as risk activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operational areas where permits to work are required as part of our control procedures. The Site Manager shall be responsible for the issue of permits to work to include the following activities:

- Hot Works
- Working within an area where openings in floors exist
- Electrical adaptation to existing live supplies
- Adaptations to existing supplies under conservation orders
- Drilling into the structure
- Working in confined spaces
- Alterations to fire protection and sprinklers

3.21 Safety Method Statements

The safety method statement should contain the following details as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building
- Supervisors: the identity of person(s) with special responsibilities
- The identity of hazards and specific precautions to be taken
- The personal protective equipment to be used
- Safety of the public and occupiers
- Services: position of existing and whether they are live
- Environmental Controls
- Emergency procedures and telephone numbers including means of communication.

The method statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items, which will be retained on site for information within the site safety filing system. Method statements and Risk Assessments for each contractor's works will be reviewed and approved before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments/Method Statements will be issued to ourselves prior to works being undertaken. TMT Commercial Contractors Ltd will check the adequacy of the Risk Assessment/Method Statement against their standard safety procedure checklist.

Only when a Risk Assessment/Method Statement has been agreed by TMT Commercial Contractors Ltd will the contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should we judge a contractor's method of work to be unsafe we will instruct the contractor to suspend operations until an improved method can be obtained. Contractors are responsible for their safe systems of work.

3.22 Site Rules

- Report to the Site Manager on arrival at site and sign in
- Attend the site induction and act on what is said
- CSCS Card (or equivalent) appropriate to their role, responsibilities, and activities
- TMT Commercial Contractors Ltd operate a zero-tolerance stance on many safety related issues
- Read and work to your risk assessment / method statement – if you have any problems with the contents raise these with your manager immediately
- PPE is to be worn at all times. Minimum of hard hat, high visibility jacket and steel toe cap boots. Any task appropriate PPE to be worn as per contractors RAMS
- Wear additional personal protective equipment when it is deemed necessary for any specific undertaking or activity
- Ensure plant and tools are secure when left unattended preventing unauthorised use
- Do not use radios or personal music equipment on site
- The use of mobile phones and other personal audio-visual equipment on site is only permitted in designated area
- Do not consume food or drink on site other than in the canteen
- Any operative suspected of being under the influence of drugs and / or alcohol will be told to leave site and their respective employer will be informed
- Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and not return
- Compliance with safety signs at all times
- The site operates a 110v supply only
- You may only operate plant and equipment that you are trained/authorised to use, and carry out tasks for which you are authorised and competent
- Inform the Site Manager if you have been prescribed medication or have a medical condition that may be relevant for the work that you carry out
- Do not interfere or misuse anything provided in the interests of health and safety
- If you require an adaptation to scaffolding, inform the Site Manager
- If you see any hazardous situations, tell the Site Manager
- Keep the site in a tidy condition to prevent fires, slips, trips and falls
- Store equipment in the designated areas only
- Report all incidents, spills, near misses and accidents to the Site Manager
- Ensure safe working practices are followed as detailed in individual risk assessments and method statements
- Be familiar with the location of first aid equipment, fire extinguishers, fire exits and the site assembly point
- Smoking is permitted in the designated area only.
- All reversing vehicles must be marshalled until the vehicle is ready to be driven forward
- Deliveries using mechanical handling equipment such as skip delivery or HIAB lorry mounted cranes will be under the control of a banksman
- No “Bombing” of materials on site.

Any personnel who breach Health and Safety site rules will be subjected to disciplinary procedures.

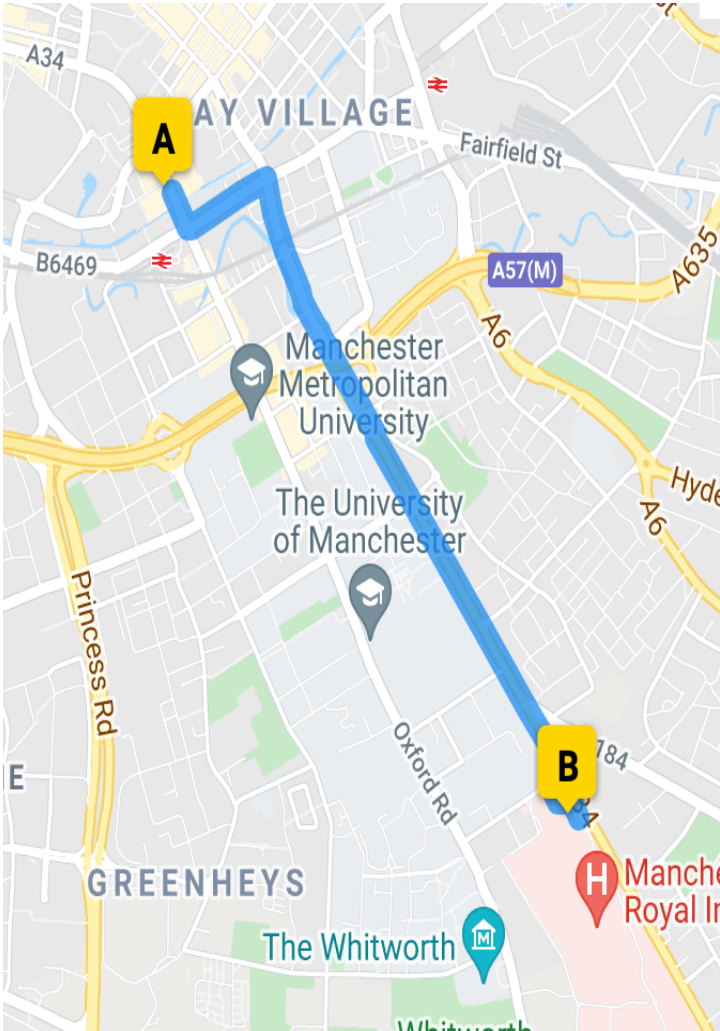
Client’s site rules will also be adhered to and implemented at all times.

3.23 Location of nearest Accident and Emergency Department

In the event of a serious accident, an ambulance must be called to transport the injured person to hospital. Please be aware that using private cars can be dangerous, particularly as there may be injuries that cannot be seen.

Name:	Manchester Royal Infirmary
Address:	Manchester Royal Infirmary, Oxford Road, Manchester, M13 9WL
Telephone:	0161 2761234
Emergency:	999
Distance in miles:	

Map to nearest Hospital



Churchgate House, 56 Oxford St, Manchester M1 6EU, UK

- 0.0
Head south-east on Oxford St/A34 towards Whitworth St W/B6469
Closed 6:00 AM – 9:00 PM
- 0.1
Turn left onto Whitworth St/B6469
- 0.2
Turn right onto Princess St/A34
Continue to follow A34
- 1.1
Turn right onto Grafton St
- 1.2
Turn left onto North Rd
Destination will be on the right
- 1.2

Arrive: Manchester Royal Infirmary Accident and Emergency Department, Upper Brook Street, Manchester, UK

3.24 Emergency Contact Details

Service	Company	Address	Telephone	Emergency Telephone
Gas	British Gas – Transco			0800 111 9999
Electricity	North West			0800 195 4141
Water	United Utilities – Emergency Line			0845 746 2200
Water	United Utilities – Leak Line			0800 330 033
Health & Safety Executive	HSE	Redgrave Court Merton Road Bootle L20 7HS	0300 790 6787	0345 300 9923
Police (General)	Greenheys Police Station	Charles Halle Rd, Manchester M15 6NP	0161 872 5050	999
Fire Brigade	Manchester Central Community Fire Station	Thompson St, Manchester M4 5FP	0161 608 5302	999
Local Authority	Manchestr City Council	Ground Floor, Town Hall Extension, Mount Street Entrance, Albert Square, Manchester M2 5DB	0161 234 4343	

3.25 Emergency Arrangements

- The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the site safety notice board
- This site will have a dedicated site Health and Safety Manager, First Aider and Fire Warden
- A site emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management
- In the event of a fire emergency all operatives are required to proceed immediately to the fire assembly point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure
- As fire arrangements are subject to change as construction progresses, either the Site Fire Warden or the site Health and Safety Manager have a duty to bring this to the attention of the operatives and contractors
- In the event of any of the emergency services being required to attend site, the Health and Safety Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site
- Where fire evacuation tests are carried out and persons are found not to be co-operating evacuating the building, this will be viewed seriously and raised with individual contractors to prevent re-occurrence. One of the regular failures in this practice, is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent. The need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management
- TMT Commercial Contractors Ltd will comply with the Joint Code of Practice document on the protection from fire of construction sites and buildings undergoing renovation, 'Fire Prevention on Construction Sites' 8th Edition
- The Regulatory Reform (Fire Safety) Order 2005
- HSG 168 Fire Safety in Construction
- CDM Regulations 2015, Regulations 29, 30, 31, 32 & 36.

3.26 Bomb Threat

If you receive a telephoned bomb threat:

- Get as much information from the caller as possible.
- Try to ask the following questions:
- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management immediately.

During the Explosion:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways.
- Do not use elevators.
- Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
- Check for fire and other hazards.
- Once you are out, do not stand in front of windows, glass doors or other potentially hazardous areas.
- If you are trapped in debris, use a flashlight, whistle, or tap on pipes to signal your location to rescuers.
- Shout only as a last resort to avoid inhaling dangerous dust.
- Cover your nose and mouth with anything you have on hand.

If you discover a suspicious item:

- Remain calm.
- Do NOT touch, tamper with, or move the package, bag, or item.
- Notify authorities immediately:
- Notify your facility supervisor, such as a manager, operator, or administrator, or follow your facility's standard operating procedure.
- Explain why it appears suspicious.
- Follow instructions. Facility supervisors and/or law enforcement will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats or suspicious items.

