

Draft-Construction phase plan



Project Name	Hough End Sports Village extension	Project No.	NWC0085
Client (Name and Address)		Site Address	
Capital Programmes and Procurement Corporate Core Directorate Manchester City Council PO Box 532 Town Hall Manchester M60 2LA		Hough Sports End Village 48 Princess Road Manchester M20 1HD	
Site Telephone No	07377733810		

Authorised By	Job Title	Signature
Andrew Beaumont	Director Responsible	
Abbi Willetts	Project Lead/Nominated Manager	AJW
Sinead Smith Watson	Health & Safety Manager /Advisor	

The director responsible for the workstream and Project Health & Safety Manager / Advisor must authorise on first issue, the Project Lead is required to authorise all subsequent revisions.

Revision Record

This document has been reviewed and where necessary updated as detailed below.

If there are no changes to be made, record the review as "Reviewed. No changes required". Do not change the revision letter.

Revision	Date	Summary of changes (Enter page and section number and brief details of change.)	Updated By
0	15-03-21	Document amended/updated to reflect project details	DC
A	19-03-21	Document amended/updated to reflect project details	DC
B	24-03-21	Document amended/updated to reflect project details	DC
C	11-02-22	Document amended/updated to reflect project details	AW

Circulation

Further guidance & information relating to the construction phase plan and CDM requirements is located within the ISG Company Management System (CMS).

A copy of the latest version of this document is to be uploaded on onto the ISG Document control platform, or physically shared with subcontractors

Issued to:	Company:
ISG Project Team	ISG
Client	Manchester City Council – Capital program.
Principal Designer	KOK
Project Managers	Manchester City Council – Capital program.
Architect	Ellis Williams Architects
Structural Designer	Curtins Structural Engineers
Mechanical & Electrical Consultants	Watermans
Client appointed Consultant	TBC
Building Control	Manchester City Council
Appointed Subcontractors	Refer to Project Directory

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1. Introduction

This Construction Phase Health and Safety Plan contains the arrangements that will be implemented to ensure the safe execution of the works in compliance with the Construction (Design and Management) Regulations

It has been compiled from information obtained from the pre-construction information pack, issued by the Principal Designer, **KOK** and from supporting information obtained from site visits, Designers Risk Assessments and drawings and specifications issued by other members of the project team. This is a live document and will be maintained, reviewed and updated by the project team at least monthly.

This project is known as Hough End Sports Village extension.

Works will not commence until this plan has been completed to a satisfactory standard and has been deemed suitable by the Principal Designer. Additionally, the Construction Phase Health & Safety Plan must also be authorised and signed by the appropriate persons of the Project Team. The Scope of works includes:

Isolation of existing mains services to the existing changing block.

Demolition of the existing changing block.

Demolition and construction of larger substation

Construct new 2 storey build extension incorporating new services, internal finishes, external treatments and forming new openings into the existing structure creating access and egress from the existing leisure.

Associated car parking and external works.

Works incorporate new concrete foundations, steel frame, metal decking, new roofing, drainage, live services and external cladding.

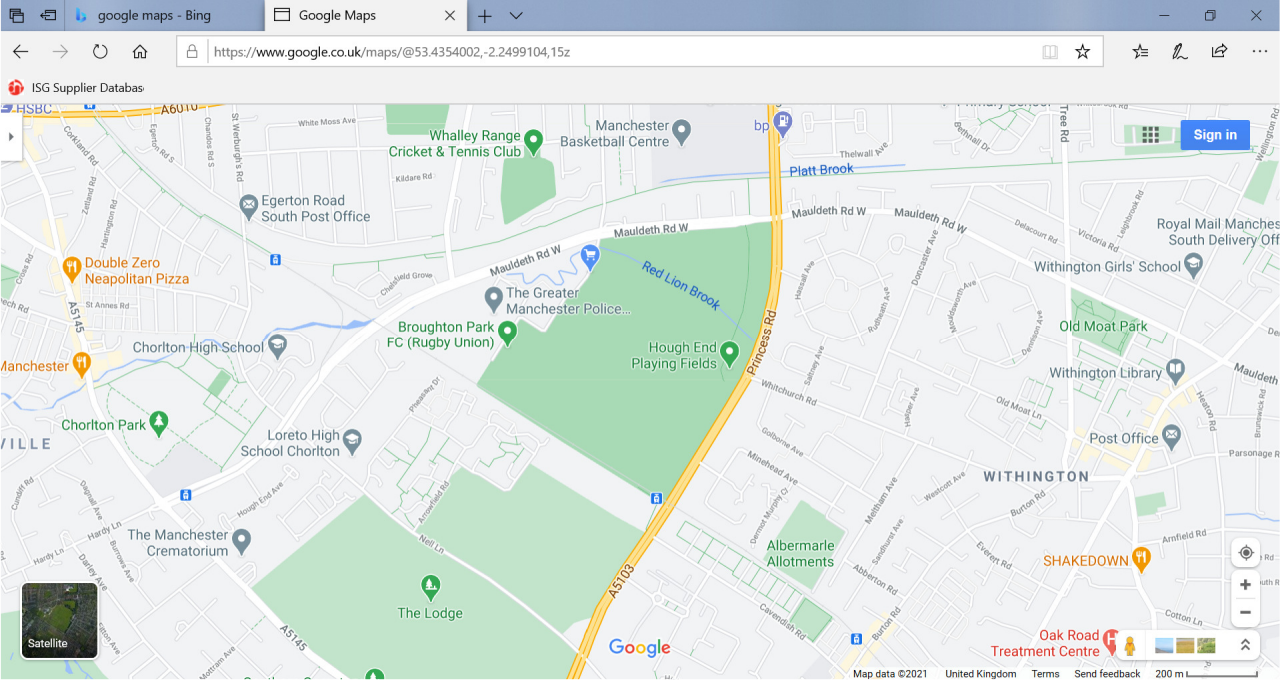
Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Contractors, third parties and members of the public
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given

This Health and Safety plan follows procedures and guidance contained within the ISG Management System and Health and Safety Policy and reference to these will be made throughout this plan.

Project programme dates	
Planned commencement date	Summer 2022
Planned completion date	Summer 2023
Other key project dates: e.g. – sectional handover / power on (delete / add as required)	-

The following existing restrictions have been identified from the Pre-Tender Health and Safety Pack and supporting information, such as Designers Risk Assessments and site visits. These will be taken into account throughout the works:

Existing Structures Site Description	
Refer to Site Location Map attached that details the existing changing room block and leisure centre. 	
Existing Hazard / Consideration / Restriction	Notes / Controls (Provide details or mark as N/A)
Boundaries and Adjacent Land Use	The site is located between existing playing fields and the Princess Road highway. On the opposite side of Princess Road are local housing estates. To the south of the site is the Metro Link tram way connecting central Manchester with the South Manchester area. The site is fully fenced between the adjoining neighbours although ISG will erect an additional layer of fencing where the existing fence line is deemed unsuitable for site purposes.
Adjoining sites	The existing Hough End sports leisure centre and car park.
Live Services	There are unidentified live services serving the existing Hough End Sports Village and changing block. ISG will undertake the relevant surveys to identify the existing services. There are live services within the footpath on Princess Park Road which need to be considered during the S278 works to form the new site entrances.
Existing Tenants	Existing staff members and general public occupy the existing Hough End Sports village centre. The existing leisure centre is to remain open during the period of the extension contract period.
Access to the site	Access and egress for the project will be via Princess Park Road
Existing Health Hazards	
Asbestos	Yes- located with the existing changing rooms only. Please refer to appendix 2 for the Asbestos report for sully survey information.

	Main works- No Asbestos identified following site investigation. ISG will however implement a watching brief during ground works and our safety induction will brief operatives look out for unusual or suspect materials.
Contamination	Surveys being currently undertaken to determine risk factor
Occupational Health	
Dust	Y- The works will include significant earth moving and the material will be redistributed on site to suit the final levels (cut & fill) with an amount tbc to be removed from site. In advance of the works an air quality assessment will be completed and the measures for controlling dust and its suppression will follow the assessments recommendations. • To assist with vehicle deliveries, we will implement a wheel cleaning system at the entrance point to the site consisting of a jet washing facility if applicable. • To ensure the highway is kept clean of site spoil we will engage regular street sweeping to remove and cleanse the neighbouring highway. This will involve both manual & mechanical cleaning. • All vehicles making deliveries to be FORS registered. • Waste containers will be covered where applicable. • All cutting operations will be controlled either by vacuum extraction or water suppression. • Internal access roads will be well maintained and cleaned. • All site fencing and hoarding will be cleaned on a regular basis. • Speed restrictions will apply on site with a maximum 10mph limit. • All idling plant will be switched off. • Constantly updating of the logistics plan to optimise traffic routes will continue throughout the construction phase. • Regularly inspections will be carried out of all the traffic routes both on and off site daily.
Vibration	Y- Certain works particularly forming of new hard landscaped and carpark will create an amount of vibration albeit over a short duration. Measures will be put in place to monitor the vibration near the adjoining properties. Thorough dilapidations surveys and consultation with neighbours where required.
Noise	Y- Working hours will be in full agreement with the stipulations as defined by the Local Authority. As part of mitigation on site we will adopt the following measures: - • Sound monitoring will be ongoing throughout the construction period. • Reviewing activities and plant to be employed to ensure they are the quietest available for the required purpose. These will also be constantly maintained. • Utilising localised screening/ baffles wherever possible for the noisiest equipment / works. • Use enclosures where considered necessary and reasonably possible. • Ensure all site staff are aware of noise pollution as a potential issue. • Use alternative reversing alarms wherever possible - although it is noted that staff safety is of the primary importance. • Maintain equipment. • Switch off equipment when not in use. • Keep all internal haul routes well maintained. • Use rubber linings in chutes, dumpers and skips etc. wherever possible • Start-up plant and vehicles sequentially. • Adhere to operational times strictly.

