

CONSTRUCTION PHASE PLAN**PART B: CONSTRUCTION STAGE**

Project Number: 10007173

Project Name: Manchester Aquatic Centre

Project Location / Address: 2 Booth Street East, Manchester, M13 9SS

Construction Phase Plan Sign off			
Title	Name	Signature	Date
Operation Director or equivalent	Peter Commins		
Contracts Manager or equivalent	Peter Gleave		
Project Manager	Peter Finegan Duncan Edwards		
Site Manger / Site Agent / Construction Manager	Andrew Moss Anjee Vasisht		
SHE Manager / Advisor	Stephen Henry/Eddie Hughes		
Environment Manager / Advisor	Hannah Aston		
Principal Designer – if applicable (e.g., Highways England)			

Note: This plan must be reviewed as a minimum monthly and following any significant incident

Revision number	Description of change	Approved by (Name and signature)	Date of update
01	Project start – initial document		04/11/2021

IMS March / October Update Review Record

*March / October (delete as appropriate)

I confirm that this Plan has been reviewed against the March / October 20__* IMS update, and the following documents have been amended:	
Name:	Sign / Date:

I confirm that this Plan has been reviewed against the March / October 20__* IMS update, and the following documents have been amended:	
Name:	Sign / Date:

I confirm that this Plan has been reviewed against the March / October 20__* IMS update, and the following documents have been amended:	
Name:	Sign / Date:

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4 Introduction

4.1 Introduction

This template contains guidance and examples in red text that require the input of the construction team to develop project specific content. All red text requires revision or deletion, and all remaining text should be changed to black in order to denote project specific content.

This Part B has been prepared based on information included in either Part A of this Construction Phase Plan (CPP) or the Pre-Construction Information pack (PCIP), Environmental Alert Form (EAF) and Environmental Scoping Assessment (ESA) prepared by the designer or provided by the client. These have been used to determine project specific requirements.

This plan is a dynamic document that details how the Kier team will plan and construct the works, with due regard to safety, health and environmental matters. It is not a repository for generic risk assessments, records of how decisions were reached or detailed method statements.

The identification of project specific SHE issues and the manner in which the construction phase will be managed is set out within the Construction Phase Plan. This plan details the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. The Kier Group Safety, Health and Environmental Considerations form ([SHEMS-FOR-GR-084](#) or Business Unit variant e.g. [SHEMS-FOR-HIG-094](#) / [SHEMS-FOR-HIG-095](#)) that is completed by the pre-construction team must be used when determining project specific requirements. This document is retained in appendix A.3 of Part A of the Construction Phase SHE Plan, or equivalent.

Assistance in compiling the Plan can be sought through SHE Managers / Advisors.

The Plan will be reviewed regularly, at a frequency (**at least monthly**), to be determined with reference to the risk profile of the project.

A copy of the PCIP is included in Appendix B.1. Copies of the EAF and ESA are included in Appendix B.2.

On completion of the construction phase of the project, Part C of the CPP will be developed for practical completion and aftercare.

Parts A: Pre-construction and Part B: Construction of the Plan will be archived with the contract documents upon completion.

4.2 Construction Phase Team Contact List

Job Title	Name	Location	Contact Number
Operations Director/or equivalent (amend)	Peter Gleave	Manchester Office	07970 343451
Contract Manager*	Peter Gleave	Manchester Office	07970 343451
Project Manager*	Peter Finegan, Duncan Edwards	Manchester Office / Site Based	07756 504658
Site Manager*	Andrew Moss, Anjee Vasisht	Site Based	07816 453586 07811 314298
Site Supervisor*	Andrew Moss, Anjee Vasisht	Site Based	07816 453586 07811 314298
Contractor*	Kier	Manchester Office	0161 656 9400
Principal Designer			
Project Designer	Derek Rostron	Manchester Office	07860864834
Client	Manchester City Council	Manchester	
Major Incident Response** Major Incident Controller	Major Incident Team John Edwards	(24/7)	01767 355903 07800 587391
Premises / Depot Manager			
BU SHE Manager	Stephen Henry	Manchester Office	0779 171 9240
BU SHE Advisor	Eddie Hughes	Manchester Office	07594 511658
Environmental Manager	Hannah Aston	Manchester Office.	07973 978168
Emergency Services Local Hospital Local Fire Station Local Police	Manchester Royal Infirmary. Manchester Central Green Heys Police Station.		999
Emergency Spill Response	Adler & Allan		0800 592 827
Environment Agency			08708 506 506
Utility Companies / Service Providers	United Utilities ENWL Gas		0345 672 3732. 0800 195 4141 0800 111 999.
Fire Marshal/s	Andrew Moss, Anjee Vasisht	Site Based	07816 453586 07811 314298
First Aider personnel	Andrew Moss, Anjee Vasisht	Site Based	07816 453586 07811 314298
Security personnel	TBC	TBC	TBC
Alarms-Premises Security Fire Emergency Lighting	TBC	TBC	TBC
CCTV in site	TBC	TBC	TBC
Insurance	Nigel Hitchborn		07973 978299
Group Communications	Lisa Sanders		07779 410959
Premises Key holders Client Key contact Landlord's agent	1. Duncan Edwards, 2. Duncan Murphy, GLL 3.N/A	Site Based	07756 504658.

*Principal Contractor Personnel: Kier Construction

**Refer to the Kier Major Incident Response Plan Standard ([SHEMS-STD-GR-013](#)).

5 Consolidation of Project Specific SHEMS Documentation / Templates

5.1 Programme Details

The programme for this project is the following:

- 146 Week programme, commencing with the Carbon reduction works on 22/11/21.
- Phase 1: 06/12/21, with a completion date 19/05/23
- Phase 2: 14/08/23 with a completion date of 06/09/24. (Note Shut down for 12 weeks from 22/05/23 – 14/08/23 for the Para Swimming Championships).
-