3.27 Fire Action Plan

The site-specific plan is appended as an Appendix.

3.28 Evacuation Procedure

Site-specific procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation procedures and the current Fire Plan will be posted on each floor of the building and displayed on the Notice Boards.

- Raise the Alarm
- Alert and inform client
- Without personal risk, attempt to contain and control the incident

In the event of hearing the Fire Alarm, TMT Commercial Contractors Ltd will:

- Stop work immediately
- Shut down equipment if safe to do so
- Leave the work area in a safe condition
- Assemble for roll call at the designated assembly point
- Following any instruction given by the clients personnel.

3.29 Fire Prevention

It is our policy to carry out works so as to eliminate risk from fire and, to this end, have adopted the Code of Practice laid down in HSE guidance "Fire Prevention on Construction Sites".

- Fire extinguishers, fire notices, fire detection, alarm systems and fire exit signs will be provided for all working areas
- Materials and rubbish stored on site will be kept to a minimum
- Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean
- Where flammable material or LPG must be kept on site, they will be stored in fireproof cages/containers away from fire exit routes and potential fire hazards
- A "No Smoking" rule will be imposed in all work areas, storage areas or wherever there are fire hazards.
- We will operate a "Hot Works Permit System" particularly where the works involve a naked flame. In the event of a fire the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager
- A person may attack the fire with the appliances provided only if they are trained to do so and as long as there is no risk to themselves or others
- If the fire cannot be safely tackled, then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the site Health and Safety Manager
- The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and identified during site inductions.

Fire Extinguishers

The sites fire extinguishers have been selected to ensure they meet the requirements of the site-specific risks:

Water	Suitable for use on wood, paper and textile fires. Not for electrical equipment
Dry Powder	Suitable for use on electrical apparatus or flammable liquids
CO ²	Suitable for live electrical apparatus. Will also extinguish flammable liquids, but not suitable for class 'A' fires

4.0 Arrangements for controlling significant site safety risks

The following significant risks are areas for TMT Commercial Contractors Ltd to be aware of. Suitable management arrangements will be put in place to control hazards and will be covered in the site-specific risk assessments and method statements for the works.

A brief summary of likely actions is provided below:

Significant Site Risk	Those affected	Brief outline of Control Measures
Interface with the public	Everyone	Regular liaison with concerned parties, to ensure they are aware of noisy operations and lifting operations. Provide substantial hoarding / fencing to ensure the public are kept out of the work area at all times. Provide adequate signage. Site specific risk assessment and method statement to be prepared prior to the start of the project.
Nuisance Noise and Vibration	Everyone	Noise and Vibration monitoring to be carried out to ensure the public are not subjected to excessive noise and vibration levels. Excessively noisy operations will be subject to noise assessments.
Building Movement and Collapse	Everyone	Existing 225 reinforced concrete slab loading capabilities to be determined for Courtyard Area (mobile plant) and filler joist floor within the entrance arches (skip wagons)
Working in a residential/commercial area	Everyone	Ensure that all perimeters are adequately secured including site entrance to prevent any unauthorised entry.
Installation of Temporary Works	All site personnel	Not applicable
Site set up	Everyone	Ensure that the site is clearly delineated and only authorised personnel to enter the work area.
Working at Height	Personnel	Safe access will be provided to all work areas. Competent personnel working in accordance with approved Risk Assessments and Method Statements will erect access plant and platforms. All access plant and materials will be both maintained and checked as required.
Overhead Work (clash of trades)	Personnel	Ensure that adequate protection provided from works being undertaken overhead.
Manual Handling	Personnel	Ensure the control of deliveries and movements of materials to ensure that the loads being carried by individuals do not exceed those that can be safely lifted / moved.
Slips, Trips and Falls	Personnel	Constant monitoring of housekeeping. Maintenance of access / egress routes at all times.
Working on live services	Personnel	Services to be isolated by competent persons before commencement of works. LOTO to be carried out. Relevant permits to be taken out by contractor and approved by site manager.
Demolition	Everyone	Ensure that demolition is carried out in a controlled way by competent contractors working in accordance with approved RAMS. Demolition areas are to be clearly cordoned off from all other areas.
Control of Dust	Everyone	Ensure when dusty operations are carried out that suitable extraction facilities are deployed and that all operatives are wearing the correct RPE. Dust will be suppressed by water as and when required.
Disposal of Waste	Operatives	The site is to be kept in a clean and tidy manner. All waste to be inserted into skips which will be exchanged as and when required. Site Waste Management Plan to be implemented.
Protection of existing Structures	Everyone	Protect any existing structures that may be affected by the works.
Working with or near fragile materials	Operatives	The surrounding building to the courtyard are listed buildings and some features on the external areas are classed as listed items. Precautions will be taken to ensure no damage is caused to all surrounding areas.
Storage of Hazardous Materials	Everyone	Recommendations as detailed on the Manufacturers Health and Safety Data sheets on storage to be complied with. Gases and flammable liquids to be stored as required.

Deliveries	Everyone	All deliveries will be met and reversed on site by a competent banksman. Deliveries will be managed with the progress of works so that storage is kept to a minimum. Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager.
Equipment	Operatives	All equipment on site is to be 110v or battery powered.
Individuals	Everyone	The site will remain a hard hat site with toe protection worn at all times by all trades and visitors.
Traffic/Pedestrian Routes	Everyone	Traffic and pedestrian routes will be segregated with applicable signage.
Accidents	Everyone	Clear access for emergency personnel shall be kept clear at all times. All accidents will be reported, and details entered into the site accident log, details will be forwarded in accordance with the company accident reporting procedures to the Health and Safety Manager. Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Site Safety Notice Board.
Asbestos	Everyone	There are no areas of asbestos in the areas in which works will take place. All operatives have Asbestos Awareness Training.
Protection of Historic Fabric	TMT	TMT to install protection to cobbled areas around brick upstands and around historic columns as per site plan.

4.1 Delivery and Removal of Materials (including waste) and Work Equipment

Delivery of Materials and Removal of Waste

Delivery of materials will be arranged to avoid disruption or nuisance to the users of the adjacent properties. TMT Commercial Contractors Ltd will ensure that timings for deliveries of materials will be carefully considered. All materials/plant that are to be delivered to site must be booked in advance with site manager.

Provision of waste skips will be available and situated within the compound area withing the arches so waste can be taken straight from site and avoid impacting the public. Alternative arrangements may be made for a wait and load system. Skips will be identified and where necessary labelled for segregation of waste for recycling where possible.

Storage of Materials

Materials will be stored in the lay down area under the arches within the compound. Where this isn't available further storage will be available within the TMT compound where site cabins are located. Banksman will be used should a vehicle need to reverse to complete delivery.

At no time will material stacked exceed 2 pallets high or advised floor loadings.

The storage of materials outside of the property perimeter is not permitted at any time.

5.0 Arrangements to give directions and to co-ordinate other contractors

5.1 Safety Training

All TMT Commercial Contractors Ltd.'s personnel will undergo both an induction on Company safety procedures and a site-specific induction before being allowed to work on site.

All TMT Commercial Contractors Ltd.'s personnel visiting site must undergo an induction on Company safety procedures and be escorted around the site.

Contractors will undergo a site-specific induction prior to being allowed to work on site and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry including delivery personnel etc.

5.2 Safety Inspections

TMT Commercial Contractors Ltd Health and Safety Manager will carry out random site inspections and audits and produce a written report. Action on non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the Health and Safety Manager.

Both the Health & Safety Manager and the Site Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action.

Anyone found not to be working safely will be removed from site.

5.3 Safety Meetings

- At tender meetings safety aspects of the project will be discussed and contractors' proposals taken into account
- Pre-start meetings will be held with the contractors prior to their commencement on site. Safety representatives will be identified and contractors' proposals for monitoring safety will be agreed.
- Site base daily meetings between appropriate parties will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted as a reminder.
- Toolbox talks will be encouraged to allow specialist contractors to go through their method statements with their own team and other interested parties on site.
- Site based, contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure any safety issues are covered.
- Toolbox talks will be given to site operatives/contractors on an ad-hoc basis by TMT Commercial Contractors Ltd staff where it is deemed necessary to hold a talk on a particular aspect of safety relevant to the works being carried out.

5.4 Display of Statutory Notices

Statutory notices will be displayed on site in accordance with current legislation and include:

- Health and Safety Work Law Poster which includes the Safety Representative details for TMT Commercial Contractors Ltd
- Employers Liability Insurance
- F10 (if required)
- Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- Fire Evacuation arrangements and site plan detailing fire points etc
- Route to Hospital

5.5 Site Registers and Documentation

The following will be available on site:

- Accident log
- Record of inspections required under the Lifting Operations and Lifting Equipment Regulations 1998
- Record of scaffold inspections as required by the Work at Height Regulations 2005
- Waste transfer notes
- COSHH Hazard data sheets, risk assessment
- Electrical equipment registers. Maintenance checks and records.
- Plant inspection records
- Risk Assessments
- Method Statements
- Health Surveillance
- Emergency procedures
- Manual Handling Assessments
- Record of Toolbox Talks
- Record of Site Inductions

5.6 The Health and Safety File

TMT Commercial Contractors Ltd will ensure information required by the Principal Designer for inclusion in the Health and Safety File is collated and relayed back to them. Assistance will be afforded the Principal Designer when necessary, to ensure the production of the Health and Safety File at the completion of the project.

All Contractors / Suppliers are required to provide adequate detail of their works/products covering design, installation, operation, maintenance, and disposal, for inclusion in the Project Health and Safety File to be prepared for the Client. This information must be made available by all contractors within 2 weeks of the completion of works on site.

