



DEVELOPMENT
SOLUTIONS

MPH Ancoats Ltd

Osborne Yard, Oldham Road

Construction Phase Plan Rev1

August 2021

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1. Description of the Project

1.1 Project Description

The project involves the erection of a 6-storey building to form 90 residential apartments (Use Class C3) following demolition of existing garage structures with associated access, car parking, amenity space, landscaping and other associated works.

The overall programme is due to take place over a period of 20-months, including an initial 3month period for demolition, excavation and piling, 5monthbn period for frame and upper floors with the remaining 12months coveting external façade/roof and internal fit-out

1.2 Project Team

	Company	Contact Name	Phone number and email address
Client	MPH Ancoats Ltd	Howard Lord	howardlord@certproperty.co.uk
Principal Designer	Innov8 Development Solutions Ltd	Stephen Dewberry	stephen.dewberry@innov8ds.com
Principal Contractor	Heatley Developments Ltd	Christian Bury	chritian@heatleydevelopments.com
Project Architect	Elevate	Chris Hosty	chris@elevatearchitects.co.uk
Employers Agent	Sixteen Real Estate	David Whitney	david@sixteenrealestate.com
Services Engineer	DR Design	Simon Dixon	simon@dr-design.co.uk
Structural Engineers	Bell Munro	Chris Munro	cmunro@bellmunro.com

1.3 Details of Pre-construction Information

Pre-Construction information Pack has been Received and used as the basis for the current CMP

All current site/project information has been received apart from current site investigation which remains on going. Until this information has been received the ground conditions remain unknown

2. Management of the Works

2.1 Management Structure and Responsibilities

The General Responsibilities for the Project Team are listed below, a complete list is contained within the Heatley Developments Ltd, Health and Safety Policy

Contracts Manager – Paul Moulding

The Contracts Manager is ultimately responsible for the safe planning, operation, and control of the project to ensure that it is delivered in line with the Clients and Heatley Developments Ltd.'s expectations. This will include ensuring that the Company Health and Safety Policy and Procedures are implemented and reviewing the site operations with the project team in compliance with health and safety legislation and contract conditions. The Contracts Manager is responsible for ensuring that a suitable and sufficient Construction Phase Plan is in place during the duration of the project and for managing the collection of information for the Health and Safety File.

Site Manager – Tony Slamon

Site Manager is responsible for controlling the site in a safe and orderly manner and implementing the requirements of the Construction Phase Plan, Legislation and Company Procedures. This will include ensuring that all persons on site have a Health and Safety Induction, are aware of significant project risks, site rules and safe systems of work, and ensure that all statutory and company inspections are carried out. The Project Manager may have additional duties, for example, First Aid; Temporary Works Coordinator, Statutory Inspections etc., Heatley Developments Ltd will ensure that only Managers with suitable training will be given these appointments.

2.2 Project Health and Safety Management

- a) The Project Health and Safety Goals are contained in Appendix 2 and will be displayed in the Site Accommodation and Offices
- b) The Project Team will continually review and monitor the Health and Safety Performance of the project to ensure that it meets the Client and Heatley Developments Ltd Expectations.

This will include regular reviews of this Construction Phase Plan, Site Operations and the Planned and Actual Methods of Work.

The Project Team is ultimately responsible for the safe delivery of the project; however, they will take advice, as required, from the Company Health, Safety, Environmental and Quality Department and external specialists.

The Company HSEQ Department will carry out Health and Safety inspections of the project on a regular basis, the frequency will be dependent on the current hazards on the project, and the minimum frequency will be twice per month.

2.3 Project Arrangements

a) Liaison between Project Stakeholders

The Site Manager will ensure that all stakeholders in the project are kept informed of the Health and Safety risks relevant to the project and ensuring that any necessary remedial actions or lessons learned from incidents are effectively communicated.

The forms of Communication are:

- Health and Safety Induction for all persons entering site.
- Design Team Meetings and Technical Reviews
- Heatley Developments Ltd and Subcontractor Weekly Meetings
- Fortnightly worker consultation
- Health and Safety Briefings including Toolbox Talks.
- Site Notice Board
- On-site training courses

b) Consultation with the Workforce

The Site Manager will inform all operatives during their site induction of the Consultation process and actively encourage representatives to be nominated from the workforce to act as a Health and Safety Committee.

However, notwithstanding the above, the Project Team will ensure the following:

- Maintain an Open-Door Policy to all site operatives with regards to any Health and Safety Issues and ensure that any complaints are investigated and communicated through the site notice board.
- Ensure that the Company Health and Safety Department and HSE contact numbers are displayed to allow complaints to be made directly to them.
- Ensure that regular coordination meetings are held with Contractors and ensure that any conflicts are resolved and communicated to relevant parties.
- Ensure that all persons on site are adequately briefed on Safe Systems of Work and site restrictions / rules.
- Carry out and minute a fortnightly safety meeting with site workers, the minutes will be posted in the canteen and copied to the Health and Safety Department.

c) Design Control

Heatley Developments Ltd Project Team and Contractors who have design responsibilities will work closely with the Design Team and Principal Designer to ensure that all designs prepared are reviewed for buildability, usability, and maintainability.

The Contract Manager will ensure that suitable controls are in place for the coordination of information to manage the design process including RFI'S, TQ's and Design Reviews. The Principal Designer will be kept informed of any significant design risks in relation to our design proposals to allow these to be reviewed and considered to ensure the best fit for the Client is developed.

d) Management of Contractors and their Responsibilities

Contractors shall review this Construction Phase Plan and other relevant pre-construction information including the Construction Programme and advise Heatley Developments Ltd of any conflicts with their intended operations that pose a significant risk to the Health and Safety of persons on site. Heatley Developments Ltd will advise the contractor during the procurement phase of the period between acceptance and commencing work on site to allow for them to plan and organize their works.

Contractors will provide Risk Assessments, Method Statements, and where relevant CoSHH Assessments one week prior to any operation starting on site or earlier where required by the Project Method Statement Log. The information shall comply with Heatley Developments Ltd Method Statement Requirements Schedule contained in Appendix 3 and should be held under continuous review and updated and re-issued as required.

Contractors will ensure that all their operatives / subcontractors attend the project Health and Safety Induction, attendance at this induction shall be pre-booked with the Site Manager, where possible, to avoid delays in processing the induction prior to the operatives being allowed to work on site. The induction will clearly explain the project requirements in relation to the expected behaviour of workers; project consultation procedures; site rules; delivery / access restrictions, emergency planning and discipline.

Each contractor shall appoint a site-based supervisor to control their works on site, the supervisor will be responsible for liaising with Heatley Developments Ltd in relation to their works, ensuring that operatives have been inducted and trained on safe systems of work and for ensuring compliance with site rules and relevant legislation. The supervisor will ensure that all statutory inspections relevant to their works are carried out and for the provision of plant inspection records and other records required under the contract. Contractors will attend regular coordination meetings on site and where necessary other meetings called by Heatley Developments Ltd in the interest of securing a safe and orderly site. Contractors can request such meetings through the Site Manager where they have concerns that require to be raised.

Contractors shall ensure that their supervisors, operatives, and subcontractors are competent to carry out the work appointed to them; that they have been briefed on the health and safety risks and control measures associated with the operations. As a minimum, our requirements for supervisors are:

- Less than 5 operatives on site = Visiting Supervisor with SMSTS or higher.
- 5 to 9 operatives on site = Minimum working supervisor with SSSTS or higher.
- 10+ operatives on site = Minimum working supervisor with SMSTS or higher.

e) Site Security and Welfare

The welfare area is shown in Appendix 4, Traffic Management Plan. The welfare will consist of office / meeting room; canteens / drying rooms and toilet block and will fully comply with schedule 2 of the CDM Regulations,

A drawing showing the welfare layout along with material lay down area, parking, traffic direction and boundary fencing will be displayed on site.

The welfare will be regularly cleaned and maintained, initially by Heatley Developments Ltd personnel.

All operatives will require to sign in / out at the Heatley Developments Ltd Site Office.

Signage will be installed at all access points advising that only Heatley Developments Ltd authorised operatives / contractors are permitted into these areas, any other persons found in these areas will be removed from the area.

f) First Aid and Accident Procedures

A Project First Aiders, with appropriate qualifications will be appointed throughout the Construction Phase. The nominated persons will be listed on the First Aid and Ambulance Arrangements form (Appendix 5) and this will be displayed on site.

The nominated First Aiders will be responsible for the provision of first aid, maintenance of the first aid box and equipment and for recording information on the accident report form.

All accidents, incidents and near misses will require to be reported to the Site Manager to allow a full investigation to be carried out; the Site Team will then forward the information to the Heatley Developments Ltd Safety Manager. All potential RIDDOR Reports will be investigated by the Heatley Developments Ltd Safety Manager and where necessary information issued to the HSE.

The Contract Administrator will be advised of all incidents on site through the Contractors Report.

g) Risk Management

All Safe Systems of work will require to be submitted to Heatley Developments Ltd a minimum of one week prior to the operations commencing unless specific dates are advised in the Method Statement Log (Appendix 10). The Heatley Developments Ltd Project Manager will be responsible for ensuring that Safe Systems of Work are produced for Heatley Developments Ltd operations.

The Project Manager will determine who will review the submission and ensure that it is suitable and sufficient prior to allowing works to be commenced. Where comments are issued relating to the safe system of work the contractor will require to resubmit the documentation for review.

The Supervisor for the operations shall ensure that the operatives are trained on the safe system of work and are competent for the operations prior to work starting, a copy of the training register and relevant training certificates will require to be passed to Heatley Developments Ltd for our records.

Where the operations change or do not occur as planned the Safe System of Work shall be reviewed and updated as required.

h) Site Rules

A review has been carried out of the Pre-construction Information and the site conditions and a set of Site Rules produced to ensure the safety of all persons on site and these are included in Appendix 6 and will be displayed on site. The Site Rules will be explained to all site personnel during their Health and Safety Induction.

Any person who fails to comply with the Site Rules may face disciplinary action and ultimately removal from the project in line with the Heatley Developments Ltd Unsafe Action Procedure. Heatley Developments Ltd will decide on the level of action to be taken depending on the seriousness of the breach, this may range from written warnings to immediate dismissal. All Heatley Developments Ltd Employees will be dealt with under the Company Disciplinary Procedures contained within their Terms of Employment.

i) Fire and Emergency Procedures

The fire and emergency procedures detail the plans that have been put in place for avoiding and thereafter managing emergencies where required.

A temporary fire alarm system will be installed which will comprise of battery-operated break glass units and sounders which will be mounted on fire boxes, these will also contain the fire extinguishers and escape plans. Fully developed fire escape plans will be contained in the Fire plan which is located in Appendix 7 of the Construction Phase Plan. During the works we require to maintain existing fire exit routes, clear segregation will be put in place and the escape routes clearly signed and maintained by the Project Team.

Where a fire is discovered, or other threats to the building or its occupants are identified, the fire alarm will be activated at the nearest break glass and the evacuation of our work areas will commence using the routes designated on the Fire Plan. All Heatley Developments Ltd Operatives and Contractors will assemble at the assembly point beside the pedestrian entrance gate where the roll call will be taken, where necessary confirmation will be made to the Fire Brigade that our people are accounted for.

Where small fires occur, the above-mentioned procedure should be followed, however trained personnel, where it does not endanger their safety, may attempt to control the fire using fire extinguishers which will be in designated areas throughout the site.

The Project Fire Plan can be found in Appendix 7 and the Emergency Contact Details can be found in Appendix 8, these documents will be displayed on site and referred to during the Health and Safety Induction.

j) Induction Procedures and ongoing training

Every person who enters site and will require access to construction areas will require to attend a Project Health and Safety Induction which will be carried out by a member of the project team. This will include but not limited to, all Heatley Developments Ltd employees, Design Team and other stakeholders, Subcontractors and Visitors.

The induction will clearly explain the project requirements in relation to the expected behaviour of workers; project consultation procedures; site rules; delivery / access restrictions, emergency planning and discipline.

A record of the induction will be kept on site and all relevant training records will be issued to Heatley Developments Ltd and kept with the induction records.

It will be the responsibility of the persons employer to ensure that the worker is briefed on issues affecting their health and safety in relation to their work content, however where required workers shall attend health & safety briefings carried out by Heatley Developments Ltd to ensure the protection of all. This may include on-site training courses; toolbox talks or product demonstrations.

Where training is carried out on site a training attendance sheet shall be issued to Heatley Developments Ltd Site Manager for the site HSEQ file.