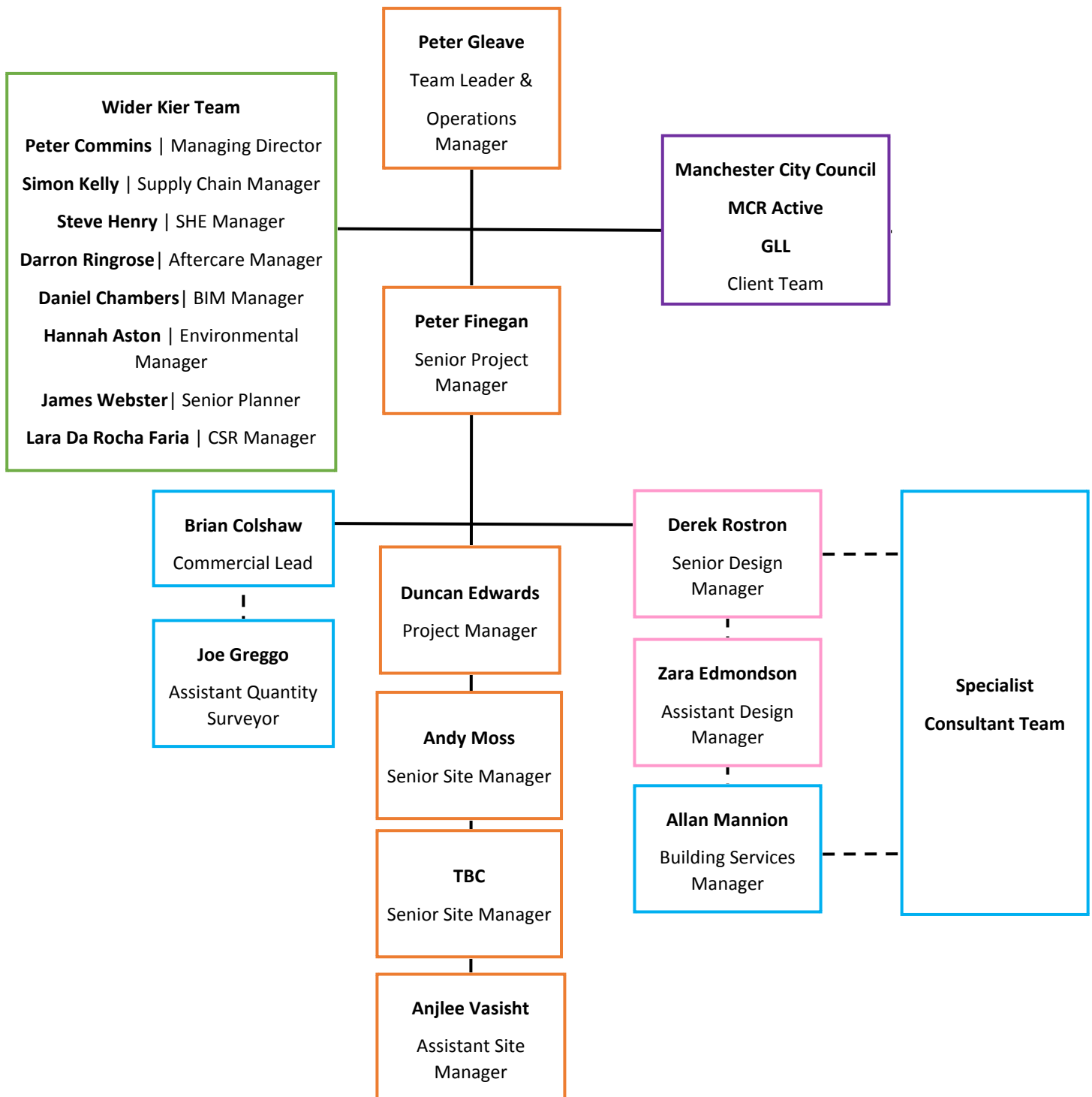
5.2 Kier SHEMS Documents / Templates / CPP Appendices

Document Title	Document Author / Person Completing Appendix	Comments
Project H&S Assessment Form (SHEMS-FOR-GR-085)	Contract Manager Peter Gleave	Teams General 08 SHE Management 02 CPP Part B B00 Construction Phase Plan (SHEMS-FOR-GR-085)
Environmental Management Plan (Inc. environmental constraints layout plan) (SHEMS-FOR-GR-041) (or BS/BU equivalent)	Hannah Aston	Teams General 08 SHE Management B02 Environmental – Management Plan
Site Personnel Appointment Sheets (SHEMS-FOR-GR-001-012)	Contract Manager / Project Manager Duncan Edwards	Teams General 08 SHE Management 02 CPP Part B B00 Construction Phase Plan Appointments
Services Plan	Site Team	Teams General 08 SHE Management 02 CPP Part B B04 Services Plan
Site Inductions [Insert completed Site induction form(s) SHEMS-FOR-GR-032]	Site Team	Teams General 08 SHE Management 02 CPP Part B B05 Site Inductions
Risk Assessment and Method Statement Register	Site Team	See below
Traffic Management Design (SHEMS-STD-GR-092)	Site Team	Teams General 08 SHE Management 02 CPP Part B B07 Traffic Management Plan
Work at Height Strategy To be developed from pre-construction WAH strategy (Appendix A.6 of Part A of CPP)	Site Team	Teams General 08 SHE Management 02 CPP Part B B08 Work at Height Strategy
Lifting Strategy (to be used for any lifting operation involving a crane hired by Kier) (SHEMS-FOR-GR-068)	CPCS Crane Appointed Person	Teams General 08 SHE Management 02 CPP Part B B09 Lifting Strategy
Demolition Plan (SHEMS-FOR-GR-190)	Site Team	Teams General 08 SHE Management 02 CPP Part B B10 Demolition Plan
Construction Phase Fire RA (SHEMS-FOR-GR-076) NB: to be signed off by Design Manager	Contract Manager / Project Manager Duncan Edwards	Teams General 08 SHE Management 02 CPP Part B

		B11 Fire Safety and other Emergency Plans - SHEMS-FOR-GR-076
Construction Phase Fire Other and Emergency Plan (SHEMS-FOR-GR-080)	Site Team	Teams General 08 SHE Management 02 CPP Part B B11 Fire Safety and other Emergency Plans- SHEMS-FOR-GR-080
Temporary Works Plan and Control Register (SHEMS-FOR-GR-060)	Anjlee Vasisht	Teams General 08 SHE Management 02 CPP Part B B12 TWP- SHEMS-FOR-GR-060
Occupational Health Strategy	(Insert Name)	Teams General 08 SHE Management 02 CPP Part B B13 Occupational Health Strategy
Project Training Matrix	Helen Hughes	Teams General 08 SHE Management 02 CPP Part B B14 Project Training Matrix and Records
COSHH	Site Team	Teams General 08 SHE Management 02 CPP Part B B15 COSHH
Client Health and Safety File	(Insert Name)	Teams General 08 SHE Management 02 CPP Part B B16 Client Health and Safety File
Other (e.g. programme), Please specify	N/A	

6 Management Structure and Responsibilities

6.1 Project Management Organogram



6.2 Key Project Appointments and Responsibilities

This section defines the SHE responsibilities of key project personnel where appropriate change titles to suit business requirements.