The file will follow the following format:

- Health Safety
- Asbestos
- Building Interior
- Building Envelope
- Grounds
- Fixtures and Fittings
- Structural Information
- Electrical Systems
- Mechanical Systems
- Lifting Equipment
- Certificates Guarantees Warranties
- As Built Drawings

TMT Commercial Contractors Ltd will provide 1 No copies of the Health and Safety File (Hard Copy) and 2 No CDs on completion of works.

5.7 Arrangements for the collection and gathering of information

Development of the Health and Safety File will be co-ordinated by the Principal Designer.

Completion of all relevant documentation is to be completed by the commissioning stage of the project. This will ensure that the Health and Safety File is available for final handover to the Client at the end of the project.

6.0 Arrangements for Vetting Contractors, Suppliers or Materials, Machinery and Plant regarding Health and Safety

If we need to use a contractor who is not on our selected contractors list then arrangements need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

6.1 The Selection and Control of Contractors

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the competence and commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made.

Competency checks will include the provision of the following information, as a minimum:

- Health and Safety Policy
- Insurance Details
- Management structure
- Risk and COSHH Assessments and Site-Specific Method Statements
- Confirmation that they will comply with the TMT Commercial Contractors Ltd's Health and Safety Plan
- Up-to-date product literature as appropriate and as will be required for the CDM Health & Safety handover file
- Confirmation that plant to be used is properly selected and maintained
- Confirmation that plant/equipment operators are properly trained
- Evidence of CSCS accreditation
- Training details
- Accident/Incident/Enforcement notices and court action details.

These documents will be filed within the Safety Filing System in files designated to individual contractors.

6.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

6.3 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the lifting operations and lifting regulations 1998, copies of the certification and current weekly inspections will be held in the site safety record folder.

6.4 Reducing Noise, Dust and Vibration

Operations shall be subject to noise assessment if required and control measures implemented. All trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

Processes emitting excessive dust must be carried out with a suitable dust extraction and filtration system in operation (sawing timberboard will as far as possible be carried out externally to prevent noise and disruption to building users).

All plant and equipment will be provided with noise and vibration reduction measures where possible. These may include silencers, muffler or soundproof enclosure, cushioned mountings, anti-vibration dampers and cushioned hand grips. Operatives will be aware of the effects of noise and vibration and will be required to work in compliance with TMT Commercial Contractors Ltd Safe System of Works. HAVS matrix will be consulted, and tasks rotated accordingly.

Face fit masks and safety goggles will be worn in areas of excessive dust. Damping down to be done to reduce its spread that is generated.

Any restrictions imposed by the local Environment Agency will be upheld.

Contamination of public footpaths and highways will be prevented at all times. Suitable control measures will be put into place to ensure this.

Efforts will be made to contain noise within the local area by enclosure (closing doors, erecting partitions etc.) and will seek to phasetimings of any perceived noisy works through consultation with the Site Manager.

Noisy works such as drilling into the structure shall not be carried out before 8.00am and after 5.00pm this will reduce any discomfort to the local neighbourhood and adjacent neighbouring properties.

6.5 COSHH Arrangements

Any contractor bringing onto site any hazardous substance must notify the Site Manager and be in possession of a suitable COSHH Assessment and material data sheet.

COSHH Assessments will be filed within individual contractor files, which can be made available in the event of an emergency and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturers health and safety data sheets. All containers on site must be labelled.

The following will be adhered to whilst using the materials:

- A suitable spill kit shall be readily available.
- All containers of fuel will be clearly labelled to indicate contents and capacity
- The tank should be vented at the top
- Protective gloves should always be worn when handling fuels
- Clearly marked containers will be kept in a secure store
- No smoking or apply smoking restrictions (notices shall be displayed)
- Any fire involving fuel will be controlled by non-water extinguisher
- Fuel storage tanks must not be placed on top of site accommodation units, unless there are adequate arrangements for safe access and to contain any spillage
- The tank shall be clearly marked on all sides with warning signs "Flammable" or "Combustible", "No Smoking", tank volume, product identification, and other signs as required by the applicable codes
- Avoid inhalation, skin or eye contact

6.6 Dealing with Services

This work must be carried out by competent personnel under Permit to Work conditions following consideration of submitted method statement and risk assessment. Location of services must be identified, and the area closed off from others not involved, by use of barriers or cordon as necessary.

Services must be isolated and disconnected from supply where possible. There must be a Lock Off Tag Out system in place when working around live electricity. Electrical works must be carried out using tools suitably insulated and a safe system of work employed to ensure safe working conditions. Meter readings will be taken at the start of the project and distributed to the client's management team. We will undertake weekly meter readings which will be included within our weekly report.

Overhead services such as telephone cables are present and will be reviewed and made safe prior to works commencing on site. Existing ventilation installation should be decommissioned prior to works commencing on site by the client's contracted contractor.

Upon all ventilation systems have been raised, all installation should be recommissioned, and necessary certification included within the Health and Safety File on completion of works.

6.7 Control of Lifting Operations

All lifting operations near live services will be required to be undertaken under a contract lift operation.

No plant or equipment used in any lifting operation will be used unless persons with the correct levels of competency have been nominated to supervise or operate it and the plant/equipment has been suitably tested, examined and inspected in accordance with all legal requirements.

Lifts will not be carried out without appropriate lifting plans/lifting assessments, or risk assessments and method statements having been prepared by a competent person.

Lifting equipment used for materials will have a 12-month thorough examination certificate or where less than 12 months old, a declaration of conformity will be acceptable.

Lifting equipment used for the carriage of person (passenger lifts, man baskets, hoists etc.) will have a 6-month thorough examination certificate. All lifting accessories will require evidence of 6 monthly inspections to be provided and checked before their use.

Lifting equipment (including lifting accessories) will be identified with its safe working load (SWL).

Lifting equipment used for lifting persons will be clearly marked that it is for this purpose and identify the SWL and how many people it can carry; any equipment not marked will not be used for lifting persons.

All lifting equipment on site will be listed on the Lifting Operations and Lifting Equipment Regulations (LOLER) sheets and each item will be inspected weekly with the results of which being recorded and retained within the Site Health and Safety File.

All non-crane lifts (basic and standard) i.e. excavators, telehandlers, genie hoists, materials hoist, passenger hoist etc., will be assessed, planned by a competent person and safe systems or work prepared in conjunction with the site management. The safe system of work will include the suitability of the environment, the selection of machinery, the condition of lifting equipment, training and experience of persons involved in the process.

A thorough ground survey must be undertaken prior to any lifting operations and in particular the impact of lifting operations on the ground under outriggers understood. Particular attention needs to be made of underground pipelines and sewers.

6.8 The Maintenance of Plant and Equipment

Weekly checks will be carried out by the Site Manager on all Plant and Equipment on site; and the results of the inspection will be recorded on the Provision and Use of Work Equipment Regulations (PUWER) sheets kept within the site Health and Safety File.

- Basic maintenance on plant and equipment will be frequently carried out by the driver/operator on a daily basis.
- The operator checks will cover – water, oil, fuel, lights, tyres and brakes (including checking the pressure gauge or air brakes). Any defects will either be remedied immediately by the operator or reported to the site management, and the plant item put out of commission.
- Periodic servicing in more detail shall be carried out by a plant-fitter. A record of inspection, maintenance and repairs will be kept. This is carried out on an hours or mileage basis in accordance with the manufacturer's recommendations.

During servicing the following measures will be taken:

- Before commencing work on the braking, hydraulic or transmission systems, on mobile plant and equipment, the wheels will be chocked, and any hydraulically operated lifting arms will be at rest.
- When working under raised tipper bodies, particular attention needs to be made to properly propping the raised deck as they may descend unless securely supported.
- Where hydraulically operated equipment has to be elevated for work to be carried out it will be supported by rigid means, i.e. substantial props or ram locks.
- Where work involves engine-cooling systems, hydraulic and compressed air systems, suitable precautions will be arranged to depressurise them under controlled conditions, and to avoid contact with hot liquids.
- When jacking is used to raise the equipment in order to facilitate access under the machine, the jacking will take place on firm level ground, and packing placed under strong points to prevent the collapse of the machine in the event of a jack failure.
- No hot work will take place on wheels unless the tyres are removed, or on fuel tanks unless they are drained, purged and filled with water.
- Where work is to be carried out near moving parts, long hair and clothing will be kept clear.

6.9 Manual Handling

Manual Handling operations will be avoided where reasonably practicable by using mechanical or automatic means. However, where manual-handling operations cannot be avoided, operatives will be instructed in load reduction and suitable lifting and team lifting techniques, using kinetic lifting as a basis.

If necessary, Toolbox Talks will be carried out to ensure that:

- Staff are aware of potentially harmful activities
- Staff are aware of, and should be able to apply, the correct lifting techniques
- Staff can identify new work situations where new handling operations become apparent
- Staff are able to select safe work practices and the correct mechanical lifting equipment.

The following will be adhered to when considering manual handling tasks:

- No person will be required to manually handle a load unless supervisors are satisfied that they are suitably fit, willing and able to do so.
- Loads shall be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling.
- Load will be examined to determine its weight, dimensions and contents.
- Area of lift and route along which the load is to be transported, will be well lit, with non-slip surface and clear of any slip/trip/fall hazards.
- Establish whether the load is hot or cold, or if it has any sharp edges or corners.
- Test to see if the load is likely to fall apart when lifted, or if the contents within the load may be subject to unexpected movements with sudden displacement of the weight.
- Good handling techniques are essential in the prevention of injury from manual handling operations. The correct method of lifting is to use the strong leg and thigh muscles and to maintain the natural shape of the spine throughout the lift.