3. Arrangements for Controlling Significant Risks

3.1 Project Risk Schedule

The Project Risk Schedule will be developed and kept under continuous review by the Project Team to highlight and focus on the principal health and safety risks relevant to the Project. The schedule will be continually updated so as to ensure that any changes that add significant hazards are identified, and management processes are established to control the risks.

The Project Risk Schedule can be found in Appendix 9.

3.2 Method Statement Log

The Method Statement Log is developed from the Construction Programme and details the required Method Statements to control the significant risks on the project and details when they are required to be submitted, reviewed, and approved. The log will be regularly updated and used as a planning tool to ensure that the required method statements are in place and approved to control the project risk and prior to operations commencing.

The current Method Statement Log is contained in Appendix 10.

3.3 Temporary Works

The Contract Manager will appoint a Temporary Works Coordinator and Temporary Works Designers to manage the planning, preparation, and control of the installation of Temporary Works Scheme.

The Current Temporary Works Register is contained in Appendix 11.

3.4 Lifting Operations

MEWP's will only be operated by operatives holding a current IPAF certificate.

3.5 Loading and Unloading of Vehicles

A safe system of work will be adhered to while wagons are being unloaded. Materials will be off loaded onto a suitable level lay down area within the site compound. Operatives should not climb onto vehicles where fall protection is not available. Contractors must advise how they will ensure access to the vehicles is carried out safely.

3.6 HAV's

Hand arm vibration is monitored on a weekly basis for all Heatley Developments Ltd employees using vibrating equipment. The trigger times and vibration magnitude (m/s²) are converted to daily exposure figures (m/s²(A8)) according to each piece of equipment being used. Heatley Developments Ltd operates a preferred plant list that is available for hire through the Buying Department. Subcontractors will be required to provide this information for their operatives.

3.7 Asbestos

All asbestos containing materials will have been removed by licensed contractors prior to the construction works commencing.

3.8 Environment

A Weekly Environmental Checklist will be used to monitor and record compliance to the defined procedures. This will be completed by the Site Manager or other nominated persons.

The subcontractor pre-start meetings will address environmental issues to all sub-contractors. Toolbox talks will be carried out as necessary on environmental issues not covered during pre-start meetings and the site induction procedure.

Environmental compliance will be checked by the Health and Safety Department during audits of the project and actions raised will be closed out by the Project Team.

The Project Environmental Plan is contained in Appendix 12.

The Project Site Waste Management Plan is contained in Appendix 15.

3.9 Noise and Vibration

Whenever working on a site within a residential area it is basic courtesy to inform local residence and businesses that work is about to commence. This would be done via a newsletter describing in brief the works and our proposed programme. Our Project Manager shall be the point of contact, his telephone number would be provided should there be any enquiries. The general public shall be informed of the works by fixing a sign or notice to the site hoarding giving a brief description of the works

An Environmental System will be implemented which includes documented procedures to deal with noise and other statutory nuisance issues. All projects are risk assessed before commencement on site, and documented control measures would be implemented to mitigate any harmful consequences to persons/health from on site operations. All plant equipment would be fitted with silencers to ensure that noise levels are kept within acceptable limits and within the guidelines set out within the tender documents. Some noisy activities such as demolition cannot be avoided but as mentioned above these activities would be risk assessed and control measures introduced. These activities would be carried out as quickly as possible to minimise disruption to the local community.

It is anticipated that Vibration will be minimal particularly with CFA piling used and vibration monitoring points to be installed and monitored to the adjacent party wall

3.10 Cleaning Roads

It is the intention to utilise the existing tarmacked/stone entrances in the early stages of the project when demolishing and carrying out groundwork activities which will significantly reduce contamination to the existing highway and provide clean access for delivery vehicles etc.

In the early stages of the project and whilst foundations and drainage are constructed, care will be taken to ensure that spoil wagons and delivery vehicles remain within haulage roads and stoned up areas. Where necessary wheels would be washed prior to leaving the curtilage of the site, this would

be determined by site conditions. Roads cleaning would take place at regular intervals the frequency of which would be determined by site activities & conditions.

3.11 Storage and handling of materials

The delivery of materials will be planned and organized to ensure that adequate controls are in place in line with the Traffic Management Plan shown in Appendix 4.

Suitable and sufficient lay down areas will be provided to ensure that materials can be safely delivered to site, offloaded, and stored in a manner which will ensure that the materials are not damaged prior to being used.

The movement of materials will be covered in specific method statements however the principals laid out the Manual Handling Regulations will be followed. Where possible heavy materials will be mechanically moved / installed using proprietary equipment; where this is not possible the use of aids should be considered to assist reduce the amount of handling required. Where significant manual handling is required particularly with large or awkward materials in confined spaces or stairwells a specific method statement will be produced which will clearly details the weights being lifted and how many people will be required to carry out the task safely.

Due to the space constraints on this site tight scheduling of deliveries will be implemented to ensure that only those vehicles that can be accommodated on site arrive at any given time.

4. Health & Safety File

4.1 Layout and Format

The layout and format of the Health and safety file will be developed in conjunction with the Principal Designer in line with the Clients requirements in the Pre-construction information.

The layout and format of the Health and Safety File is set out the Pre-Construction information pack.
2No hard copies and 1No electronic copy of the file will be required.

The information to be provided will include:

- A brief description of the work to be carried out.
- Residual hazards and how they have been dealt with
- Key structural principals incorporated in the design of the structure.
- Any hazard associated with materials used.
- Information regarding the removal or dismantling of installed plant and equipment.
- Health and safety information about equipment provided for cleaning of maintaining the structure.
- The nature, location, and markings of significant services, including firefighting services.
- Information and as-built drawings of the structure, its plant and equipment

4.2 Arrangements for collecting and gathering of information.

The Health and Safety Administrator will liaise with the Project Team and the Principal Designer to ensure that the agreed information is collected and issued to the Principal Designer one week prior to practical completion; in the correct format and within sufficient time to allow the Principal Designer to collate the file and issue to the Client.

Appendix 1 – Project Team

	Company	Contact Name	Phone number and email address
Client	MPH Ancoats Ltd	Howard Lord	howardlord@certproperty.co.uk
Principal Designer	Innov8 Development Solutions Ltd	Stephen Dewberry	stephen.dewberry@innov8ds.com
Principal Contractor	Heatley Developments Ltd	Christian Bury	chritian@heatleydevelopments.com
Project Architect	Elevate	Chris Hosty	chris@elevatearchitects.co.uk
Employers Agent	Sixteen Real Estate	David Whitney	david@sixteenrealestate.com
Services Engineer	DR Design	Simon Dixon	simon@dr-design.co.uk
Structural Engineers	Bell Munro	Chris Munro	cmunro@bellmunro.com

Appendix 2 – Project Health & Safety Goals

PROJECT HEALTH AND SAFETY GOALS

This document has been written to establish the Clients and Project Teams commitment to establishing and maintaining a high level of Health and Safety Management.

All workers on site will require to assist in the implementation of the Project Site Rules and procedures to achieve the following Project Goals:

- ✓ **No RIDDOR reportable accidents on this project**
- ✓ **Risk reduced to acceptable levels through open communication and consultation with all workers and stakeholders.**
- ✓ **All workers to be made aware of hazards on site through induction prior to commencing on site and through ongoing Safety Briefings and Toolbox Talks**

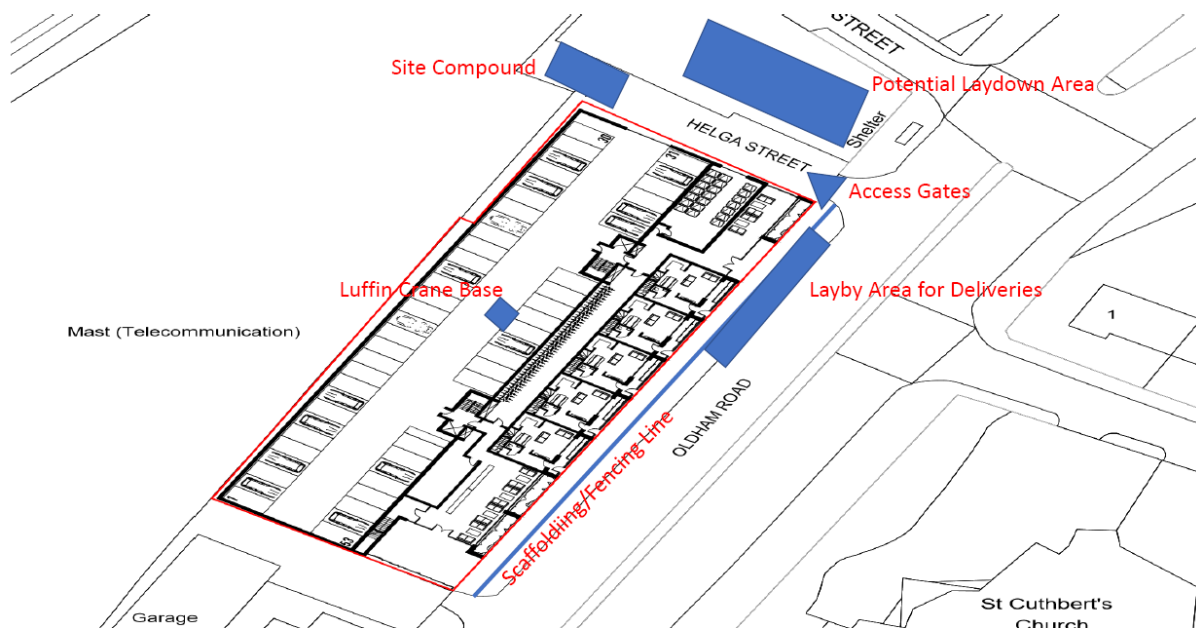
Appendix 3 – Method Statement Requirements

The following list should be used as a guide to our requirements, you do not require to structure your submission as shown, however, **you must** supply all relevant information.

1. Brief description of the work
2. Location/ area works to be carried out.
3. Date, time and duration of works
4. Number of operatives to carry out work including:
 - Skills
 - Qualifications
 - Training required.
 - Supervision
5. Plant and equipment required for operation including certificates for plant and operators.
6. Materials required including storage requirements and COSHH information.
7. Precise methods and sequence of operation including:
 - Access / Egress
 - Control measures
 - Permit requirements
 - Adverse weather restraints
 - Temporary amendment to systems: fire, site rules etc.
 - Rescue procedures
 - PPE requirements
 - Known conflicts with other site operations.
 - Environmental issues including control of dust, noise, pollution and waste.
 - Other relevant information
8. Risk assessments
9. Test and inspection plans, Environmental impact
10. References: drawings, specifications, grid reference
11. Date, originator, and revision.

It is the responsibility of our contractors to ensure all the necessary information is included to satisfy both the Company and legislative requirements. The information should be supplied one week prior to the operation starting, to allow sufficient time for its appraisal and resubmission, if necessary.

Appendix 4 – Site Set Up and Traffic Management



As part of the early ground works and steel frame erection a wheel wash will be used to make sure all construction traffic wheels are clean to stop any potential ground/water contamination being tracked onto the adjacent highway (Oldham Road) or surface water drainage

Appendix 5 – First Aid and Ambulance Arrangements

1. THE FIRST AID BOX / ROOM IS SITUATED AT:

Site Office

AND THE ATTENDANT IN CHARGE IS:

Tony Slamon (Site Manager)

2. STRETCHERS OR OTHER EQUIPMENT IS AVAILABLE AT:

N/A

3. THE PERSON(S) RESPONSIBLE FOR SUMMONING AN AMBULANCE WHEN REQUIRED IS:

Tony Slamon (Site Manager)

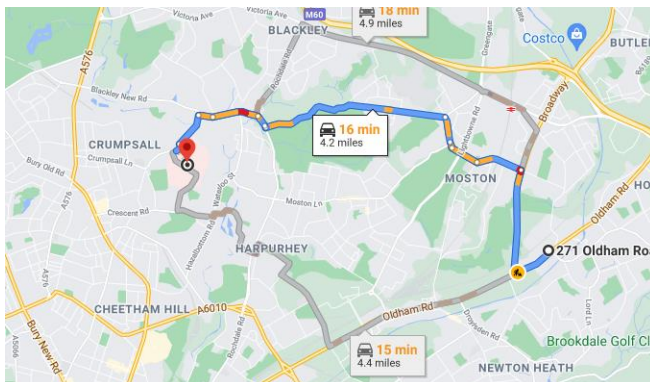
4. THE TELEPHONE NUMBER AND ADDRESS TO BE USED TO SUMMON AN AMBULANCE IS:

999

5. THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE NEAREST HOSPITAL ACCEPTING CASUALTIES IS:

Nearest Accident & Emergency Unit: 4.2miles

**North Manchester General Hospital
Delaunays Rd, Crumpsall, Manchester M8 5RB**



Tel: 0161 748 4022

Trafford General Hospital, Moorside Road, Davyhulme, Manchester, M41 5SL; is located 5.3 miles from the Royal Canal Works site.