Operations Director	Peter Gleave
- Review and approve Construction Phase Plans - Monitor and control the management of the plans to ensure effective implementation - Set SHE objectives and review performance against them - Determine strategy for achieving SHE objectives and improvements - Ensure that works are carried in a safe manner and that adequate resources are provided to carry out all operations with due regard to SHE and welfare - Assist in any regulatory, external or internal audit as required - Report any SHE initiatives that they consider could lead to improvement	
Contracts Manager / Project Manager / Operations Manager	Peter Finegan/Duncan Edwards
- Ensure that workplaces under their control are adequate with respect to health, safety, welfare and the environment - Ensure, so far as reasonably practicable that a suitable project specific Construction Phase Plan is prepared and implemented - Review and approve monthly updates to the Construction Phase Plan - Make appointments where necessary, e.g. Site Health and Safety Supervisor, Project Environmental Co-ordinator, Fire Wardens etc. - Ensure, so far as reasonably practicable, employees and contractors are competent - Recommend training needs to suit individual and workplace requirements - Ensure that arrangements are in place for effective consultation with staff and contractors - Hold regular meetings with the project team to review SHE issues - Review project management systems at regular intervals to ensure continued suitability and effectiveness - Report to the client on SHE matters as required; - Provide regular reports on the effectiveness of the Construction Phase Plan to the operational Director - Assist in any regulatory, external or internal audit as required - Report any SHE initiatives that they consider could lead to improvement	
Construction Manager / Site Manager / Agent	Andrew Moss/ Anjee Vasisht
- Organise and implement the provision and maintenance of a working environment and systems of work that are, as far as is reasonably practicable, safe and without risk to human health or the environment - Ensure that adequate monitoring and supervision arrangements are maintained and clearly defined areas of responsibility for contractors are established and implemented - Approval of method statements and risk assessments - Ensure SHE notice boards display up-to-date information - Assist in any regulatory, external or internal audit as required - Report any SHE initiatives that they consider could lead to improvement	
SHE Manager / Environmental Advisor	Stephen Henry/Eddie Hughes/Hannah Aston
- Maintain effective communications with Kier's Head of Safety, Health and Environment to ensure adequate flow of SHE information - Provide advice to the Directors to enable them to set appropriate performance objectives and improvements - Report on the levels of performance to enable Directors to review the effectiveness of current SHE arrangements - Advise managers on measures to ensure the effective operation of the Kier Group Health, Safety and Environment Management System and the promotion of a SHE culture - Give advice and guidance, to any person who may require it, to promote the understanding and operation of SHE best practice - Carry out regular inspections and audits, provide reports, give guidance and advice to managers, contractors, Health and Safety Supervisors and Environmental Co-ordinators - Liaise with Kier Project Environmental Co-ordinators as required	

■ To assist in any regulatory, external or internal audit as required ■ Report any SHE initiatives that they consider could lead to improvement
Project Team
■ Be familiar with the Construction Phase Plan and co-operate in its implementation ■ Identify significant safety, health and environmental risks connected with their work package / activity ■ Observe all environmental requirements and be respectful to the environment ■ Report any SHE initiatives that they consider could lead to improvement ■ Conduct regular SHE inspections ■ Report all potential / actual SHE risks to their supervisor as soon as possible ■ Assist in any regulatory, external or internal audit as required ■ Report any SHE initiatives that they consider could lead to improvement
Contractor Teams
■ Be familiar with this Construction Phase Plan and co-operate in its implementation ■ Report any SHE initiatives that they consider could lead to improvement ■ Manage all SHE risks associated with their work activity / package in accordance with Kier procedures ■ Provide completed environmental reports to the Kier Project Environmental Co-ordinator as required ■ Provide environmental toolbox talks to site staff ■ Report all potential / actual SHE risks to their supervisor and Kier Project Environmental Co-ordinator as soon as possible ■ Assist in any regulatory, external or internal audit as required ■ Report any SHE initiatives that they consider could lead to improvement

The following Appointment Sheets have been signed by nominated personnel and are located in Appendix B.3 of this Construction Phase Plan:

Appointment	Name of appointee	Form
Project Environmental Co-ordinator	Duncan Edwards	SHEMS-FOR-GR-004
Temporary Works Co-ordinator	Duncan Edwards	SHEMS-FOR-GR-009
Temporary Works Supervisor(s) (TWS)	Anjlee Vasisht	SHEMS-FOR-GR-010
Site Safety Supervisor	Duncan Edwards/Andrew Moss/Anjlee Vasisht	SHEMS-FOR-GR-008
Asbestos Co-ordinator	Anjlee Vasisht	SHEMS-FOR-GR-001
COSHH Co-ordinator	Anjlee Vasisht	SHEMS-FOR-GR-002
Electrical Duty Holder	TBC	SHEMS-FOR-GR-003
Fire Safety Coordinator	Andrew Moss	SHEMS-FOR-GR-006
Deputy Fire Safety Co-ordinator		SHEMS-FOR-GR-006
Fire Marshal(s)	Andrew Moss/ Anjlee Vasisht	SHEMS-FOR-GR-005
First Aider(s)	Andrew Moss/Anjlee Vasisht/Jo Anger	SHEMS-FOR-GR-007
Crane Appointed Person	TBC	SHEMS-FOR-GR-011
Crane Supervisor	TBC	SHEMS-FOR-GR-111
Services Co-ordinator	Andrew Moss	SHEMS-FOR-GR-012
Crane Co-ordinator	TBC	SHEMS-FOR-GR-159
MEWP Manager	Anjlee Vasisht	SHEMS-FOR-GR-182
Responsible Person for Fire Safety	Duncan Edwards	SHEMS-FOR-GR-186
Slinger – Signaller	TBC	SHEMS-FOR-GR-301
Electrical Authorised Engineer	TBC, NG Bailey	SHEMS-FOR-GR-427

6.3 Kier SHE Objectives

Kier North and Scotland have the following SHE objectives for this project:

- Ensure adequate resources are available
- We will operate a safe and sustainable business always through visible and active leadership and adoption of the 5 SHE Basics
 1. Induction for every worker
 2. Risk Assessment for every task
 3. Safe System of Work for every medium to high-risk task
 4. Point of Work Risk Assessment/Daily Briefing, the last chance to assess
 5. Competence, our licence to operate
- To provide and maintain safe and healthy workplaces and safe working practices
- Positively encouraging effective co-operation of contractors and others
- Ensuring contractors and others have the necessary SHE information, instruction, supervision and competence
- To meet project environmental requirements such as CEEQUAL ratings and Local Authority / Framework reporting arrangements.
- We will minimise the impact of our activities on both the Environment and the environments in which we work.

6.4 Project Specific SHE Objectives

- There are no BREEAM requirements set for the project
- Considerate Constructor Target Score of above 40
- No RIDDOR accidents on the project
- Utilise Smarter waste management to record fuel and energy consumption
- Work in accordance with Kier North SHE targets

6.5 Consultation

Kier is committed to carrying out effective consultation with everyone on this project. The table below identifies the options chosen on this project.