	• Keeping residents informed when the noisiest activities will occur. Providing a single contact number for neighbours to contact should they be disturbed any site activities.
Waste	Y A full waste management plan will be implemented and waste streams will be identified and appropriate recycling areas will be installed.

IMPORTANT

CONSTRUCTION WORK SHALL NOT COMMENCE UNTIL THE PRINCIPAL DESIGNER AND CLIENT ARE SATISFIED THAT THIS CONSTRUCTION PHASE PLAN HAS BEEN SATISFACTORILY DEVELOPED – AND HAVE ADVISED US ACCORDINGLY IN WRITING.

2. Project Team Details & Organisation

Professional Team

Client:

Name	Address	Contact No
Mr Rob Renshaw	Capital Programmes and Procurement Corporate Core Directorate Manchester City Council PO Box 532 Town Hall Manchester M60 2LA	Office 0161 219 6420
		Mobile
		E-mail Rob Renshaw rob.renshaw@manchester.gov.uk

Principal Designer:

Name	Address	Contact No
Mr Rob Plant	Ellis Williams Architects, Wellfield, Chester Road, Preston Brook WA7 3BA	Office 01928 752200
		Mobile
		E-mail

Project Manager:

Name	Address	Contact No
Mr Rob Renshaw	Capital Programmes and Procurement Corporate Core Directorate Manchester City Council PO Box 532 Town Hall Manchester M60 2LA	Office 0161 219 6420
		Mobile
		E-mail Rob Renshaw rob.renshaw@manchester.gov.uk

Designer Architect:

Name	Address	Contact No
Mr Rob Plant	Ellis Williams Architects, Wellfield, Chester Road, Preston Brook WA7 3BA	Office 01928 752200
		Mobile
		E-mail

Designer Structural Engineers:

Name	Address	Contact No
Mr. David Sandbrook		Office 0161 236 2394
	10, Oxford Court, Manchester, M2 3WQ	Mobile
		E-mail :

Designer Mechanical and Electrical:

Name	Address	Contact No
Mr. Tim Davies	2 nd floor South Central 11, Peters Street, Manchester, M2 5QR	Office 0161 8398392
		Mobile
		E-mail

Client appointed Project Manager:

Name	Address	Contact No
		Office
		Mobile
		E-mail

Building Control:

Name	Address	Contact No
	Capital Programmes and Procurement Corporate Core Directorate Manchester City Council PO Box 532 Town Hall Manchester M60 2LA	Office 0161 219 6420
		Mobile
		E-mail

Principal Contractor: ISG

The following people make up the ISG project team for this project:

Name	Position	Contact No
Wayne Flannery	Regional Manager Director (RMD) / Divisional Managing Director (DMD) (delete as appropriate)	Office: 0161 836 1800
		Mobile:
		E-mail: Rob.martin@isgltd.com
Andrew Beaumont	Regional Director (RD) / Project Director PD / Cluster Director (CD) (delete as appropriate)	Office: 01274 866 711
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Sinead Smith Watson	Health and Safety (HS)	Office:
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TBC	Project Manager (PM)	Office: 0161 836 1800
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		E-mail:
TBC	Construction Manager (CM)	Office:
		Mobile:
		E-mail:
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TBC	COSHH Co-ordinator (CC)	Office: 0161 836 1800
		Mobile:
		E-mail:
TBC	Site Safety Supervisor (SSS)	Office:
		Mobile:
		E-mail:
TBC	Fire Safety Co-ordinator (FSC)	Office: 0161 836 1800
		Mobile:
		E-mail:
TBC	Temporary Work Coordinator (TWC)	Office: 0161 836 1800
		Mobile:
		E-mail:
TBC	Lifting Operations Appointed Person (AP)	Office: 0161 836 1800
		Mobile:
		E-mail:
TBC	Electrical Authorised Person (AP)	Office:
		Mobile:

		E-mail:
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Contractors

Details of the Contractors working on this project will be maintained on a project directory, a copy can be found in **Appendix 2**. This will be updated when new contractors or staff members join the team.

Roles and Responsibilities of the ISG Project Team

This must be used as a check list throughout the various stages of the project.

Responsibilities – General	Role
Read and comply with the ISG Health and Safety Policy and ISG Company Management System (CMS or PMS).	All members of the Project Team

Actions / Responsibilities – Pre-Construction	Role
Organise and Chair Project Start up Meeting	PM
Identify significant hazards and read the relevant sections within the Company Management System. Complete the Project risk register. Obtain from the Health and Safety department guidance and advice as required.	PM/SM
Obtain any tender Health & Safety information such as the Pre-tender Health & Safety Pack. Prepare and maintain this Construction Phase Plan	PM
Issue this Construction Phase Plan to project team and all contractors.	PM
Prepare a Site Logistics and Traffic Management Plan	PM/SM
Obtain, complete and display a copy of the F10 - Notification of construction project	PM
Hazardous Waste Notification to Natural Resources Wales	PM
Obtain additional notifications from Local Authority, HSE etc	PM
Obtain and display a copy of the ISG Health and Safety Policy Statement	PM
Obtain and display the current ISG Public Liability Insurance Certificate.	PM
Contact the service authorities and establish the location of existing services	PM
Prepare a project directory.	PM
Notify third parties e.g. adjacent projects, neighbouring houses, schools, businesses, etc. where necessary.	PM
Plan and arrange Site Welfare Facilities	PM
Plan and Arrange Temporary Services and Electrics	PM
Check that the temporary site building(s) comply with the requirements of the code of practice for fire prevention on construction sites.	PM/SM
Ensure a comprehensive fire risk assessment is carried out.	PM/SM
A fire detection system is installed within the Project Offices	PM

Important: Work shall not commence until the Principal Designer and Client are satisfied that this Health and Safety Plan has been satisfactory completed.

Actions / Responsibilities – Safety Planning	Role
Obtain Designers Risk Assessments/develop a Project Specific Risk Assessment and issue to the Contractors –	PM
Display Emergency Telephone Numbers on the site notice boards.	PM
Ensure Contractors have produced Works plans, Method Statements and Risk Assessments prior to any work starting	PM/SM
Ensure all Contractor Works plans, Method Statements and Risk Assessments are reviewed before work starts	PM/SM
Ensure all operatives, staff and members of the Professional team attend the project inductions	PM
Ensure all Contractors have identified Hazardous Substances and issued the associated COSHH Assessment and Material Data Sheets	PM
Review all COSHH Assessments	PM
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous materials	PM
Ensure adequate PPE is available for visitors	PM
Ensure Site Logistics and Traffic Management Plan implemented and communicated to staff	PM
Ensure Major Incident Plan has been communicated to staff and procedures within implemented	PM
Ensure lifting operations are planned, controlled & supervised at all times. Ensure that lifting plans are compiled maintained and reviewed.	PM
Ensure that DABs and weekly review lifting team meetings are held and recorded.	PM

Actions / Responsibilities – Supervision and Co-ordination	Role
Ensure all Risk Assessments, Method Statements and COSHH Assessments are communicated by the Contractor to their operatives.	PM
Issue requirements for regular Tool Box Talks to Subcontractors	PM
Implement Red Yellow and Green Card System	PM
Implement Subcontractor HSQE league scoring criteria and League table	PM
Organise, attend and manage the following meetings as detailed in this Construction Phase Plan.	PM
Carry out daily inspections on site to review Subcontractor compliance with Method Statements and Risk Assessments	Project Team / Subcontractors
Where necessary issue Improvement Notices or Prohibition Notices to Subcontractors.	All Site Staff

Actions / Responsibilities – Inspections/Records/Audits (cont.)	Role
Ensure all mobile towers, podiums, delta-decks, ladders, stepladders & podiums have a Suitable Tag (e.g. Scaff Tag, Ladder Tag), recorded on a plant register and that they are inspected: ▪ Every 7 days ▪ Before use ▪ After any event that could have affected stability	PM/SM
Ensure all MEWPS, PECO's & ECO's have a suitable daily inspection tag / sheet attached to the plant and a written register maintained: ▪ Every 7 days ▪ Before use After any event that could have affected stability	PM/SM
Ensure all Hoists and lifts are recorded on a plant register and inspected: ▪ Before first use and visual daily check ▪ Weekly by operator ▪ Every 6 months by manufacturer / installer ▪ In accordance with manufacturers recommendations	PM/SM
Ensure that all lifting equipment is identified and recorded onto a register and that inspections are carried out on all lifting equipment i.e. cranes, slings, chains, eye bolts, Fork Lift Trucks, Genie lifts, etc ▪ Before each and every use ▪ At least every 6 months by the appointed competent person ▪ At any other intervals recommended by the supplier	PM/SM
Carry out and record weekly site safety inspections	PM/SM
Carry out inspections on Excavations daily prior to work, and after any event that could have affected stability	PM/SM
Inspect Confined spaces prior to any works	Subcontractor
Ensure all plant is recorded onto a plant register and that it is inspected ▪ Before use ▪ In accordance with manufacturers recommendations and planned maintenance schedule	PM/SM
Ensure all electrical equipment is PAT tested and inspected: ▪ Before use ▪ Every 3 Months	Subcontractors / CM / SSM
Carry out safety inspections/system checks on the site conditions	PM/SM
Carry out Health and Safety audits on the implementation of the Company Management System	PM/SM
Report Health & Safety performance to the Client within the Project Reports and Client Meetings	PM/SM
Provide the Principal Designer with the relevant documentation required for the H&S file. (If the PD is appointed by the client for the duration of the Design and Construction Phases) If PD is not appointed for the Construction Phase then it shall be the duty of the PC to compile and present the H&S file to the client.	PM/SM
Chair the Project HSQE Review Meeting	PM
Attend the Project HSQE Review Meeting	ISG Project Team

