Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

CONSTRUCTION PHASE

Health and Safety

Morgan Sindall business unit / region:	Construction North West		
Project name:	Gorton Community Hub		
Project no.:	13W009		
Customer:	Manchester City Council		
Location:	Gorton Garratt Way		
Revision no.:	005	Date:	1/9/21

For full revision schedule see section one of Project Execution Plan (PEP) Part 1.

Construction Phase Health and Safety Plan (CPHSP) **- overview**

This document will define how specific health and safety management elements of the contract will be delivered.

Each box represents the parts of the whole PEP. Only in exceptional circumstances will a PEP consist of less than four documents.

* PN = Contract or project no.
(Update revision nos. as required)

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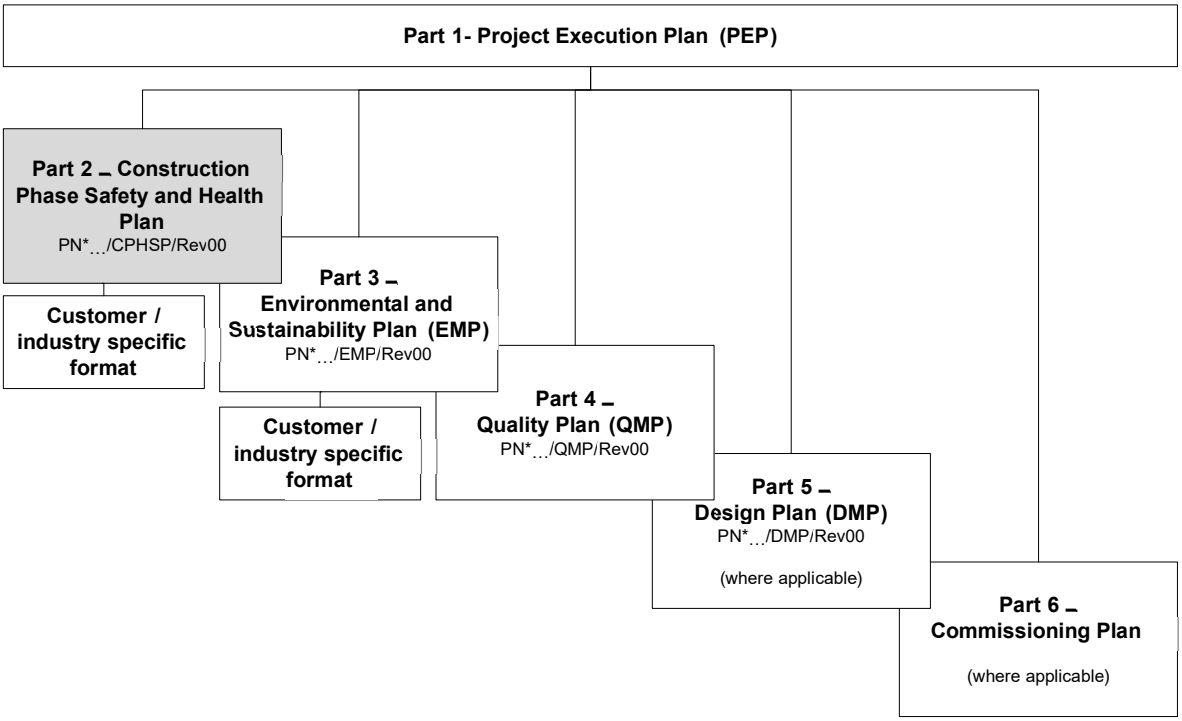

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Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

1. Introduction

1.1. Pre-amble – the following information is contained within PEP Part 1

- Pre-construction information
- Project directory
- Contract organisation and staff responsibilities
- Communications
- Risk management
- Knowledge transfer – good practice / lessons learnt.

1.2. Purpose of this plan

This CPHSP when read with the core module (PEP Part 1) meets the requirements of the Construction Design and Management (CDM) Regulations 2015 with regard to the construction phase health and safety plan. This plan describes how safety aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the contract manager to reflect progress of the works and changes in health and safety requirements.

The plan conforms to Morgan Sindall's health and safety policy objectives which will be clearly displayed in site offices.

The plan is concerned with the overall management control of all health and safety aspects in the execution of the contract. Subcontract works are also subject to this plan.

Morgan Sindall is certified to BS OHSAS 18001 and its company Integrated Management System (IMS) complies with that standard.

This plan is a 'live document' to be supplemented and/or revised as the project develops, by the introduction of supporting documents such as subcontractor method statements, risk assessments or any documentation relevant to the safety, health and environment of the project, which may include:

- Appropriate legislation
- Corporate governance
- Morgan Sindall and/or Morgan Sindall Professional Services policies
- Customer requirements (to include stakeholders)
- Company processes and procedures (amend as necessary)
- Methodologies and programmes
- Organisational structures
- Supply chain requirements.

1.3. Authorisation

This plan is authorised when the preparation, approval, authorisation and distribution section on page 1 of the PEP (Part 1) is completed.

Legal and other requirements

The project will meet its legal requirements through compliance with any planning, local authority, enforcement agency conditions and to all relevant legislation. Updates will be made available to the project team by Morgan Sindall intranet.

Specific requirements as detailed in pre-construction information pack shall be incorporated into this plan.

1.4. Integrated Management System (IMS)

The company's IMS is designed to meet the contract objectives in the core module (PEP Part 1).

An explanation of the Morgan Sindall IMS is on the Morgan Sindall intranet.

This plan sets out the SHE standards to be achieved and the means of continuous improvement by the process of review and where appropriate revision.

1.5. Contract details

These are described in PEP Part 5.

2. Health and safety management

The key high-level objective of the contract, as stated in core module (PEP Part 1), is to deliver the customer's contract on time, to budget and without incident or complaint.
The key health and safety objective is to complete the contract having achieved the objectives of the company's health and safety policy, the primary message of which is '100% Safe'.

2.1. Roles and responsibilities

All members of the contract team have responsibility for elements of health and safety appropriate to their function, experience and seniority. The contract manager has overall responsibility for delivering the contract objectives.

2.2. Risk assessments and method statement (RAMS)

No activity will be permitted without an approved RAMS.

The project management team shall produce risk assessments where significant risks are identified.

2.3. Site specific RAMS

Site specific RAMS will be carried out by appointed and competent personnel on site. A register of method statements and associated risk assessments will be kept on site and reviewed.

Method statements shall be task specific, identify tasks, responsible personnel, control measures and monitoring arrangements in line with Morgan Sindall method statement tracking and content sheet. Method statements will be assessed, tracked and accepted by Morgan Sindall prior to commencement of work. The contents of the method statement will be communicated to all those undertaking and associated with the work activity.

Contractors shall hold a signed copy at the work face while the works are taking place ensuring all operatives have read, understood and signed stating they will comply with the method statement.

A schedule of work activities and their current status is maintained via the RAMS schedule which is updated and retained within the project / site management filing system. The schedule template is included at Appendix C.

Change control for systems of work

A change control will have significant repercussions with respect to the prevention or control of accidents and may require changes in the measures taken to ensure that those risks remain as low as reasonably practicable.

Whether a change has significant repercussions will depend on the degree to which it:

- Introduces a new hazard
- Changes the risk from an existing hazard
- Affects control or mitigation measures (including off-site emergency plans). Changes that have a positive impact on the risk profile are also important.

Morgan Sindall has in place systems for the communication of changes and any changes to approved systems of work shall be agreed in writing.

3. Safety and occupational health controls

Morgan Sindall has in place within the IMS. The 'Creating a Safe and Sustainable Environment' document that set the minimum standards that must be applied.

3.1. Accident and incident reporting (including learning event and near miss reporting)

In the event of an accident or incident occurring and depending on its nature, the process detailed in SH PRO2 should be followed.

All accidents and significant incidents, including those involving contractors, must be recorded in the site accident book and entered on SHEQ Tracker within 24 hours. All incidents MUST be reported to the SHEQ department.

Records of accidents or incidents reportable under the Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR) are confidential and must be stored securely on site.

Should the public or a utility be involved in an accident or incident, ensure that public liability claim forms are completed if necessary. All near misses and learning events MUST be reported to the SHEQ department.

Reports

The SHE advisor shall maintain records of all accidents, incidents and investigations and compile a monthly report for the management team.

Asbestos

Prior to any work, maintenance or demolition on existing buildings, the project manager will check that a survey has been carried out to identify any Asbestos Containing Materials (ACM's). In accordance with the SH PRO5.

Key details of asbestos survey reports or asbestos management plan will be communicated to all personnel to include where any asbestos is located, that it has been clearly labelled, or has been removed by a licensed contractor prior to the commencement of the construction / demolition works.

All persons on any project where ACM's have been identified, will attend recognised asbestos awareness training.

Morgan Sindall must only use licensed contractors when dealing with notifiable asbestos in line with company standards. Morgan Sindall will ensure that they obtain relevant information, including appropriate Asbestos survey reports, and carry out checks before beginning work where asbestos is or may be present.

3.2. Certification of plant operators

Before being allowed to work, operators of plant must present proof of competence, e.g. CPCS, IPAF cards for entry into site file records. Periodic checks of competencies will be carried out by contract supervisors.