Project Level	
Methods of Consultation	Methods Selected (Tick as appropriate)
1. SHE Committee	✓
2. Trade Union Appointed Safety Rep	N/A,
3. Site / Project Meetings	✓
4. Induction	✓
Work gang Level	
Methods of Consultation	Methods Selected (Tick as appropriate)
1. Toolbox Talks	✓
2. Safety Analysis	✓
3. Through Elected Representatives	✓
4. Method Statement Briefings	✓
Individual Level	
Methods of Consultation	Methods Selected (Tick as appropriate)
1. Feedback / Suggestion Boxes	✓
2. Directly with each employee	✓
3. Whistle blowing procedures	✓
4. Open door policy	✓
If the method of consultation is not appropriate or your views are not being taken into account, please contact: Stephen Henry, Health and Safety, 07791719240 Eddie Hughes, Health and Safety, 07594 511658	

Hannah Aston, Environmental, 07973 978168

6.6 Construction Plan Distribution and Document Control

The current edition of Part B must be available on site to all staff and relevant information will be provided to supply chain members. Changes to this document or appendices will also be communicated to affected contractors and workers through consultation methods described in 6.5 of this document. All revisions will be recorded on the 'revisions' list (see front cover).

6.7 Construction Plan Review

This document and associated appendices will be reviewed as a minimum monthly and also after any significant incident. The purpose of the review is to ensure the controls described in this plan are appropriate and followed in practice.

6.8 Construction Plan Archiving

On completion of Manchester Aquatic Centre, all documentation will be archived in accordance with the Records Retention Register [SHEMS-REG-GR-010](#).

6.9 Ongoing Design Work

All ongoing designs will be part of the minuted design reviews that are programmed every month. The Principal Designer and other designers will be an integral part of the design review meeting.

This plan will be reviewed in light of any additional or revised design information provided during the works. New and/or amended drawings will be recorded on the register contained in Appendix B.17. Any associated hazards and risks will be communicated to affected contractors at the earliest opportunity. PCIP and updates as required are included in Appendix A.

All design queries will be directed through the Principal Contractor to the appropriate Designer. Design changes will be discussed with the contractors at the meetings referred to in Section 6.5 and any new drawings or documentation will be issued through the Principal Contractor.

Risk assessments and methods of work will be re-assessed on the issue of additional/revised drawings or documents.

6.10 Selection of Contractors / Subcontractors

Selection of all contractors / subcontractors including designers and consultants will be in accordance with [SHEMS-STD-GR-017](#) Sub-Contractor Authorisation. The contractor(s) and designer(s) will have to satisfy the requirements of Kier's supplier assessment procedure before being appointed to carry out works on the project.

A check will be made on the qualifications of contractor's supervisory staff before they are permitted to start works on the project. The Project Manager / Site Manager will be responsible for undertaking these checks. The Project Manager / Site Manager will request and check original documents, photocopies will not be accepted. Copies of certificates will be kept in the Appendix B.14. A check with the relevant awarding body will be undertaken if there are any concerns.

6.11 Exchange of SHE Information between Contractors

The Kier site team will manage and chair minuted meetings on a weekly basis with contractors' Managers / Foremen / Supervisors to facilitate the flow of information between contractors and to review general SHE performance and safe systems of work. This meeting will also discuss training needs and findings from any inspection / audit / review by internal / external parties such as the Kier SHE team, HSE, EA, etc.



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Author: Group SHE Manager	Version Date: October 2021	Version: 2.0
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6.12 Site Security

The Project will be secured sustainable hoarding system installed and maintained by Hoard-It, this will cover the welfare areas to the rear of the Aquatic centre and to the front of the Aquatic Centre, both areas will have staffed vehicle access gates and Data pod security turnstiles. Out of hours will covered with CCTV security cameras, these will be monitored therefore 24-hour surveillance will be in place. The building is part occupied throughout the duration of the works. Security lighting will be located on the perimeter hoarding at a level not to create a nuisance to our neighbours.

Any visitors to the project will be required to make themselves known to the Project Manager / Site Manager and receive a suitable induction before going onto site. Any unauthorised persons noticed within the confines of the site must be brought to the attention of the Project Manager / Site Manager who will then take appropriate action.

6.13 Site Induction

It is the responsibility of the Project / Site Manager to ensure every operative arriving at site for the first time or after an absence of 21 Days receives a site induction. The site induction must provide attendees with information on site specific SHE hazards and risks that will be encountered, PPE required, along with the necessary risk control measures and site rules.

Before starting works on the project all personnel will be required to have received a Site-Specific Induction. This will be given by a representative from Kier, the person's employer or a competent person from another organisation involved in the works. It is the responsibility of the contractor to ensure their workforce arrives on time if they require an induction.

All site inductions will be recorded on Kier Form [SHEMS-FOR-GR-032](#) and filed in Appendix B.5. Where it cannot be evidenced that a person has undergone a site induction, they will be prevented from working until they have received the induction.

Visitors will be given a "visitor induction" tailored to their visit.

For supervisors an additional induction will be provided, and on completion supervisors will wear black hard hats for easy identification. See the Kier Consultation and Participation standard [SHEMS-STD-GR-018](#) for more detail.

6.14 Training and Information

SHE training and information for this project will be provided through the following:

- Site Induction
- SHE Notice Boards
- Regular Site Meetings
- Regular SHE Meetings
- Toolbox Talks
- SHE Bulletins / Alerts
- RAMS/Briefings

Contractors must ensure individual competency can be demonstrated in accordance with Kier standards. Any training need identified is to be addressed by the relevant contractor and monitored to ensure compliance.

Contractors must ensure that relevant environmental and occupational health toolbox talks are provided in addition to safety related talks to project personnel at a minimum frequency of two per month. Delivery of additional toolbox talks may be required by Kier.

All supervisors/managers are required to provide evidence of relevant training and/or qualification e.g. 2-day SSSTS or the 5-day SMSTS course. A copy is to be retained in Appendix B.05.

Trade operatives are required to provide evidence of competence. A copy of which is to be retained in Appendix B.05.

Contractors will be required to provide details of training provision / arrangements for their workforce.

6.15 Welfare Facilities and First Aid

This site will have the following welfare facilities installed (these take into account client requirements):

Type of Facility	Used by	Location	Maintenance / Cleaning Frequency
Kier and Subcontract offices, with associated canteen, drying room with lockers, toilet and washing facilities	All	Site compound at the rear of the Aquatic Centre, Turnstile access off Oxford Road, no parking on site.	Daily

Welfare facilities must be maintained in a clean, stocked and serviceable condition, and compliant with the guidance given in [SHEMS-GUI-GR-109](#). The Project Manager / Site Manager will arrange for any reported issues to be rectified.

The following table provides details of standard site-specific information:

Type of Information	Location	Action
Location of First Aid Box(es)	Kier Site Office	
Location of First Aider	Kier Site Office	
First Aid Room	N/A	
Automated Emergency Defibrillator (AED)	Kier Site Office	

SHE signage to be positioned in appropriate locations around the site to disseminate SHE information. A SHE information noticeboard is to be displayed in the canteen and the Project / Site Manager shall ensure that information is kept up to date.