Roles and Responsibilities of Client Rob Renshaw- Manchester City Council

Throughout the project the Client will be responsible for:

- Clients have to ensure that suitable arrangements are made to manage the project safely.
- Clients have to ensure that suitable welfare arrangements are in place prior to and during construction.
- Clients to ensure that designers and contractors are promptly supplied with information relevant to their purposes.
- Clients to ensure that designers and contractors are promptly supplied with information relevant to their purposes.
- Client must ensure that contractors (Principal Contractors on notifiable projects) are informed of the minimum time to be allowed for planning and preparation before construction commences.
- On notifiable projects the Client must appoint in writing a Principal Designer and a Principal Contractor, otherwise he will himself be deemed responsible for the duties assigned to those roles.
- On notifiable projects the Client must ensure that construction does not commence before a Construction Phase Health and Safety Plan is in place.
- In addition to the above ISG will ensure that the client is aware of their responsibility in accordance with the CDM regulations.

Roles and Responsibilities of the Design Team

The Design Team will be responsible for:

- Ensuring the Client is aware of his duties.
- Avoiding risk to construction workers, cleaners, maintenance workers, and anyone affected by their activities, together with anyone using the structure if it is designed as a workplace, - (an important new requirement)
- Eliminating hazards, and reduce the risk from remaining hazards, giving priority to collective measures.
- Providing sufficient information regarding the design to assist the Client, Principal Designer, other Designers and Contractors.
- Not carrying out design (other than initial design) for a notifiable project unless a Principal Designer has been appointed.
- Providing information regarding a notifiable design promptly so that the Health and Safety File may be prepared and issued on completion of the project.
- Ensuring that the design takes into account the Workplace Health, Safety Welfare Regulations.
- In addition to above the ISG will ensure that designers are aware of their responsibility in accordance with the CDM regulation.

Roles and Responsibilities of the Principal Designer

The Principal Designer is responsible for:

- On notifiable projects the Principal Designer will be required to advise and assist the Client, in addition to his current duties to co-ordinate and to liaise with the Designers and the Principal Contractor. Through this closer relationship with the Client the Principal Designer is expected to have greater influence than hitherto, however, the Principal Designer has not been given authority in his own right and will be dependent on the Client in this respect.
- The Principal Designer will be responsible for ensuring that the information required from the Client is obtained and issued to all who require it. However, the Principal Designer will not be required to prepare a formal Construction Phase Plan, but information required from the Client, Designers and others must be included in the package issued to the Principal Contractor (Pre-Construction Information Pack).
- Where the Client has appointed a Principal Designer for both the Pre-construction and Construction phases, the Principal Designer is required to prepare the Health and Safety File and pass it on to the Client at the end of the construction phase.
- If the Principal Designer's appointment concludes before the end of the project, the Principal Designer must pass the health and safety file to the Principal Contractor
- In addition to above the ISG will ensure that the Principal Designers are aware of their responsibility in accordance with the CDM regulation.

Roles and Responsibilities ISG

- For all projects that require a Principal Designer, subcontractors must not commence work unless they have been provided with the names of the Principal Designer.
- ISG will ensure that every subcontractor is informed of the minimum time provided for planning and preparing before construction works commences.
- ISG will ensure that every construction worker is provided with suitable site induction training.
- ISG will ensure that their employees have been provided with the necessary information and training, and that other subcontractors have complied with a similar duty.
- ISG is responsible for planning, managing and monitoring the construction works, and for ensuring that the other subcontractors carry out their duties.
- ISG is responsible for giving access to the relevant parts of this Construction Phase Plan to the other Contractors, and for consulting with those subcontractors before finalising the relevant parts of the Plan.
- ISG is required to identify from each subcontractor the information required for the Health and Safety File, and to ensure that the information is promptly provided to the Principal Designer.
- If the Principal Designer's appointment concludes before the end of the project, ISG will ensure the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred

3. Health and Safety Objectives and Standards for the Project

Company Goals

Whilst undertaking these works it is our policy to endeavour to:

- Prevent accidents and ill Health to our employees, Client, Subcontractors, third parties and members of the public
- Ensure all works are carried out in accordance with all relevant Legislation and Codes of Practice.
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority
- Consult and communicate to all those involved in the project and listen when feedback is given
- Reward those who make a positive contribution towards Health and Safety Best Practice
- Cause minimal Environmental Impact and damage

Project Specific Goals

The specific goals for this project are to execute the works with:

- Maintain high standards of Health, Safety and Welfare at all times to always ensure we achieve a company standard project.
- To achieve zero reportable accidents and incidents
- Have no incidents relating to any lifting activities
- Reward High standards of Health and Safety and Best Practice
- Act on all reported unsafe acts and conditions
- Minimise disruption and nuisance to other tenants
- Ensure all operatives and visitors wear the correct PPE at all times throughout the project
- Undertake monthly review of these goals
- **Ensure all construction related activities associated with the forming of new openings within the existing Leisure centre have been communicated well in advance and that all parties are aware of their duties to ensure works are managed to have limited impact on the end user**

4. Information for Subcontractors

Information from Design Team

All Designers Risk Assessments will be reviewed and issued to the appropriate subcontractor, so they can take into account the risks and control measures identified when planning their works.

A register of all drawings prepared by the Design Consultants, and the subcontractors will be maintained on site, via the document control system. All drawings and specifications will be reviewed and issued to the relevant subcontractor associated with the works, or who may be affected by the works.

Inductions

All personnel (including visitors or the Client's professional team) wishing to access and work on this project must attend the site safety induction. On this project there will be 4 types of Induction (amend as required):

- Full site-specific induction – which everyone **shall** attend
- Site supervisor's induction – which the Contractors Foreman and Site Managers **shall** attend
- Lifting team induction which all members of the project lifting team **shall** attend.
- Visitors induction – which **all** visitors **shall** attend.

All personnel attending the ISG induction must bring with them relevant training and competency cards or documents. Personnel must also be able to identify who they are employed for on the project.

This informs all operatives, staff and management of the specific risks associated with this project together with the arrangements in place for Health, Safety and Welfare.

The Supervisors induction is specifically addressed to the subcontractors site management and supervisors and is to complement the full Site Induction. This tells the subcontractors site management and foreman what we expect from them and how we expect them to behave and act to set a good example to others and in particular their own operatives.

The supervisor's induction **shall** be given to each supervisor before they commence work on site and shall be signed to indicate acceptance, understanding and compliance before access to site.

The site visitor's induction will be given to every visitor that comes on to this site, including our own staff (no matter how senior), any HSE Inspectors, any person from the client's team etc. This induction highlights specific risks to any visitors Health and Safety whilst they are on this site. The visitor's site induction shall be read by/to each visitor as they sign in at the security / signing in point. Additional information may be given to them as required.

It should be noted that whilst the CSCS card (Construction Skills Certification Scheme) is the accepted standard for operatives on site, there may be instances where this 'card' is not held/inappropriate; in these cases, consultation with ISG will ascertain the standards etc of the required operative. Whilst no unreasonable request shall be refused this does not give Companies the automatic right to introduce non CSCS carded operatives and supervision.

Note: All visitors to site will need to be **accompanied at all times** when they are not in a clearly designated safe route or area.

Non-English-Speaking Personnel

All 'non-English speaking' personnel must be able to receive English spoken and written site communications and instructions.

The standards of safety competence and training requirements required within the contractor's workforce are constant for all personnel regardless of native origin and/or language spoken.

The contractor is fully responsible for all additional resources and associated costs required to affect satisfactory levels of 'competence' and 'communication' within their workforce."

In addition, when companies employ non-English speaking operatives as a substantial part of their site workforce, they are required to ensure that approved copies of Risk Assessments and Method Statements (RAMS) and other relevant 'paperwork' are supplied in the appropriate language(s).

Health and Safety Information Posters

Site health & safety posters and Statutory information will be displayed on the site Noticeboard.

5. Subcontractor Selection Procedures

Tendering and Subcontractor Selection

Tender lists will be prepared of potential Contractors.

Each potential subcontractor shall be selected from the ISG Subcontractor Database as either 'Green' or 'Amber' status, as this shows that they have passed the Pre-Qualification process and demonstrated their Health & Safety competency. Any potential contractors which are not listed on our ISG subcontractor database will be asked to submit a Pre-Qualification Questionnaire. The returned questionnaire will be checked by the Health & Safety Department to determine competency.

Potential Contractors will be sent tender documentation, including drawings and specifications, a copy of this Construction Phase Plan and associated Health and Safety information. Also, each potential Subcontractor will be required to complete a Subcontractor H&S declaration questionnaire which assesses their Health and Safety competency and it requests them to demonstrate their previous experience of similar projects to this one.