3.3. Confined spaces

Work in a confined space can be a high risk activity. Therefore, entry to an identified confined space will be avoided whenever feasible. When this cannot be avoided, no work will be started until a RAMS is approved. In addition, no work will start until the relevant permit to work has been issued. Emergency and rescue personnel and equipment must be in place before work starts.

The calibration of equipment to test the atmosphere of confined spaces must be regularly checked in accordance with manufacturers' instructions.

3.4. Control of Substances Hazardous to Health (COSHH) and Asbestos

Morgan Sindall utilises industry leading company Sypol for the generation of specific COSHH assessments. Assessments will be administered by an appointed Sypol coordinator for the contract.

Site supervisors will ensure that assessments for all substances are available to those who may come into contact with them and that they have been made aware of those assessments. If no assessment exists, then one must be obtained using the Sypol form in line with the company standards.

Design works shall only be assigned to competent and resourced designers who shall be assessed to confirm their ability to comply with the principles set out in the CDM regulations and in accordance with Morgan Sindall supply chain procedures.

Further information on management control of design can be found in the DMP Part 5 of this PEP.

3.5. Demolition

Generally considered a high risk activity, demolition will be conducted strictly in accordance with Codes of Practice for Demolition and Health and Safety Executive (HSE) guidance. RAMS will be produced prior to work being undertaken.

3.6. Electrical supplies and equipment

The design, installation, use and maintenance of electrical systems and equipment will be in accordance with company standards SH PRO4.

An electrical duty holder will be appointed for the project and identified on notice boards, distribution boards and sub-stations.

In every case where work must be carried out on electrically isolated equipment it will be carried out under a permit to work procedure. This procedure is mandatory to all Morgan Sindall employees and designated subcontractors.

Contractors should only use 110v electrical tools or battery powered devices.

No 240v tools are to be used unless no other alternative exists, and only then with suitable electrical protection. All extension leads must be properly terminated with the appropriate plugs / sockets and be otherwise un-jointed.

Contractors must demonstrate that they meet all of the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and have a means of indicating, (eg by labelling), that where appropriate equipment has been Portable Appliance Testing (PAT) tested / examined.

3.7. Excavations and services

No works will commence until details of overhead and buried services likely to affect those works are either obtained from service providers or by direct investigation. Details will be available as plans, drawings, cross sections and other information.

All excavations will be done following the relevant Morgan Sindall process standards and guidance. Service and cable avoidance will be carried out according to HSG47 and Morgan Sindall standards SH PRO7 and SH6 STD1. The precautionary principle will apply where there is uncertainty about buried services.

A permit to break ground will be used before beginning any excavation including trial holes and investigation.

If suspect material is discovered in an excavation, the supervisor will stop work, record and investigate the occurrence and agree actions before continuing.
The use of specialist equipment and explosives for excavations must be the subject of specific risk assessment and controls and consultation with the relevant SHE team.

3.8. Emergency arrangements

Morgan Sindall will appoint an emergency co-ordinator, this will normally be the project manager and will be identified within the site induction along with deputising arrangements.

The emergency co-ordinator will be responsible for:

- Production of the fire and emergency plan (Appendix E)
- Ensuring that suitable individuals are appointment to fill key positions under the emergency plan
- Arrange drills and exercises to ensure the effectiveness of the plan
- Review and update the plan as conditions change
- Ensure any equipment essential to the operation of the plan is tested and maintained.

3.9. Fire precautions

The contract Julian Saye Senior Projects Manager will appoint a fire co-ordinator who will ensure that a fire risk assessment is made, that emergency preparedness against fire is adequate and that a fire safety plan is in place (Appendix E).

The fire co-ordinator will complete the emergency arrangements and review this on a regular basis referring deficiencies to the site / project manager for action.

Site inspections of emergency arrangements against fire will be carried out not less than fortnightly.

Where fire escape routes are long, involve stairs, buildings have multiple occupancy, or may be used by the disabled or the general public, fire drills will be carried out not less than annually.

3.10. Hand Arm Vibration Syndrome (HAVS)

Morgan Sindall has adopted a HAVS strategy, guidance is given in the IMS. This strategy will be taken into consideration when using equipment that could potentially cause HAVS.

Where prolonged use of vibrating tools or where vibration exposure is likely to regularly exceed the action level for a particular tool / activity, the items listed below should be considered and implemented:

- Tool selection
- Vibration control
- Maintain blood circulation
- Selection of operatives • Training and awareness
- Health surveillance.

3.11. Health and safety rules

Site health and safety rules shall be included in the site start up pack and developed for the project by the contract manager in conjunction with the SHE advisers. Rules will be posted on site notice boards and explained at induction

Site rules will cover as a minimum:

- Policies including substance abuse
- Access and egress
- Personal Protective Equipment (PPE)
- Mandatory instructions
- Site boundaries
- Training and competence
- Authorised persons
- Safe methods of work
- Traffic management
- Waste
- Visitors.

Minimum rules are contained in the Morgan Sindall 'Creating a Safe and Sustainable Environment' document.

3.12. Health surveillance

Risk assessment will identify circumstances when health surveillance is required (unless already identified by existing legislation) and should it be deemed necessary, an occupational health surveillance programme will be undertaken. Occupational health surveillance for individuals undertaking high risk activities will include screening for any or all of the following:

- HAVS
- Noise induced hearing loss
- Manual handling
- Dermatitis from onsite operations
- Repetitive strain injuries.

Additional health issues may arise as a result of COSHH assessments and or individual situations. Such surveillance will be conducted as identified by risk assessment.

3.13. Health and safety file

In compliance with CDM Regulations, the health and safety file will be developed throughout the contract in a format agreed by relevant parties early in the contract.

The contents of the health and safety file may include:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with
- Key structural principles incorporated in the design of the structure
- Any hazards associated with the materials used
- 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
- Information and as-built drawings of the structure, it plant and equipment.

3.14. Hot works

Works that generate heat or sparks that could create risk of fire require issue of a hot works permit and the provision of fire extinguishers and emergency arrangements.

3.15. Housekeeping

All site personnel will be responsible for maintaining a clean and tidy site that poses no unnecessary slip, trip and fall hazards and presents an acceptable visual impression to the workforce, visitors and the general public.

Material and equipment will only be delivered to site as required to reduce the required storage space.

Failure of contractors to maintain standards may result in work being undertaken on their behalf and those contractors being recharged accordingly.

Time will be allowed within the detailed programme of works to ensure that housekeeping is afforded high priority and each section of the works is left clean, neat and tidy at the end of each work shift. An end of shift inspection regime will be implemented.

3.16. Site induction

Morgan Sindall will prepare a site specific induction for this project.

The purpose of this induction is to:

Pre-enrol on the M site App

- Familiarise individuals with the health and safety requirements of the project
- Establish procedural controls specific to the project
- Specify any permits to work
- Identify emergency arrangements
- Instruct on accident reporting
- Identify site specific safety rules
- Identify significant hazards at the worksite.

This induction will be delivered to all Morgan Sindall employees, subcontractors and visitors on site. Records of this induction will be maintained within the site safety file.

All visitors to site whether invited or not, must identify themselves to the project manager attending site prior to entering the worksite. The project manager must ensure that all such visitors are in possession of the relevant certification, site equipment (including PPE) and are fully inducted and briefed before accessing the work location.

3.17. Interfaces with visitors, the public and others

Interfaces between site activities, visitors and the public will be considered when developing the site plan, planning points of site ingress / egress and works outside the site boundaries to ensure that site operations do not endanger visitors and the public. Such consideration will apply to others such as the customer's personnel who may need access to or through the site.

The following measures to protect the public from site activities will be taken:

Site hoarding erected around the entire project
Safety lighting to erected around the outside of the hoarding
Safety signage to be erected around the hoarding
Safety signage to be erected at all entry / exit points onto site advising the public of any dangers on site
Security turnstiles installed to prevent people wandering into the site with fingerprint access pads at the entrance
Security guards at main entrance gates to prevent people wandering into the site
Traffic marshals on site to attend to deliveries entering / exiting the site

3.18. Lifting operations

All lifting operations will be planned and authorised in accordance with company processes, standards and guidance SH PRO9. The Operations/Contracts manager must appoint a Responsible Person (Lifting) and record this appointment on the relevant appointment form.

Where applicable the contract manager will appoint a competent appointed person for cranes and a crane supervisor.

All lifting machinery, equipment and gear must be checked prior to use and on arrival to site. This will include the use of piling rigs.

Checks and inspections of lifting plant and equipment will be recorded in the site register.

3.19. Lone working

Lone working must be avoided whenever feasible. If it cannot be avoided, a specific risk assessment and method statement for the activity is required, to include the arrangements for lone working.

3.20. Manual handling

Manual handling risk assessments must be carried out prior to manually lifting a load and must include load weights and dimensions. Methods of assessing the risks of manual handling and consideration to alternative methods will be considered where practical.