Complete first aid assessment requirements using [SHEMS-FOR-GR-124](#)

6.16 Reporting and Investigation of Accidents and Incidents, including Near Miss / Learning Events

All accidents, incidents, dangerous occurrences, must be reported to the Project Manager / Site Manager. The process for reporting and investigating such incidents is contained within the Incident Reporting and Investigation standard [SHEMS-STD-GR-011](#).

6.17 Risk Assessments and Method Statements

All known SHE hazards and risks will be reviewed at the pre-start commencement meeting. Risk assessments, method statements and safe working practices are to be prepared 10 working days in advance of commencement of the operation on site. This includes both Kier direct (and agency) employees, and sub-contract or other operations. All risk assessments must include reference to known environmental issues. Risk assessments and method statements will be recorded and retained on site.

Risk assessments for Medium & High-risk activities/tasks undertaken by Kier employees and agency staff will be recorded on the Kier risk assessment template [SHEMS-FOR-GR-070](#). Method Statements for Medium and High-risk activities undertaken by Kier employees and agency staff will be recorded on the Kier method statement template [SHEMS-FOR-GR-107](#).

The risk assessments & method statements should be filed (or signposted) in Appendix B.6.

For sub-contract packages all known SHE hazards and risks will be reviewed at sub-contract pre-order meetings. Risk assessments and method statements received from contractors (and client direct appointees) are to be approved by reviewing against the Kier Method Statement Evaluation Form [SHEMS-FOR-GR-073](#) or business unit variant. This process is to be recorded on the RAMS register within Appendix B.6.

Where information is insufficient the contractor / originator must be contacted urgently, and a joint review carried out to establish a suitable safe system of work.

Specific hazards already identified by the designer and which generally affect the site, or its proposed works are to be recorded in the project risk assessment table in Appendix B.1 of the CPP.

6.18 SHE Inspection, Monitoring, Audit and Review

General SHE monitoring will be undertaken by the project team throughout the duration of the project using Airswab or [SHEMS-FOR-GR-089 Combined SHE Weekly Monitoring Sheet](#). Where opportunities for improvement are identified, action will be prompt.

Specific SHE monitoring will be conducted by the project team in accordance with the contract and requirements of the client, local authority and other regulatory bodies. Significant SHE issues will be raised at project progress meetings. All matters requiring action will be closed-out promptly.

The projects may will be audited on a periodic basis to assess compliance with legislative requirements, contractual obligations, the Company Policy Statements and procedures.

6.19 Control of Substances to Health (COSHH)

The control of risks involved in the management and use of chemicals or other substances hazardous to health and/or the environment will be controlled in accordance with [SHEMS-STD-GR-051 COSHH](#).

A project specific COSHH Co-ordinator will be appointed to compile and maintain details of substances that may be hazardous to health using [SHEMS-FOR-GR-002](#) and trained in the use of the Sygol CMS system. They will be responsible for ensuring suitable control measures are in place and relevant information is provided to those who may be affected.

6.20 Occupational Health

Kier has a duty to ensure that work activities do not adversely affect the health of those carrying out the works. Evidence of health surveillance/routine medicals will be required for employees engaged in activities involving hazardous substances or activities that exceed statutory limits or action values that may cause them harm. This includes noise, vibration, solvents, fumes, dusts, asbestos, ionising radiation and biological agents. Contractors are required to have a written policy and process for occupational health assessment/surveillance for their employees.

Further guidance is available in the Kier Occupational Health Clinical Processes and Overview Standard ([SHEMS-STD-GR-083](#)).

The identification and control of occupational health hazards will need to be adequately covered in activity risk assessments and method statements before works will be permitted to commence.

All contractors/agency employees, who are classified as Safety Critical Workers will be required to provide a fitness to work certificate. 'Safety Critical Worker' includes the following:

- Mobile machine operator
- Crane operator
- Steel erector
- Confined space worker
- Asbestos removal worker
- LGV / HGV / Minibus driver
- Specialist work at height worker (e.g., scaffolder)
- Any person required to work within 5 metres of live traffic without a fixed barrier and an adequate barrier deflection zone
- any person working within temporary traffic management (even if fixed barrier) in a high-speed environment (50mph or more, prior to any temporary traffic restrictions being implemented)

6.21 Fire and Emergency Procedures

Designated fire assembly points will be established on site. Fire extinguishers will be located in the site offices, welfare unit and work areas.

Details of the action to take in the event of a fire or emergency are included in the site induction.



Authorised By: Group SHEA Director	Page 18 of 48	SHEMS-FOR-GR-125B
Author: Group SHE Manager	Version Date: October 2021	Version: 2.0
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Details of the local hospital are included below.

Manchester Royal Infirmary

Oxford Rd,

Manchester

M13 9WL

6.22 Communication with Statutory Bodies

All site visits / meetings and correspondence from enforcing authorities such as HSE, EA and Local Authorities will be recorded using Kier Enforcing Authority Contact Report on Airsweb, or if not available form [SHEMS-FOR-GR-058](#). All requests for information from enforcing authorities are to be notified to the relevant SHE Manager / Advisor without delay who will advise on the appropriate course of action.

6.23 Handling External Communications

Site communications will be dealt with in accordance with Kier procedures. All complaints, compliments & comments are to be registered within the onsite complaints / complements register in accordance with Considerate Constructors good practice. The scheme will have comments boxes both internally and externally. The site management team's contact details will be displayed externally to promote lines of communication, there will also be a website for and comments and information sharing. Monthly letter drops will also be carried out.

6.24 Measurement and Testing

[Refer to section 3 of Part A of the pre-construction section of the CPP for details of any measurement and testing requirements identified by the pre-construction team].

Measurement and testing will be undertaken as required by the client or other relevant body. Records will be stored on site and made available on request.

Where measurement and testing indicate non-compliance with contractual obligations or this Construction Phase Plan, corrective actions will be raised in accordance with company SHE and quality management procedures.

Calibration will take place as recommended by the equipment manufacturer, and in accordance with company management procedures.

Appendices

B.1 Project Health and Safety Risk Assessment / Pre-construction Information Pack / F10 Notice

Project Health and Safety Risk Assessment

Site Management must consider the wider risks of the project such as public protection, segregation of vehicle and pedestrian routes etc.

Form [SHEMS-FOR-GR-085](#) should be used as the first part of the initial assessment process to capture the relevant information, and identify where specific risk assessments are required, and who is responsible for developing the risk assessment.

This project health and safety risk assessment process is to include a review of Appendices A.1 – A6 CPP Part A which includes the designers risk assessments and Project Risk Register, to revisit SHE Issues identified during the pre-construction stage.

The tracking of risk assessments and method statements should be recorded in Appendix B.6 of the CPP.