6.10 Environmental Controls

TMT Commercial Contractors Ltd recognises its Duty of Care under current legislation for “The Environmental Protection Act”, the “Environmental Protection (Duty of Care) Regulations”, “The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations”, “The Hazardous Waste (England and Wales) Regulations” and other associated statutory provisions.

“Controlled Waste” will only be released to a “Registered Carrier” after proof (original only) has been produced by the “authorised person”. All parts of the “Waste Transfer Note” will be suitably completed with a copy remaining with TMT Commercial Contractors Ltd for no less than 2 years.

Should “Special Waste” be discovered on site during the construction phase of this project it will be released to a “Registered Carrier” only after the completion of a “Special Waste Transfer Note”. Pre-notification of the movement will be given to the Environmental Agency and a copy of the SWTN will be retained by TMT Commercial Contractors Ltd for no less than 3 years.

6.11 Excavations

All excavations will be undertaken within a permit to work system. A cable avoidance tool will be used by a competent person as part of the permit to work system. Work will be undertaken in accordance with HSG47 “Avoiding Danger from Underground Services”.

Where a competent person deems it necessary to batter or shore an excavation a record will be kept of regular inspections in accordance with Regulation 22 of the Construction (Design and Management) Regulations 2015.

6.12 Temporary Works

No temporary works.

The temporary works listed in the table below are allowed for in this project.

A temporary works register will be used to control and monitor this element of the project (see Appendix 10).

The temporary works procedures will be based on BS 5975 and the table within that document will be used for the risk category.

If a contractor has a requirement for other temporary works, then this must be notified to the Contracts / Site Manager who will update the Temporary Works Register.

Temporary Works	Risk (L, M, H)	BS 5975 Design Check Category	Designer	Independence of Checker
Hoarding	Low	0		
Excavations	Medium	1 – 2		
Scaffolding	Medium	2		
Temporary Support	Medium	2		
Skips	Low	0		

6.13 Standards

To achieve the objectives of this project and attain the required standards of safety and workmanship, all undertakings will comply with The Health and Safety at Work Act 1974, The Construction (Health and Safety and Welfare) Regulations 1996, and all other relevant regulations and with relevant Codes of Practice in particular:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- IEE Wiring Regulations (Current Edition, BS 7671)
- Control of Substances Hazardous to Health Regulations 2002
- RIDDOR 2013
- The Control of Noise at Work Regulations 2005
- Environmental Protection Act 1990
- PPE Regulations 1992
- Health & Safety (First Aid) Regulations 1981
- Manual Handling Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Environmental Protection Regulations 1991 and 2000
- Waste Management Licensing Regulations 1994
- The Construction (Design and Management) Regulations 2015

6.14 Setting Standards

TMT Commercial Contractors Ltd has implemented a Health & Safety Performance and Improvement programme referred to as the P.A.C.E (Plan, Assess, Control, Evaluate) programme which is imbedded amongst our Directors, Management and Supervisory Team, Operatives and Supply Chain. The PACE programme requires all personnel involved in any construction project to plan their work thoroughly with regard to health and safety, assess the hazards and harms associated with their work, implement control measures and evaluate the effectiveness of those measures throughout. A performance management process underlines the ethos whereby both TMT Commercial Contractors Ltd operatives and sub-contractors can receive recognition and reward for good practice as well as receive challenge for below expectation performance. All personnel on site have the authority to "Stop Work" in the event of a Health and Safety concern.

TMT Commercial Contractors Ltd Site Manager will have the day to day responsibility for ensuring the site is run in a safe manner, as far as is reasonably practicable. The organisation section of the Health and Safety Policy outlines the hierarchy of the management and their various responsibilities within the company.

All persons working on this project will ensure that safety will be of the utmost concern at all times and will assist all parties in achieving this standard wherever necessary.

All sub-contractors will abide by the TMT Commercial Contractors Ltd Health and Safety Rules for Contractors which commit all parties to:

- Ensure that safety of ourselves and others is of the utmost concern and that we collectively work together to assist all parties in achieving the highest possible standards.
- We generate a culture where everyone irrespective of their position realises that they have a part to play in ensuring that accidents are preventable.
- We create an environment that facilitates co-operation and co-ordination of activities between all contractors to achieve a safe working environment.
- We consider how works may impinge on the undertakings of others, particularly the general public, and to reduce the impact of those undertakings before their commencement.

Following completion of the works a project review will take place to identify any lessons learned which all parties will be asked to contribute to.

TMT

Keep **P.A.C.E.** with Health & Safety.
Before every task **STOP** and...



TMT STOP WORK AUTHORITY

Everyone in the **TMT Group** has the authority and responsibility to immediately stop their own work or work which the **TMT Group** controls, including that of sub-contractors, when it is believed that the H S & E hazards and risks are not recognised, understood or being effectively managed and controlled.

- 1 Initiate '**STOP WORK**' by informing all personnel affected.
- 2 Advise your line manager & **TMT Helpdesk** of the '**STOP WORK**'.
- 3 Apply the **P.A.C.E.** principles and revise controls as necessary.
- 4 Resume work only when you are satisfied the issues are resolved
- 5 Complete a lessons learned report.

A GENUINE COMMITMENT, A DAILY RESPONSIBILITY



TMT Group, C2 Cheshire House
Green Lane, Romiley, SK6 3JG

Commercial Build and
Refurbishment Specialists

Good Neighbour Policy

TMT Commercial Contractors Ltd's objective is to maintain high standards on our site. Employees and contractors working on behalf of the company are encouraged to do their best to respect the people and neighbours around them and to keep noise and disruption to a minimum.

Everyone affected by the works should be advised before it begins.

TMT Commercial Contractors Ltd encourages Site Supervisors to be proactive in engaging with both clients and all neighbours throughout each project, to inform them about site activities and pre-empt and avoid complaints.

Employees and contractors of TMT Commercial Contractors are instructed to give maximum consideration at all times for the safety of the public, public access to site where agreed and any visitors to site including those working on or adjacent to the site.

Any complaints are logged and handled personally by the director of TMT Commercial Contractors Ltd to ensure a good outcome for all concerned parties.

Traffic movement, deliveries and parking will be kept to a minimum on site, along with all forms of site pollution. No fires are allowed on site.

Site areas and perimeters should be clean, tidy and well presented with materials stored neatly.

Employees and contractors working on behalf of the company will act in a respectable, conscientious and professional manner at all times, to maintain a positive image for TMT Commercial Contractors Ltd.

Everyone associated with TMT Commercial Contractors Ltd including sub-contractors, are expected to adhere to the points in this Good Neighbour Policy



tmt-group.co.uk

Appendix 1 – Medical Notification Form

Name:	
Company:	
Medication (and dosage is applicable):	
Reason for Medication:	
Timing/Duration of Medication:	
Was this medication prescribed by your Doctor?	Yes / No
Side Effects:	
Allergies:	
Date of last Tetanus Injection (Approx):	
Contact Details (in case of Emergency):	

I believe that the information given here to be correct.

Signed:

Date:

Received by:

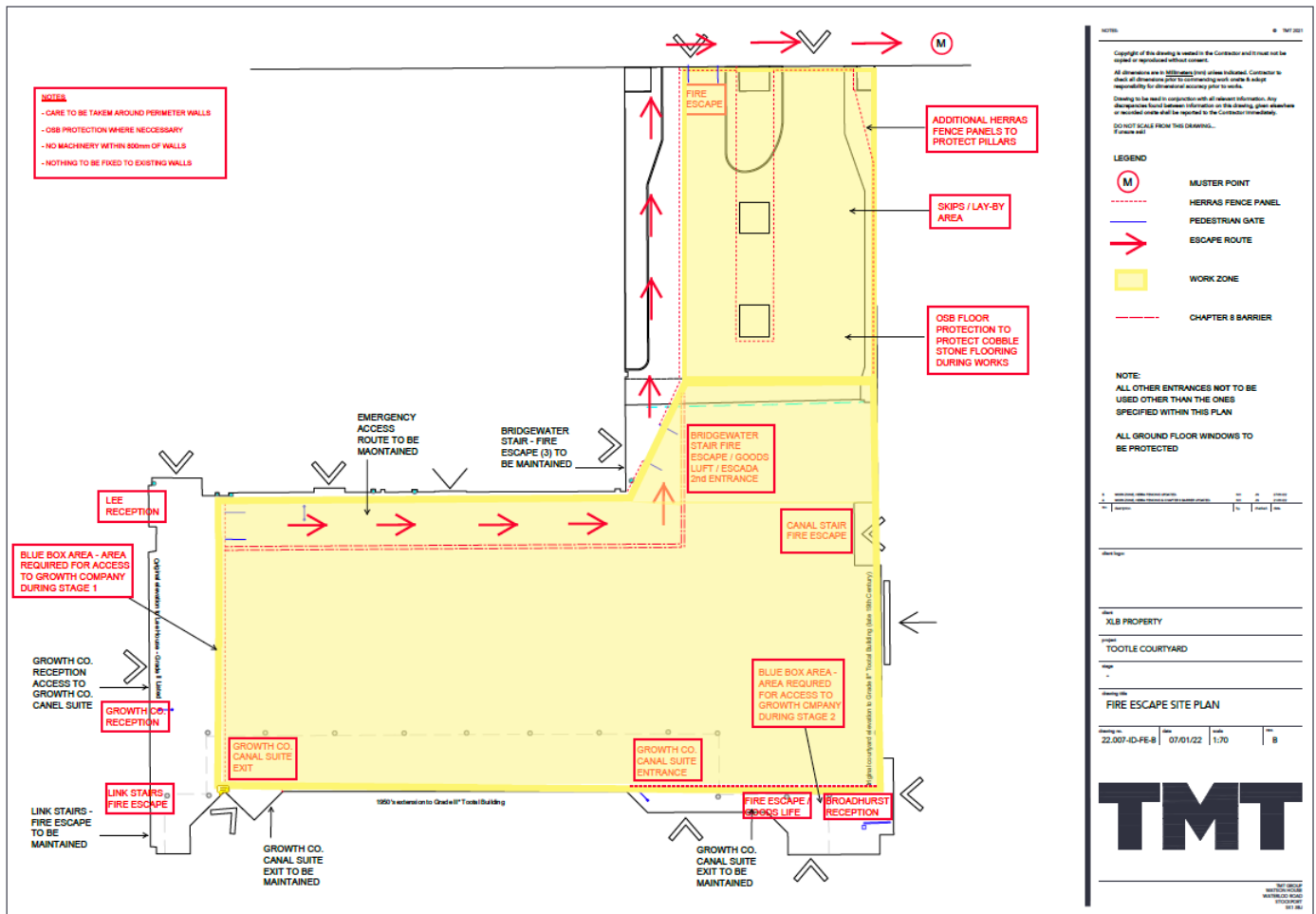
Signature:

This form will be kept in the strictest confidence and used only in an emergency. This form will be destroyed when you leave site.