All potential Contractors **shall** be required to attend a [Subcontractor Pre-Start Meeting](#) post tender interview prior commencement on site to review their procedures/arrangements for managing Health and Safety; this will be the final check to ensure that they have allocated sufficient resources for Health and Safety for this project.

All Subcontractors to supply up-to-date insurance certification before commencement of any works. (Public liability and Employers liability are mandatory for all contractors on all projects. Professional indemnity is required where the Subcontractor has a design responsibility).

Design and Build Projects

For Design and Build Projects the following arrangements are in place for selecting competent designers

6. Co-ordination, Communication and Co-operation

Construction Programme

All works will be carried out in accordance with the Construction Programme(s) as prepared and updated as required. The Construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

To assist the design team in prioritising the release of design information and associated Designers Risk Assessments, an Information Required Schedule will be produced. This will link the release of design information to the construction programme and Contractor package procurement. The Designers will be required to follow this schedule in order that each package obtains all the relevant information, including the relevant Designers Risk Assessments at the required time.

Project Meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in Co-ordination, Communication and Co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Design Team Meetings	Co-ordinate design Resolve design issues Monitor information release	Contractors ISG	Weekly
Client Project Meetings	Gives Client an overall picture of the project, including Health and Safety	ISG All member of the Client Project Team	Fortnightly
Contractor Directors Meeting	Review project Health and Safety, progress, and financial issues with the Contractors Directors.	ISG Contractors	Monthly
Contractor Progress Meeting	Review progress against programme Resolve co-ordination issues Discuss key issues including Health and Safety	ISG Contractors	Weekly
Contractor Health and Safety Meetings	Review all aspects of Health and Safety on site with all Subcontractors supervisors	ISG Contractors	Weekly
HSQE Review Meetings	Internal review of the HSQE performance and issues over the past month.	ISG Project Team	Monthly
Contractors Supervisor Walk round	To resolve all co-ordination issues on site. Resolve housekeeping and material storage issues	ISG Subcontractors	Weekly

Meeting	Purpose	Parties Involved	Frequency
Lifting team weekly review meeting	To ensure co-ordination, communication and update of the project lifting plan.	Project lifting team members	Weekly
Lifting team daily co-ordination meeting	To ensure co-ordination of contractors using lifting equipment on the project	Project lifting team members / Subcontractors' representatives.	Daily

Hazard Identification and Communication

Prior to any works on site starting each Contractor **shall** be required to produce and issue Method Statements, Risk Assessments (which shall include Working at Height and Noise Assessments in line with current legislation) and where necessary COSHH Assessments. These will be reviewed by the package manager and maintained within the project office. Where lifting operations are required these items shall be reviewed by the ISG Appointed Person and incorporated within the project lifting plan.

Each Contractor **shall** be required to communicate the contents of all their Method Statements, Risk Assessments and COSHH Assessments to their operatives. Evidence of this must be provided to the Package Manager prior to works starting. Reference should be made of section 4 on non-English speaking personnel.

As design develops through the Construction phase, the Design Team **shall** be required to produce and update Designers Risk Assessments. These will be requested by the Project Manager, and when received will be reviewed and issued to the appropriate Contractors and those that are affected by the findings on the Risk Assessments.

Toolbox Talks

Each Contractor will be required to carry out regular Toolbox Talks to their operatives to communicate and reinforce Health and Safety issues, and the requirements of Method Statements and Risk Assessments. All Toolbox Talk records will be maintained within the Project Office and can be requested by ISG Management as part of the weekly H & S Returns.

Liaisons with Enforcement Authorities

All visits from an enforcement authority representative or inspectors must be notified to the Head of Health and Safety/ Head of Sustainability and the Divisional Managing Director as soon as they have been completed. The Enforcement authority visit form should be completed.

Co-operation must be given to Enforcement Authority inspectors always and any instructions complied with. All correspondence received from the Enforcement Authority must be copied to the Head of Health and Safety/ Head of sustainability. The head of Safety/Sustainability, the Divisional Managing Director or their designee(s) must approve any proposed reply.

Third Party and Client Considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration:

Issue	Comment
Noise	See Working Restrictions
Access	Goods required to be booked in with Site Logistics
Occupied Building Hazard(s)	Area(s) of Restriction apply to Site Boundaries
Multiple principal contractors	Regular harmonisation meetings

7. Project Specific Health and Safety Risks

Construction Phase Hazard Identification and Risk Assessment

Prior to works starting each Contractor **shall** be required to identify significant hazards and prepare Risk Assessments and Method Statements (RAMS) for each work activity. These will be reviewed and authorised by the Package Manager. Copies of all Contractor Risk Assessments and Method Statements will be maintained within the project office.

Specific Project Risks

The specific Risks associated with this project have been detailed in the attached project risk register; these have been identified from the Designers Risk Assessments shown in Appendix 3.

Control of Substances Hazardous to Health (COSHH)

Where harmful substances cannot be substituted with less harmful substances, each Contractor will be required to maintain and issue a register containing all harmful substances that they intend to use on this project.

For each hazardous substance or process identified, the Contractor responsible **shall** produce a task specific COSHH Assessments and issue a Material Data Sheet for the substances. These will be maintained within the project office. Each COSHH Assessment and Material Data Sheet **shall** be reviewed by the Package Manager; where possible alternative solutions will be offered to minimise and reduce the risk to health and the environment.

When using Hazardous substances, the Contractor must provide evidence that the findings of each COSHH Assessment has been communicated to their operatives and those affected by the use. These records will be maintained within the project office.

Special attention and control measures **shall** be given to the use of the following substances / activities to prevent the risk to the Health of third parties and other operatives:

Activity / Substance	Control Measures
All Construction generated Dusts / wood dusts	Vacuums used in place of brooms wherever possible Design review to eliminate mechanical cutting where possible Vacuum extraction complete with M/H class filtration, for mechanical wood cutting operations Best available suppression system to be used for cutting silica-based products Dedicated cutting and mixing zones to be established remotely from the workforce and other stakeholders. Minimum FFP3 face masks to worn where highlighted in COSHH assessment. The wearer is to be clean shaven and possess a current valid face fit certificate for the face mask used.
Solvent Glue	Adequate ventilation/PPE
Dosing Chemicals	Certificate to Discharge into water supply will be required
Adhesives	COSHH Assessments/Ventilation
Red Oxide/Galvafruid/Solvent Paints	COSHH Assessments/Ventilation
Soldering/Welding/Gas cutting	COSHH Assessments/Ventilation

Asbestos

The asbestos survey identified asbestos containing materials within the existing changing rooms of the Hough End Sports Village. This individual building will be demolished as part of the contract, in order for the new extension building to be constructed. Manchester City Council have provided ISG with a copy of the latest Asbestos report. There are no Asbestos materials within the existing Leisure centre building due to the building being constructed circa 2015.

Details of the project asbestos arrangement shall be included in this section following the ISG Asbestos management procedure.

Vibration at Work (Hand Arm Vibration)

Specific activities have greater chance of causing vibration injuries than others on site. It is therefore important that all jobs be 'risk assessed', initially to ensure those with a risk of vibratory injuries are recognised. Any job assessed as having a risk of vibratory injury shall be fully 'risk assessed' by the Contractor involved to ensure a full method of use including a Safe System of Work is fully developed. This system should be developed in such a way that the risk is recognised and 'trigger times' are not over reached, primarily by the rotation of the work through different operatives, or any other way the Contractor decides.

Manual Handling

All Manual Handling activities shall be the subject of a job specific risk assessment and Method Statements as required. These shall be made with a view to eliminating or reducing the manual handling as much as possible with training in Manual Handling techniques frequently carried out in the form of Toolbox Talks etc as required.

Whilst some manual handling cannot be avoided every opportunity should be given to either eliminate or reduce any manual handling by a choice of the following methods:

- Use of wheeled bins
- Flatbed trollies
- Sack trucks
- Pallet trucks
- Stillages
- Other mechanical means

It should be noted that this list is not exhaustive and other means can and should be utilised as appropriate to reduce manual handling activities as much as possible.

Contractors should be aware of the HSE recommendation of the maximum single person lift of 25 Kgs. However, they should also be aware that this is not an all-encompassing restriction – each person is an individual with their own limitations. There is therefore a requirement for group training to ensure that 'team lifting' is used for the heavier lifts.

It will therefore be a prerequisite for contractors to review construction with available access restrictions to ensure material is able to be fitted with due consideration of the Manual Handling Regulations. Specific examples are [add / delete as required]:

- Chilled Beam Installations
- Toilet Pods
- Sliding/Folding Partitions
- Joinery Partitions/Ply Board
- Glass Panelling
- Gypsum Boarding
- Pipe work
- Steel work
- Brick & Block work

Attention should also be given to the ramping of the storage area and the 'run off' from the hoist.

Noise at Work

The Noise at Work Regulations require construction operations to have a 'Noise Risk Assessment' carried out before work commences (to be submitted with the Method Statement for approval by the Package Manager). To conform to these regulations all activities shall be monitored for Noise and standards maintained. ISG Site Management, Contractor Supervisors and Operatives shall be trained as required in the actions to be taken requirements according to each Action Level (especially the 1st level of 80 dB(A) and the 2nd level of 85 dB(A)).

Working at Height

All work at height shall be monitored closely as statistics indicate that falls of both personnel and materials are responsible for a large amount of the accidents on Construction Sites. To this end Working at Height Risk Assessments shall be produced for all activities at height, no matter the height to be worked at. Risk Assessments shall be presented for acceptance with the Method Statement required for all activities on site. The risk assessment shall indicate how attempts to avoid work at height have been looked into, and if required, the provision of stable, fenced work platforms, to work from.