NOTE: All accidents must be entered in the Accident Report Form and returned to the Health and Safety Manager within 24 hours.

THIS NOTICE TO BE COMPLETED AND DISPLAYED FOR THE INFORMATION OF ALL EMPLOYEES.

APPENDIX 6 – Osborne Yard, Site Rules – Rev 0

- All Site rules and the requirements of Risk Assessments and Method Statements are MANDATORY and failure to comply with them or deviation from them without prior permission will result in disciplinary action being taken which may include removal from site.
- All persons entering site for the first time shall attend a Site Safety Induction and make themselves available for any toolbox talks relevant to them during the contract.
- Safety helmets, Steel toe capped boots and Hi-Viz vests must be worn at all times.
- Your Line Manager shall advise you of the contents of your Company's Risk Assessment and Method Statement prior to work commencing, no work shall commence without this process taking place and being confirmed to Heatley Developments Ltd Project Team.
- If you require eye protection, respiratory protection, ear defenders, harnesses, or other protective equipment as part of your Safe System of work you must wear it, look after it and report any defects to your line manager.
- If you suspect a material could be asbestos do not start work, inform the Project Manager immediately. If you commence work and suspect the materials is asbestos stop work immediately and report it to the Project Manager who will close the area down until the material has been checked. Make yourself aware of the location of asbestos from the location plan displayed on site.
- Report all accidents, near misses, unsafe acts or conditions and dangerous occurrences to the Heatley Developments Ltd Project Team.
- Hot Works Permits are required for all works that are likely to create a naked flame or spark and will require to be obtained from the Heatley Developments Ltd Project Team.
- No SMOKING will be permitted in any area of the site internal or external; where an area has been set aside this will be advised at induction.
- No RADIOS or MOBILES or in-ear devices will be permitted within the site unless written approval has been granted by the Heatley Developments Ltd Site Manager and therefore their use must be restricted to the site welfare area.
- You must follow Safety Procedures, Method Statements, Permits, and all Safe systems of Work.
- You must obey Site Road Signs and Traffic Rules.
- You must switch off and isolate all unattended plant and equipment.
- If you are or are suspected of being under the influence of alcohol, drugs, or other intoxicants you will be removed from site immediately – Heatley Developments Ltd reserve the right to carry out drug and alcohol testing at any time.
- Do not Horseplay, fight or bring offensive weapons other than work tools onto site.
- Do not work on live electricity, without prior written consent of the Project Manager.
- Do not use damaged or faulty plant, equipment, ladders, or stepladders. Report these defects immediately to your Line Manager and have the equipment replaced or repaired by a competent person.
- Do not work on incomplete scaffolding, alloy towers or scaffolds tagged as defective.
- Do not erect, dismantle, or operate plant or access equipment unless you are trained to do so and hold the appropriate certification. (PASMA, CPCS, IPAF, CSCS)
- Do not interfere with safety equipment or firefighting equipment.
- All persons on the site must ensure that their skin is protected from over exposure to Sunlight and therefore No shorts will be permitted and top etc. must be kept on at all times.
- Only 110V Power to be used on site.
- No food, glass bottles or any other liquids other than water permitted on site out with the welfare area.
- Any breaches of the Site Rules will result in an Unsafe Action Report being issued by the Project Team, any subsequent breaches or a major individual breach will result in a Red Card being issued and instant removal from site.

REMEMBER

These rules are for your safety. If in doubt, ask your Line Manager.
If you ignore them disciplinary action will be taken against you and you may be removed from the site.

Appendix 7 – Fire Plan

FIRE PLAN

for

Osborne Yard, Oldham Road

SECTION	CONTENTS
1.0	Reference Documents
2.0	Organisation and Responsibilities
3.0	Fire Safety Planning & Co-ordination
4.0	Temporary Site Establishment
5.0	Electrical Installations
6.0	Portable Fire Extinguishers
7.0	Fire Safety Inspections
8.0	Fire Alarms
9.0	Information & Training
10.0	Site Smoking Policy
11.0	Material Storage
12.0	Plant
13.0	Control of Flammable & Combustible waste
14.0	Hot Work Permits
15.0	Temporary Floor / Wall Coverings

APPENDICES

- A. Fire Risk Assessment
- B. Site Fire Point Locations
- C. Fire Action Notice
- D. Fire Risk Assessment

1.0 REFERENCE DOCUMENTS

- ✓ "Fire Prevention on Construction Sites" - The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation
- ✓ The Construction (Design and Management) Regulations 2015
- ✓ Heatley Developments Ltd Health and Safety Policy Statement and Guidance Notes
- ✓ CITB Literature "Fire – Legislation, Prevention and Control"

2.0 ORGANISATION AND RESPONSIBILITIES

This Fire Safety Plan has been developed by Heatley Developments Ltd in part fulfilment of their responsibility as Principal Contractor under the Construction (Design and Management) Regulations 2015. It is intended to describe the specific measures that will be implemented on the Site to prevent accidents from fire.

Mark Green has been appointed as the Site Fire Safety Co-ordinator and will be responsible for ensuring that this plan is regularly reviewed and updated as necessary as construction proceeds. The fire safety co-ordinator must;

- ✓ Ensure all procedures, precautionary measures and safety standards as described in the Site Fire Safety Plan are understood and complied with.
- ✓ Maintain records of checks on firefighting equipment.
- ✓ Maintain records of inspections.
- ✓ During emergencies, ensure the alarm is raised, ensure safe evacuation and check that all staff/personnel are accountable.
- ✓ Promote a safe working environment.
- ✓ Liaise with the local fire brigade, Hospital Fire Officer and Building user.

Site managers and supervisors will be responsible for ensuring that requirements under this plan are met and adhered to.

3.0 FIRE SAFETY PLANNING AND COORDINATION

The site management will plan and control emergency procedures for the site. These procedures will be documented, distributed, and displayed.

The Project Manager will maintain regular contact with the Heatley Developments Ltd H&S Manager and will be responsible for implementing safety and emergency procedures in accordance with the Heatley Developments Ltd Safety Policy.

The 'risk assessments' that Heatley Developments Ltd carry out as part of their safety management procedures will include identification of fire hazards. Any measures required to minimise the risk associated with each hazard will then be documented in method statements or safety plans.

The Principal Designer for the Project and will be kept informed of any significant matters arising from the risk assessments.

The Fire plans will be developed and included in Appendix 1 of this Plan; its contents will be discussed with the local fire officer to ensure that it is in line with and does not disrupt the any existing fire strategies in place for the centre or adjacent buildings.

4.0 TEMPORARY SITE ESTABLISHMENT

Site offices will be used for administration purposes only. No highly flammable materials/substances will be used in or stored in site offices.

Fire extinguishers are provided in all accommodation units. A layout plan of temporary accommodation is contained in Appendix 4 of the Construction Phase Plan.

General office and canteen rubbish and waste will not be allowed to accumulate and will be cleared away daily.

Where site accommodation units are raised above the ground level, checks will be made to ensure rubbish and / or combustible materials are not allowed to accumulate below these.

All heating equipment will be fitted with guards and have enclosed elements.

No fires will be permitted on site.

5.0 ELECTRICAL INSTALLATIONS

All Temporary Electrical Installations will be installed by competent electricians and test certificates will be issued to Heatley Developments Ltd on their completion. A regular maintenance regime shall be put in place to maintain the electrics, however not withstanding this they will be retested every 3 months by a competent electrician.

All temporary electrical site supply installations to the site will be 110 volts.

Electrical installations to temporary accommodation will be 240 volts.

All temporary electrical installations will be installed by an approved competent electrician, in accordance with the current IEE Regulations for Wiring Installations and the Electricity at Work Regulations 1989.

All temporary electrical installations will be protected by RCD ("circuit breaker") devices.

All temporary electrical installations will be regularly inspected, and a record of inspections entered in a site register.

6.0 PORTABLE FIRE EXTINGUISHERS

An adequate number of Water and Dry Powder portable fire extinguishers will be kept available throughout the site and accommodation areas. Fire extinguisher positions etc are as shown on in Appendix 7b of the Fire Plan, the site floor plans show the fire point locations.

All firefighting equipment must be adequately maintained. Regular checks will be carried out by those concerned and appropriate action taken if necessary.

7.0 FIRE SAFETY INSPECTIONS

A member of the site management team will conduct safety inspections of temporary establishments and sections of the Works. This will include inspection of escape routes, fire brigade access and checking of all firefighting equipment, the results of these inspections will be included in the Weekly Site Safety Check List.

8.0 FIRE ALARMS / EMERGENCY PROCEDURES

The information below will be communicated to personnel at site induction and is referred to on Fire Action Plans and at Fire Points.

Any person who discovers a fire will shout "FIRE" to alert other personnel and strike a break glass on the fire alarm panel situated on the nearest Fire Point, which will be generally located at entrances/exits and stair wells.

Unless the fire is small enough to be extinguished using any firefighting equipment available, then personnel should leave the area/ cabins using the nearest available exit.

Personnel should muster beside the pedestrian access gate to the site compound. Foremen and supervisors will be responsible for ensuring all personnel are accounted for using the sign in / out register to facilitate the roll call, the result of the roll call will be communicated to the Fire Brigade.

If the fire is small, try to extinguish it by means of hand extinguisher. Even if the fire is extinguished it must be reported to Heatley Developments Ltd Site Team.

In the event of fire on the site requiring attendance by the Fire Brigade, staff members should be immediately notified, with the Site Manager notifying other relevant persons. The fire brigade should be contacted by telephone by dialling **999** and quoting full name and exact location and site address details.

The Project Manager, or his appointed person, shall await and instruct the fire brigade of the fire location on their arrival on site.

Appropriate signage will be erected in prominent locations informing personnel of alarm procedures and other instruction on discovering a fire. A copy of the Fire Action notice is enclosed as an appendix to this document.

9.0 INFORMATION AND TRAINING

Heatley Developments Ltd will implement an induction procedure whereby all newcomers to the site are given site awareness training. This will include instruction on the site fire safety regime.

Toolbox talks will be carried out on various subjects as thought necessary by the site team.

10.0 SMOKING POLICY

The project will have a strict No Smoking policy; this will include all enclosed areas including work areas and welfare in compliance with current legislation; and any area within the site boundary.

Where a defined smoking area is set up this will be communicated at the site induction.

11.0 MATERIAL STORAGE

The principal material storage area will be defined in the traffic management plan in Appendix 4 and the materials will be transported from here to the site footprint as required.

All flammable materials will be kept in a locked storage container with appropriate hazard warning signs displayed on the outside.

LPG will be stored in the designated area and will be returned to the storage area when not in use, all gas bottles shall be transported on purpose made trolleys and fire extinguishers shall accompany them at all times.

12.0 PLANT

All plant and equipment will be electrical with an 110v rating. All equipment will have an up-to-date PAT test and will be visually inspected prior to each use.

A recorded inspection will be carried out every 7 days and issued to Heatley Developments Ltd, any plant found to be defective will be quarantined until repaired or removed from site.

13.0 CONTROL OF FLAMMABLE & COMBUSTIBLE WASTE

Good housekeeping is essential. Heatley Developments Ltd will provide skips for removal of general rubbish and waste for our or sub-contractors use. All contractors will be required to clear up their own waste on a daily basis and deposit it in the appropriate skip. Subcontractors will be issued with written warnings for persistent housekeeping offences.

Skips will be located away from the buildings under refurbishment, the temporary accommodation, and stores.

Rubbish which is highly combustible, such as cardboard cartons and wrapping material, will not be allowed to accumulate, and will be placed in waste skips as soon as practicable and where possible enclosed skips will be used. Skips will be emptied as and when required.

Highly flammable waste materials, or containers which hold flammable liquids, must be removed from site by the contractor who brought them onto the site. Adequate care must be taken to ensure that the method of transport and disposal complies with statutory requirements for waste handling.

Rubbish will not be burned on site.

14.0 HOT WORK PERMITS

A 'hot work permit' system will be implemented on this site for all works carried out within or on the structure.

When 'hot work' is to be carried out, the work area will be checked prior to the operation commencing and all loose combustible material either removed or protected, thereafter a hot work permit will be issued for the operation. A fire check will be carried out on the area 1 hour after the works have been completed to ensure that any materials that may have ignited or are smouldering are extinguished.