3.21. Material storage and distribution

The storage of materials will be planned before the site is established to meet logistical and safety requirements and to ensure that wastage of materials through poor storage, damage or theft is minimised.
Suitable and adequate means of distributing materials about the site when needed will be planned beforehand.

3.22. Mechanical plant

Site plant and equipment operated by Morgan Sindall will be subject to Planned Preventative Maintenance (PPM) scheme.

Records of plant inspections will be maintained on site and will be available for inspection.

Plant and equipment operated by contractors must be similarly maintained in line with legislation and Morgan Sindall minimum standards.

Details of plant and equipment operators shall be maintained and evidence of periodic checks from plant hirers that the plant has been adequately maintained shall be obtained.

3.23. Monitoring and inspection

Safety performance and compliance will be assessed regularly. Records of audits, inspections and visits undertaken will be available on site.

Project Monitoring Schedule				
	Frequency			
Type of monitoring	Daily	Weekly	Monthly	Annual
Senior Management SHE tours			X (to be arranged by senior managers)	
SHE meetings			X	
Liaison / stakeholder meetings (i.e. with school)		(Every 2 weeks)		
Contractors (safety / co-ordination) meetings		X		
Project progress meetings		X		
SHE Cross regional audit				X
SHE Inspections – (SHE team)			X	
SHE Inspections – contractors (self-audit)			X	
SHE Inspections – client			X	

SHE Inspections – (site team)		X		
SHE Monthly return			X	
Safety committee (VOICE)			X	
Emergency procedure drills			X	
Safety awareness talks		X		
100% Safe toolbox talks / briefings	X			

3.24. Noise

If work environments are likely to exceed occupational action levels specific noise assessments will be carried out prior to commencement of works.

Potential sources of noise on this project include:
N/A all plant will be fitted with anti vibration equipment to reduce the noise levels down to an acceptable level & if any activities are above the acceptable noise level we will ensure that the task will be factored down to an acceptable noise level

•

3.25. Occupational health monitoring and surveillance

Requirements for occupational health monitoring will be assessed on a task specific basis and in line with the Morgan Sindall company policies process, standards and guidance. Risk assessments may identify circumstances when additional health surveillance is required (unless already identified by existing legislation).

3.26. Permits to work

The use and issue of permits shall be in accordance with Morgan Sindall permit to work systems and contract specific requirements.

Risk assessments will identify operations or areas where permits to work are required as part of the control procedure. Only qualified and competent persons are to operate and be employed on 'permit to work' systems. These include for this project:

- Permit to break ground
- Permit to lift
- Hot works operations
- Entry into confined space
- Work on non-isolated electrical equipment
- Work on isolated electrical equipment

3.27. Personal Protective Equipment (PPE)

Morgan Sindall will supply to and ensure the use of PPE by all employees and visitors. Contractors will be required to supply PPE to their own personnel to the minimum requirement noted:

- Safety helmet
- Light eye protection (LEP)
- Gloves
- Safety footwear
- Hi vis coat, jacket or vest (where there are plant movements or as directed by the project manager)

The issue of PPE will be recorded.

Other PPE required will be specified in activity RAMS.

3.28. Piling operations

Piling operations by an approved contractor must be managed in line with Morgan Sindall company policies, process, standards and guidance.

3.29. Pressurised systems

Pressurised system can contain potential energy that may be released under certain conditions. When working on pressurised systems specific risk assessments and precautions will be taken.

3.30. Road works

All road works will be carried out in line with current legislation and where applicable "The Traffic Signs Manual Chapter 8".

3.31. Safety training

Specific health and safety training will be identified in the contract specific training and competence plan.

Where required, site supervision will arrange for safety training associated with specific tasks such as abrasive wheel training. Records of all task specific training whether delivered on or off site will be recorded.

The project manager will ensure that United Kingdom Contractors Group (UKCG) standards of competence for persons employed on Morgan Sindall projects are achieved, ie working towards 100% CSCS or equivalent.

3.32. Scaffolding

The project team will ensure that scaffold is erected in accordance with BS EN 12811, the CDM regulations 2015, National Access and Scaffolding Confederation (NASC) Guidance SG4:10, company standards and temporary works requirements.

3.33. Site office safety

A contract specific risk assessment for the site office and welfare facilities will be carried out. This will identify any specific hazards and controls to be adopted at that location. The PM STD8 site establishment and welfare will be in accordance with the Morgan Sindall minimum standards document in the IMS.

3.34. Site security

Security arrangements which require consideration, include but not limited to:

- Site boundary
- Compound
- Offices
- Plant / equipment
- Building under construction
- Children / public
- Trespassers

During the demolition stage there were a number of break-ins during the works & we had to employ a nigh time security guard to watch over the site

The contract specific arrangements are:- CCTV
recorded surveillance 24/7

3.35. Smoking

Morgan Sindall does not allow smoking in any building or vehicle. Dedicated smoking areas on this project include:
In the car parking are near the site set up within the allocated smoking shelter

3.36. Statutory notices

Morgan Sindall will obtain the F10 notification from the client.

The contract manager will arrange for a copy of the following to be posted on site notice boards.

- F10 notification to HSE
- Health and safety law - what you should know poster
- Employers liability insurance certificate
- Fire action notice
- First aid notice
- Site specific safety rules.

3.37. Steel erection

Steel erection will be carried out by a specialist contractor approved via our contractor approval process and will be subject to an acceptable RAMS and to proper supervision and control.

3.38. Temporary works

Temporary works will be co-ordinated by an appointed Temporary Works Co-ordinator (TWC) who will be responsible for ensuring that the planning, erection, use, maintenance and dismantling of temporary works is undertaken in line with Morgan Sindall temporary works process and as agreed with the relevant Temporary Works Manager (TWM). A temporary works schedule produced at tender stage will be reviewed and updated at regular intervals.

Details shall be listed in the appropriate method statements.

A detailed RAMS including calculations and designs, and pre and post loading checks will form the control measures for all defined temporary works which are required for the execution of permanent works or temporary structures ie not directly connected with the permanent works.

3.39. Traffic management

All areas of work that involve vehicle movements and the interface with personnel will have a Traffic Management Plan (TMP) (Appendix F). The TMP will be managed by an appointed person who will act as the Traffic Management Co-ordinator (TMC).

The site layout will be planned to provide safe segregation between plant, vehicles and pedestrians wherever practical. The reversing of site plant, vans and lorries will be avoided if possible but where this is necessary will be under the supervision of a vehicle banksman / controller.
Car parking arrangements and access routes will be clearly identified in the plan. Particular consideration will be given to the delivery, loading and offloading of materials.

Visitors, public protection and interface with others

Measures will be developed as required to ensure the protection of the public / client staff which will be continually reviewed as work progresses. Security and public protection will be achieved as follows:

- Hoarding and signage in accordance with client / Morgan Sindall standard requirements
- Traffic management 'best practice'
- Security arrangements.

3.40. Welfare and first aid

Morgan Sindall will provide welfare and first aid that exceed the minimum standards of welfare set by legislation in line with IMS standards and guidance.

Welfare facility	Quantity	Type / comments					
Offices	10						
Drying room	1						
Lockers	50						
Toilets – male		Toilets	6	Sinks	6	Urinals	2
Toilets – female		Toilets	2	Sinks	2	Sanitary disposal	2
Showers	1						
Canteen unit	6						
Hot water for washing hands		(hot running water from day one)					
Drinking water supply	2						
Meads of boiling water		ZIP Boilers			2		
Facilities for warming food		Microwaves			5		
LEP cleaning station	2	(Light Eye Protection - LEP)					
Hand care station	2	(including sun screen)			1		
Other							

Morgan Sindall will ensure that adequate numbers of first aid trained personnel and first aid kits are available at: • All site locations

- In vehicles where this has been identified as necessary or good practice
- In strategic locations within office setups.

Facility	Size / quantity	Facility	Size / quality
First aid boxes	2no large	Eye washes 2no large	Numerous locations & sizes
First aiders	2no MS & other subcontractors to advise	Dowsing shower	No only within shower rooms
Appointed persons	2no	Stretcher	No
First aid room	no	Other - state	1no Defibrillator

Posters are displayed stating location of first aid boxes, first aiders, appointed persons and action to be taken in case of an incident.

First aiders	
Name	**Certificate expiry date**
Ray Johnson	TBC
Jeff Boothroyd	

3.41. Working at height

Morgan Sindall will ensure that all areas that can be deemed as working at height has a suitable risk assessment and method statement in place. Working at height may include working from platforms, structures and or above excavations, shafts, manholes and voids.

3.42. Working near railways

When working near or in the vicinity of railways Morgan Sindall will adopt the processes and guidance within the

3.43. Working over or adjacent to water

Any work over or adjacent to a body of water (e.g. river, stream, reservoir, pond, estuary or sea) will be subject to specific risk assessment and in accordance with IMS standards and guidance.

3.44. Work station (computer) assessments

Individuals working regularly with computers will be required to carry out an on-line assessment to ensure that posture and vision are not impaired by long-term use. This assessment will not be available for site audit. Contact the SHEQ department for further information.

3.45. COVID requirements

Using hand sanitiser, washing of hands , keeping a two meter distance if possible ,taking regular PCR tests, reporting ill health to your site supervisor.