Appendix 2 – Site Fire Safety Plan

Fire Plan Principles

- Site specific fire arrangements will be briefed to all site operatives through the initial site-specific induction
- The site shall have a designated site Fire Warden from TMT Commercial Contractors Ltd
- Fire Alarms, call points and extinguishers must be maintained in occupied areas
- Areas under the control of TMT Commercial Contractors will have call points and extinguishers maintained at all times
- Where the work takes place in an occupied building then the buildings own fire warning system will be used with the permission of the occupier.
- Due to the location of the Courtyard and the local businesses, the Bridgewater Stair and Link Stair fire escapes are to be maintained throughout the project. Site team to fence off areas and include access gates. Gates only to be used by local businesses as a fire escape in the event of an alarm raised. Escape route through the courtyard to be maintained throughout. Works in these areas to be conducted out of hours so as not to leave the area in an unsafe manner. Image below.



Fire Prevention Procedures

- The overall responsibility for the prevention of fire rests with TMT Commercial Contractors Ltd
- All TMT Commercial Contractors Ltd sites are no-smoking sites, except for the designated area and no burning is allowed on site
- The design team and the client will, where possible specify materials on non-flammable nature
- TMT Commercial Contractors Ltd is responsible for ensuring adherence to the project fire plan and procedure

TMT Commercial Contractors Ltd will:

- Provide and maintain in good working order, suitable and efficient firefighting equipment and establish safe and adequate fire assembly points
- Maintain means of safe access and egress in all areas at all times
- Liaise with the Design Team and Client to secure permanent firefighting equipment to be brought into service as soon as possible
- Conduct fire evacuation tests regularly as per the Company's test procedures
- Include fire patrols as part of the site safety inspections
- Update the fire plan(s) as and when the project progresses and inform site operatives accordingly
- Provide secure storage for flammable / highly flammable liquid and compressed gas.

The contractor is responsible for:

- Complying with all relevant statutory requirements and directives relating to fire prevention as laid down by TMT Commercial Contractors Ltd
- Using, where possible, materials of a non-flammable nature for temporary works, packaging etc.
- Ensuring that safe systems of work are carried out on site
- Advising TMT Commercial Contractors Ltd of all COSHH materials brought onto site, to include data sheets.

In addition, all contractors will:

- Appoint one or more fire-wardens, in writing, with a copy to TMT Commercial Contractors Ltd. The fire warden(s) will:
- Ensure adherence to all parts of this procedure
- Instruct and train operatives and all persons under their control in all relevant aspects of fire prevention on site
- Persons under their control in all relevant.
- Obtain approval from TMT Commercial Contractors Ltd before erection/alteration/adaptation or extension of any temporary facilities
- Liaise with, and obtain written approval from TMT Commercial Contractors Ltd for all use and storage requirements of flammable liquids and gases
- Not use polyurethane or isocyanate foams in permanent works or for temporary protection within the buildings
- Obtain permits to work for all hot work
- Examine at short intervals all hot work involving naked flames and sparks both during the work and after the work has finished
- Petrol / Diesel powered equipment should be located that their exhausts are well away from combustible materials. Engines should be shut off during refuelling operations. Only electrically driven or air operated equipment should be used unless absolutely necessary, written permission is to be obtained with the Site Manager before any petrol or diesel plant is brought to the site
- Oxygen cylinders should be stored well away from reach of combustible materials and acetylene or other fuel gas cylinders. It is preferable that the storage of oxygen cylinders should be separated from other stores by fire resistant materials. Storage areas should be well ventilated.
- Liquid petroleum gas cylinders containing propane or butane should be stored in the open, well away from any heat source in a secure well ventilated and suitable labelled storage area
- All oxy/acetylene welding cutting sets must be fitted with a spanner/key for emergency isolation. Flash back arrestors are also obligatory
- It is essential that all cylinders not in use should be returned to the storage areas immediately after use and not left within the buildings under construction or within temporary huts. Correct bottle trolleys are to be used for transporting cylinders. Wherever possible, all compressed gas cylinders in use will be returned to the appropriate storage area at the end of the working day. In exceptional circumstances, the contractor will seek the written approval from TMT Commercial Contractors Ltd for the establishment of an area on site for the temporary storage of cylinders. Such areas will be clearly identified as such.
- Portable cylinders supplying installation should be located out of doors where possible, if impossible a written method statement must detail all precautions to be taken and when two or more are used together, they should be suitably manifolded using properly designed fittings
- Comply fully with TMT Commercial Contractors Ltd procedures relating to fire safety at all times

The guidance note "Fire Prevention on Construction Sites" has been considered in the writing of these procedures and all parties shall co-operate to ensure that all statutory requirements are met. Housekeeping will be maintained to a high standard to ensure that combustible materials do not build up and cause a fire hazard.

- The “Temporary Electrics Sub-contractor appointed by TMT Commercial Contractors Ltd will carry out regular inspections and tests on all electrical equipment and fittings

TMT Commercial Contractors Ltd and all Contractors will:

- Target a zero-loss rate due to fire
- Comply with all statutory requirements relating to fire safety including e.g. flammable substances, fire detection and alarm, means of escape etc.
- Ensure a fire certificate for all temporary accommodation has been obtained prior to occupation of such premises
- Ensure that open fires are not started for any reason whatsoever.

Means of Escape

- All works must be designed and erected so that a safe route is always available to a final exit (place of safety). These routes must be clearly identified, with a maximum travel distance in accordance with the relevant standards
- All walls including windows and doors which form part of an escape route or staircase enclosure must have a minimum fire resistance of not less than half an hour
- Doors to protected staircases and escape passageways must be provided with self-closing devices and must be kept closed when not in use
- Building in which flammable and highly flammable liquids are stored or used must be provided with at least one segregated and fire protected means of escape
- Standards must be agreed by the local enforcing authorities after a basic proposal has been accepted by TMT Commercial Contractors Ltd
- Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a permit to work has been authorised by TMT Commercial Contractors Ltd.

Fire Fighting

TMT Commercial Contractors Ltd will establish a site procedure for dealing with a fire emergency that takes into account all hazards involved and any special features in the area. The procedures include the following:

- Sounding a warning alarm
- Dealing with a fire
- Closing down of operations
- Evacuation of the area
- Assembly at marshalling points and carrying out of roll calls
- Locating missing persons
- The contractor’s fire warden will instruct and train all personnel under his control in fire precautions and the actions to be taken in the event of fire. He will also instruct and train all supervisors in the correct use of firefighting equipment
- TMT Commercial Contractors Ltd will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until such time as permanent provision is secured
- All firefighting equipment will be properly maintained, examined and tested in accordance with the manufacturer’s instructions, and shall conform to the requisite British Standard.

Fire Emergency Protocol

- In the event of the discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire. (Temporary fire points will be readily accessible until such time as the permanent alarms are installed).
- All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/muster point.
- TMT Commercial Contractors Ltd site office must be notified immediately by the quickest practical means by the discoverer of the fire.

TMT Commercial Contractors Ltd site office personnel will establish where possible:

- The exact location of the fire
- The extent and nature of the fire
- Whether there are any casualties
- The evacuation status

TMT Commercial Contractors Ltd site office will immediately:

- Activate the fire alarm (if not already activated)
- Contact the appropriate emergency services requesting assistance. Advise Client
- Ensure all areas are quickly evacuated and site personnel are at assembly points
- Without taking any personal risks, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers
- All contractor's supervisors will report to TMT Commercial Contractors Ltd representative at the assembly point and verify that all personnel under his/her control are accounted for as a result of the evacuation
- TMT Commercial Contractors Ltd will arrange for the emergency services to be met at the main entrance, give them copies of the floor fire plans and guide them to the incident
- Upon arrival of the emergency services, TMT Commercial Contractors Ltd Site Manager will brief the officer in charge and provide such assistance as may be requested.

If after assessment of the situation, a total evacuation of the construction site is warranted, this will be authorised by TMT Commercial Contractors Ltd and the warning system for evacuation activated.