[Insert Form [SHEMS-FOR-GR-085](#)]

Teams
General 08 SHE Management
02 CPP Part B B00 Construction Phase Plan

([SHEMS-FOR-GR-085](#))

[F10 to be inserted here]

Teams
General 08 SHE Management
02 CPP Part B B00 Construction Phase Plan
F10

[Pre-construction Information Pack (PCIP) to be inserted here]

Teams
General 08 SHE Management
A01 CPP Part A

Activity	Possible Hazard	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required Y/N
Specific Issues / Hazards identified by designers which impact upon the site and/or proposed work activities. (Details of issues / hazards may be detailed within the designer's risk assessments filed in appendix A.3 of Pre-con CPP or hazard boxes on construction issue drawings)	Dual occupancy of the building while construction works are carried out. Causing potential issues of public interface	Members of the public	M	Ensure all staff are aware of the traffic management plan. All members of the Aquatics Centre team are aware of the construction working zones.	N
Protection of visitors and personnel (including Kier staff) i.e. Site Manager, Assistant Site Manager, Site Engineers, Clerk of Works, General Operatives, Gate Attendant, Banksman, Hoist Operator and Quantity Surveyors	Impact Crushing Slips / Trips Collision Personal Injury	Site Personal	H	Approved RAMS	Y
Site establishment Setting up temp accommodation	Impact Crushing Obstruction Access Loss of Load	Site personnel, visitors, members of the public	L	PPE, traffic management plans, Biometric access, fulltime banksman	Y
Fencing / Security	Fence Panels Falling Manual Handling Striking Existing Services	Site personnel, members of the public	L	Approved design check by	Y
Access / Egress to / from Site	Collision Impact Crushing Obstruction Access Routes Striking or Arcing OH Power	Site personnel, members of the public, Aquatic staff.	M	Online delivery booking system to avoid congestion. All vehicles banked in and out of site by competent gates person. Suitable crossing points.	Y
Roadworks / Traffic Management	As Above	Site personnel, members of the public, delivery	M	Approved Traffic plan in place and detailed within sub-contract scope of works and induction.	Y

Activity	Possible Hazard	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required Y/N
		drivers, banks/gate persons. Aquatic Staff			
Existing Underground or Overhead Services	Fire Electric Shock Explosion Disruption to existing buildings	Site Personnel	M	Approved service drawings produced for the site, CAT scan, trial holes, PPE and Permit to dig system.	Y
Power / Electricity, Temporary of the Aquatic centre	Electric Shock Burns Fire	Site Personnel	M	Approved service drawings produced for the site, CAT scan, trial holes, PPE and Permit to dig system.	Y
Plant and Equipment	Impact Crushing Collision Electric Shock	Site Personnel	M	Daily/weekly checks, traffic management plan, crossing points, pedestrian routes, PPE. Plant operatives require fit for work certificate	Y
Demolition, Soft Strip	Unplanned Collapse of Structure Fall of Operative Fall of Material Dust Noise Vibration	Site Personnel, members of the public, Aquatic Staff.	M	Demolition plan to be completed, daily safe start, exclusion zones, Dust suppression, HAV's assessments. Temporary Works design and checks, Waste Management	Y
Groundworks Excavation Drainage Foundations	Impact with Plant Falls / Slips / Trips Service Strike	Site Personnel, Visitors	M	Plant and pedestrian zones, traffic management plans, Edge protection, PPE.	Y

Activity	Possible Hazard	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required Y/N
Piling, Reception area.	Impact with Plant Falls / Slips Trips Service Strike	Site Personnel, Visitors	M	Plant and pedestrian zones	Y
Structural Steel,	Loss of load Fall of operative Fall of material	Site Personnel, Visitors	M	Existing Frame remedial works to the painting, Reception area structural steel, required, W@H, temporary works design and checks, Lifting, lift plan operations to be approved	Y
Insitu Concrete Frame	Loss of load Fall of operative Fall of material Collapse Burst Shutters	N/A	N/A	N/A	N/A
Installation of Floor Sheets / Planks	Loss of load Fall of operative Fall of material Collapse Burst shutters	Site Personnel, Visitors	M	Safe systems of work, temporary works design and checks	Y
Work at Height Roof work Brickwork, Internal Blockwork Cladding N/A Curtain Walling Other PV's to the Roof	Fall of operatives Falling objects Loading out Access Collapsing or soft Ground	Site personnel, visitors	L	Work at Height plans, segregation, work zones, safe systems of work	Y

Group Form
Construction Phase Plan – Part B: Construction Stage

Activity	Possible Hazard	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required Y/N
Use of step ladders	Fall of operative Falling objects Ladder instability / movement	Site personnel	L	Last resort, ladder permit, task specific RA.	Y
Use of mobile towers	Fall of operative Falling objects Collapsing or soft Ground	Site personnel.	L.	Pasma trained operatives, fit for purpose, Inspections.	Y
Scaffolding	Fall of Operative Fall of Material Collapse of Scaffold	Scaffolders Operatives MOP	M	Work at Height plans and schedules, trained operatives/competence checks, RAMS, temporary works design and approval Fit for work certificate.	Y
Confined Spaces, Wet and dry ducts,	Access and egress, Lighting, Ventilation, Rescue.	Site personnel.	M	Permit to work, Monitoring, Safety lighting.	Y
Materials Handling, Telehandler.	Fall of Materials Overturning of plant/cranes	Site personnel	L	Appointed Person for all lift operations, scope of works, material data sheets, lift plans, delivery schedules	Y
Materials storage and control	Falls of materials Obstruction of access routes Unauthorised access / use	Site personnel	L	Controlled logistics plan and to be updated as required, just in time deliveries.	N
Manual Handling	Musculoskeletal injury	Site personnel	L	Utilise mechanical lifts, material safety data sheets, Toolbox talks.	Y
Ground Conditions, Existing completed surfaces.	Soft ground, sloping ground, water, overturning of equipment, ground washout, undermining	Site personal, Delivery vehicles.	L	Existing hard standing in place. Logistics plan	N
Vibration	Hand Arm Vibration	Site personnel	L	Exposure monitoring, Equipment inspections, PAT testing	Y

Activity	Possible Hazard	Who May Be Harmed	Risk (L,M,H)	Action required to reduce risk to an acceptable level	Method Statement Required Y/N
Asbestos, Pipework gaskets identified.	Occupational Health, Inhalation, contamination	All	M	Asbestos survey, licensed removal, Trained members of the team	Y
Use of hazardous materials	Dermatitis, Respiratory problems, Eye Damage	Site personnel	L	COSHH assessments. Material safety data sheets. COSHH register.	Y
Work Involving Particular Risks*					

* A number of high-risk work activities that require special consideration have been identified within schedule 3 under the heading of “work involving particular risks”.