Appendix A Project specific health and safety objectives and targets

Objectives / targets	Control	Action / responsibility
Accident-free site	Safe place to work guide	Jeff Boothroyd Ray Johnson
Keeping the work force Safe	Enforcement of all Safety requirements (DON'T WALK PAST)	Jeff Boothroyd Ray Johnson All the team

Prompt: enter project specific objectives and targets.

Appendix B Project risk assessment summary

Prepared in conjunction with the pre-construction information pack, risk register and other relevant information. The RAMS identified below may be prepared during the contract period.		Hazards			Risk assessment required			Method statement required		
Ref	**Trade / activity**	**Safety**	**Health**	**Environment**	**Y**	**N**	**N/A**	**Y**	**N**	**N/A**
1	Site establishment	x	x		x			X		
2	Temporary hoarding / fencing	x	x		x			x		
3	Demolition (general)	x	x	x	x			x		
4	Demolition (asbestos removal)	x	x	x	x			x		
5	Existing buildings adjacent to works									
6	Overhead services / obstructions						x			x
7	Underground services						x			x
8	Piling	x	x	x	x			x		
9	Excavations	x	x	x	x			x		
10	Haul road crossings on site	x	x		x			x		
11	Bulk earthwork	x	x	x	x			x		
12	Reduced level dig / imported fill	x	x	x	x			x		
13	Contaminated ground						x			x
14	Environmental issues	x	x	x	x			x		
15	Working on public roads	x	x		x			x		
16	Working over / adjacent to water						x			x
17	Working over / adjacent to railways						x			x
18	Concrete works and reinforcement	x	x	x	x		x			x
19	Concrete repairs and finishing's						x			x
20	Pre-cast concrete construction	x	x		x			x		
21	Scaffolding	x	x		x			x		
22	Erection of structures	x	x		x			x		
23	Steel erection	x	x		x			x		
24	Welding and burning of steelwork	x	x		x			x		
25	Roofwork and working near openings in floors	x	x		x			x		
26	Infilling floor openings	x	x		x			x		
27	Roofwork (flat roofs)	x	x		x			x		
28	Roof structures (plates, trusses, timber)						x			x
29	Roof coverings (felt / baten / tile)						x			x
30	External cladding (including glazing)	x	x		x			x		
31	Rain water goods	x	x		x			x		
32	Lifting operations	x	x		x			x		
33	Manual handling	x	x		x			x		

34	Site plant movements	x	x		x			x		
35	Tools (electric / pneumatic / cartridge)	x	x		x			x		
36	Confined spaces	x	x		x			x		
37	Night working						x			x

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SH PLN1	PM PRO	Rev 5	Lee Fisk	Feb 17	18 of 49

38	Bitumen waterproofing	x	x		X			X		
39	Highly flammable materials	x	X		X			X		
40	Installation of fire protection coatings (board)	x	X		X			X		
41	Installation of fire protection coatings (spray)	x	X	X	X			X		
42	Lift installation	x	X		X			X		
43	Electrical / mechanical services	x	X		X			X		
44	Plumbing works	x	X		X			X		
45	Carpentry / joinery	x	X		X			X		
46	Plastering/ rendering	x	X	X	X			X		
47	Ceiling fixing	x	X		X			X		
48	Floor and wall tiling	x	X		X			X		
49	Painting and decorating	x	X	X	X			X		
50	Nuclear densometers, thermal welders and lancers, high pressure (HP) water jetting						X			X
51	Use of lasers	x	X		X			X		
52	Arc welding	x	X		X			X		
53	Radiography						X			X
54	Commissioning plant	x	X		X			X		
55	Paving slabs, block paving, kerbs, edgings	x	X		X			X		
56	Roads / paths surfacing	x	X		X			X		
57	Fencing (permanent)	x	X		X			X		
58	Landscaping	x	X		X			X		
59	Tree surgery / use of chainsaws						X			X
60	Fire prevention on site	x	X		X			X		
61	Fire prevention in offices						X			X
62	Work in offices						X			X
63	Young persons	x	X		X			X		
64	Cable pulling	x	X		X			X		
65	Working in chemical / radioactive situations						X			X
66	Brickwork and blockwork	x	X		X			X		
67	Cleaning / builders clean	x	X		X			X		
68	Use of ladders	x	X		X			X		
69	Lead burning / plumbing						X			X

70	Use of mobile elevating working platforms	x	X		X			X		
71	Unloading of vehicles	x	X		X			X		
72	Use of stepladders	x	X		X			X		
73	Traffic management	x	x		X			X		

Appendix C SHE RAMS schedule / evaluation template

NB This document to be retained and maintained up to date in site file 6. For the purposes of the initial acceptance of the SHE plan by the client, it is acceptable to include only the earliest packages and those relating to site set up, fencing etc. The live document will be updated and retained in SHE file 6 and not in the SHE plan.

SHE RAMS schedule / evaluation
The initial risk assessment is compiled in accordance with the programme of works. In the left hand column list those activities that will take place in the order that they appear on the programme.

Activity programme items to be listed below	Safety / health / environment		Assessment by*			Date required	Date prepared / received on site	Accepted by name and date) (	Remarks / revision no.
	Risk assessment	Method statement	MS	S/C	N/A				
Site security	x	x		x		5/7/21			
Key operatives undertakings	x	x	x			12/7/21			
Site office operations	x	x	x			12/7/21			
Site accommodation establishment	x	x		x		5/7/ 20/9/21	5/7/21 20/9/21		
Groundworks/ drainage	x	x		x		5/7/21	9/7/21		
Piling	x	x		x		26/7/21	2/8/21		
Steel erecting	x	x		x		30/8/21	24/8/21		
Laying metal decking /netting	x	x		x		6/9/21	24/8/21		
Installation of Pre- cast stairs	x	x		x		30/8/21	24/8/21		
Attenuation tanks	x	x		x		26/7/21	2/8/21		
Road closure	x	x		x		5/7/21			
Concrete floors	x	x		x		11/10/21			

Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

SFS/CP Board	x	x		x		11/10/21			
Roof works / hot melt	x	x		x		3/1/22			
Curtain walling / windows/ roof lights	x	x		x		18/11/21			
Internal partitions	x	x		x		3/1/22			
Plastering	x	x		x		3/1/22			
M&E install	x	x		x		24/1/22			
Floor screed (GF)	x	x		x		1/6/22			
External doors	x	x		x		9/12/21			
Any activity that has a significant risk shall have a risk assessment accepted prior to work starting.									

SHE RAMS schedule / evaluation

The initial risk assessment is compiled in accordance with the programme of works. In the left hand column list those activities that will take place in the order that they appear on the programme.

Activity programme items to be listed below	Safety / health / environment		Assessment by*			Date required	Date prepared / received on site	Accepted by name and date	Remarks / revision no.
	Risk assessment	Method statement	MS	S/C	N/A				
Scaffolding	x	x				20/9/21			
Joinery	x	x				21/3/22			
Suspended celling's	x	x				3/4/22			
Decoration	x	x				4/4/22			
Floor finishes	x	x				4/4/22			
FF&E	x	x				1/7/22			

Any activity that has a significant risk shall have a risk assessment accepted prior to work starting.									

Appendix D Construction programme

GCH-P3- D- Contract Programme.pdf

Appendix E Fire and emergency plan

Contents

1. Organisation
2. Fire arrangements
3. General fire precautions
4. Emergency arrangements

Appendices

App1. Emergency contacts and telephone numbers
App2. Fire plan drawing(s)
App3. Project team emergency procedure
App4. Phasing Schedule

1. Organisation

1.1. Prior to work commencing, the project manager should nominate a fire safety co-ordinator who will liaise with the emergency services, providing contact names and a location plan of access points to the site.

1.2. The project manager should develop fire and emergency procedures and ensure that all personnel are aware of them.

1.3. The project manager should complete the emergency telephone numbers in appendix 1 and in case of fire posters, and display both in prominent positions in offices and canteens.

1.4. The project manager should arrange for regular inspections and maintenance of all emergency equipment, and to record the findings on the appropriate form.

1.5. Key appointments

1.6.

Fire Safety Co-ordinator:
Ray Johnson

Deputy:
Jeff Boothroyd

Fire Marshall's
TBC

Project manager to ensure those appointed have received appropriate training and that fire safety coordinator has access to copies of Fire Safety in Construction Work (HSG168) and Joint Code of Practice for Fire Prevention and Construction Sites.