Upon hearing the evacuation sirens/bells:

- All hot work will be stopped, and all flames extinguished
- All machinery, vehicles etc will be switched off
- Any machinery blocking access routes will be moved to facilitate access by the emergency services
- All personnel will proceed to the appropriate fire assembly points, at the front of the building where each supervisor will confirm the attendance of their operatives to TMT Commercial Contractors Ltd Site Manager/Site Fire Warden
- The results will be relayed to TMT Commercial Contractor Ltd Contracts Manager, who will liaise with the client, in deciding upon any action in the event of personnel being missing
- No personnel will return to work until the "all clear" has been relayed from TMT Commercial Contractors Ltd Site Manager /
- Fire Warden to all relevant personnel.

Appendix 3 – What to do in case of a Fire

IF YOU DISCOVER A FIRE OR SMOKE:

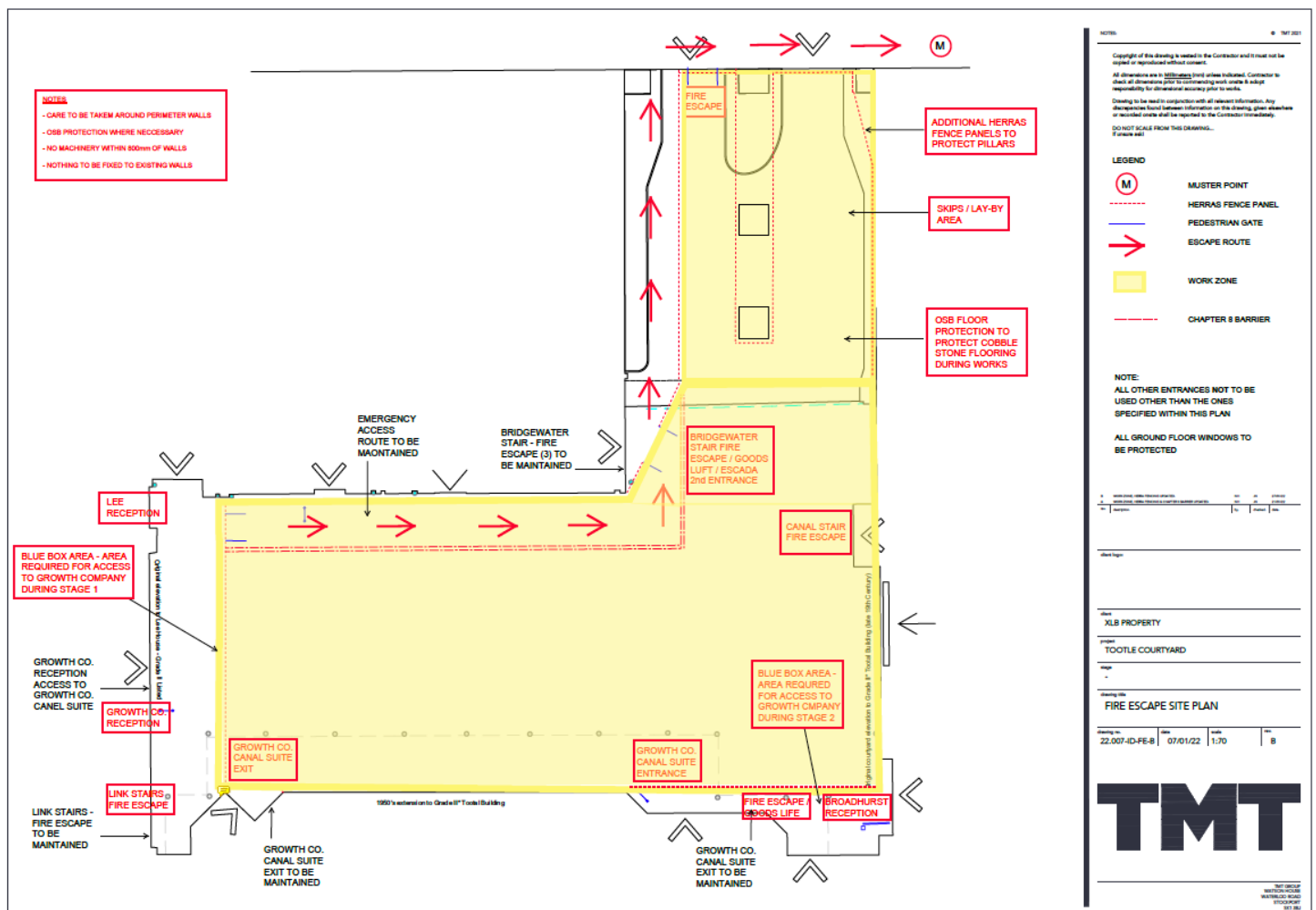
- OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE OR ACTIVATE A RED FIRE ALARM CALLPOINT
- LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY AREA AT THE FRONT ENTRANCE GATE
- FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU HAVE BEEN TRAINED AND IT IS SAFE TO DO SO

FIRE EVACUATION PROCEDURE

- THE ALERT SIGNAL IS A SERIES OF SHORT SIGNALS ON THE KLAXON ALARM. REMAIN AT YOUR WORKPLACE BUT BE PREPARED TO LEAVE IF NECESSARY. AWAIT FURTHER INSTRUCTIONS, FROM THE FIRE MARSHALL.
- THE EVACUATION SIGNAL IS A CONTINUOUS SOUNDING OF THE ALARM
- ON HEARING THIS, LEAVE THE SITE/BUILDING BY THE NEAREST AVAILABLE EXIT AND PROCEED TO THE ASSEMBLY POINT, WHICH IS AT THE FRONT ENTRANCE GATE

NOTE

- DO NOT USE THE LIFTS
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- DO NOT RE-ENTER THE BUILDING



Appendix 4 – Fire Risk Assessment

Ref	Activity	Hazard/Risks	Risk Assess No Controls			Control Measures	Residual Risk with controls		
			L	S	R		L	S	R
1	Fire Risk Assessment	Smoking	3	5	15	Smoking to be restricted to designated areas.	1	5	5
2		Arson	2	5	10	Security fencing consisting of hoarding/heras fencing and use of existing boundary. Access ladders to be secured at the end of each shift.	1	5	5
3		Waste	3	5	15	Good Housekeeping required to reduce waste build within the building. All waste to be stored in skips, segregated from building, fire retardant tarpaulins to be used to cover any skips close to site boundary.	1	5	5
4		Electricity	2	5	10	All electrical connections to be made by qualified personnel, certification to be supplied. All 110v supply to site to be fitted by qualified personnel, certification to be supplied. All 110v equipment used on site to be PAT tested.	1	5	5
5		Hot Works	3	5	15	Permit to works to be implemented. Consider with designers all possibilities for the building out of hot works. Where the above is not possible consider cold cut methods (reciprocating saw). Limit hot works to a controlled area away from buildings where possible. Ensure checks are made an hour after works have been completed. Keep area clear of combustible materials. Ensure a suitable extinguisher is available in cutting area.	1	5	5
6		Emergency Response	2	5	10	Appointed Fire Safety Co-Ordinator. The local fire service to be contacted by the Site Manager to inform them of the presence of the works giving site address and contact details.	1	5	5
7		Safe Storage of Materials including Flammables and LPG	3	5	15	Storage to be kept 15m away from all buildings. Any containers or drums must be kept more than 6m away any wall or boundary fence.	1	5	5

Appendix 5 – Insurance Details



09 September 2021

To Whom It May Concern,

RE: TMT Commercial Contractors Ltd - Contractors Combined Insurance

We are Insurance Brokers for the above client and are pleased to confirm below details of their Contractors Combined insurance for your records:

Employers Liability

Insurer:	Pen Underwriting Limited
Policy Number:	P/CTC/10948
Renewal Date:	3rd September 2021
Expiry Date:	2nd September 2022
Limit of Indemnity:	£10,000,000

Public & Products Liability

Insurer:	Pen Underwriting Limited
Policy Number:	P/CTC/10948 & P/XOC/10915
Renewal Date:	3rd September 2021
Expiry Date:	2nd September 2022
Limit of Indemnity:	£10,000,000

Contract Works

Insurer:	Pen Underwriting Limited
Policy Number:	P/CTC/10948
Renewal Date:	3rd September 2021
Expiry Date:	2nd September 2022
Contract Works Value:	£5,000,000
Hired in Plant Charges:	£360,000
Maximum Period:	12 Months

Professional Indemnity

Insurer:	Euna
Policy Number:	6874/21/E9 & E9-21-1140
Renewal Date:	3rd September 2021
Expiry Date:	2nd September 2022
Limit of Indemnity:	£10 Million

We trust that this meets with your requirements, however should you require any further information then do not hesitate to contact us.