15.0 TEMPORARY FLOOR / WALL COVERINGS

All protection materials used to prevent damage to building features should be fire retardant in compliance with "Fire Prevention on Construction Sites" The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation

Appendix 7a – Fire Hazard Schedule

AREA	HAZARD	CONTROLS
Welfare area – Offices / Toilets	Kitchen – electrical equipment Office – heating, electrical equipment Rubbish Bins – wastepaper. Toilets - water heaters, waste	All electrical equipment is to be PAT tested on a yearly basis and regularly visually inspected for compliance with safety requirements. All bins to be emptied daily to avoid the build-up of waste. Water and Dry Powder fire extinguishers to be provided in each cabin and a fire blanket where required in the kitchen area.
Welfare area – Canteens	Kitchen Area – electrical equipment Canteen – heating, electrical equipment Rubbish Bins – wastepaper	All electrical equipment is to be PAT tested on a yearly basis and regularly visually inspected for compliance with safety requirements. All bins to be emptied daily to avoid the build-up of waste. Water and Dry Powder fire extinguishers to be provided in each cabin and a fire blanket where required in the kitchen area.
Welfare area – Drying Rooms	Drying Room – heating, electrical equipment, clothing lying on heating. Rubbish Bins – wastepaper	All electrical equipment is to be PAT tested on a yearly basis and regularly visually inspected for compliance with safety requirements. A suitable amount of clothes hanging pegs are to be provided to hang clothing and heating to have guards fitted to prevent clothing being laid on top of it. All bins to be emptied daily to avoid the build-up of waste. Water and Dry Powder fire extinguishers to be provided in each cabin.
Hazardous material / Fuel Storage Areas	Ignition of flammable materials from naked flames	No naked flames or hot works will be permitted in areas where these materials are stored. Unauthorised access will be prevented and where necessary training on the use of materials.

Smoking Area	Ignition of flammable materials from naked flames	No flammable or combustible materials will be stored in this area and a sand bucket will be available for extinguishing cigarettes.
General Site Areas	Ignition of flammable materials from naked flames	No naked flames or hot works will be permitted unless a Heatley Developments Ltd Hot Work Permit has been issued. A fire check will be made of any area where hot works have been carried out 1 hour after the works have been completed.

Appendix 7b – Fire Plans

Appendix 7c – Fire Action Notice

Fire Action Notice

Project Name

Osborne Yard, Oldham Road

In the event of fire, raise alarm by activating fire alarm and sounder in the office / compound. The Site Manager must be informed as quickly as possible to ensure an orderly evacuation is carried out. In the event that a fire has started within our site, the Site Manager will raise the alarm.

Call Fire Services

Locate the nearest telephone and dial 999 and request the fire brigade. Give the full postal address noted above. Wait at the site entrance for the fire brigade and direct them to the fire on arrival. Ensure the telephone operator repeats the address before ending the call.

On Hearing the Alarm

Leave site via the pedestrian access/egress point. Alert other personnel whilst exiting the site. Only attempt to extinguish the site. Only attempt to extinguish the fire if it is small and you are trained to do so. Assemble at the muster point across from the site.

Notes

Do not stop to collect belongings when exiting buildings.
Only attempt to extinguish fires if they are small and you feel safe in doing so.
Do not re-enter the building until you are told it is safe to do so.
Turn off power supplies if possible.
Obey instructions given by Fire Safety personnel and the Fire Services.

Appendix 7d – Fire Assessment & Arrangements Form

FIRE ASSESSMENT & ARRANGEMENTS FORM

Contract Name:	Tony Slamon	Reference:	
Premise Name:	Osborne Yard, Oldham Road	Premise Address:	Osborne Yard 271 Oldham Road Manchester M40 7PS
Premise Type:	New build residential apartments	Number of Floors:	6
Date of Assessment:	10/06/2021	Date of Next Review:	10/07/2021
Name of Assessor:	Stephen Dewberry	Signature of Assessor:	
Name of Approver	Paul Moulding	Signature of Approver:	

		Yes / No / N/A	If yes, what are they?
Identifying Combustible Materials			
1	Are cylinders of flammable gases used or stored?	No	
2	Are flammable liquids used or stored?	Yes	Diesel for plant refuelling.
3	Are there highly flammable materials in the workplace?	No	
4	Are quantities of combustible waste permitted to accumulate in the workplace?	No	
5	Are excessive quantities of combustible materials stored in the workplace?	No	
6	Are substantial areas of walls or ceilings covered with flammable linings?	No	
7	Are there any other readily combustible materials in the workplace which present a significant hazard?	No	
Is Liquefied Petroleum Gas (LPG) stored on the premises?		Yes	No X
If yes answer next section			

		Yes / No / N/A	If no, what action will be taken?
8	Are LPG cylinders stored safely (preferable 4m away from any boundary fence and in a fenced compound)	n/a	
9	Is the store used only for cylinder storage?	n/a	
10	Are empty cylinders treated in the same manner, but kept separate and labelled empty?	n/a	
11	Are permanent warning notices prominently displayed prohibiting smoking and naked lights?	n/a	

		Yes / No / N/A	If no, what action will be taken?
12	Are cylinders stored with their valves uppermost?	n/a	

		Yes / No / NA	If no, what action will be taken?
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Combustible Materials Control Measures

13	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the workplace?	Yes	
14	Are all combustible materials and flammable liquids and gases stored safely?	Yes	

		Yes / No / NA	If yes, what are they? Provide details
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Identifying Sources of Ignition

15	Are there any work activities involving the use of heat or produce sparks?	Yes	Grinding metal, pipework
16	Is there any oil or gas burning equipment?	No	
17	Are there any hot ducts or flues and are they cleaned?	No	
18	Are the no smoking regulations strictly enforced?	Yes	Dedicated smoking area provided
19	Are there any combustible materials in electrical cupboards and plant rooms?	No	
20	Are there any portable heaters?	No	
21	Are there any cooking appliances?	Yes	Microwave
22	Are combustible materials at a safe distance from appliances and flues?	Yes	Safe storage areas to be provided
23	Is care taken that no materials are left on heaters?	Yes	Safe storage area to be provided
24	Are there light bulbs and fittings near flammable materials?	No	
25	Is electrical equipment or wiring faulty or damaged?	No	
26	Does the electrical equipment have extension leads?	Yes	
27	Are there any portable electric appliances that are not subject to routine inspection?	No	
28	Are there multi-point adapters in electrical sockets?	No	
29	Is there a likelihood of arson?	Yes	Site is located within the security controlled Osborne Yard, Oldham Road site. A Perimeter fence erected and security on site
30	Is every point of entry to the site and buildings secure against intruders?	Yes	Controlled turnstile
31	After closedown of operations are all doors, windows and gates checked and secured?	Yes	Security also on site

		Yes / No / NA	If no, what action will be taken?
32	Are the grounds surrounding the premises kept free of combustible materials?	Yes	
33	Is there a procedure to sign in contractors/visitors and notify them of what to do in the event of any emergency?	Yes	
34	Is there a procedure to supervise contractors & their work?	Yes	
35	Are there any other sources of heat in the workplace?	No	

		Yes / No / NA	If no, what action will be taken?
Combustible Materials Control Measures			
36	Wherever reasonably practicable, do procedures and practices avoid the use of processes that use heat?	Yes	
37	Has consideration been given to measures that could be taken to prevent the occurrence of arson?	Yes	
38	Are all heaters fitted with guards if required and kept away from combustible materials?	Yes	
39	Is the wiring of the electrical installation inspected at least every five years?	Yes	
40	Are all items of portable electrical equipment inspected regularly?	Yes	
41	Is the use of extension leads and multi point adapters kept to a minimum?	Yes	
42	Do flexes run in safe places where they will not be damaged?	Yes	
43	Are designated outside smoking areas provided with adequate disposal facilities?	Yes	

		Yes / No / NA	If yes, what are they and provide details
Identifying the People at Risk			
44	Are there any staff who work in remote areas of the building (e.g. basement etc.)	No	
45	Can members of the public access the building?	No	
46	Is the workplace used by persons with impaired mobility, hearing or eyesight or with mental disability?	No	
47	Do any young or inexperienced persons work on the premise?	No	If so, a young person's risk assessment will be carried out

		Yes / No / NA	If no, what action will be taken?
Means of Escape			
48	Are there sufficient escape routes and exits of suitable width for the people present?	Yes	
49	Do exits lead to a place of safety?	Yes	
50	Are all escape routes and exits free from obstruction and floor surfaces free of slip or trip hazards?	Yes	

		Yes / No / NA	If no, what action will be taken?
Means of Escape			
51	Are all internal fire doors clearly labelled as such and kept closed?	Yes	
52	Are escape routes and exits clearly marked and can all fire safety signs and fire exit notices be clearly seen?	Yes	
53	Are all fire doors on escape routes self-closing and the self-closing devices in working order?	Yes	
54	Are exits clearly indicated where necessary and are all escape routes adequately lit?	Yes	
55	Where appropriate, do doors used for means of escape open in the direction of travel?	Yes	
56	Can all doors used for means of escape purposes be easily and immediately opened from the inside?	Yes	
57	On escape routes, are all vents and service ducts suitable protected and all holes around services such as pipes and cables stopped with fire resistant material to prevent the spread of fire, heat or smoke?	Yes	
58	Are fire instructions clearly displayed throughout the workplace?	Yes	
59	Is the emergency escape lighting, where necessary, regularly tested and maintained in good working order and records kept of these?	Yes	
60	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	n/a	

		Yes / No / NA	If no, what action will be taken?
Fire Alarm and Detection System			
61	If an automatic fire alarm system is fitted, is it regularly tested and maintained in working order?	N/A	
62	Can the alarm be heard in all parts of the premise?	Yes	
63	Are the fire alarm call points unobstructed and clearly visible or suitable indicated?	Yes	
64	Are the smoke and heat detectors regularly inspected for signs of damage?	Yes	

		Yes / No / NA	If no, what action will be taken?
Means of Fighting Fire			
65	Is there sufficient firefighting equipment of the correct type provided throughout the premise?	Yes	
66	Are portable fire extinguishers, fire blankets, etc. suitable located and available for use?	Yes	
67	Have all firefighting appliances been inspected/tested within the last year and records kept these?	Yes	

		Yes / No / NA	If no, what action will be taken?
Provision of Training and Information			

		Yes / No / NA	If no, what action will be taken?
68	Have all employees been provided with suitable information, instruction and training on: The action to be taken on discovering a fire? The sound of the fire alarm? The action to be taken when the alarm is raised? The location of the fire escape routes and exits? The location of the fire assembly areas? The use of firefighting appliances where appropriate? Not to use lifts as a means of escape? Are records kept of all training?	Yes	
69	Are fire evacuation drills held monthly?	No	
70	Are there an appropriate number of fire marshals?	Yes	
71	Have those fire marshals been suitable trained?	Yes	
72	Are visitors and contractors provided with fire evacuation procedure information?	Yes	

		Yes / No / NA	If no, what action will be taken?
Control of Contractors			
73	Prior to contractors undertaking any hot work on the premise, are the contractor's arrangements to control the fire risk checked for adequacy?	Yes	

Other

Recommendations

Action Plan			
Detail of action	Responsible person	Due date	Completion Date

Appendix 8 – Emergency Contact Details

Health and Safety Executive

North West

Redgrave Court
Merton Rd
Bootle
Liverpool
Merseyside
L20 7HS

HSE Info line

Tel 0300 0031747

RIDDOR Reporting Line

Tel: 0845 345 0055

Tel: 0845 300 9923

Local Authority

Greater Manchester Combined Authority

Tel: 0161 778 7000

Environment Agency Hotline

Tel: 0800 807 060

Emergency Services

In an Emergency dial 999, and ask for the required service

Local Police Station

Greater Manchester Police HQ
Northampton Road
Manchester
M40 5BP
Tel: 0161 872 5050

Local Fire Station

Philips Park Fire Station
2 Chelsea Road
Manchester
M40 2TF
Tel: 0161 908 9603

Client Contact

Howard Lord
Mph Ancoats
Ltd
The Courtyard
Royal Mills
17 Redhill Street
Manchester
M4 5BA
Tel: 0161 805 0015

Heatley Developments Ltd

Heatley Developments Ltd

Tel: 01925 917910

Chris Bury - Contracts Manager

Tel: 01925 917910

Tony Slamon – Site Manager

Tel: 07960341660

Appendix 9 – Project Risk Schedule

Project:	Osborne Yard, Oldham Road	Contract No:		Revision:	001	Start Date:	June 2021
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Risk ID	Identified Risk	Control Measures	Action By	Date Closed
01	Management of ACM removal and discovery of unidentified Asbestos	All works will be carried out in compliance with		
02	Interaction with members of the public.	- Agree Welfare, Storage, working area and transit routes with the Contract Administrator pre-contract to ensure clear demarcation of work areas. - Welfare, delivery, and storage strategy to be incorporated into CPP – App5. - Clearly demarcate and barrier off Construction area and install signage to warn of dangers and restrict access to authorised personnel only. - Appoint Traffic Coordinator and train on operational responsibilities. - All deliveries to be controlled by traffic coordinator and reversing operations to be restricted by use of reversing bays. - Induction to clearly set out delivery restrictions to contractors.		
03	Unauthorised access to the work area	- All operatives designated to work on the Project will require to sign in / out at the Site office. Any operative found out with agreed areas will be disciplined in line with site procedures. - Induction process to clearly highlight this issue. - All access gates to the site shall be kept closed or controlled to prevent unauthorised access to the works by third parties.		
04	Existing services both internally and below / above ground externally	- Written confirmation required from Client confirming all services have been disconnected / isolated prior to demolition works proceeding. - During any external excavations for services, the service plans will be reviewed, and services traced using cable location equipment or trial pits dug by hand in compliance with HSG47. - Method Statements will be provided to control these works. - Trial hole are to be carried out to identify known services by hand tools only.		