2. Fire arrangements

2.1. Information extracted from pre-construction information pack; particularly relating to client requirements:-

Early construction of fire fighting shafts and fire escape stairs including compartment walls?
The main staircases will be installed during the steelwork erecting period along with the lift shafts but the stair cores will be the main fire escape routes during the works internally & the external scaffolding will have a number of Haki staircases installed on every elevation

Q Early application of fire protection materials to structural steelwork?
A I have asked for 2 options 1 the steel is sprayed off site & 2 the steel will be sprayd on site we are awaiting confirmation of which sub-contractor will be doing the works & this section will then be updated in line with the 2 options

Q Early installation of fire fighting, detection, alarm and fire quench systems?
A Temp WES+ system to be installed as the building is erected of which is linked to MS main offices & fire call points with extinguishers will be placed at all entry / exit points around the site

Q Provision of adequate water supplies for fire fighting during the construction phase? A
Temp water supply will be installed through all floors

2.2. Combustible waste

Q How will combustible rubbish be cleared, who will do it and at what frequency?
A Waste materials will be cleaned as works progress during the day not at the end & will be cleaned as works progress each sub contractor will clean up his own material waste

Q In what and where will rubbish be stored and who will provide?
A Some subcontractors will be providing there own waste skips & MS will agree locations of skips in some other instances MS will be providing skips again in the agreed location on site

2.3. Flammable substances / liquids and Liquid Petroleum Gas (LPG)

Q What flammable substances will be brought onto site in significant quantity? A
Hot melt roofing material & Gas bottles

Q Which trades will bring them onto site and when?
A Roofing sub contractors upon completion of the concrete roof area in line with the current construction program circa April / May 2020

Q How and where will they be stored?
A Palletised / shrunk wrapped on the main roof area & the gas bottles will be stored in cages again on the main open roof area

2.4. Temporary protective coverings

Q Can we delay elements that require protecting until later on in the programme?
A We are looking at all elements where protection is required for there works so we can install them as late as possible without having an effect on the overall durations

Q What elements require protecting?
A Carpets / vinyl flooring / reception counter / powder coated frames / feature staircase cladding

Q Who provides and maintains the protective materials?
A All within each sub contract package & each sub-contractors is down to maintain the protection until handed over to MS

Q When does it need installing / removal?
A During install & at final cleaning of the building

2.5. Ignition sources

Q In which areas of the project is smoking permitted?
A Site smoking shelter in the main carpark area off site only

Q How will the use of halogen lights be managed?
A No halogen lights allowed on site only LED this will form part of the sub contractors orders too

Q What limitations are placed on the use of naked flame equipment and tools e.g. space heaters and blow torches?
A No space heaters will be allowed on site & only torches that would be used will be on the main open roof area for the installation of the hot melt roof under permits to work system

Q What limitations are placed on the use of spark producing equipment and tools or other hot work e.g. grinders, cartridge hammers etc.?

A All the above will be limited to one area per floor & under a permit to work system ideally all items will be cut off site but as we all know that some on site cutting will be needed

Q What security arrangements are to be put into place to prevent arson?
A CCTV recorded surveillance 24/7 / Night time security 7 days a week / Weekend security fulltime

2.6. Hot works procedures

Q Will the project require the use of hot work permits?
A YES

Q Who will produce, implement and monitor?
A Both MS & the M&E sub contractor will provide in conjunction together but in the main most Hot works will be produced by MS

3. General fire precautions

3.1. Information extracted from the pre-construction information pack

Insert any relevant information from the pre-construction information pack.

See separate sheets

3.2. Fire points

Q Where are the fire points?
A At each entry / exit point around site & at every floor level entry / exit point

Q What do fire points consist of?
A Call point / location point / water / foam / powder extinguishers co2 to be in areas where required under permit

Q When are they to be installed / removed?
A Installation will be as the works progress on site / removal at the end of the project when the main building fire alarm / fire fighting system goes live

3.3. Inspection and maintenance of firefighting equipment

Q Who will inspect and at what frequency? A
MS to inspect every week

Q Who will service and at what frequency?
A Supplier of the WES system will service the fire alarm as per manufactures recommendation / fire extinguisher supplier to service extinguishers as per manufactures recommendation

3.4. Means of raising alarm

Q What type of alarms will be installed?
A WES+ with first aid call buttons too

Q When will they be installed / removed?
A Installation will be as the works progress on site / removal at the end of the project when the main building fire alarm / fire fighting system goes live

Q How will checks on effectiveness be made and by whom?
A Weekly by MS

3.5. Emergency power and lighting

Q How will emergency power and lighting be provided? A
Via installation of our site temporary services

Q When will it be available from and to?
A From start of the project with a progressive install as the building frame is erected until permanent power goes on site

Q Who will provide, install, adapt and remove?
A This system will be installed by one of MS temp power sub-contractors yet to be approved

Q How will checks on effectiveness be made and by whom? A
Joint checks by MS & temp service subcontractor

3.6. Escape routes

Q Where are they?
A At every level into the stair cores

Q Are protected routes necessary?
A No

Q How is the integrity of any protected routes to be maintained?
A The escape routes are to be constructed in concrete & masonry

Q How will escape routes be kept clear?
A Clear signage to be installed in the escape route areas & constant monitoring of the areas by MS staff

Q How will escape routes be revised to suit construction operations?
A Through daily site briefings with all the contractors / clear signage & pedestrian barriers to be erected during the works

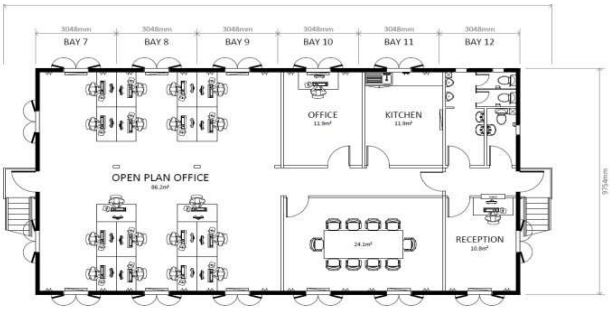
Q How will correct signage of escape routes be provided?
A With directional arrows sprayed on the floors & walls this way no one can tamper with them

Q Is it appropriate to designate any scaffolds as escape routes?
A None required at this time but will be reviewed as works progress

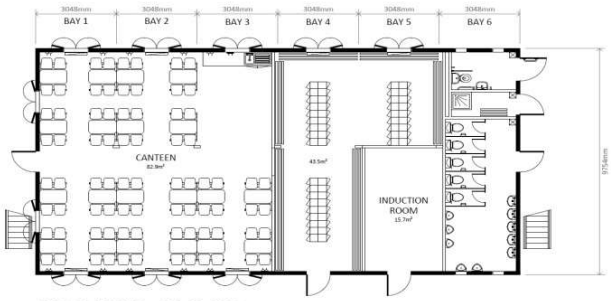
Include routes on the drawing in appendix 2.

3.7. Temporary accommodation

Enter any special restrictions on use or requirements here.
No restrictions on accommodation see plan below



FIRST FLOOR



GROUND FLOOR

3.8. Facilities

Q What site accommodation facilities are planned?
A Full site set up is to be installed by cabin providers

Q Where are they to be sited?
A Main carpark area

Q What fire containment standards are required?
A The site cabins that are coming to site achieve all new fire regulations

Q Who is responsible for providing and maintaining?
A Cabin providers will be maintaining them throughout the duration of the hire

Q What fire precautions are required?

A The panel surface of the cabins will offer a fire rating of class 'O' for surface spread of flame and a 'U' value of 0.403 W/m2K.

Q What restrictions are applicable eg no smoking?

A There is a strict non-smoking policy in the main set up area & no materials are to be stored in this are too

Q What limits are placed on storage of materials eg petrol, paints, gases? A

None will be allowed in / on / near the main site set up

Q How will the accumulation of combustible or flammable materials in or under the facilities be prevented?

A daily checks will be done & recorded

4. Emergency arrangements

4.1. Action in event of a fire

In the event of fire the person discovering the fire is to:

1. Shout for assistance and alert others nearby. Operate the nearest fire alarm to initiate the fire alarm sounders.
2. Call the fire service (from a telephone in a safe location) to give them details of the exact location and if known, the type and cause of the fire.

3. If the fire is still small (waste paper bin size), attempt to extinguish it using the appropriate type of fire fighting equipment and ONLY IF SAFE TO DO SO. If you find you cannot contain the fire, abandon fire fighting and:
   a) If the fire is too big to tackle, leave the building by the safest route and await the arrival of the fire service
   b) When the fire service arrive direct them to the site of the fire and give any other assistance that they ask. You may have COSHH data sheets for any chemicals etc. that may be present in the building
   c) Report information about the fire to the building management / security staff.

4.2. Action in the event of a fall from height

- **Rescue from any working area in height in relation to the building works.** The main access routes up and down the building will comprise staircases, either the permanent stairs or in the case of scaffold structures, proprietary staircases such as Layher and Haki. Stairs formed from scaffold components are also acceptable. Secondary means of access may comprise ladders at the correct angle and properly installed. However, a means of rescuing a stretcher bound casualty from any area or level using stairs will be the minimum standard.

- **Rescue from suspension in a safety harness.** There may be instances where the use of fall arrest safety harness systems will be employed. Whilst it is acknowledged that these are a last resort,

second even to restraint systems, there is a likelihood of their use e.g. by scaffolders during scaffold erection / dismantling. Other suspension rescue means will be provided by Morgan Sindall in the form of Mobile Elevating Work Platforms (MEWP) and scaffold towers. The means of proposed rescue will change throughout the project according to activities ongoing at the time but a means of rescue will always be available, with the aim of providing the quickest means possible to eliminate the risk of suspension trauma.