The use of step ladders and hop-ups is not permitted on ISG projects. Instances where there is no other viable alternative a justification report is to be produced and submitted to ISG at least 24 hours prior to use. Control measures associated with the use of step ladders will be detailed in the justification report. In the scenario where it is accepted that the use of step ladders is justified, a permit for that operation will be issued.

Any ladder found in breach shall be removed from site.

All Contractors must comply with the ISG approved & preferred access solutions.

The ISG project team and Contractors will comply with the ISG Work at height - Product and access equipment selection and guidance.

Scaffolding - Fixed Scaffolding

All fixed scaffolding provided **shall** be erected, altered or dismantled by trained and experienced persons under competent supervision. All Scaffolders Record Cards will be recorded and maintained on a register kept within the Project Office.

The Scaffolding Company **shall** be required to issue the ISG management a handover certificate, to confirm a competent installation. The handover certificate will be kept on site.

From the day of handover, weekly inspections will then be undertaken and recorded by a competent person (this will be undertaken by the installing Scaffolding Company). Records will be maintained on site. The Scaffolding Company **shall** provide the register and this will be kept within the project office.

An inspection will also be undertaken and recorded after the scaffold has been adapted and altered. Only competent persons can alter and adapt scaffolding.

The requirement of Monoflex sheeting shall be reviewed case by case and shall be assessed for whether its purpose is for weather protection or falling debris protection.

All scaffold works will be undertaken in accordance with ISG scaffolding minimum standard.

Working at Height Access Equipment

Mobile Towers

All Contractors bringing Mobile Scaffold Towers onto site **shall** ensure that they are:

- Erected by a trained and competent person (PASMA trained or Equivalent).
- Erected in accordance with the manufacturers' recommendation and Method Statement. The manufacturers' guides are made available.
- Mobile scaffold access towers and podiums shall be inspected following erection and prior to use.
- The inspection shall be undertaken by a suitably competent person.
- Mobile scaffold access towers are to remain static should be further inspected at intervals of no greater duration than every 7 days/or sooner should the scaffold have been damaged or affected by/been subject to extreme weather conditions or any other event that might have compromised its integrity.
- The result of inspections shall be recorded using the 'scaff tag' system and a record of the equipment inspected maintained using the ISG Mobile Scaffold Tower and Podium Inspection Register.
- Completed inspection registers shall be forwarded to ISG via the Contractors Weekly Meeting – NB: The completion and maintenance of these register by contractor shall form part of the ISG Contractors Safety League scoring criteria.
- Daily inspections **shall** be undertaken by the ISG Project Lead/Nominated Manager/Site Safety Co-ordinator to ensure compliance.

PECOs, Push Along Vertical (PAV) & MEWPs

PECOs, PAV's and MEWPs are subject to Report of Thorough Examination by a competent person every 6-months under LOLER. Such reports should be retained in contractor folders.

All MEWP's are to be issued with a plant sticker upon receipt of a current Through Examination certificate.

The equipment should also be visually inspected by the operative before use and also on a weekly basis. The daily / weekly inspections should be recorded and submitted each week by the Subcontractor.

Persons carrying out daily and weekly checks on such equipment must receive familiarisation training on the equipment as a minimum.

Where MEWPS can be driven or are articulated boom types the operative must be IPAF trained.

The Contractor must brief all operatives on rescue procedures for PECO's and MEWPS.

The Operator must have documented familiarisation training on the make and model, be fit to work and possess the relevant category of PAV, IPAF or CPCS.

Anti-collision controls are to be installed on all MEWPS in accordance with the ISG Company Management Systems – Working at height requirements

Podiums & Delta-Decks

Any podium used on an ISG Project must be compliant to BS8620 which sets the benchmark for strength, access, stability and rigidity.

Podiums shall only be used where mobile towers, PECO's or MEWPs cannot be reasonably used.

Podiums & Delta-decks must be erected and checked by suitable trained individuals and a scaff tag system used with 7-day inspections.

Podiums must be erected as per manufacturers guidance with outriggers fitted and deployed where applicable.

Podium breaks must be engaged and the gate shut when in use.

Tool Tethering

When undertaking works at height, **all hand tools must be fully tethered** (unless a risk assessment has been undertaken which determines a tether would introduce additional greater risks, with this accepted by the ISG management team), in accordance with the ISG Prevention of Falling Objects Guidance and Strategy.

Any contractor undertaking any works at height where there is a risk of falling materials must reduce the number of loose items being taken to height wherever possible. This could be achieved through the design process, fixing at ground level or merely limiting loose components at any given time.

Material Storage and Distribution

See Appendix 6 - Traffic management and Logistics plan.

LPG – Storage and Use

LPG and highly flammable liquids **shall** be stored in a secure well-ventilated cage, and kept separated from other materials. Additional warning signs will also be put up to warn operatives of the risks.

When not in use LPG Cylinders **shall** be kept in their storage areas, this includes empty cylinders. **The use of LPG will be under strict control and subject to authorise Method Statements and Risk Assessments.**

The use and storage of LPG's will in accordance of the project fire risk assessment and 9th Edition of the joint Code of Practice on the protection from fire of construction sites and buildings undergoing renovation.

See Appendix 6 - Traffic Management and Logistics plan for further information.

Storage of Fuels, Oils and Chemicals

Fuels, oils and chemicals shall be stored away from drains and watercourses, to prevent them from entering the water table through accidental spillage. They will also be stored in well ventilated areas.

In addition, all fuels, oils and chemicals will be stored in specific bunded areas (110% of the total volume of the contents) or in double skinned containers which are secure and safe from accidental damage and vandalism, and shall have a spill kit located close to them.

Additional control measures are detailed in the Project Sustainability Plan.

See Appendix 6 - Traffic management and Logistics plan.

Access / Egress Arrangements / Transport and Traffic Management

This site is planned and arranged in such away and has the necessary control measures in place to reduce the risk of an accident involving vehicles and the transportation of materials.

Pedestrians and vehicles have been segregated by means detailed in the project Logistic Plan.

ISG will monitor and review the existing site layout, and the existing environment, including the Risk Assessment and the Logistic Plan on a regular basis.

A Logistic Plan specific to this project has been included as Appendix 6 and defines:

- Security arrangements
- Client occupied areas
- Access/Egress points to the build and site
- Traffic/Pedestrian routes – include one-way systems (if applicable).
- Location of temporary site accommodation (site offices, toilets, drying rooms, canteen etc).
- Safe walkways to the site accommodation (day one only).
- Location of unloading, layout and storage areas
- First Aid Points
- Fire Points
- Emergency exits
- Location of fixed plant, such as Hoists, Scaffold Gantries etc.

Transport and Traffic Management

- Hoist Procedures – which shall be formulated prior to the completed installation of the hoist and before use.

This plan will be updated and re-issued as site conditions change.

Security Arrangements

To prevent unauthorised access to site the following arrangements will be implemented:

Description

Plant

The following items of plant have been provided for common use, to assist in plant and material delivery and as means of access and egress:

Mobile cranes- use- steel erection and roofing materials
Mobile concrete pump for the placement of concrete
Telehandler- for the distribution of various materials around the project
HGV- Hiabs- for delivery of various materials to the project
MEWPS- for a means of access and egress for working at height
Mobile towers- internal hard wheel only for internal use only by finishing trades

These items of plant will only be operated by a trained person i.e. by a person who holds a valid CITB CTA, NPORS card or submits a letter signed by their Employer confirming that they are competent to operate the item of plant.

A record of all items of plant listed above brought onto site, together with details of their operators, will be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained, will be obtained and maintained on site.

All plant **shall** be regularly maintained, and an authorised maintenance schedule **shall** be maintained on site.

Common use Plant and Machinery

Machinery and other plant to be supplied for common use, such as hoists, cranes etc will be properly selected, taking into account Safe Working Loads and logistics, correctly used by trained and authorised personnel only, and maintained. Training will be provided by the Subcontractor supplying the equipment. Only authorised competent personnel will be allowed to operate such equipment.

Lifting Equipment and Lifting Operations

All lifting operations will be undertaken in accordance with the ISG Lifting Operations Guidance.

Tests, thorough examinations and inspections **shall** be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and the relevant ACOP. Crane companies shall provide copies of relevant test certificates prior to their equipment being used on site. These will be maintained within the project office.

All lifting equipment and lifting activities shall be planned, controlled and supervised by the ISG Appointed Person and in accordance with the Project Lifting plan and ISG Lifting Operations Guidance.

A written Method Statement and Risk Assessment **shall** be required prior to implementation for every lifting operation (excluding material deliveries using the hoist), which clearly identifies the measures necessary to control any potential hazards and risks which may arise.

Only those operatives that have had specific training relevant to the task they are undertaking will be allowed to participate in any lifting operation.

Temporary Works

All temporary works are to be undertaken in accordance with the ISG Temporary Works procedures.

A temporary works register shall be completed and maintained on site.

All elements of temporary works that will be installed on this Project are detailed in the project Temporary Works Register.

The design, checking, installation and removal of all elements temporary works will be undertaken in accordance with ISG temporary works procedures

Each site shall appoint a Temporary Works Coordinator (TWC) where the temporary works identified are greater than low risk i.e. sites do not need to appoint a TWC where the only temporary works on site are 110v Temporary Electrical System and simple temporary site office and welfare and hoarding.