05	Hazardous Materials	Various hazardous materials have been identified for use on this project including: • Diesel • Engine oil • Shuttering oil • Intumescent paint Where contractors intend to bring materials to sites which are classed under the CoSHH Regulations, suitable and sufficient CoSHH Assessments shall be provided with the RA/MS submissions in line with the Method Statement Requirement Schedule. The Site Manager will liaise with the ground works contractor to establish if fuel for plant will be stored on site or delivered as required and how this will be transported to the equipment including how containment – bunds and emergency procedures will be implemented i.e., spillage control methods.		
07	Ground Works	The Groundwork Contractor will liaise with Heatley Developments Ltd to agree the programme and provide a full and detailed method statement highlighting the control following measures: • Site clearance • Contaminated soils • Temp road works • Drainage excavations • Pile cap & ground beams • Pile cropping • Suspended GF slab • Concrete upper floor slab		
08	Management of Temporary Works	All temporary works on site will be controlled in line with Temporary Works Management. • A TWC is to be appointed by the Contracts Manager. • A suitably experienced TWD / TWDC will be appointed by the Contracts manager and a clear scope of works to be determined.		
10	Falls from Height	<u>General Issues</u> This project will require significant access scaffolding and various low height access equipment, and these will be controlled in line with the Heatley Developments Ltd Health and Safety Policy. Scaffolds will only be erected by operatives holding appropriate CISRS cards. Tower Scaffolds will only be erected by PASMA qualified operatives and permits will be obtained for their use.		

		Sigma Decks or other podium type systems will be erected in line with manufacturer's instructions. MEWPs will only be used by operatives holding IPAF/CPCS cards. Where stepladder use can be justified a Heatley Developments Ltd Stepladder Permit will be required to be completed for each use.		
11	Manual Handling	All sub-contractors will have a certain degree of manual handling operations which they will liaise with Heatley Developments Ltd management team. The Subcontractors will carry out their own risk assessments for manual handling operations and provide copies to the site management before they work on site. A suitable and sufficient assessment of their manual handling operations will identify the following: • The loads to be lifted should not be heavier than the general guidance provided by the HSE. • Wherever possible, use mechanical means to lift and transport items. • Where mechanical handling is not possible, sufficient numbers of persons must be available to lift the load. • Signed off as acknowledgement and understanding how the works are to be carried out safely by all. • Manual handling activates prior to commencement a TBT is to be carried out, copy of attendance will be retained on site, and will be forwarded to Heatley Developments Ltd H&S department Heatley Developments Ltd employees will have suitable and sufficient assessment of manual handling operations. Risk Assessment will be communicated and signed by the individual as acknowledgement of understanding.		
12	Accommodating Adjacent Land Use	Heatley Developments Ltd Project manager will identify adjacent land and its use. Prior to any site activities commencing the site team will carry out a dilapidation survey, these surveys will be agreed with the adjacent land user /owner and measures will be implemented to ensure the site activities do not impact on the adjacent land and cause disruption in accordance with the local Authorities and enforcement agencies.		

13	Working with or near fragile materials.	Heatley Developments Ltd project manager will review the Contractors Risk assessment / Method statements when works are to be carried out at height with or near fragile materials: • Installation of edge protection to include toe boards and brick guards, full height protection. • Crash decks, suspended scaffolding. • Man safe Systems installation. • MEWP, Scissor lifts, Cherry pickers. • Tool lanyards. • Protected Loading bays, toe boards and brick guards, full height protection. • Compliance with safe working loads. • Conformity certificate, plant documentation. • Information signage displayed. • Exclusion Zones – segregation of work groups. • Individual training details. • Personal fall prevent equipment -Harness training. Inspection record, SWL.		
14	Confined spaces	All confined space works will be identified and will be carried out under a confined space permit and the procedures identified in the regulations and Heatley Developments Ltd procedures/guidance will be communicated. This covers safety precautions for work in confined spaces, the use of a permit to work system and emergency and rescue arrangements resulting from works undertaken or controlled by Heatley Developments Ltd. Such works will be carried out by a person who has successfully attended a training course on how to prepare for and execute work in a confined space, in line with the Heatley Developments Ltd management procedures and requirements.		
15	Interaction with clients / neighbours' operations	Agree Working area with the Client Representative. Clearly indicate work in progress by fixing site signage and notification to the scaffolding within the building. Develop Traffic Management Plan to control operations. The Traffic plan will clearly show the separation of plant, deliveries and workers. Appoint Traffic Coordinator and train on operational responsibilities. All deliveries to be controlled by traffic coordinator. Restrict Delivery / Pick up Times.		

16	Project deliveries and waste removal	Materials will be unloaded within the site boundary. A banks man will be present during all deliveries. Materials will be brought to site in line with the contracts programme. All debris and excess materials will be cleared from site on a daily basis into on site skip. A booking system will be implemented for large deliveries & all deliveries requiring Tower Crane offloading.		
17	Joinery Work	Safe means of moving materials should be determined to ensure that the amount of Manual Handling is reduced to a minimum, A specific RA/MS should be produced to deal with these issues and specific site hazards.		
18	Suspended Ceilings/Partition walling	Safe means of moving and erecting partition walling, plasterboard, should be determined to ensure that the amount of Manual Handling is reduced to a minimum, trolleys / pallet trucks will require to be used to transport materials. A specific RA/MS should be produced by the Partition / Ceiling contractor to deal with these issues and specific site hazards.		
20	Slips / Trips and trailing leads	The site will be planned and organised to limit the amount of trailing leads which may pose a hazard to operatives, where possible cables will be routed in specific areas or suspended above head height. A process of daily housekeeping will be enforced with all Contractors to ensure that slip and trip hazards are reduced to a minimum.		
21	Electrical	Ensure that all operations are carried out by trained and competent electricians. All electrical systems will be isolated and proved dead prior to works being carried out on them, at no time shall the system be able to be re-energised without the person working on the system being aware. Prior to any systems being made live, all testing inspection on that system must be completed and all equipment shall be in a safe and orderly condition. All persons on site should be made aware that systems are live through TBT and warning signage. A specific RA/MS is to be produced by the Electrical Contractor to deal with these issues and specific site hazards this will be forwarded to the site manager prior to the works commencing.		

22	Fire / Explosion	The Fire Plan will be reviewed on a regular basis in accordance with Heatley Developments Ltd procedures and will include the following: • A description of the fire alarm system employed during the period of the works. • Fire risk assessments carried out and recorded, including the contractors /sub-contractors TAU and copies will be included in the site Fire Plan. • A point of contact will be established with the Client in regard to fire safety, testing of alarms in regard to the procedures to be adopted on a live working environment. • All site personnel and visitors will be advised at the site induction of the site Emergency / fire procedures. • Weekly Fire Inspections to be carried out and recorded. • Impacts on adjacent occupied building within the sites will be including in the plan. • Housekeeping arrangements, removal of waste will be managed on a daily basis waste will be removed to the designated skip area prior to crease works. • Hot works – site manager will issue permits, communicated permit requirements Contractor to, inspections prior, during and after completion of the works, inspect work area 1 hour after completion, Permit signed off by contractor, site manager. • No burning of waste on site. • Access and egress for Emergency services – routes are to be maintained. • Maintenance of the fire plan and site records - fire risk assessment, inspection, visits & liaison with local emergency services. • Reviewed as site develops, changes communicated through Daily sub-contractor consultation meetings,		
23	Lifting operations	All lifting operations will be undertaken in compliance with Heatley Developments Ltd documented requirements and legislative requirements. All lifting operations shall be planned to ensure that they are carried out safely and that all foreseeable risks have been taken into account. Lifting operations are a high-risk activity which requires a high standard of safety planning, co-ordination, and management. To ensure a safe system of work is developed, all lifting operations will be carefully assessed and planned by a competent appointed person with adequate practical and theoretical knowledge and experience. The system must be suitably communicated to all those who are involved with the operation and others who may be affected.		

		All external organisations responsible for any lifting operations on Heatley Developments Ltd projects are clearly informed, in writing, of parts of suite of documents relevant to their operations. Safe Systems of Work The development of a Safe System of Work for Lifting Operations must include the following. • Defining the requirement for the Lifting Operation. • Gathering all the necessary information. • Establishing the organisation. • Planning the operation. • Identifying hazards and assessing risks. • Communicating the system to all involved. • Implementing the Lift Plan. • Monitoring to ensure “what should happen - does happen”. In order to ensure that the project is compliance with the relevant company standards, and ensuring best practice is being continued across the site, the Project site manager will monitor and review all aspects of lifting operations and documentation in accordance with Heatley Developments Ltd.		
24	Maintenance of Plant and Equipment	All plant and equipment to site will be from an approved supplier, the contractor will be required to notify the coordinator what plant / equipment will be used on site. The Contractor is to present to the plant coordinator all necessary documentation in accordance with Heatley Developments Ltd procedures. The responsibility to off load and remove from site will be coordinated between the contractors and with the site manager. The contractor will submit and ensure that the items identified below are carried out: • Inspected and approved /authorised prior to use on site – site coordinator. • Documentation - servicing, certificates, reviewed. • Daily and weekly inspection – copies to Site Plant and equipment co-ordinator • Records maintained		
25	Work on Excavations and in Poor Ground	All works on excavations in any type of ground conditions carried out in accordance with Heatley Developments Ltd procedures. The following listed below are points to which will be consider during preparation and planning of any excavations.		

		The nominated person is to review Contractors Method statements and Risk assessment the following points will be considered prior to commencement of the works. • Engineers ground conditions • Soil /ground condition report • Ground surveillance/ radar reports • Site services drawing – known services records / plans / drawing. • Cat & Ginny- ground surveillance • Permit to disturb. • Edge protection -Physical barriers – • Trench boxes - Lifting operations • Supervision • Competence of ground workers • Plant suitability - 360 view – excavators • Access and egress- restricting access and protecting the public. • Safety warning signage • Dumper stops. • Suitable PPE as identified in the Risk Assessment.		
26	Noise and Vibration	Heatley Developments Ltd Site will review all noise /vibration activities and measures will be put in place to ensure that noise Action Levels are not breeched. The contractor's method statements, risk assessment will be reviewed to ensure the contractors have the necessary management controls in place, which they have identified the procedures and the equipment available to prevent exposing their work force and others to their activities. The issuing of PPE is a last resort. The contractor is to ensure that health screening is available to his work force and that all works where exposure to noise activities are recorded, copies are to be forwarded to the site team.		

Appendix 10 – Method Statement Log

Project:	Osborne Yard, Oldham Road	Contract No:		Sheet:	001	Date:	June 2021
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MS No	Title	Contractor	Programmed Start Date	Required By	Received	Approved	Comments
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

MS No	Title	Contractor	Programmed Start Date	Required By	Received	Approved	Comments
17.							
18.							
19.							
20.							
21.							
22.							
23.							
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28.							
29.							
30.							
31.							
32.							
33.							
34.							
35.							
36.							