Confined space rescue

- Entry into confined spaces would require rescue procedures and equipment and this is a requirement of the Morgan Sindall confined space entry permit. No such permit is to be issued without prior knowledge and involvement of the Morgan Sindall SHE adviser

- All rescue provisions are to be practiced on a basis to be determined subject to SHE adviser guidance.

4.3. Action in the event of a service utility failure

If a service utility (gas, electricity and water) to the building and surrounding area fails, contact the local facilities management and/or service provider as listed at the back of this fire and emergency plan.

4.4. Action in event of a water leak

On discovering a water leak:

1. Discover where the water is coming from

2. If the leak is not serious, place a suitable container to temporarily contain the leak and move or cover any materials, equipment or furniture to minimise water damage. Switch off or otherwise protect any electrical equipment or lighting that may be in danger of getting wet and thus becoming potentially dangerous to life

3. If the leak is serious and there are not visible means of stopping it or turning off the source, take necessary steps to minimise further damage as in step 2

4. Locate and isolate the source of the leak and take such measures as are necessary to contain the leak, or divert it from areas where it might cause damage

5. For mains water leaks on deeds to wash basin taps and Water Closet's (WC's) etc., isolate the supply at the nearest upstream stopcock

6. For hot water leaks, switch off the water heater and isolate the water intake at the upstream isolating stop valve to the water heater

7. For Low Pressure Hot Water (LPHW) or chilled water leaks switch off the pumps and shut isolated valves to the circuit. This has the effect of slowing the rate of water loss.

8. For sprinkler system leans isolate the nearest stop valve or the main sprinkler control panel

9. CAUTION: LPHW and Chilled Water (ChW) contain chemical inhibitors which may cause skin irritation. If splashed in the eyes – it must be washed out immediately. It may cause inflammation of the eye membranes.

4.5. Action in event of an explosion
In the event of an explosion due to gas leak, volatile fuel leak, (or by a bomb), on site staff should proceed as follows:

1. The responsible person should contact the emergency services – dial 999 or local arrangement. Inform them of a major incident due to explosion within / outside the building

2. South the alarm and evacuate the building / area as quickly as possible

3. Be aware of additional explosions

4. Ensure all access is freely available to emergency rescue services eg digital door lock codes

5. Assess the need for any further action to make the area safe from damaged services

6. Management staff is to inform the local HSE office of major incidents SH PRO 2.

4.6. Action in event of a structural failure
The requirement for action in event of structural failure is dependent on the cause and degree of failure and its effects.

1. In a catastrophic situation, with major structural collapse and severe damage, injury to public, etc., the worst case needs will be similar to that for an explosion

2. For a minor structural collapse however, the action may be restricted to cordoning off the area from the public until the structure is made safe

3. Project management staff and security staff must assess the needs according to the arrangements and act accordingly

4. Project management staff: inform the local HSE office of all incidents involving structural failure and accidents occurring within a public area, or when persons are injured.

4.7. Action in the event of a spill
Emergency spill response procedure is as follows:

- Stop work immediately and prevent any further spillage
- Eliminate any sources of ignition
- Assess the situation. Ensure that appropriate PPE is worn. Do not put yourself at risk • Contain the spill has not entered any drains, ditches or watercourses
- Notify you line manager giving the following information:
- Danger of entering drainage / water
- Danger of environmental harm
- Materials involved
- Location of incident
- Reason for pollution
- Quantity involved

A SPILL RESPONSE KIT will be provided and located on your site and in the site compound, as appropriate.

Construction Phase Health and Safety Plan (CPHSP) – (PEP Part 2)

Emergency contacts and telephone numbers

Project:	Gorton Community Hub				
Address:	Garrett Way Gorton			**Post code:**	N/A
Telephone no.:	Jeff Boothroyd 07813056322	**Fax no.:**	N/A	**GPS coordinates:**	N/A

Name	**Role**	**Contact number**
Morgan Sindall		
Shaun Jones	Regional Managing Director	07900 136901
Paul Galloway	Contracts Manager	07976191733
Jeff Boothroyd	Senior Project Manager	07813056322
Ray Johnson	Site Manager	07854966314
Paul Martin	SHE Adviser	07976191924
Paul Martin	Environment Manager	07976191924
Client		
Enforcing authorities		
HSE	Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS	0345 300 9923
Environment Agency (EA)	Trafford Town Hall, Talbot Rd, Stretford, Manchester M32 0TH	0161 912 4509
Local authority	Churchgate House, 56 Oxford St, Manchester M1 6EU	
Emergency Services		
Fire and rescue service	Gorton Fire Station Birch Street West Gorton Manchester M12 5NS	0161 607 6102.

Ambulance service	*M13 9LL*	*999*
Hospital (A&E)	Manchester Royal Infirmary Oxford Road Manchester M13 9WL	0161 276 1234
Police	*Garrett Way*	999
Other		
Gas	*Cadent*	0800 111 999
Electricity	*Electricity North West*	0800 7838 838
Water / sewerage		0845 7145 145
Telecom	*BT*	0800 9173 993
Cable	Unknown at this time awaiting client decision	

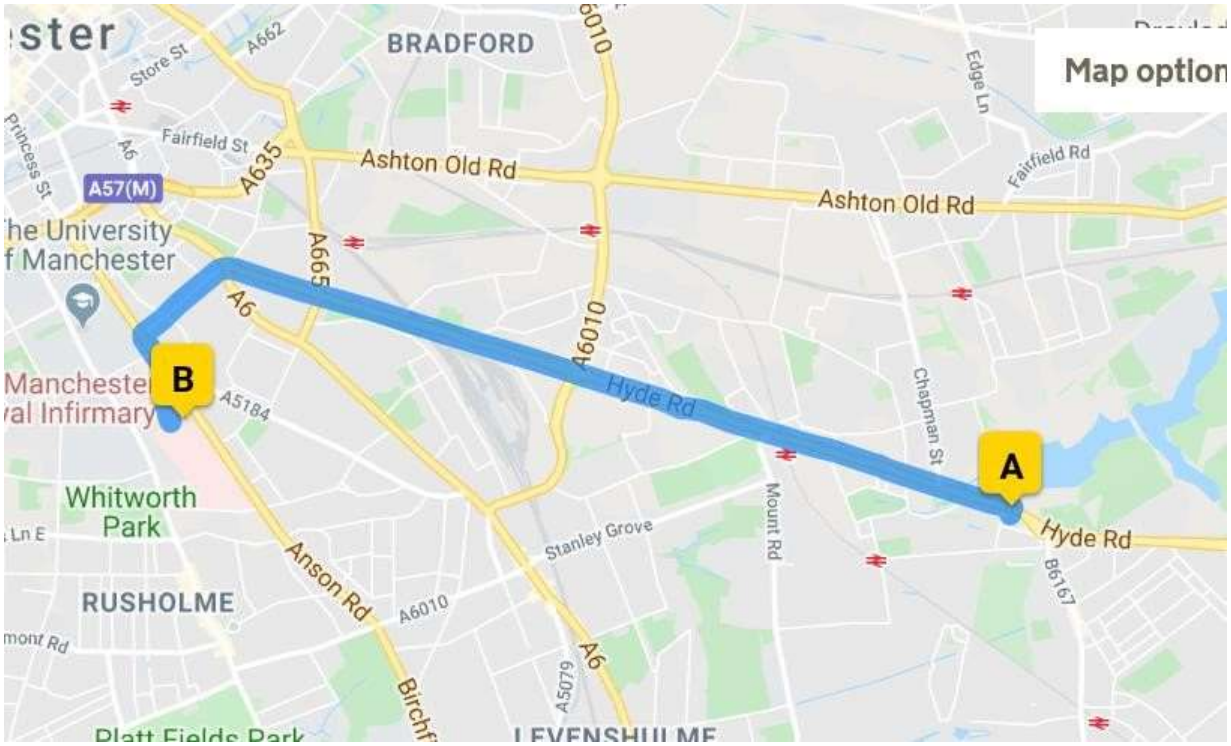
Fire plan drawings

Insert fire plan drawing here

TO BE INCLUDED

Hospitals

Insert route from site to nearest hospital here



Project team emergency procedure

Link to SH PRO2 Accident and incident investigation and reporting

Appendix F Traffic Management Plan (TMP)

1. Introduction

This plan describes the access / egress arrangements for vehicles and pedestrians onto *Gorton Community Hub* construction / demolition site; the movement of vehicles in and around site and the offloading of stores and materials.

The plan will be regularly reviewed and revised to allow for the development of the site and the environment. This will be done by the manager with the responsibility for logistics with assistance from the project manager and project safety advisor.