Yours sincerely

Angela Poole
Development Executive
Email:
Direct Dial:

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0161 406 4861



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Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Service Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

TMT Commercial Contractors Ltd

Registered as

an upper tier waste carrier, broker and dealer

Registration number

CBDU72266

Address of place of business

T M T COMMERCIAL CONTRACTORS LTD
GREEN LANE
ROMILEY
STOCKPORT
SK6 3JG

Telephone number

0161 430 2584

Date of registration

Monday 12th November 2018

Expiry date of

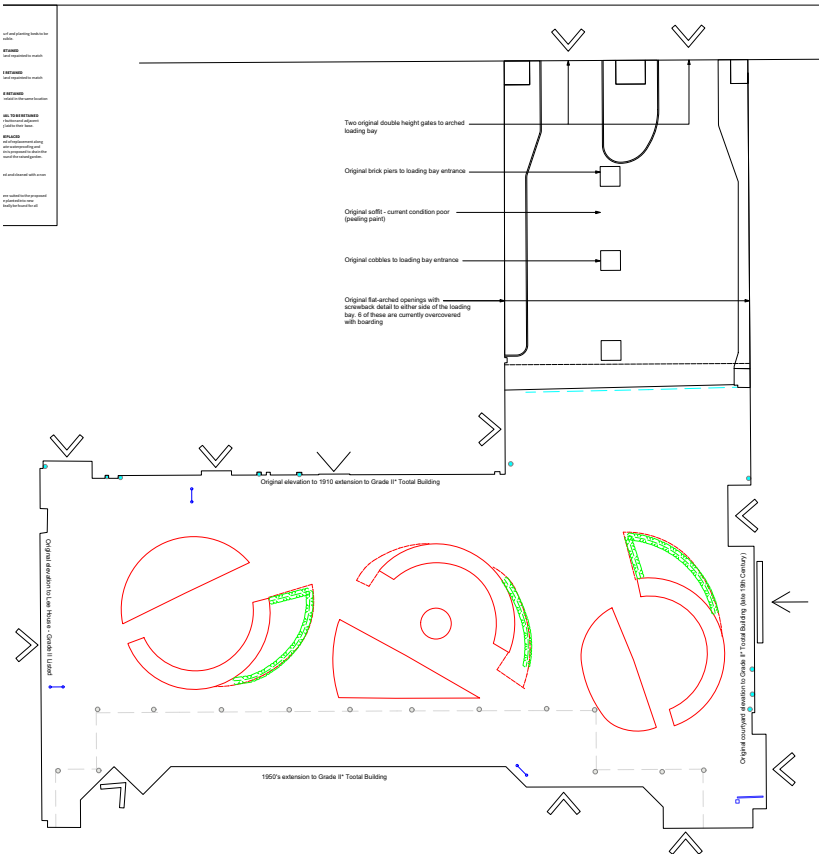
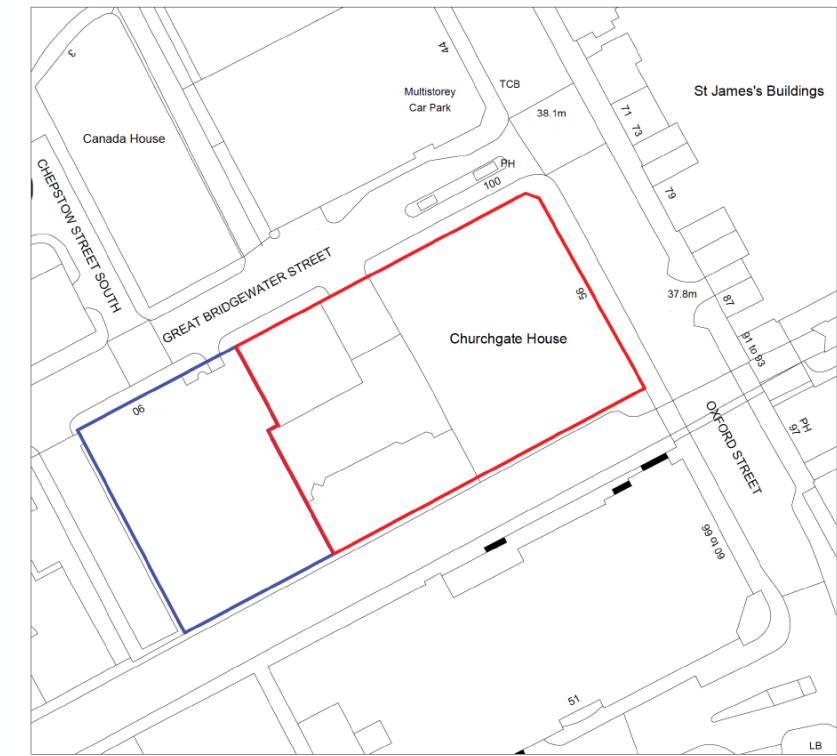
registration (unless
revoked)

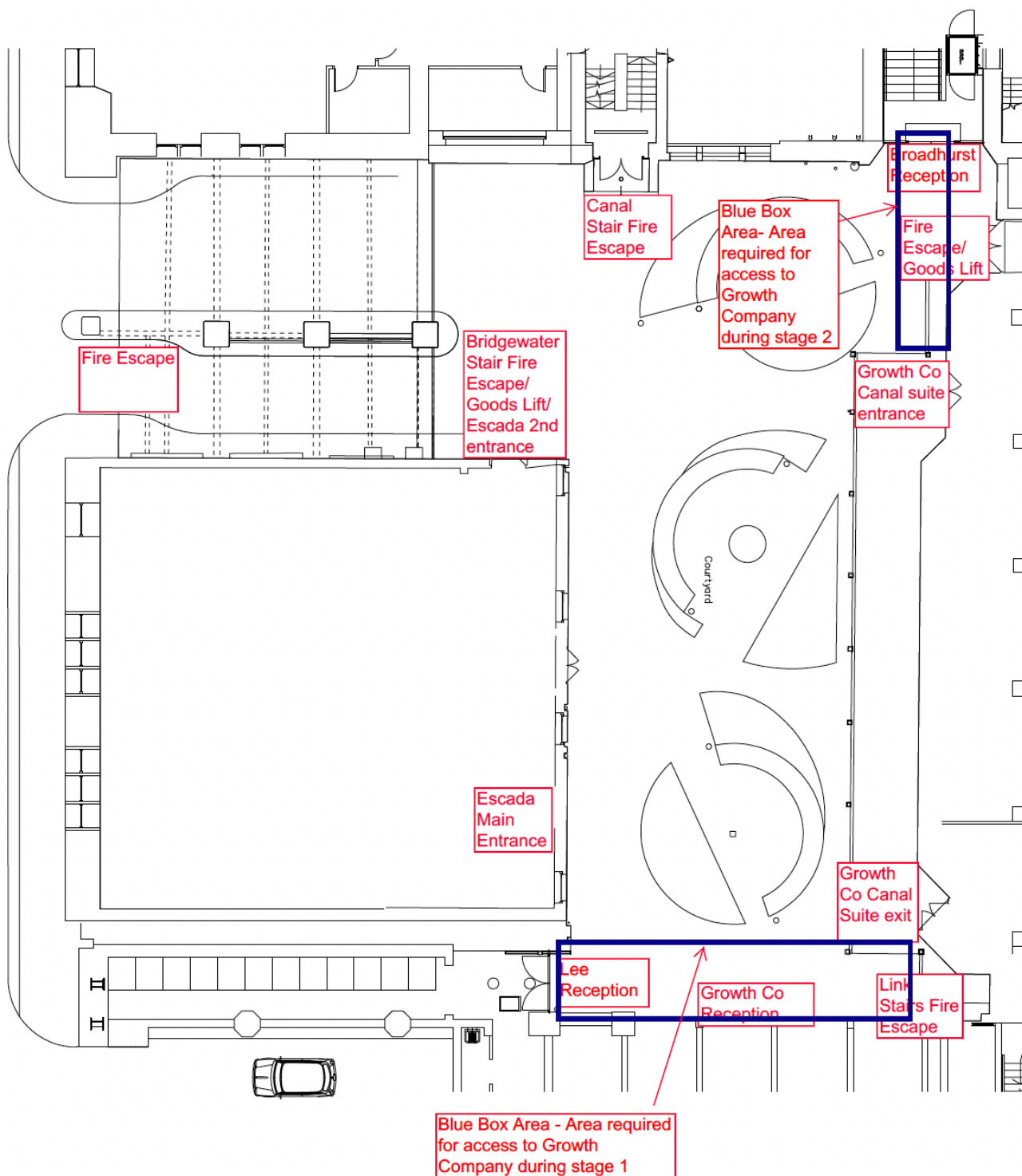
Friday 26th November 2021

Making changes to your registration

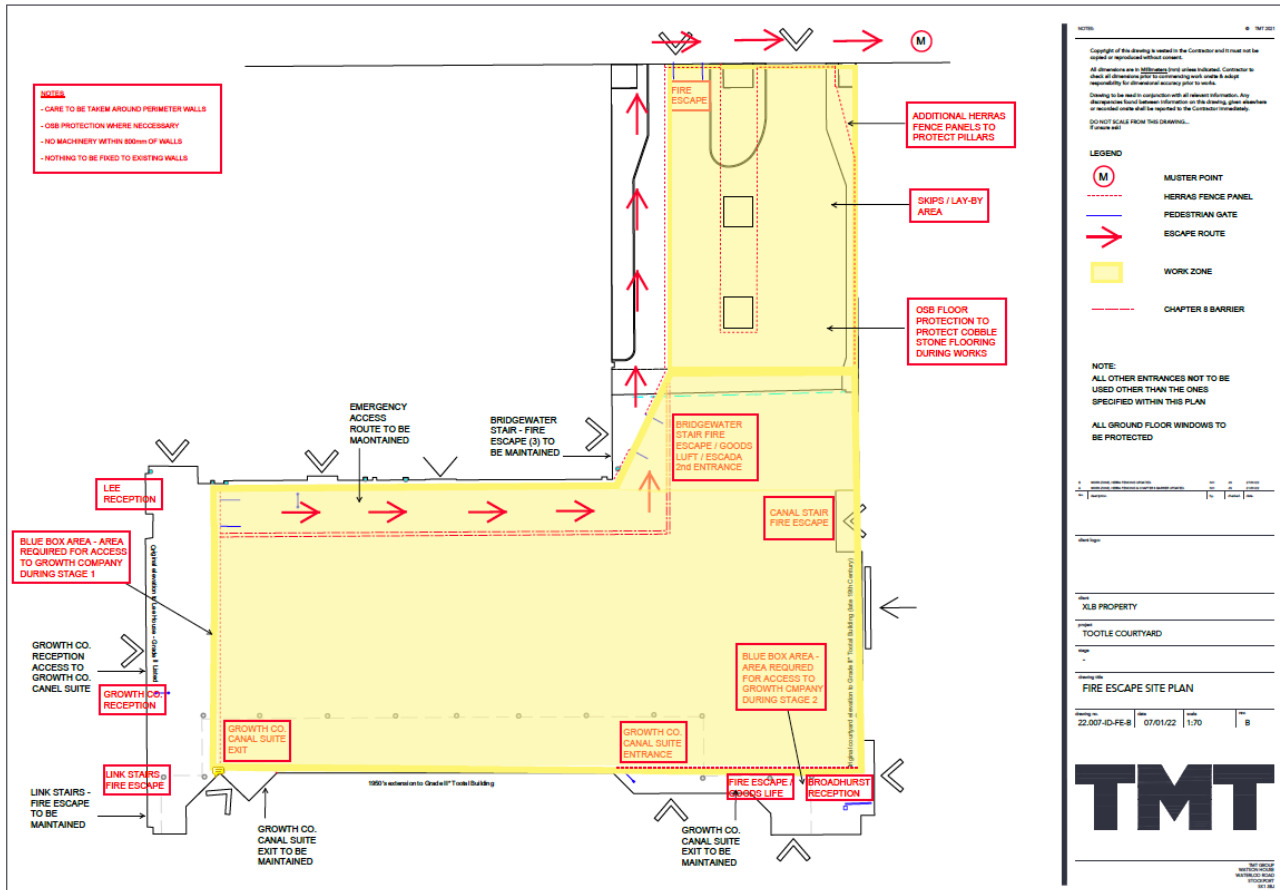
Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