Appendix 11 – Temporary Work Schedule

Project:	Osborne Yard, Oldham Road	Contract No:		Sheet:	001	Date:	June 2021
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Ref No.	Description	CAT 0,1,2 or 3	T. Works required on site (Date)	Design Brief (Date Issued)	Designer (Name / Organisation)	Design complete and certified (Date)	Design Checker (Name / Organisation)	Check complete and certified (Date)	RA / MS Complete /approved. (Date)	Permit to Load. (Date)	Permit to Dismantle / T.Works Removed (Date)

Appendix 12 – Project Environmental Planning Consent

The following checklist should be completed for all projects with a value greater than £500,000 or where significant environmental impact is identified during the tender period, all projects under this value will be managed in line with individual Divisional Environmental Plans.

Where any of the issues are answered “YES”, the controls should be specified in the Project Environmental Method Statement.

PROJECT:	Osborne Yard, Oldham Road	CONTRACT No:	
DATE:	June 2021	COMPLETED BY:	S.Dewberry
Land Contamination Is there any contaminated land issues on site? If ‘Yes’, ensure contaminated materials (e.g. soils etc.) are disposed of as hazardous (‘Special’) waste(s) by a licensed waste contractor. If on-site remediation required ensure appropriately qualified company selected.			
Materials - Are oils or hazardous chemicals to be stored on site? If ‘Yes’, - Ensure storage is adequate e.g. double skinned, banded and secure - Include the emergency preparedness and response manual operational control procedures. - Ensure appropriate spill media/ kits are provided on site. - Is there asbestos on-site? If ‘Yes’, ensure (where work is licensed) removal (if required) is conducted by an appropriately licensed company, and clearance certificates provided. Where not licensed, ensure that the company personnel are adequately trained. Ensure appropriate PPE worn. If asbestos is not to be removed, ensure there is no disturbance of asbestos which could lead to fibre releases. - Is there lead on site? Ensure risk assessment conducted and adequate PPE worn. - Are there explosives to be used and/or stored on-site? If ‘Yes’ ensure these materials are handled and stored correctly by staff to avoid explosion risk. - Are there pesticides to be used and/or stored on-site?			No Not anticipated No No No

If 'Yes' ensure these materials are handled and stored correctly by staff to avoid pollution risk. Will HFC or HCFC's be recovered or installed into stationary refrigeration, air conditioning or heat pump equipment. If "Yes" ensure that copies of the Company and Engineers training certificates are obtained prior to work commencing.	No
Nuisance - Is there potential for disturbance to the neighbouring environment of the project site in the following areas? - Dust and fumes. - Litter. - Noise. - Routing of vehicles. If 'Yes', consider appropriate measures (e.g., dust suppression, litter control, working hours) to limit impact and avoid complaints. If there are complaints, these should be recorded in the complaints register followed by notification to the Group Health, Safety and Environmental Manager.	Yes
Planning/Wildlife Considerations - Are you aware of any of the below present on or near the project site according to the client/developer. - Listed Buildings - Sites of Special Scientific Interest (SSSI) - Special Areas of Conservation - Special Protection Areas (SPA) - Sites of Importance for Nature Conservation (SINC) - Protected Trees with Preservation orders - Protected Wildlife Species (e.g. Adders, Badgers, Bats, Crested Newts, Dormice etc.). - Other Wildlife Species which could be adversely impacted. - Invasive Plant Species (Japanese Knotweed, Giant Hogweed) If 'Yes', ensure relevant consents/controls are obtained with the relevant Local Authority and/or Natural Heritage (NH) before work is carried out.	No No No No No No No No No
Pollution Prevention Does the site plan to discharge to sewer drains or surface/ground waters? If 'Yes', ensure the site has consent from the local water company / Environment Agency.	Yes, Cabins only

- Is there potential for contamination to watercourses and groundwater (e.g., spillages, concrete washings)? If 'Yes' ensure relevant drain protection (covers) are provided, spill. equipment and adequate training have been provided to minimise risks. - Is the site classified as a Control of Major Accident Hazards (COMAH) site and/or Pollution Prevention and Control Scotland Regulations 2000, as amended (PPC) permitted premises? If "Yes", ensure specific instructions for risk minimisation are adhered to and communicated to all relevant employees and subcontractors.	Yes Yes No
Utilities - Does the project site directly monitor and measure energy (electricity, gas and fuel) and water use? If 'Yes', include a measurement and monitoring spreadsheet. Ensure switch off of electrical equipment is conducted when not in use to reduce energy costs. Inspect for water leakages on a regular basis to reduce water use. If 'No' ensure any bills are passed to Finance Department for retention. - Are standpipes being used to provide water supply? If 'Yes' make sure licence obtained from Water company	Yes No
Waste Management - Does the project site possess copies of the waste contractor's waste carrier's and/or waste management license(s) for uplift and disposal of site waste? If 'No', obtain copies of all waste contractor licenses and check for validity. - Is the site likely to generate any of the following hazardous ('Special') wastes? - Waste Electronic and Electrical Equipment (WEEE) - Oils - Hazardous Chemicals (Paints or Thinners etc.) - Fluorescent Tubing - Asbestos - Others (e.g. Contaminated Soils, Lead, Waste Batteries, etc.). If 'Yes', ensure they are segregated from general wastes and disposed of through a licensed waste contractor. - Is the project value >£500,000? If 'Yes', include a Site Waste Management Plan (SWMP) template.	Yes - these will be obtained. No Yes

Training - Are the appropriate personnel on site trained for the following areas? - Environmental Awareness Training If 'No', ensure appropriate personnel are trained prior to working on site. - Emergency Preparedness and Response (Spillages)? If 'No', ensure appropriate personnel are trained prior to working on site.	Yes Yes
Have any other significant Environmental Aspects been identified that will require to be controlled on site which are not already covered above: If 'Yes', list identified issues. UXO – Unexploded ordinance	No

**Project Environmental Method Statement for
Osborne Yard, Oldham Road**

PROJECT: Osborne Yard, Oldham Road

JOB No:

1.0	DESCRIPTION OF WORKS
	The erection of a six-storey building to form ninety residential apartments. There are 21 no three-bedroom duplex apartments, 42 no two bed apartments and 27 no one bedroom apartments. The ground floor area comprises plant area, reception/ lounge, bin store and secure cycle storage, together with 53 car parking spaces and external secure cycle bays.
2.0	LOCATION OF WORKS
	271 Oldham Road, Manchester, M40 7PS
3.0	START DATE AND DURATION OF WORKS
	Anticipated Start Date: Unknown. Anticipated Finish Date: 20Months from Start Date
4.0	GENERAL MANAGEMENT CONTROLS
	The significant environmental impacts for the project have been identified in the Project Environmental Planning Checklist which is carried out during the planning and development of the project Construction Phase Plan. Appropriate environmental management procedures, for those impacts identified as significant, are included within this Environmental Management Method Statement as indicated by the assessment. A Weekly Environmental Checklist will be used to monitor and record compliance to the defined procedures. This will be completed by the Site Manager or other nominated persons. The subcontractor pre-start meetings will address environmental issues to all sub-contractors. Toolbox talks will be carried out as necessary on environmental issues not covered during pre-start meetings and the site induction procedure. Pedestrian warning signs shall be erected where necessary, barriers shall be erected around the perimeter of the site will prevent unauthorised access, safe working routes must be defined and barriered off where necessary. The highway must not be obstructed by construction traffic. Environmental records will be maintained by the Site Manager or other nominated persons. Environmental compliance will be checked by the Health and Safety Department during audits of the project and actions raised will be closed out by the Project Team.
5.0	PROJECT SIGNIFICANT ENVIRONMENTAL ASPECTS
5.1	EXISTING LAND CONTAMINATION
5.2	MATERIALS The Project Manager will ensure that suitable areas are set aside to store materials that are required to be brought onto site; The subcontractors will ensure that the materials are sufficiently stored, protected and handled to prevent damage to them.

	<u>Hazardous Materials</u> ➤ A material safety data sheet shall be maintained on Heatley Developments Ltd premises and project sites for all hazardous materials inventoried. ➤ All hazardous material containers must be labelled properly (as provided by suppliers). ➤ All hazardous materials on Heatley Developments Ltd premises and construction sites must be stored in such a way that it prevents unauthorised access. ➤ All hazardous material containers must be closed when not in use. ➤ Hazardous substances should be stored in original containers in which they were packaged. ➤ Incompatible materials must not be stored such that they may come in contact with each other. ➤ Unknown and unlabelled materials should be handled and disposed as extremely hazardous and reported to the HSEQ Manager when discovered.
5.3	NUISANCE The Site Set-up and Traffic Management Plan contained in Appendix 4 of the CPP shows the site set-up ensuring that security and clear access is maintained, no plant or vehicles will be permitted to block the access. These issues will be discussed during the site induction and appropriate signage will be displayed to advise members of the public. Traffic management & site set up arrangements (Ref appendix 4) have been developed following consultation with representatives from the Roads & Highways Department and from the third-party stakeholders immediately neighbouring the site. Wastes will not be permitted to accumulate on site or be wind –blown out with the site boundary, see section 5.7 below. Domestic & light weight waste will be held in enclosed skips. It is not expected that noise & vibration issues will pose a significant risk or nuisance to members of the public. It is envisaged that these will be limited by chosen methods of construction, working time restrictions and the use of noise suppressed plant & water dust suppression. Initial site strip operations will be restricted to the building’s footprint. Vibration will be minimal due to CFA piling used and vibration monitoring points to be installed and monitored to the adjacent party wall
5.4	PLANNING / WILDLIFE We have not been advised or have recognised any wildlife / plant issues relating to our works that would require to be controlled, where this is suspected works should stop and the issue referred back to the Clients Project Manager.
5.5	POLLUTION PREVENTION It is not expected that any works will require to discharge to sewers or surface water, however where this becomes the case the Site Manager will contact the HSEQ Manager and will liaise with the Statutory Authorities to obtain the necessary consents. The site cabins will have a separate approval to connect to the existing sewers.
5.6	UTILITIES The project utilities (Electricity and Water) will be metered, and readings recorded and benchmarked for usage & CO2 targets.

5.7	WASTE MANAGEMENT Segregation of the waste into separate skips has been considered and will be carried out where waste streams are sufficient to make it viable, in line with the SWMP. Waste materials shall be placed in skips as soon as practicable after generation of the waste; it must not be left outside the compound area. General site tidiness will be monitored through the Weekly Environmental Checklist.
5.8	TRAINING REQUIREMENTS Site Operatives will require to be trained in use of spill kits and spillage control. General Awareness of site controls will be carried out at the Site Induction and / or TBT's throughout the duration of the project.
5.9	OTHER SIGNIFICANT ASPECTS Site Parking – Parking will be permitted on site (visitors car park)
6.0	CONTRACTOR SPECIFIC REQUIREMENTS
	None
7.0	INSTRUCTION AND TRAINING
	The requirements of this Method Statement will be communicated to all contractors and persons working on the project through, but not limited to, the following means: ✓ Contractor Pre-start meetings ✓ Site Induction Training ✓ Site Specific Training Courses ✓ Toolbox Talks Records will be maintained on site to demonstrate compliance.
10.0	REFERENCES (DRAWINGS / SPECIFICATIONS)
	Pre-Construction Information and Contract Documents
11.0	METHOD STATEMENT REVISION STATUS
	DATE ISSUED: 10/06/2021 AUTHOR: S. Dewberry REVISION: (0) Original

Appendix 13 – F10

Appendix 14 – SWMP

Appendix 15 – Pre-Construction Information

Appendix 16 – Asbestos Plan

Appendix 17 – Contractors Health, Safety & Environmental Standards

Contractors Health, Safety & Environmental Rules & Guidelines

Rev 0, June 2021

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1.0 INTRODUCTION

Heatley Developments Ltd are committed to ensuring that we have incident free workplaces and recognize that this can only be achieved with the help and assistance of those persons who are actively engaged to deliver our projects.

We recognize that our minimum standards on every project, must be, to fully comply with Health, Safety and Environmental Legislation and to drive best practice where this will benefit and enhance the services we provide.

To achieve these goals our supply chain must also be committed to deliver their operations in line with our requirements and this document sets out our expectations and requires your commitment to partner Heatley Developments Ltd to achieve incident free projects which are delivered in line with our Clients expectations.

It should be noted that this document should be read in conjunction with any contract documents, site specific construction phase plans or other relevant legislation, building regulations or client requirements. Where they exceed the requirements of this document, they will take precedence.

We will require confirmation prior to offer of any subcontract order that all contractors have allowed for all the requirements contained within this document and others that may have been identified during the contract negotiations and included in the subcontract agreement.