All designs of temporary works must be retained within the temporary works folder.

Temporary Services

All work on the installation, maintenance and removal of temporary electrical services is to be undertaken in accordance with the ISG Electrical Safety Rules and Procedures

The following temporary services will be provided:

SERVICE	LOCATION
110v power distribution and transformers	As required
415v power supply for welding equipment and flushing equipment	To be determined by the Subcontractor
Water supplies	Within the canteen and in the washing area / water shown on the logistics plan

All electrical supply installations **shall** comply with IEE Wiring Regulations and Electricity at Work Regulations.

Temporary electrical installations are to be installed to a design.

A schematic drawing detailing the layout and loadings should be provided by the installer

All mains powered portable electrical equipment and tools used on this project **shall** be 110v, PAT tested, identified and recorded onto a plant register. A copy of all plant registers will be maintained within the Project Office. The site 110v temporary electrical installation shall be inspected and tested. every 3 months by a competent person. All Electrical equipment will be subject to planned maintenance and inspections by a competent electrician:

Equipment	User Checks	Formal Visual Inspection	Combined thorough Inspection and Testing
Office equipment such as computers	No	Yes, every 2 years	Yes, up to 5 years
Photocopiers, fax machines	No	Yes, 2 – 4 years	Yes, up to 5 years
Earthed Equipment E.g. Kettles	No	Yes, every 6 months	Yes, every 12 months
Hand held tools	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Cables / leads	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 3 months
Fixed Installations	No	Yes, earth loops and RCD's every 12 months	Yes, every 5 years
RCD's Portable	Daily / Every Shift	Weekly	Before first use on site and then monthly
RCD's Fixed	Daily / Every Shift	Weekly	Before first use on site and then 3 monthly

Suitable and sufficient safety lighting to be provided:

- Every work places
- Every traffic routes
- Every dangerous opening

Provision will also be made for Emergency lighting in case of mains / power failure.

Contractors shall provide task lighting to undertake their works

Note: Halogen lamps **shall not** be used in any form on this contract.

All drainage systems and manhole covers will be identified, blue for surface water and red for foul water system. All waste connections and toilet sewage will be correctly connected to the foul water drainage system (red) and not the surface water system (blue). All foul water connections will be done with permission from the local sewerage undertaker.

Provisions **shall** also be made for disposing of chemicals from activities such as flushing and washing out paintbrushes.

All gas supplies **shall** be installed by a member of the Gas Safety Register.

Permits to Work

Permits will be required for the following work activities

Permit/Activity	Authorised Signatory	Maximum Duration
General permit to work	ISG	Duration of task
Hot works permit	ISG	Daily
Confined spaces permit	ISG	Daily
Permit to demolish	ISG	Prior to commencing demolition
Ladder Stepladder LLP Hop-Up Permit	ISG	Duration of task
Permit to Break Ground	ISG TWC	Designated excavation
Permit to work - Electrical Permit to energise	Building services manager/ Approved person / Electrical Duty Holder	Duration of task
Limitation of access permit	ISG	Duration of task
Permit to lift	ISG	Daily
Temporary Edge Protection - Permit to alter adjust remove	ISG TWC	Duration of task

Further procedures shall be prepared and displayed as required.

These form **part of a Safe System of work** and **shall** be complied with at all times. All details and parts of the permits must be completed before they can be authorised.

ISG management will provide Contractors with a coloured armband ensuring that the permit is displayed within it and that the armband is worn by the individual who has signed the permit whilst the permit is live.

A live permit board which allows an A1 site plan to be attached should be located in the ISG Site Offices. The board is used to display the location of any live permits; coloured counters are used to differentiate between the different permit types, the counters are also numbered to correspond with the permit number

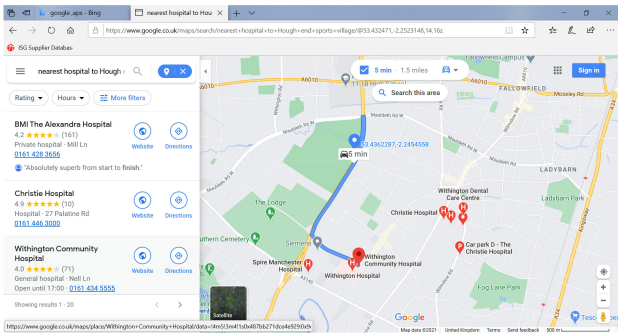
The electrical installation permits are to be issued in accordance with the ISG Electrical safety rules.

8. Emergency Procedures

Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards and will be issued to all members of the Project Team.

The following are the emergency service telephone numbers:

Service	Telephone
Fire	999
Ambulance	999
Police	999
ANTI – TERRORIST HOTLINE	0800 789 321
Local Hospital Address:	

The following ISG personnel can be contacted in the event of an accident/ incident / near miss or emergency:

Role	Contact Name	Mobile Number
Project Director	Andrew Beaumont	07875242237
Project Manager	TBA	
Construction Manager	TBA	-
Health & Safety	Sinead Smith Watson	07790914126

Major Incident Plan

Detailed procedures for different types of emergencies are to be specified within the ISG Major Incident Plan.

First Aid

The following are qualified first aiders:

Name	Certificate expiry date
TBA	

The first aiders on site will identify themselves by wearing Hard Hats with a White Cross on a Green background.

All Contractors are to provide suitable and sufficient 'First Aiders' and equipment in accordance with the Health and Safety (First-Aid) Regulations .

The following equipment is located on site, the equipment is inspected week to ensure that it is maintained and fully stocked.

Equipment	Specification	location
First Aid kit no 1	50 person kit	ISG site office
First Aid Kit no 2	50 person kit	ISG site – DABS board
Defibrillator NO 1	Zoll AED Plus	Existing leisure centre
Eye Wash station	Box of 25	ISG site office
Burns kit	Smallburns kit	ISG site office

Based on risk assessment contractors are to have a fully stocked first aid kit and a fully trained first aider.

A copy of all first aid certificates will be maintained within the project office – only those 'First Aiders' whose certificate copies are lodged in the project office will be deemed suitable 'First Aiders' for this site.

The project team and workforce have access to the following mental health first aiders:

TBC

Fire Prevention

Refer to Project fire plan

Refer to Appendix 3

9. Accident and Incident Reporting

Accident and Incident reporting

Within ISG there are 7 classifications of accidents / incidents that we record:

1. Any incident involving Plant & Equipment
2. Near misses
3. Dangerous Occurrences
4. Minor injury
5. Lost time (ISG anything over 1 day) 7 day +
6. Major injury
7. Fatality

All accidents / incidents that occur on this site including those that occur to Contractor operatives and visitors shall be recorded immediately on the ISG accident investigation form

All accidents recorded within the Accident Book, to Subcontractor operatives **shall** also be recorded in their Employers Accident Book as well.

Incidents that have the potential to classified as 3,5,6 or 7 will be reported in accordance with the ISG significant event reporting protocol.

In the event of a Reportable Accident or Dangerous Occurrence the Major Incident Plan **shall** be referred to. This complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

- Contractors shall ensure that all accidents are recorded within their own accident book following any injury to their personnel. All accidents shall be recorded in the ISG accident book.
- All accidents and near misses must be reported to ISG Safety Department immediately to allow internal company procedure of accident and dangerous occurrence procedure to be followed.
- ISG and all Contractors SHALL ensure a company director attends site within 48 hours of an employee been involved in a Significant Accident/Incident.
- Reporting of injuries, Diseases and Dangerous Occurrences Regulations.
 - (a) accidents causing injuries, fatal and non-fatal
 - (b) occupational diseases and
 - (c) dangerous occurrences, even when no injury results
- The relevant contractor shall investigate all HSE reportable accidents and a suitable accident report shall be submitted to the Project Lead. The Statutory reports form F2508 used to notify the HSE of such accidents should also be copied to the Project Lead.

Calling for the Emergency Services

- Only personnel from ISG or Security are to call the emergency services unless otherwise directed.
- Security or a designated person will be at the entrance to the site to escort the emergency services to the location of the incident.

See section 8 for the near hospital contact details.

Near Miss Reporting

- All near misses must be reported immediately to ISG on a Near miss report form
- All near misses will be investigated by ISG, who will take the appropriate action

10. Welfare Facilities

The following project office, welfare facilities and storage areas **shall** be provided (size and number) by ISG.

Facility	Location/Size and Number
Project Office(s)	2no 32ftx 10ft
Induction Room	1no 32ftx 10ft
Meeting Room	1no 32ftx 10ft
Canteen	1no 32ftx 10ft
Drying /Locker Room	1no 32ftx 10ft
TOILETS/Washing – MALE	1no 32ftx 10ft
TOILETS/Washing - FEMALE	1no 32ftx 10ft
Hot and Cold Drinking water	Yes
Electric Supplies	Yes fed from the existing Leisure plant room
Water Supplies	Yes fed from the existing Leisure plant room

All welfare facilities provided will be in accordance with the Construction (Design and Management) Regulations.

Maintenance

All welfare facilities **shall** remain in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place.

Regular daily inspections will be carried out of the toilets, canteen, and drying rooms. The Construction Manager will ensure that the cleaning and routine inspections using the Site Welfare Monitoring Form, take place and are displayed within each facility.

11. Information and Training of People on Site

Induction training **shall** be provided to everyone wishing to work and visit this project (see Section 4 of this Construction Phase Plan). Refresher induction training **shall** be provided as site conditions change.