2. Site description

The main site set up will be in the main carpark area & we will be providing free parking on site.
All site traffic will be entering site via the North East gate off Garratt Way.
A fulltime traffic marshal will be in attendance along Garrett Way to manage entry / exit onto & off site.
All site personnel & site visitors will enter site via Garratt Way into the main carpark area through the security turnstiles

3. Safe workplaces

a. Pedestrians and vehicle separation

Q Are there 'pedestrian only' areas from which vehicles are completely excluded? A
YES

Q Where are safe designated pedestrian routes to work locations?
A There will be notices displayed on the daily notice boards & communicated in the daily co ordination meetings as to the locations of the pedestrian walkways as for the first 3 months they will be changing daily in line with the external works

Q Will vehicles only areas, especially where space is limited or traffic is heavy be provided?
A No due to the amount of early external works there will be a need to keep close co ordination of both plant & pedestrian movement on site this will be co ordinated through toolbox talks / daily co ordination meetings & signage on site & on noticeboards

Q Where are safe vehicle routes around site?
A See attached plan

b. Loading / off loading and storage areas

Q How will vehicle movements, unnecessary deliveries and double-handling of materials be avoided on site?
A See attached plan of laydown / unloading areas

Q How will loading and unloading vehicles be controlled?
A Via traffic marshals & banksman

c. Public protection

Q What precautions will be taken to prevent vehicle operations endangering the public?
A All deliveries to site & leaving site will be under the strict control of a fulltime traffic Marshall & banksman when entering site

Q What areas have been identified as vulnerable to vehicle operations, eg schools, hospitals, occupied housing sites?
A We are in close proximity of Tesco supermarket / local library & gymnasium & a care home also a pick up point for the school bus

d. Information

Q What information will be provided to drivers and pedestrians prior to entering site?
A All the supply chain / sub-contractors are / will be made aware of the close proximity of the items listed below & that all deliveries are to enter the site via the North East gate & all deliveries are to be pre-approved before coming to site

Q How will changes to site traffic routes be communicated to site workers and visiting drivers?
A All sub-contractors will be notified of any changes via email / meeting notes so this can be fed through to there suppliers

4. Safe vehicles

a. Vehicle selection

Q Are there any limitations on the site which might impact on vehicle and selection? A None

b. Vehicle inspection and maintenance

Q What planned vehicle inspection and maintenance programme has been established? A

Q How are vehicle faults / defects reported and closed out? A

5. Safe driving and working practices

a. Reversing

Q What control measures are in place for reversing operations eg one way traffic routes, designated turning areas, reduce vehicle movements, visibility?

A All reversing will be under the strict control of the traffic marshals & banksmen there will be NO reversing on site without one of the above been present

b. Loads

Q How will loading / unloading of vehicles on level ground be achieved?

A Via forklift or other mechanical lifting means attached to the delivery vehicles only

c. Drivers / operator

Q What competence levels and accreditation are required as a minimum standard for all drivers / operators and how will this be controlled?

A Copies of there CSCS / Plant cards will be kept within our site files

d. Signallers

Q What safe systems of work has been implemented to prevent signallers from being struck by vehicles?

A We will communicate & record / document to both signaller & driver that under no circumstances are any vehicles or plant on site are to reverse without the aid of a banksman / signaller & no vehicles can move unless they have full sight of the signaller / banksman

Q How will signallers be identified on site and communicate with drivers?

A With orange hi vis vests with the wording banksman / signaller on the back of the vests & with 2 way radio communication

e. Safe working practices for specific vehicle

Q What safe working practices are required for specific vehicles?

Item 1 Forklift will have fulltime banksman in attendance with radio communication

Item 2 Mobile cranes will have fulltime signaller in attendance with radio communication

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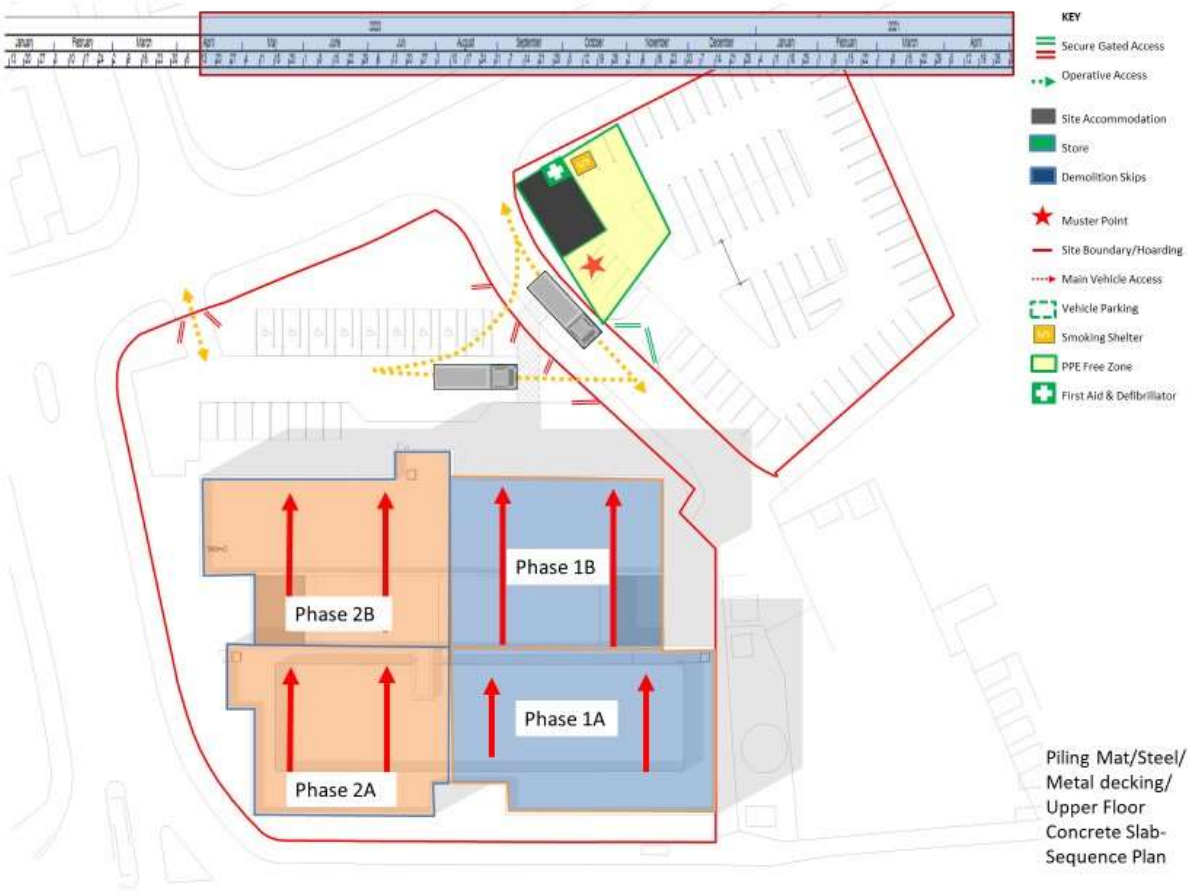
Item 3 all plant on site will have both amber & green flashing beacons
Item 4 deliveries entering / exiting site will be under the instructions of a fully trained traffic Marshall

Site layout plan

A site layout plan marked up with traffic routes and key installations is produced and displayed. It is regularly reviewed and forms part of the induction process. The layout will be well presented and easily understood by any persons. If necessary the information below maybe depicted on more than one layout.

Location of office, welfare facilities, **access and egress to the site** **Fire assembly point / emergency access / egress routes** **First aid location** **Unloading / laydown areas** **Hoarding line**

Phased / building plan / Sequence of works



6. Managing construction transport – duty holders

Q What duty holders have been appointed to assist in traffic management on and off site?
A TBC

7. Risk assessment

Summary of control measures to ensure safe site traffic routes should include:

	Vehicle routes	Pedestrian routes

Site entrance	Adequate sight lines, signs, maps, security and vehicle management procedures.	Separate entrance point, signs, and instructions.
Parking areas	Separate site vehicle, delivery and worker parking areas. Provide temporary lorry parking / holding area by the site entrance to manage deliveries and allow vehicles to turn away from site if not allowed to enter site.	Provide safe pedestrian routes from parking areas to offices, welfare facilities and workplaces. Provide clear signs and instructions to workers.
Office and welfare facilities	Locate offices and welfare facilities and other areas of frequent pedestrian activity away from primary site traffic routes. Provide signs and pedestrians and vehicle control measures where vehicle routes cross pedestrian routes.	Provide safe pedestrian routes from parking areas to workplaces. Provide clear signs and instructions to pedestrians.
Primary traffic routes	Primary traffic routes should allow the safe passage of site and delivery vehicles away from pedestrian routes. Establish one way systems where possible.	Establish primary pedestrian routes which provide safe access to work areas, away from main vehicle routes where reasonably practicable. Provide physical protection where pedestrians are at risk of being struck by vehicles or their loads. Establish crossing points and pedestrian control measures where necessary.
Secondary traffic routes	Define safe routes for all vehicle operations on site.	Provide protected pedestrian routes in areas where vehicles regularly pass.
Storage areas	Locate storage and loading areas away from areas of frequent pedestrian activity.	Provide separate pedestrian access, clear signs and instructions to workers.
Vehicle facilities	Locate vehicle washing areas, sheeting gantries and weigh bridges off primary vehicle routes.	Provide safe pedestrian access across vehicle routes to all places of work.