For avoidance of doubt, the term contractor deems to include Subcontractors, Contractors engaged by our Subcontractors, Client Direct or other third-party Contractors, and Labour Only Subcontractors.

2.0 SUPPLY CHAIN DEVELOPMENT AND PRE-QUALIFICATION PROCESS

Contractors are not permitted to work on Heatley Developments Ltd projects without first being approved on the Company Supply Chain. The Company expects all Contractors to be Constructionline approved and hold an SSIP accreditation. On confirmation of this an additional Heatley Developments Ltd specific questions approval form will be issued and on completion they will be become members of our Supply Chain.

Where this is not the case, on application to join our Supply Chain the Contractor will be issued a questionnaire which must be completed in full and authorised by the Group HSEQ Manager and a Director.

When approved the Company will be issued a subcontractor ID number and in compliance with our ordering process no subcontract orders or payments can be made until a subcontractor ID number is established on our systems.

It is the Contractors responsibility to ensure that their approval status remains current by ensuring that any applicable updates are issued to Heatley Developments Ltd in sufficient time, this may include but not be limited to:

- Insurance renewals
- Change of bank details.

Heatley Developments Ltd has appointed Supply Chain Managers to look after all the main trades; this person will be your main contact for ensuring that you have access to our estimators at tender stage and for resolving any disputes that may occur.

3.0 PRICING FOR WORK

We will deem all tender quotations and quotations submitted during a project to include for compliance with all Health, Safety and Environmental Legislation. This will include for compliance with HSE / SEPA / EA guidance for the compliance of the regulatory framework in place.

It should be noted that our Company procedures may require you to exceed the regulatory framework and these areas are discussed in the following sections.

4.0 SUPERVISION OF YOUR WORKS

Each contractor will require to appoint one site-based employee / supervisor to coordinate their works on site, this person shall be nominated at the start of the project and will be the principal point of contact for Heatley Developments Ltd.

We will issue all contract information and drawings to the Contractor and it will be their responsibility (*NOT Heatley Developments Ltd*) to ensure that the site supervisor has copies of all current information.

Contractors will require to demonstrate that Supervisors are competent to carry out supervisory works, by supplying a copy of their training records and experience.

As a minimum, our requirements for supervisors are:

- Less than 5 operatives on site = Visiting Supervisor with SMSTS or higher.
- 5 to 9 operatives on site = Minimum working supervisor with SSSTS or higher.
- 10+ operatives on site = Minimum working supervisor with SMSTS or higher.

5.0 RISK MANAGEMENT

Heatley Developments Ltd will make available all relevant information to the Contractor to allow them to plan and manage their works in accordance with legislation, the contract requirements and this document.

Contractors require to issue Heatley Developments Ltd with suitable and sufficient Risk Assessments and Method Statements in line with the contract programme and notwithstanding this one week prior to operations commencing.

The following list should be used as a guide to our requirements, you do not require to structure your submission as shown however, **you must** supply all relevant information.

12. Brief description of the work
13. Location/ area works to be carried out.
14. Date, time and duration of works
15. Number of operatives to carry out work including:
 - Skills
 - Qualifications
 - Training required.
 - Supervision
16. Plant and equipment required for operation including certificates for plant and operators.
17. Materials required including storage requirements and CoSHH information.
18. Precise methods and sequence of operation including:
 - Access / Egress
 - Control measures
 - Permit requirements

- Adverse weather restraints
 - Temporary amendment to systems: fire, site rules etc.
 - Rescue procedures
 - PPE requirements
 - Known conflicts with other site operations.
 - Other relevant information
19. Risk assessments
 20. Test and inspection plans, Environmental impact
 21. References: drawings, specifications, grid reference
 22. Date, originator, and revision.

It is the responsibility of our contractors to ensure all the necessary information is included to satisfy both the Company and legislative requirements. The information should be supplied one week prior to the operation starting, to allow sufficient time for its appraisal and resubmission, if necessary.

Following submission our Site Manager will assess the submitted document against the work scope and other operations that will be ongoing during the Contractors works and comment on the submission. Where the Method Statement is not accepted or requires additional information the works cannot commence until these issues are rectified.

The Contractors on-site Supervisor will be responsible for training all employees on the content of the Contractors Method Statement and any other associated documents and provide Heatley Developments Ltd with a signed training register to demonstrate that their employees or subcontractors have been trained, understand and will comply with the approved Method Statement. Where the Method Statement requires to be updated or revised a further training session shall be carried out to update affected workers.

6.0 ACCESS TO SITE

Entry to Heatley Developments Ltd projects are strictly controlled. Any person entering or leaving the site will require to advise our Project Team and sign in / sign out using our site register.

No one can enter the site, including the design team, to carry out construction works without first having attended a Site Induction which will advise workers of the site rules, access requirements, emergency procedures, location of welfare facilities and any other relevant information for the project. Short term visitors can be escorted by the Project Team where they will not be carrying out actual construction works.

Site Inductions will normally be carried out between 8am and 9am each day; no person will be permitted entry to the site after these times if they have not previously been inducted unless prior agreement has been made with the Project Team for a later induction.

7.0 CONSULTATION WITH SITE WORKERS

Heatley Developments Ltd will establish consultation processes on site to ensure that there is effective communication between all parties in relation to the effective management of health and safety; this may include:

- Health and Safety Induction for all persons entering site.
- Design Team Meetings and Technical Reviews
- Heatley Developments Ltd and Subcontractor Weekly Meetings
- Fortnightly Operative Safety Meetings
- Health and Safety Briefings including Toolbox Talks
- Site Notice & Hazard Boards
- Observation / Near Miss Cards
- On-site training courses

Contractors will have a requirement to release Supervisors and Operatives as required to attend these meetings.

8.0 TRAINING & COMPETENCE

Contractors have a responsibility to ensure that those persons that they send to Heatley Developments Ltd Ltd sites are trained, competent and appropriately supervised to carry out the works. Guidance on Heatley Developments Ltd.'s requirements is given below:

- Heatley Developments Ltd are committed to achieving a fully qualified workforce and support the aims of the CSCS scheme.
- Supervisors should have the skills, knowledge and experience in the work content and hold qualifications in line with Section 4 above.
- Operatives who require to erect / dismantle system or tube & fitting scaffolding will require to hold a CISRS Card at an appropriate level for the works being carried out including product specific training. Trainees will require to be supervised by an Advanced Scaffolder with the maximum ratio of trainees to Advanced Scaffolder being 2:1.
- Operatives who require to carry out statutory inspections on system or tube & fitting scaffolds, including scaffolders, will require to have attended a 2-day scaffold inspection course.
- Operatives who require to erect / dismantle or inspect aluminum tower scaffolds will require to hold a valid PASMA certificate.
- Where stepladders are permitted to be used on site the operative's employer will require to submit evidence of stepladder toolbox talk training.
- Supervisors or Operatives who are nominated as first aiders will require to have attended an HSE approved course and a copy of their certificate issued to the Project Team.

Operatives will not be permitted to commence operations without having submitted the approved skills card or certificate. Where you require advice on the approved accreditations that Heatley Developments Ltd will accept, please contact the Site Manager.

9.0 PERSONAL PROTECTIVE EQUIPMENT

All persons entering construction areas of the site will require to wear appropriate PPE.

The minimum requirements are:

- Safety Helmet – in compliance with EN397
 - Hats should not be defaced with graffiti or paint and be within the expiry date marked inside the hat.
- Safety Boots – in compliance with EN345 (incorporating steel toecap and mid sole protection)
- High visibility vest – in compliance with EN471
 - Where operatives have specific duties, for example banksman, this should be highlighted either in writing on the hi-viz vest or in other approved methods.

Any other specific PPE required by the Site Rules or Method Statements will be detailed in the relevant documents.

Contractors require to provide PPE for their own employees in compliance with these minimum standards.

10.0 GENERAL ISSUES

EXCAVATIONS

Almost all construction work involves some form of excavation (drains, sewers etc); all excavations can be dangerous, so precautions are always taken. Neither the shallowness of an excavation or the appearance of the ground should be automatically taken as an indication of safety. Where thought necessary the Project Team will operate a Permit to break ground procedure.

The Contractor carrying out the excavation will be deemed to have included for compliance with the following:

Support

Adequate support depends on the type of excavation, the nature of the ground and ground water conditions. There is no minimum depth requirement for the shoring of excavations. The design of Temporary Works for shoring excavations will be carried out in accordance with Temporary Works Procedure. Adequate supplies of support materials shall be available before the excavation commences and will be sound, free of defects, of adequate strength and properly maintained. Supports shall be fixed securely to prevent displacement. Conventional timber shuttering, steel trench sheets and adjustable props or proprietary systems may be used. Care shall be taken to see that excavation work does not jeopardize the stability of any adjacent structure.

Access

Safe means of access and egress to excavations shall be provided. Ladders shall be securely fixed and properly maintained and shall permit quick and easy escape in case of flooding or falls of materials. Climbing into or out of excavations using the whaling and struts is prohibited.

Guarding Excavations

All excavations shall have signage and a barrier erected around it to prevent unauthorized access into the work area or slewing range or working area of plant, the level and nature of the barrier will depend on the location of the works, depth of the excavation and proximity of other operations or 3rd parties. Where works are within a site boundary and shallow (<1.2m), pedestrian barriers will be required to exclude non-essential operatives; where the excavations are deep (>1.2m) they will require a 2m high fence to be in place to prevent persons gaining access to them during and after working hours. All Excavations in public areas will require 2m high fences to be installed throughout the duration of the works.

Where excavation work is carried out on the highway, Local Authority approval is necessary and appropriate barricades and warning notices shall be erected to comply with the New Roads and Street Works Act and the Traffic Signs Manual, Chapter 8. Adequate hazard warning shall be provided during the hours of darkness and fog. Where vehicles are used for tipping materials into excavation, safety measures such as stop blocks shall be used to prevent the vehicle overrunning the edge. They shall be placed at a sufficient distance from the edge to avoid the danger of it breaking away under the weight of the vehicle. Only suitable trained personnel shall work on the Public Highway. Training must comply with the New Roads and Street Works Act.

Safe Digging Practices

Prior to any excavation being carried out the Project Team shall obtain a copy of the underground service information and a competent person shall carry out a survey of the proposed route for the excavation visually and with CAT & Genny Equipment to establish if services are likely to be disturbed. All works within 500mm of services will be carried out by hand and where necessary trial digs will be carried out to establish actual locations

of services. All works will be carried out in line with HSG47, Avoiding Danger from Underground Services. Due regard should also be given to any overhead services or structures in the area to ensure that they are not struck by plant.

Maintenance, Inspection & Examination

All excavations shall be inspected before work starts and thoroughly examined weekly, or after substantial change. A record of these examinations shall be recorded on the excavation inspection form.

WORKING AT HEIGHT

Every Contractor shall ensure that work at height is; properly planned; appropriately supervised; and carried out in a safe manner and that its planning includes the selection of work equipment in accordance with regulation 7 of the Work at Height Regulations. The work at height hierarchy requires Contractors to **Avoid** work at height where they can; use work equipment or other measures to **prevent** falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to **minimise the distance and consequences** of a fall should it occur. A Risk Assessment shall be in place for every operation carried out at height to justify the method used and reduce the risk as low as is reasonably possible.

Scaffolding

All scaffolds should be managed which requires scaffolds to be appropriately designed, scheduled to Heatley Developments Ltd.'s requirements, erected by competent scaffolders with appropriately graded CISRS Cards, scaffolds should be handed over to Heatley Developments Ltd and checked by the Project Team prior to acceptance and thereafter inspected a minimum of every 7 days.

Tower Scaffolds

Tower Scaffolds should only be erected altered and dismantled by persons with a current PASMA card. Users should inspect the tower prior to each use or after alteration and comply with the manufacturer's guidance in relation to the safe use of the equipment. Tower Tags shall be fitted to all tower scaffolds on Colins Demolition Ltd sites to manage compliance with manufacturer's instructions and identify the owner / user.

Ladders / Stepladders

Ladders / Stepladders require a specific Risk Assessment and Permit to be in place prior to use.

Ladders are only permitted to be used for inspection or access and should not be used as a working platform. Stepladders should only be used where safer equipment is not feasible, the Stepladder Permit has been authorised by the Project Team and the user has been trained in the safe use of the equipment and has inspected them prior to use.

Fall Prevention / Arrest Equipment

Fall Prevention / arrest equipment including safety harnesses, safety nets, airbags etc should only be used where it can be clearly demonstrated that they are the most suitable and that safer alternatives are not viable. Fall prevention is preferred to fall arrest equipment and clear rescue procedures shall be in place and communicated prior to the work commencing. All persons using this type of equipment shall be trained and competent in its use.