The following tasks have been identified as requiring specific training:

Task	Training Required
Manual handling	Manual Handling Training Certificate / Toolbox talks to operatives
Use of Mobile Elevating Work Platforms (MEWPs) & Push Along Vertical (PAV)	IPAF Appropriate category, complete with familiarisation training
Hot work Permits – Fire Watcher	Competent training
Scaffold erection	CISRS photo I.D. card to be submitted
Work on electrical systems	Recognised electrical qualification – ECA / JIB
Use of hand tools	Cert. of competence recognised training establishment
First aid	Certificate of Training meeting HSE requirements
Hoist Driver	Certificate of achievement / Familiarisation Training
MAST Climber operator	Certificate of competence
Mounting abrasive wheels	Certificate of competence
Erection and safe use of mobile towers	Certificate of competence (P.A.S.M.A.)
Scaffold inspection	Scaffold Inspection Course / CISRS
Work on gas systems	Gas safety register
Work within confined space	Certificate of training

To reinforce the site rules, the requirements of Method Statements and Risk Assessments and to raise the awareness of specific issues, such as Manual Handling and Hand Arm Vibration, each Contractor **shall** be required to provide their operatives with Toolbox Talks. These **shall** be carried out weekly and recorded. A register of all Toolbox Talks given **shall** be maintained and kept within the project office.

Statutory notices and safety awareness posters **shall** be displayed on the Health and Safety board which is located in the ISG induction room and site DAB board location.

Other training, as required, has been indicated in other areas of this plan.

A copy of this Construction Phase Plan, together with the project specific site safety rules **shall** be formally issued to each Contractor prior to their start on site.

12. Health and Safety Consultation

Induction

All personnel attending site to undertake any works are required to attend the ISG project health and safety induction prior to accessing the site and commencing work activities. Any visitors to site will be required to complete the visitor's induction.

In addition to the ISG induction, sub-contractors are required to undertake their own induction with their workforce which should also include the necessary method statement briefing prior to starting work activities.

Pre-Start / daily briefings

Daily activity briefings (DAB) are to be undertaken by all contractor supervisors with their respective teams to communicate the safe system of work, incorporate any minor changes since the original RAMS briefing (e.g. change in work environment) and provide an opportunity for the workforce to seek clarification, provide feedback and suggest alternative methods.

Workforce consultation meetings

Workforce consultation meetings are to be held on a monthly basis. ISG management and members of the workforce from each contractor should attend these meetings. These meetings provide an opportunity for the workforce to consult with ISG site management on matters concerning health and safety, to provide both positive and constructive feedback, raise concerns and make suggestions.

The output from these workforce consultation meetings should be communicated to the remainder of the workforce in the form of minutes displayed on a site notice board or in the form of "You Said, We Did" notices / posters displayed in prominent locations across site.

Safety alerts / bulletins / notices

ISG will share all safety alerts and associated information with contractors and the workforce as and when required to ensure key information is made available to the relevant stakeholders.

Green cards

Health and Safety Consultation

At the Site Induction, operatives will be encouraged to make suggestions, report unsafe working practices, near misses and generally communicate their concerns and ideas regarding Health and Safety to the project team throughout this project.

Green Cards are issued by ISG to those individuals who can demonstrate a positive commitment to site health and safety over and above what is routinely expected of them.

The aim is to raise and maintain high standards of health and safety across the board for the duration of the project and beyond.

There is no limit on the number of green cards issued to an individual.

Suggestions

Suggestion, hazard observation and near-miss cards will be provided on site and available for the use of all cards. Suggestion card boxes will be located in the canteen and / or prominent locations across site which all site personnel are encouraged to use if they would like to provide feedback in this manner.

Confidential phone line

ISG have a confidential phone line where site staff can make suggestions for improvement or report site problems confidentially.

The number is 0800 915 1571 and the ISG Tell us poster shall be displayed on the site notice boards.

13. Project Specific Site Rules

PPE Requirements

All Staff, personnel, operatives and visitors to this site **shall** be required to wear the following PPE at all times (in accordance with the ISG PPE RPE Procedure:

Item	Specification	Notes
Helmet	To EN397	This will normally be complete with ISG logo (or contractors own) and chinstrap where required. Must not be more than 3 years old and changed if subject to any significant impact
General protective glasses	To EN166	This is the standard issue spectacle for day-to-day usage. Specific tasks may require a specific and detailed risk assessment and specialist guidance on appropriate specification standards for the task in question.
Hi-visibility coat	To EN471	Jacket to come with ISG logo or contractors' own logo only. Jackets must be in good condition and fit for purpose.
Hi-visibility vest	To EN471	Vest to come with ISG logo or contractors' own logo only. Good clean condition fit for purpose.
Safety boots	To EN345-1	The boots must come with steel / safety toe cap and midsole protection.
Gloves	To EN388 (Mechanical Risks) EN12477 (Welding) EN10819 (Vibration) EN60903 (Electrical Risks) EN407 (Thermal Hazards)	Gloves to be suitable for hazards encountered eg fingerless gloves may not be suitable for manual handling of abrasive materials. Gloves must be in good serviceable condition and fit for purpose.

N.B. "Approved Style" of glove indicates that the style of glove should fit the work involved. This means that 'cutting jobs' using various knives etc might show a cut resistant Kevlar / Dyneema or similar style required. 'Manual handling' jobs would entail the use of riggers gloves, etc. The style of glove required for the separate jobs should be indicated in the relevant Risk Assessment. The incorrect use of a glove could and will lead to both the possibility of injury to the operative and 'a site notification' being issued not only to the operative concerned but also his supervisor and eventually an 'Improvement Notice' to their company. Whilst this may mean changing gloves for different jobs this is preferential to operatives receiving harm to their hands through wrong usage and thus being unable to work for an appreciable length of time, to the detriment of all.

There will be adequate PPE provisions for ISG visitors. PPE designated for visitors will be clearly marked and stored in the ISG office. A record **shall** be kept to whom it is issued to, to ensure that it is returned.

Contractors **shall** be responsible for issuing their own employees with PPE. They **shall** also be responsible for ensuring that their Sub – Contractors and self-employed operatives provide (are provided with) their own PPE. All Subcontractors working on this site **shall** provide their operatives with Safety Helmets, Safety Footwear, Safety Gloves, Light Eye Protection and High Visibility Vests (unless an approved Risk Assessment states otherwise) to the standards set out above.

Any additional PPE required **shall** be identified on each Contractors Method Statement and Risk Assessment, when this is the case the Contractor **shall** ensure that the additional PPE identified is provided to each operative, used correctly and stored and maintained in accordance with the manufacturer's recommendations.

All PPE zones are clearly identified and areas where PPE will not be required are identified below:

LOCATIONS WHERE PPE IS NOT REQUIRED
SAFE ACCESS / WALKWAYS / OFFICES
SITE WELFARE FACILITIES

Site Hours

The sites normal working hours will be as follows:

Day/Night(s)	Working Hours
Monday - Friday	08:00am – 18:00pm
Saturday	08:00am- 14:00pm
Sunday	08:00am- 14:00pm
Bank Holidays	08:00am- 14:00pm

The above times will be displayed on the main site notice board.

If instructed or agreed with the ISG Project Manager, we may work different hours to those quoted above.

Additional Project Specific Rules

The project specific site rules contained within **appendix 4** shall be implemented on this project.

They **shall** be communicated and given to all operatives and personnel at the site induction.

14. Information for the Principal Designer, H&S File

The Project Leader / Nominated Manager will establish what information the Principal Designer requires for the compilation/addition to the Health and Safety File at the early stages of the project; where the Principal Designer is appointed by the client for both the Design and Construction Phases. Where the Principal Designer is appointed only for the Design Phase the PC shall be responsible for producing the Health and Safety File and pass it on to the Client. These requirements will be communicated to each Contractor as soon as they are appointed where practicable.

As a minimum the Principal Designer **shall** be provided with the following information:

- A description of the works carried out
- Residual hazards and how they have been dealt with (for example asbestos, buried services, contaminated land)
- Key structural principals incorporated in the design of the structure (e.g. bracing) and safe working loads for floors and roofs
- Hazards associated with the materials used (e.g. hazardous substances, lead paint etc.)
- Information regarding the removal or dismantling of installed plant and equipment
- Health and Safety information about equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including fire-fighting services and equipment
- Information and as built drawings of the structure, its plant and equipment

15. Arrangements for Monitoring

Verbal Warning

In cases of Minor breaches of site rules an operative **shall** initially be given a recorded **verbal warning** that he is in breach of site rules and further breaches could lead to the issue of either an ISG Yellow or Red Card.

Red and Yellow Card System

The ISG Disciplinary guidance procedure shall be followed. The Red and Yellow card system is a disciplinary tool for warning Contractor operatives if they are working unsafely or in breach of the site rules. It **shall** be used to monitor Contractor performance.

Yellow cards **shall** be issued to operatives as a warning if they break the site rules (e.g. someone found not their safety helmet) or when they are found not to be working safely and not in accordance with their Risk Assessment or Method Statement. A yellow card **shall** also be issued to an operative in breach of permit conditions. For example: carrying out hot works without a fire extinguisher.

Red Cards **shall** be issued to operatives if they are found to be in serious breach of the site rules e.g. smoking on site, working dangerously, putting someone else's health or safety at risk, or by gaining 2 yellow cards. This issue of a red card gets the offender an instant dismissal from site.