These are:

1. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site. Work @ Height
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring. N/A
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999. N/A
4. Work near high voltage power lines, N/A
5. Work exposing workers to the risk of drowning, Refurbishment of 2no swimming pools, water to be drained.
6. Work on wells, underground earthworks and tunnels. Existing wet and dry ducts,
7. Work carried out by divers having a system of air supply. Floating floors to be propped prior to pools being drained.
8. Work carried out by workers in caissons with a compressed air atmosphere. N/A.
9. Work involving the use of explosives. N/A
10. Work involving the assembly or dismantling of heavy prefabricated components. Dismantle of AHU, ductwork and floating swimming pool floors.

B.2 Environmental Management Plan (EMP) Highways Specific variants Environmental Alert Form (EAF) / Environmental Scoping Assessment (ESA)

[Insert completed EMP form SHEMS-FOR-GR-041 / EAF / ESA]

Teams

General 08 SHE Management

B02 Environmental – Management Plan

B.3 Site Personnel Appointment Sheet

[Insert signed Appointment Sheets]

Teams

General 08 SHE Management

02 CPP Part B B00 Construction Phase Plan

Appointments

B.4 Services Plan

Insert list of existing service drawings.

Include arrangements for installation of services to site, including temporary services.

Include testing regime(s) for installed services.

Teams

General 08 SHE Management

02 CPP Part B

B04 Services Plan

B.5 Site Inductions

Insert copy of current site induction.

Insert completed Site induction form(s) [SHEMS-FOR-GR-032](#)

Teams

General 08 SHE Management

02 CPP Part B

B05 Site Inductions

B.6 Risk Assessment and Method Statement Register

Ref:	Activity	Contractor (State if Kier)	Sub- Contractor	Date Evaluated	Date Comments Returned	Date Revised RAMS Received	Date RAMS Signed Off by Kier	Date Briefed to Operatives
1								
2								
3								
4								
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B.7 Traffic Management Plan

TMP Ref No:	TMP Revision No:	Date of Current Revision:
TMP Rev 01	01	01/11/21

General Traffic Management Considerations	
Types of Vehicles Likely to Be on Site (Volume, Weight, Length etc.)	On-site: Existing Traffic Management Restrictions / Systems (Load bearing capacity / suitability)
On Site Parking Requirements / Availability	Off Site Considerations / Restrictions: Schools, Shops, Hospitals, Residential etc.
Off Site Parking Availability / Arrangements	Off Site Delivery Hold Points
Physical Segregation of Vehicles Pedestrians	FORS / CLOCS Compliance
One Way Systems Other Arrangements to Eliminate / Minimise Reversing Vehicles	Pollution Prevention (Fuel Spills, Run off etc.)
Routes to Material Storage Areas	Road Closures
Routes for Material Movement	Temporary Traffic control
Access to Work Faces for Emergency Services	Pavement Licenses

Site specific issues:

Issue	Details
Restricted routes to site	Oxford Road.
Parking restrictions in area	No Contractor parking on site
One-way systems or other road control in place	Refer to site logistics plan / Swept Path Analysis
Emergency routes to be maintained	N/A
Type of roads (e.g., busy, one way, etc.)	Varies during peak times, Oxford Road restricted access times for vehicles.
General information about area (e.g., schools, residential, shops, etc.)	University Campus area,
Overhead / Underground Site Restrictions	N/A
Blind Spots	N/A
Other (enter details from general consideration table above)	Limited Storage on site, just in time deliveries.

Project Traffic Management Health and Safety Risk Assessment

To be developed to detail site specific Arrangements, risks and control measures

Arrangement	Possible Risks	Who May Be Harmed	Risk (L, M, H)	Action required to reduce risk to an acceptable level	Method Statement Required
Site Entrance and Exit. Separate entrance(s) must be provided for pedestrians. Adequate sight lines for vehicles. Signage and provision of information. Security and control of access. Additional controls to allow safe access and egress, e.g. Vehicle Marshal.	Collision Injury Congestion	Operatives, members of the public	M	Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	Y
Parking Areas. Separate worker parking, delivery areas and site vehicle parking. Temporary delivery vehicle parking / holding area by site entrance (how vehicles will manoeuvre safely if turned away from site). Safe pedestrian access from parking to offices, welfare facilities and workplaces.	Collision Injury Congestion	Operatives, members of the public	L	Holding area on site for deliveries. Utilising online delivery system. All deliveries to be scheduled and booked in. No contractor parking provided. Swept path analysis, completed, front and rear of the Aquatic Centre	N
Vehicle Pedestrian Segregation Vehicles and pedestrians must be segregated with physical barriers at all interfaces with traffic routes.	Collision Injury Congestion	Operatives, members of the public	M	Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	N

Eliminating / Minimising Reversing Vehicles	Collision Injury Congestion	Operatives, members of the public	L	Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	N
Offices and Welfare Facilities. Locate away from primary site traffic routes.	Collision Injury Congestion	Operatives	L	Site offices located Within the rear compound segregation barriers in place, vehicles to operate a one-way system.	N
Arrangement	Possible Risks	Who May Be Harmed	Risk (L, M, H)	Action required to reduce risk to an acceptable level	Method Statement Required
Road / Pavement Closures	Slips, trips and falls	Operatives, members of the public	L	Pre-planned routes prepared to the correct standard. Adequate signage and communication.	N
Primary Traffic Routes. Establish one-way systems where possible. Physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish safe crossing points.	Collision Injury Congestion	Operatives, members of the public	M	Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	N

Secondary Traffic Routes. Define safe routes for vehicles and protect pedestrians where vehicles regularly pass.	Collision Injury Congestion	Operatives, members of the public	L	Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	N
Loading and Storage Areas. Specify loading and storage areas. Locate areas away from frequent pedestrian activity. Keep delivery vehicles and site vehicles apart.	Collision Injury Congestion	Operatives, members of the public	L	Logistic plan updated on a regular basis and communicated to all. Robust TM plan updated on a regular basis and communicated to operatives during inductions and toolbox talks. Trained banksman on site at all times. Adequate and up to date signage.	N
Vehicle Facilities. Locate vehicle washing areas and sheeting gantries off primary vehicle routes. Provide sheeting gantries for regular sheeting operations of similar vehicles.	Nuisance	Members of the public	L	Road sweeper to be deployed as and when required Existing hard surfaces in place	N
Interface with Client	Injury	Client	L	Visitors' induction. All visits to be accompanied by Kier representative.	N
Interface with Public	Injury	Members of the public	L	Visitors' induction. All visits to be accompanied by Kier representative. Security hoardings in place	N

B.8 Work at Height Strategy

Refer to Guidance document [SHEMS-GUI-GR-149](#) Work at height strategy.