Roof Work

Roof work shall only be carried out by competent persons trained and experienced in this type of work. At no time shall a roof worker be exposed to a fall without collective protection measures being in place or where the work is of short duration secondary personal protection being in place.

HAZARDOUS AGENTS

Asbestos

Asbestos poses a particular problem because it is found in almost all older buildings built before the year 2000 and is capable of producing serious long term health problems if not managed properly.

Contractors carrying out asbestos removal works will be audited by the Heatley Developments Ltd and Safety Department prior to their works commencing to ensure that the works are being carried out by trained operatives and in line with regulatory standards.

Contractors will require to provide evidence that their operatives have received Asbestos Awareness training in line with regulation 10 of the Control of Asbestos Regulations.

CoSHH

The Control of Substances Hazardous to Health regulations require that employers assess the risk associated with hazardous materials. We will expect that CoSHH Assessments are included as part of your Method Statement for your works.

Please note that a manufacturer's safety data sheet (MSDS) will not be accepted as a CoSHH Assessment, the assessment must be specific to the use of the product in the actual location.

Vibration

The Control of Vibration at Work Regulations requires the management of exposure to vibratory equipment to protect the operatives from Hand Arm Vibration Syndrome and other associated diseases.

Heatley Developments Ltd will require Contractors to demonstrate as part of their Method Statement the vibration ratings of any tools being used and provide evidence through record sheets that employees are not exceeding the exposure limit value; where employees exceed the exposure action value the contractor will advise what measures are being taken to protect the affected individuals and carry out toolbox talks on the issues.

Dust / Fumes

Dust

Appropriate control of dust will be employed throughout the duration of the project, following Heatley Developments Ltd DAB procedures to include.

- Careful placement of stockpiles, covered, tracked in, or damped down as required.
- Damping down techniques of soils and roads.
- Use dust extractors on cutters and saws or a wet cutting technique.
- Wheel washing where appropriate.

Silica dust and timber dust is a particularly dangerous dust on construction sites, and as per COSHH 2002 regulations, specific risk assessment and control measures must be in place for all activities likely to cause silica dust, or respirable crystalline silica. As per the hierarchy of control, PPE will be the last resort, and different materials or engineering solutions will first be considered. This will include wet cleaning and vacuuming as opposed to dry sweeping.

Appropriate measures shall be implemented at all times during the demolition and construction phase of the works, to minimise dust emissions. Soils will be dampened down, as necessary, and activity will be minimised in extremely windy conditions to prevent dust nuisance. An adequate supply of water shall be maintained on site at all times to allow for dust suppression activities to be carried out at short notice.

Any process which produces either dust or fume must be controlled to prevent danger to the producer or others affected by the operation. It will not be sufficient to provide RPE and controls should be implemented to contain the dust / fume at source.

In practice this will mean that any dust created will either require to be suppressed using water sprays / bottles or extracted using proprietary equipment, this will include cut off saws, woodworking equipment etc.

Petrol / Diesel driven plant will not be permitted to be used internally. Where fumes are produced from equipment or substances then sufficient extraction equipment shall be put in place to protect the operatives.

Any person who still requires, following control measures being put in place, to wear tight fitting RPE then they must:

- Be clean shaven at the point where the RPE seals to the face.
- Be face fit tested for the RPE they intend to use (copy of certificate must be available);
- Trained in the use of RPE.

LIFTING & HANDLING

Management of Cranes

All crane lifts carried out on Heatley Developments Ltd projects will be carried out in accordance with the requirements of BS7121 part 1 – The Safe Use of Cranes. The Contractor will require to have an appropriately qualified Appointed Person develop a crane lifting plan and fully submit all required information to Heatley Developments Ltd Health and Safety Department for approval.

Lifting Equipment / Tackle

All lifting equipment / tackle brought onto Heatley Developments Ltd projects will require to be accompanied by certification to demonstrate that it is fit for use and has been inspected by a competent person in line with statutory regulations.

Manual Handling

Operations should be planned and organized to limit the need to manually handle materials. Project planning should highlight areas where tasks can be eliminated or mechanized to remove the need for operatives to be put at risk. Where manual handling cannot be removed fully the Contractors Method Statement should

demonstrate how the risks to operatives will be controlled. Those persons affected should be trained in safe lifting techniques.

PLANT & EQUIPMENT

Contractors must ensure that all mechanical / electrical plant & tools brought onto Heatley Developments Ltd projects are fit for purpose, safe to use, have appropriate certification (where necessary) and are regularly inspected.

Each Contractor will require to submit a weekly inspection form with a record of all equipment inclusive of plant, access equipment, lifting tackle and electrical tools demonstrating that it has been inspected in the last 7 days and is fit for purpose.

HOUSEKEEPING

It is the Contractors responsibility to ensure that all waste material is cleared from the work areas on a daily basis. Where materials are not removed a clean up notice will be issued by the Project Team to the Contractor advising that the materials require to be removed, where the Contractor still fails to remove the waste it will be removed by Heatley Developments Ltd, and charges applied to the Contractors account.

WASTE MANAGEMENT

Heatley Developments Ltd will normally provide skips for the removal of waste from our sites and will ensure that the waste management regulations are fully complied with, where the project is operating a segregated skip system the Contractors Supervisor will be responsible for ensuring that their operatives put waste materials in the correct skip. Failure to comply with our segregation policy will result in contaminated skips being charged against the contractor's account.

Contractors are responsible for removing all Packaging including cardboard and polythene.

Where Contractors are required to remove waste from our sites the following will be required:

- Waste Carriers License for the skip company or where waste is removed by van waste carriers license for the contractor.
- Waste Management License for the destination of the waste.
- Copies of Waste transfer notes confirming of tonnages removed, type of waste and the licensed facility the waste was removed to.

FUEL STORAGE

Contractors who require to bring fuel onto our sites will require to ensure that it is appropriately managed. This may include a few litres in a container, a 205-litre drum or fuel bowser / tanks. The following issues will require to be addressed:

- The Method Statement requires to include details on the management of fuel.
- Fuel containers and drums must be stored on a spill containment pallet which can contain 110% of the maximum volume.
- Fuel Bowsers / Tanks must be double skinned, and all hoses and fittings must be contained within the bowser / bund.

- Filler funnels should be available for use with containers and hand pumps for decanting fuel from drums.
- The Contractor will have a spill kit on site for the duration of the fuel being stored on site and their operatives will be trained to decant fuel and deal with any spillages using the spill kit.
- The contractor will report any spillages immediately to site management.

ISOLATION OF ELECTRICAL SUPPLY

Where, as part of their requirements, a Contractor requires to isolate electrical systems either to make the project safe or to allow safe working on electrical systems they shall ensure that the system is locked off in a way that prevents unintentional re-energisation and will prove the circuit is dead. The Contractor will issue Heatley Developments Ltd with isolation certificates following checks to electrical systems to ensure that the desired isolations have been implemented.

MOBILE PHONES

Heatley Developments Ltd policy on mobile phones is that they should not be used on site because they cause distraction and can lead to incidents. Mobile phones should only be used in the welfare / office area or those areas permitted by the site rules.

WELFARE

Heatley Developments Ltd will provide welfare facilities as part of our regulatory responsibilities; however, we expect them to be treated with respect. Contractors will ensure that their employees deposit rubbish in the bins provided and that facilities are not abused.

DRUGS & ALCOHOL

Heatley Developments Ltd will not tolerate any drug or alcohol abuse by any person on site. Anyone suspected of being under the influence of any non-prescription drug or alcohol, which may affect their ability to perform their duties in a safe manner, shall be asked to leave site.

Any person using prescription medication or who has a medical condition that will require specialised medical treatment is requested to advise their Line Manager or project First Aider to ensure the correct treatment can be given in the event of an emergency.

GAS STORAGE

All gas bottles will be stored in a dedicated storage cage / area with no smoking and safety signage prominently displayed. Bottles should be transported on trolleys and fire extinguishers should accompany them, notwithstanding the above the following procedures should be followed:

- Do not store or use bottles in the horizontal position. A leak could be very serious, and liquid could enter gas lines.
- Do not drop bottles from vehicles or platforms, as damage to bottles and valves can be caused.
- Always display safety and operating notices prominently, at storage points.
- Don't change or store bottles in the presence of naked flames.
- Trace leaks using liquid detergent solution, NEVER a naked flame.

- Never store or use below ground level, as any leakage will collect at low levels. Storage should be well ventilated, preferably outdoors.
- Don't use tools to operate bottle valves.
- Always replace safety caps/plugs when the bottle is empty or not in use.
- Check hoses regularly. Ensure properly secured with hose crimps, not jubilee clips. If hoses are damaged or showing signs of wear, replace them (using hose of correct quality).

Where necessary flash back arrestors and / or mixing valves should be fitted to bottles and be in good working order.

YOUNG PERSONS

The Management of Health & Safety at Work Regulations requires that employers ensure the Health and Safety of Young Persons (Over 16 and under 18 years of age) by suitable and sufficient Risk Assessment; taking into account their immaturity and lack of experience etc.

Contractors will ensure that young persons are clearly instructed on their responsibilities, what they should and should not do, and provide suitable and sufficient risk assessment for tasks in the workplace. Contractors shall as part of their Safe Systems of Work advise the controls to be used to protect young persons.

Young Persons shall be supervised at all times by a competent person to ensure that they develop in their trade and carry out their operations safely.

Young persons are not permitted to work out with normal site hours; work overtime; and shall not operate Woodworking Machinery or Abrasive Wheels until they reach the age of 18 and thereafter only if trained to do so or supervised by a competent person.

TEMPORARY WORKS

Contractors will be responsible for identifying and ensuring that adequate design is carried out for temporary works, this may include, but not limited to, propping schemes, ground support schemes and complex scaffolding. The works will require to be controlled in line with Heatley Developments Ltd Temporary Works Procedure.

11.0 INCIDENTS

Any incidents that occur on Heatley Developments Ltd.'s projects must be reported to the project team on the day of the incident, these will include:

- Observing unsafe acts or conditions
- Accidents which cause injury to operatives or other third parties
- Near Miss incidents
- Environmental spillages or pollution incidents

12.0 PROVISION OF INFORMATION FOR HEALTH AND SAFETY FILE

Contractors must provide information for notifiable projects to Heatley Developments Ltd for inclusion in the Health and Safety File, as required by the CDM Regulations.

The requirements for providing information for inclusion in the health and safety file will be detailed in the subcontract conditions and the Construction Phase Plan.

Contractors are reminded the importance of submitting the necessary documentation promptly and in the required format.

13.0 DISCIPLINE FOR UNSAFE ACTIONS

Where any person on site fails to comply with the Site Rules, requirements of Safe Systems of Work or any other site-specific conditions they will be disciplined under Heatley Developments Ltd.'s Unsafe Actions Procedure and where the breach is significant as detailed in the procedure they will be removed from site.

The procedure will be discussed during the site induction and will be available on site.

If you require any further clarification on the requirements of the preceding issues, please feel free to contact the Heatley Developments Ltd (Chris Bury).

Phone: 01925 917910
Email: chris@heatleydevelopments.com

**CONFIRMATION OF ACCEPTANCE
of
Heatley Developments Ltd**

CONTRACTORS HEALTH, SAFETY & ENVIRONMENTAL RULES & GUIDELINES

COMPANY NAME	
COMPANY ADDRESS	
We accept the terms of the Heatley Developments Ltd Health, Safety & Environmental Rules & Guidelines and will comply with them in line with the requirements therein.	
AUTHORISED SIGNATORY (PRINT NAME)	
POSITION	
DATE	
SIGNATURE	

Please detach and return to:

**Heatley Developments Ltd
24 The Cross
Lymm
WA13 0HU**

**P: 01925 917910
E: chris@heatleydevelopments.com**

DOCUMENT VERIFICATION AND REVISION RECORD

Document Information

Project Title:	Osborne Yard, Oldham Road				
Job Nr:					
Document Title:	Construction Phase Plan				
Document File Ref:	Document1				
Revision:	-1	Revision:	-	Revision:	-

Controlled Issue Register

Copy No.	Holders Name	Company	Tick as appropriate
001	Christian Bury	Heatley Developments Ltd	✓
002	Fred Baama	Heatley Developments Ltd	✓
003	File	Innov8 Development Solutions	✓

Verification Record

Name		Date
Prepared by:	S Dewberry	25 August 2021
Checked by:	P Moulding	25 August 2021
Approved by:	P Moulding	25 August 2021

Previous Revisions

Revision	Date	Status	Description