Appendix 8 – Site Plan – Protection of Historic Building Fabric





- Protection to be provided to areas of historic building fabric.
- Herras fencing to be erected around existing historic pillars as per site plan.
- OSB floor protection to be installed over historic cobbled paving for the duration of the works as per site plan.
- Care to be taken around perimeter walls and OSB upstand protection installed where required.
- No machinery within 800mm of perimeter walls.
- No fixings to be installed what-so-ever to existing fabric of the building.



Appendix 9 - Drawings

Drawing register to be included

Appendix 10 – Temporary Works Register

Contract:						Contract No:					Date:
TW Ref No	Brief Description of TW	TW Risk Level (L, M, H)	Design Check Category (0, 1, 2, 3)	Design brief for non-standard solution required?	Design brief Reference	Design Completed	External Design Check Completed if Category (2 & 3)	RAMS for Erection/Dismantling agreed by TWC	Inspection Criteria& Frequency Agreed	Permit to Load/Strike required?	

Appendix 11 – List of Appointed Contractors

[illegible]

Appendix 12 – COVID-19 Prevention

Project Information

Project / Contract	All Sites
Contractor	All Contractor's
Site Address	All Sites
Project Start Date	N/A
Expected Duration	Ongoing
Projected Completed Date	N/A

	Name	Title	Signature	Date
Document Author	David Williams	Health & Safety Manager	<i>D. Williams</i>	08/10/2021 Rev 7
Authorised by				

Emergency Contact Details

Contact	Paul Traynor		
Telephone	07407 694 606		

Assessor's Name	Assessor's Signature	Persons Affected by this Risk Assessment
David Williams-Tech-IOSH	David Williams	Operatives, Visitors, Public

P	S	Pre-Control	Hazard / Consequences	Control Procedures	likelihood (a)	Severity (b)	Residual Risk Ranking (a x b)
4	5	20	Spreading COVID – 19	Anyone with symptoms of COVID-19 MUST follow the guidance from track and trace 119 service and get a free PCR test and stay at home, do not attend office or site. https://www.gov.uk/get-coronavirus-test?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae (link on page to order a free test) Do Not come into work if you have symptoms such as High temperature, Continuous cough, Loss of taste or smell and or sense of taste and smell has changed. For medical advice if you have Covid-19 phone NHS 111 Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is advised to follow guidance set by the Government as in link above Persons defined on medical grounds as being at increased risk: • Pregnant Women • Serious Heart Conditions • Lung condition such as Asthma, COPD, Emphysema or Bronchitis. • Diabetes • Kidney Disease • Liver Disease If a worker develops a high temperature or a persistent cough while at work, they should: • Ensure that their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance and take a PCR test and stay at home until test results come through. If results come back negative, personnel are allowed back to work	2	5	10
4	5	20	Travel to Work	Wherever possible workers should travel to site/offices alone using their own transport. TMT provides transport to site for site operatives and where shared transport is used the following advice should be followed: • Journeys should be shared with the same individuals and with the minimum number of people at any one time • Good ventilation i.e., keeping the windows open, ventilation set drawing in the fresh air and not on	2	5	10

				recirculation may help to reduce the risk of Covid aerosol transmission • Use hand sanitiser when entering vehicle to reduce risk of surface contamination and spread of Covid 19 • The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. • Use other means of transport to avoid public transport (Cycling). • If you are working on one of the smaller sites with few operatives it may be productive for the site manager to sign in/out each individual operative. This will control contamination more effectively. TMT has sufficient parking facilities to allow for additional vehicles and bicycles. Where possible if a member of staff becomes ill, a member of their household should be contacted to collect the affected person.			
4	5	20	Office, Site Access / Egress	All workers to wash their hands for 20 seconds using soap and water when entering and leaving the Office. Regularly clean common contact surfaces in reception, office, meeting rooms, kitchen and bathrooms. examples include, e.g. printer, telephone handsets and desks, particularly during peak flow times. TMT will seek to reduce non-essential staff in attendance at the offices and consider holding meetings remotely, via teams and telephone conference wherever possible. If you are working on one of the smaller sites with few operatives it may be productive for the site manager to sign in/out each individual operative. This will control contamination more effectively.	2	5	10
4	5	20	Ventilation-Office	Air conditioning/air extraction/circulation should always be kept operating. Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings in open areas where possible Staff overcrowding in an office should be avoided to reduce the risk of covid aerosol in the atmosphere and risk of transmission of Covid 19	2	5	10
4	5	20	Ventilation-sites	Site lead persons to ensure adequate ventilation/airflow on site, open window and or fan circulation of air to ensure continuous fresh air flow. Canteen and toilet areas should be adequately ventilated.	2	5	10

4	5	20		Number of persons using canteens and toilets should be staggered to reduce risk of aerosol accumulation and transmission of Covid19 in these areas Air flow and Fire doors. Do not compromise Fire safety, fire doors should be kept closed and not propped open.	2	5	10
			Hand Washing	All staff are encouraged to take regular breaks to wash hands. Ensure adequate supplies of soap and freshwater are readily available and will be kept topped up at all times. TMT provides hand sanitiser (minimum 60% alcohol-based) where handwashing facilities are unavailable Regular cleaning of the handwashing facilities must be carried out to reduce the potential for infection.			
4	5	20	Toilet Facilities	Wash or sanitise hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. TMT provides suitable and sufficient rubbish bins for hand towels with regular removal and disposal. See also Ventilation section in this risk assessment	2	5	10
4	5	20	Canteen / Welfare Facilities	The capacity of each canteen or rest area should be clearly identified at the entry to each facility. Break times should be staggered to reduce congestion and contact at all times Frequently clean surfaces that are touched regularly, using standard cleaning products, e.g. kettles, refrigerators, microwaves All rubbish should be put straight in the bin and not left for someone else to clear up Tables should be cleaned between each use Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between uses (See ventilation section in this risk assessment)	2	5	10
4	5	20	Work Planning to avoid close working	Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend their workplace. Avoid skin to skin and face to face contact <u>Site Meetings</u> Only absolutely necessary meeting participants should attend Rooms should be well ventilated / windows opened to allow fresh air circulation	2	5	10

				Consider holding meetings in open areas where possible <u>Reduce</u> - Minimise the number of workers involved in these tasks - Workers should work side by side or facing away from each other, rather than face to face Regular cleaning of frequent touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. must be undertaken. All work where possible should be conducted in well ventilated spaces Workers should wash their hands before and after using any equipment <u>PPE</u> Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single-use PPE should be disposed safely so it cannot be reused			
4	5	20	First Aid and Emergency Service Response	The primary responsibility is to preserve life, and first aid should be administered if required and until the emergency services attend. All sites will have adequate first-aid resources Emergency plans including contact details should be kept up to date All site based high risk activities (such as working at height) are to consider potential delays in emergency services response, if required these activities may require additional resources or rescheduling to minimise risk.	2	5	10
4	5	20	Cleaning	Enhanced cleaning procedures should be in place across all sites, particularly in communal areas and at touch points including: - Taps and washing facilities - Toilet flush and seats - Door handles and push plates - Handrails on staircases and corridors - Lift and hoist controls - Machinery and equipment controls - All areas used for eating must be thoroughly cleaned on a regular basis, including chairs, door handles, vending machines and payment devices. - Telephone equipment	2	5	10

				• Keyboards, photocopiers and other office equipment • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.			
--	--	--	--	--	--	--	--

PPE Required

									
✓		✓					✓	✓	

	Likelihood		Severity		Priority
1	Highly Unlikely	1	Trivial	1	Very Low Priority No Action Required (Risk no 1)
2	Unlikely	2	Minor Injury /Lost time incident	2	Low Priority (Risk No 2-6)
3	Possible	3	Over 3-day Injury / RIDDOR 2013	3	Medium Priority (Risk No 5-9)
4	Probable	4	Major Injury	4	High Priority (Risk No 10-12)
5	Certain	5	Incapacity or Death	5	Urgent Action (Risk No 15-25)

Sign Off Sheet – Coronavirus Disease (COVID-19)

I have read and understood the contents of this Risk Assessment. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Risk Assessment and understand that any instructions are provided for my safety and the safety of others.

[illegible]

Appendix 14 – Site Access & Safety Procedures

Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.