Any ISG Manager may issue either a Yellow/Red Card, however these are never to be issued lightly. All verbal warnings, yellow cards and red cards are to be recorded and submitted to the regional office.

Yellow Card

The individuals name is taken and passed to their supervisor, who is advised of the situation. The individual will attend an informal meeting to investigate the infringement within one hour of the occurrence. At the meeting the outcome of the supervisor's investigation will be discussed, and a decision made

Red Card

Offenders name is taken as above and passed to supervisor/manager.

In addition, the Project Lead will communicate the results of the league table to the trades at the Contractor's directors meeting and the information **shall** be used to contribute towards the Contractors Safety league

Contractor Health and Safety League

ISG Project Manager will set up the Subcontractor Health and Safety league. Contractors will be marked against the ISG scoring criteria

The results of the Monthly Contractor award **shall** be included within the Project Report and will be discussed at the Subcontractors Directors meeting, where the award will be presented to the best performing Subcontractor. Failure to improve will be escalated to the H&S advisor / manager.

Poor performing Contractors **shall** be informed and requested to improve their performance.

Site Safety Inspections

The following site safety inspections **shall** be carried out to monitor Health and Safety standards on site and monitor Contractor compliance with the site rules and project objectives:

Inspection	Description	Frequency
Site Safety Coordinators Inspection	The Safety Coordinator shall carry out an inspection of the site on a daily basis. Any problems or breaches of site rules will be dealt with as found.	Daily
Fire Co-ordinators Check List	The Fire Co-ordinator shall carry out an inspection of the firefighting equipment and emergency escape routes using the ISG Weekly fire point inspection record. The Fire Co-ordinator will also be tasked to attend client liaison meetings to co-ordinate fire drills and the like.	Once a Week

Scaffold Inspections	A competent person shall inspect fixed Scaffolding. That is somebody who is trained and has the relevant experience in scaffold erection and safety, this service can be provided by the Scaffolding company. For further information on Scaffolding please refer to Scaffolding Section CMS/PMS. All inspections shall be recorded in a written report / log.	• Before use (handover certificate will be issued) • After an alteration • After adverse weather • Every 7 days
Mobile Scaffold Tower Inspections	Contractors who use Mobile Scaffold Towers are responsible for their maintenance, use and inspection. Mobile Scaffold Towers shall be recorded on a plant register and shall have a scaff tag attached to them that can be reference to the tower.	• After erected and prior to use • Every 7 days • After an event that could affect its strength and stability
Plant Inspections and Registers	A plant register is required from every Contractor detailing their plant. All electrical equipment shall be PAT tested at least every 12 months. Specific plant must be inspected and maintained in accordance with the manufacturer recommendations. This shall be detailed within each Subcontractors Method Statement	• When it arrives on site • Before use • In accordance with the specific manufacturer's recommendations and planned maintenance schedule. • 110V power tools – every 3 months. • 230v equipment – every 3 months

Health and Safety Audits

Independent inspections and audits of the site **shall** be undertaken, and reports issued by the visiting ISG Health and Safety Advisor and Contractors representatives. The basis of such inspections and audits will be the Health and Safety Plan, Major Incident Plan, compliance with the Company Management System and relevant legislation. Contractors **shall** fully co-operate with this activity and provide any information that maybe requested. Contractors are to be given copies of reports and **shall** comply with any corrective actions requested

The visiting ISG Health and Safety Advisor for this project is Sinead Smith Watson, and they **shall** be carrying out inspections and/or audits. The ISG Health and Safety Advisor will also undertake specific Occupational Health audits throughout the course of the project.

Designated senior managers will undertake regular recorded health and safety tours of the project

The results of such inspections/audits shall be recorded. Any resulting instructions are to be passed in writing to the site management and **shall** be complied with by the action date stated.

A file of all such reports **shall** be maintained within the project office.

Prohibition and Improvement Notices

In addition to red and yellow cards which discipline and give warnings to individuals, a Subcontractor can be stopped working or made to improve their working practice by the issue of a Prohibition Notice or Improvement Notice

A Prohibition Notice stops work completely and prevents the work or activity taking place again. This is only issued in cases of a severe risk being realised.

An Improvement Notice stops the work until satisfactory improvements in the method of working have been implemented to make the activity safer. The Improvement Notice will specify a date by when the improvements have to be made, this time period must be no greater than 21 days.

Health Surveillance

The following activities **shall** require health surveillance:

Activity	Substance	Person Affected	Arrangements for Health Surveillance
Night working		Operator	Risk assessments and observations.
Use Of powered hand tools	-	Operator	Risk assessments to cover exposure levels and maximum periods of use.
Asbestos removal	Asbestos	Operator	Health screening, correct use of PPE by asbestos monitor.

16. APPENDICES

APPENDIX 1	PROJECT ORGANISATION CHART
APPENDIX 2	PROJECT DIRECTORY
APPENDIX 3	DESIGNERS RISK ASSESSMENT / PROJECT RISK ASSESSMENT
APPENDIX 4	PROJECT RULES
APPENDIX 5	SCORING CRITERIA
APPENDIX 6	TRAFFIC MANAGEMENT AND LOGISTICS PLAN
APPENDIX 7	PROJECT FIRE RISK ASSESSMENT AND PLAN

Appendix 1 - Project Organisational Chart

Appendix 2 - Project Directory

Appendix 3 - Designers Risk Assessment

Appendix 4 - Project Rules

'ISG' will apply the following site rules and take all measures to ensure that they are observed and complied with by everybody on the project

1. The site shall be kept clean at all times, and waste materials shall be cleared away as soon as possible
2. Safety helmet, safety footwear, light eye protection (No helmet visors) hand protection (gloves minimum requirement 4343) and high visibility clothing must be worn at all times on site, outside the safe areas
3. No safety helmet visors to be worn on site. Unless specific risk assessment is in place and approved by ISG.
4. Personal protective equipment is appropriate to the task being carried out shall be worn at all times – no shorts to be worn on site
5. All personnel shall be properly trained for the work which they are undertaking
6. All personnel to understand the Method Statement and Risk Assessment that applies to the task
7. No personnel, including visitors, to have access to the site without an induction
8. All operatives and personnel, including visitors, to be aware of the Emergency Evacuation Procedures
9. All dust, noise and pollution must be kept to a minimum, and all measures taken to prevent any nuisance arising out of the works
10. No drugs or alcohol shall be allowed on the site, nor any person who is considered to be under the influence of alcohol or drugs
11. No smoking shall be permitted within the site boundary including the scaffold gantry
12. No playing of radios (entertainment receivers), use of mobile devices, or similar
13. Mobile telephones/radio transceivers are only to be used in 'safe areas' and in a safe manner
14. Lone working on site is not permitted
15. Strictly no unauthorised access into restricted areas without the correct permit
16. No eating or drinking, with the exception of water, outside the mess area
17. Abusive language, wolf whistling or harassment of any kind [including gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability (physical and mental)age, pregnancy, trade union membership] is strictly forbidden. Show considerations for neighbours/general public/building occupants
18. No horseplay or games such as football or golf to be played at any time on any part of the site.
19. All scaffolding (including mobile towers) to be 'Scaff-Tagged' at all times
20. All mains powered electrical power tools to be 110v only, & to be in date Portable Appliance Tested (to include new equipment & leads)
21. All unsafe conditions and practices to be reported to ISG
22. Any person found damaging or vandalising plant, material, welfare facilities or safety equipment will be removed from site
23. No cameras on site without authorisation and no contact with the media
24. Yellow/Red cards, Improvement/Prohibition Notices are in operation for breaches of Health & Safety
25. No loitering outside the entrance to site

26. No works are to be undertaken under the raised floors inside normal working hours. NB areas requiring access are to have a barrier around the affected areas.

Appendix 5 – Scoring Criteria

Health & Safety Leagues

For projects that are over 3 months in duration the Project Leader/Nominated Manager must set up a Subcontractor Health and Safety League. Subcontractors shall be marked in accordance with the following marking scheme criteria to ensure consistency throughout ISG (see the ISG Subcontractor HSQE league scoring criteria):

The Scoring System is:

5 = Excellent – Proactive and planning well in advance of the work

4 = Good – No infringements recorded

3 = Acceptable – Adequate with some ISG reminding / enforcement

2 = Poor – Constant reminding required and repeat infringements found

1 = Not Acceptable – Disregard and constant enforcing / reminding

0 = Failure - Situation must be rectified immediately, Subcontractor constantly failing to deliver.

N/A = 3 points

NB: Discretion and flexibility should be exercised when applying NA ratings or scoring those contractors who have a very small presence on site and / or are only on site for a very short duration. – They may not be able to achieve similar ratings (due to an obvious short fall of available resources) in certain areas, especially when compared to other contractors who have a significant presence and / or are on site for a longer duration (i.e. such as undertaking weekly safety inspections / tool box talks etc).

In such situations the nature of the contractors' works (i.e. low or high risk) and their overall level of safety performance and 'pro-activeness' whilst on site should be taken onto account. In certain cases it may be more appropriate not to include them in the performance league until they have a more significant presence on site.

Scores should be allocated to each of the following categories:

- Method statements/Risk assessments
- Safe Working Practices
- Supervision
- Housekeeping
- PPE
- Toolbox Talks
- HSQ&E Inspections
- Quality of Documentation
- Quality and Workmanship
- Environment / Control of Waste / SWMP

Appendix 6 - Traffic management and logistics plan

Appendix 7 - Project fire risk assessment and plan