Driver / operator rules

12 essential rules to safe use of vehicles

Zero tolerance – your licence to work

1. Used designated turning areas
2. Do not reverse unless absolutely necessary and then only with the assistance of a competent signaller
3. Use visibility devices when manoeuvring e.g. CCTV, mirrors

4. Ensure safe systems of work are followed
   - Use designated reversing areas
   - Fit and use radar proximity devices
   - Maintain communication and visibility with signallers during reversing operations

5. Use warning lights and alarms when reversing

6. Ensure site speed limit is maintained

7. Load and unload vehicles on level ground in areas away from passing traffic, pedestrians and overhead hazards

8. Only operate vehicles if you are competent and authorised to drive them

9. Carry out all daily checks on your vehicle and report defects immediately to your supervisor

10. Follow site procedures and comply with site rules

11. Do not allow passengers to ride on vehicles unless safe seating is provided

12. Ensure loads are safe and secure to transport.

Hazard identification and control measures

Key hazard identified	Significant risk and who may be harmed	Control measures
Restricted site access	Striking pedestrians and operatives.	Establishment of segregated vehicle and pedestrian route onto and off the site. Refer to appendix A.
Restricted road and pedestrian access around the site	Striking site personnel and temporary / permanent structures.	Establishment of segregated vehicle and pedestrian routes around the site. Refer to appendix A Establish warning signs.
Site visitors	Being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Visitors must wear high visibility garments whilst out on site. All visitors must be accompanied at all times.
Steep gradients	Overturning vehicles – driver/personnel injury.	Select appropriate vehicles for site conditions. Keep gradients to a minimum.
Vehicles reversing in confined areas	Striking site personnel and other vehicles.	Where possible provide one way route through the site to eliminate reversing. Vehicles must have visual warning light on at all times. Vehicles must have audible alarm warning when reversing. Trained banksman must be in attendance.

Vehicles being unloaded adjacent to the site gates	Injury to passing pedestrians.	Temporary road barriers must be erected when gates are left open. Banksman to be in attendance.
Site personnel	Site personnel being struck by vehicles.	Establishment of segregated vehicle and pedestrian routes around the site Refer to appendix A. Pedestrian routes must be identified by blue netting and signage etc. Operatives must wear high visibility garments whilst out on site. All site personnel must undergo a site safety induction before starting on site, which will cover vehicle segregation and site rules.
Vehicles entering and leaving site	Striking pedestrians, site personnel and other vehicles.	Security to control and monitor incoming and outgoing vehicles. All vehicles to be controlled by trained and competent banksmen. Vehicles cross over's to be constructed at all gates. Site hoarding erected around the exposed sections of the project to deny access to the general public.
Vehicles picking up mud on wheels	Leaving mud on the highways causing road traffic accidents and accidents to pedestrians.	Outgoing site vehicles must enter the wheel wash before leaving site. Excessive mud on wheels to be removed by jet wash. Drivers to check wheels for excessive mud before leaving site. Road Sweepers where applicable
Vertical edges	Falling of vehicles and vehicle loads. Injury to site personnel	Road barriers must be installed to vertical edge. Timber baulks to be positioned at least 1m back from edge. Earth berms. Controlled speed limit.
Concrete pumps overturning	Injury to pedestrians and site personnel	Ensure all outriggers are positioned correctly.
Obstructions and services	Overturning of vehicles. Damage to installed structure.	Highlight obstructions and services.
Noise and vibration and emissions	Effects on site personnel and pedestrians.	Vehicles to be regularly inspected and maintained.
Drivers lacking competence	Out of control vehicles. Striking site personnel and damage to structures	All site drivers to have a current certificate of training achievement and to be competent. Drivers to receive adequate supervision and monitoring.
Vehicle arrival and departure	Site congestion. Striking site personnel and pedestrians. Causing road traffic accidents. Vehicle drivers being struck by another vehicle or load.	Security to control and monitor incoming and outgoing vehicles. Drivers must wear mandatory PPE when out on site. All drivers to be issued with drivers rules. Refer appendix B.

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Key hazard identified	Significant risk and who may be harmed.	Control measures.
Speeding vehicles	Striking pedestrians and other vehicles.	All vehicles to observe the site speed limits. All drivers to be issued with drivers rules. Refer appendix B. Speed humps installed where necessary.
Loading and unloading of vehicles	Striking site personnel.	All loads to be unloaded under the supervision of a trained and competent banksman.
Disruption to the local traffic and highways	Causing congestion and possible road traffic accidents.	Vehicles to use the designated approach roads.
Non site vehicles entering the site	Striking pedestrians, site personnel and other vehicles.	Security to monitor incoming and outgoing vehicles. Signs to be displayed on approach to site roads.

Specific detailed drawings / sketch (marked up Site Traffic Management layouts) see also plan above

KEY
Secure Gated Access
Operative Access
Site Accommodation
Site Storage/ Laydown
Muster Point
Site Boundary/Hoarding
Vehicle Access
Vehicle Parking Zone
Smoking Shelter
PPE Free Zone
First Aid & Defibrillator
Waste Management
Turnstile
Mortar Silo
MORGAN SINDALL
Main Mobilisation /Logistics
Tender number:
M5

MORGAN SINDALL CONSTRUCTION

MORGAN SINDALL INFRASTRUCTURE

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Appendix G exsisting Site service plan

Refer to main existing services drawing within site files for further / clearer details of exact positions

Appendix H Project safety and security site rules

Essential rules to maintain safe working

1. Read, understand and follow the task specific method statement. If you cannot work safely, then stop and reassess the risk and adapt the method statement with your supervisor. Remember – no method statement – no work

2. Ladders / step-ladders only to be used where identified by risk assessment and authorised by permit to work

3. Remove waste and any materials not required as work proceeds and at the of every shift

4. 'Permit to work' areas and associated control measures must be strictly adhered to at all times

5. Work at height access equipment to be erected by trained personnel only

6. Maintain clear access / egress routes at all times, do not create slip, trip and fall hazards. Store material and equipment in the agreed allocated areas

7. Electrical plant, hand held tools and leads to be properly tested on a regular basis. Do not use unsafe equipment on site, report any defects and keep leads tidy

8. Safety helmets, high visibility clothing, safety footwear, gloves and light eye protection are always mandatory on this site . Additional items of PPE to be carried / used according to risk assessment requirements e.g. goggles, ear protection, mask / respiratory protection.

   The wearing of shorts is not acceptable and a minimum of a short sleeved t-shirt is required beneath high visibility clothing

9. Understand the site fire strategy, the interface with adjoining operational areas and the impact your work may have on others

10. Do not smoke other than in designated areas

11. The use or possession of drugs / alcohol on site is strictly prohibited

12. Only operate plant / tools if you are training, competent and authorised to do so

13. Avoid site loading of structures caused by stacking materials against fencing, hoarding and temporary structures such as scaffolds and falsework systems

14. Eating and drinking is not permitted on site areas and must be restricted to the facility provided

15. The use of foul language and threatening behaviour will not be tolerated

16. Mobile phones should not be used whilst operating plant or machinery, and calls should only be taken / made when in a position of safety

17. The use of radios and personal music devices is not permitted.

Appendix I

ECOLOGICAL APPRAISAL

Summary

An Ecological Assessment was commissioned by Manchester City Council for The Suburban Pub, Garrett Way, Gorton, Manchester. This is a report of the survey.

A desk top study did not identify any local wildlife sites within a 1km buffer zone of the site. The results of the desk top survey are presented at Appendix 1.

The Ecology Unit visited the site on 15th January 2019 to carry out the Ecological Appraisal and tree survey (Tree Survey provided separately).

The site is located in the Gorton area of Manchester. The site comprises a former public house building, hardstanding, amenity and rank grassland, occasional trees, shrubs and Ivy covering on a fence line to the former beer garden. The former public house is vacant. This report should be read in conjunction with the Bat Survey Report dated 5th November 2018.

The site is located on Garrett Way, Gorton, approximately 4 miles from Manchester City Centre. Directly to the east and south of the site is a large Tesco Superstore.

Only the occasional tree occurs on the site and the trees that are present are all young and have negligible potential to support roosting bats.

The trees and shrubs on the site together with the ivy along the fence at the north of the site have the potential to support nesting birds. All birds, with the exception of certain pest species, and their nests are protected under the terms of the Wildlife and Countryside Act 1981 (as amended). We would therefore recommend that works to trees, shrubs and ivy should not be undertaken in the main bird breeding season (March to August inclusive), unless nesting birds are found to be absent, by a suitably qualified ecologist.

Cotoneaster was present on the site. Certain species of cotoneaster are invasive and listed on Schedule 9 of the Wildlife and Countryside Act. The City Council should be aware of its presence and it should be disposed of accordingly.

GCH Belle Vue House Ecological Appraisal.pd GCH Suburban Pub Ecological Appraisal.pd

Further to our telephone conversation regarding the presence of Cotoneaster at the Gorton Hub.

The plants should be chipped and either buried on site or burnt on site. If it is necessary to remove the plants from site then they are classed as controlled waste and need to be disposed of at a licensed landfill.

A couple of photographs below show flowing and non-flowering

Kind regards

Mandy

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