Work at height matrix

Insert Trade Activity	Scaffold	Proprietary Edge Protection System	Scaffold Edge Protection (Design Req)	MEWP Scissor Lift	MEWP Cherry Picker	Safety Nets	Mobile Tower (AGR Req)	Podium	Other (Provide Details)	Risk Assessment Ref	Method Statement Ref
Roof Edge protection	Yes	Existing Man safe system							Certs reqd from FM		
ECM works		Yes									
Welfare cabins							Yes				
Emptying of pools/edge protection			Yes								
Demolition soft strip.							Yes	Yes			
M&E strip out.							Yes	Yes	Pop up's		
M&E, Installation							Yes	Yes	Pop up's		
Piling							Yes	Yes			
Cleaning					Yes		Yes				
Curtain Walling.				Yes			Yes	Yes			
Painting					Yes		Yes	Yes			
Spectator seating.			Yes								

Group Form

Construction Phase Plan – Part B: Construction Stage

Insert Trade Activity	Scaffold	Proprietary Edge Protection System	Scaffold Edge Protection (Design Req)	MEWP Scissor Lift	MEWP Cherry Picker	Safety Nets	Mobile Tower (AGR Req)	Podium	Other (Provide Details)	Risk Assessment Ref	Method Statement Ref
Fire stopping					Yes		Yes				
Tiling								Yes			
Drylining and ceilings.					Yes		Yes	Yes			
Steel frame to entrance				Yes			Yes				
Mastic					Yes		Yes				

B.9 Lifting Strategy

Lifting Equipment is work equipment for lifting or lowering including a crab, winch, pulley block or gin wheel, Tower, Mobile Cranes, Shear legs, Dragline, Piling Frame, Aerial Cable Way, Aerial Ropeway, Overhead Runway, Telescopic Handlers, Forklift Trucks, MEWPS - Scissor Lift, Cherry Pickers, POP UPS, Goods and Passenger Hoists, Passenger Lifts, Ropes used for access, Excavators, Lorry Loaders (Hiabs).

Lifting Accessories: include lifting beams or frames, chain sling, rope sling or similar gear, a ring, link, hook, interlocks, plate clamp, shackle, swivel or eyebolt and any loose equipment used with lifting gear.

****Where Temporary Works are identified then cross reference to Temporary Works Register.**

Consider:

- **Workplace**
 - Ground conditions
 - Temporary works
 - Proximity hazards
 - Over sailing risk
 - Operation, travel erection and dismantle conditions
 - Areas cordoned off
- **Loads**
 - Lift Weight (inc lifting accessories)
 - Load, Centre of Gravity
 - Requirement for additional lifting equipment
- **Equipment**
 - Type of lifting appliance
 - Max outrigger / track load @ radius
 - Appliance deployment, (boom, jib, outriggers, counterweights)
 - Lifting certificates available
- **Personnel**
 - Appointed person / Crane supervisor
 - Slinger / signaller
 - Identifiable
 - Communication method between parties
 - Training certificates

Ref No.	Materials to be Lifted	Details of Lifting Equipment and Accessories Required	Date of Works	Works Package	Current Status	Comments
1	Roof Edge protection support and handrails.	Telehandler/ loading bay	Oct 2021	Roof edge protection	Package to let	Scaffold loading tower by IBN
2	Pv's and rails	Telehandler/Loading Bay	Oct 2021	M&E	Package to let	
3	Installation of welfare cabins	Vehicle mounted Hi-Ab	Oct 2021	Site Set up	Package to let.	
4	Removal of materials from plant and switch rooms	Gantry crane	Dec 2021	M&E	Package to let	Gantry crane, beam support off Scaffold. Schedule of items to be removed requested from M&E contractor.
5	Installation/loadout of materials to plant and switch rooms,	Gantry crane	Dec2021	M&E	Package to let.	Gantry crane, beam support off Scaffold Schedule of lifts requested from M&E contractor.
6	Waste skips	8 Yard skip	Oct 2021	Contract waste contractor	Package to let	
7	Hoarding/Hording blocks and gates	Telehandler, and vehicle mounted Hi Ab re gates	Nov 21	Security/Hoard-It	Confirmation of order placed.	
8	Curtain Walling and glazed units to the main entrance	Telehandler glass boy	July 2022	External façade	Package to let	
9						
10						
11						
12						
13						
14						
15						
16						

[List all lifting operations and provide details of the arrangements and controls including specific lifting plans: - [SHEMS-FOR-GR-068](#) Lift Plan is to be used for all cranes hired by Kier under CPA terms & conditions]

Teams

General 08 SHE Management

02 CPP Part B

B09 Lifting Strategy

B.10 Demolition Plan

[Insert Completed Demolition Plan: [SHEMS-FOR-GR-190](#) and details of any other arrangements for controlling demolition operations including any specific plans]

Teams

General 08 SHE Management

02 CPP Part B

B10 Demolition Plan

B.11 Fire Safety and other Emergencies Plan

[Insert: Completed Construction Stage Fire Risk Assessment [SHEMS-FOR-GR-076](#)

Completed Fire Safety and Other Emergencies Plan [SHEMS-FOR-GR-080](#)

Teams

General 08 SHE Management

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B11 Fire Safety and Other Emergency Plans

B.12 Temporary Works Plan

[Insert Temporary Works Control Register [SHEMS-FOR-GR-060](#)]

Teams

General 08 SHE Management

02 CPP Part B

B12 TWP- [SHEMS-FOR-GR-060](#)

B.13 Occupational Health Strategy

Site management must consider the wider hazards and risks associated with the project such as occupational health concerns.

Refer to:-

[SHEMS-STD-GR-035](#) Control of Occupational Noise

[SHEMS-STD-GR-083](#) Occupational Health Clinical Processes and Overview

[SHEMS-STD-GR-084](#) Control of Hand Arm Vibration

[SHEMS-STD-GR-087](#) Infectious Disease Control

[SHEMS-GUI-GR-109](#) Site Operating Procedures – Working Safely in Construction during COVID-19

[SHEMS-GUI-GR-113](#) Site Office Operating Procedures – Protecting your Workforce during COVID-19

[COVID information sheets](#)

Teams

General 08 SHE Management

02 CPP Part B

B13 Occupational Health Strategy

B.14 Project Training Matrix and Records

[Insert training matrix and records for site personnel]

Teams

General 08 SHE Management

02 CPP Part B

B14 Project Training Matrix and Records

B.15 COSHH

Site management must consider the wider hazards and risks associated with the project such as COSHH.

Refer to:

[SHEMS-STD-GR-051](#) COSHH Standard

[SHEMS-FOR-GR-026](#) COSHH Assessment Request Form

[SHEMS-FOR-GR-027](#) COSHH Substance Summary Sheet

Teams

General 08 SHE Management

02 CPP Part B

B15 COSHH

B.16 Client Health and Safety File

Insert copy of Client health and safety template.

Teams

General 08 SHE Management

02 CPP Part B

B16 Client Health and Safety File

B.17 Drawing / Document Register

4projects

B.18 Other

Insert any relevant information here e.g. Asbestos Management Plans / Asbestos Survey.