

Construction Phase Plan

East Manchester Academy

Site Specific CDM Safety
Plan

Project Ref: 1985

Revision 1.0

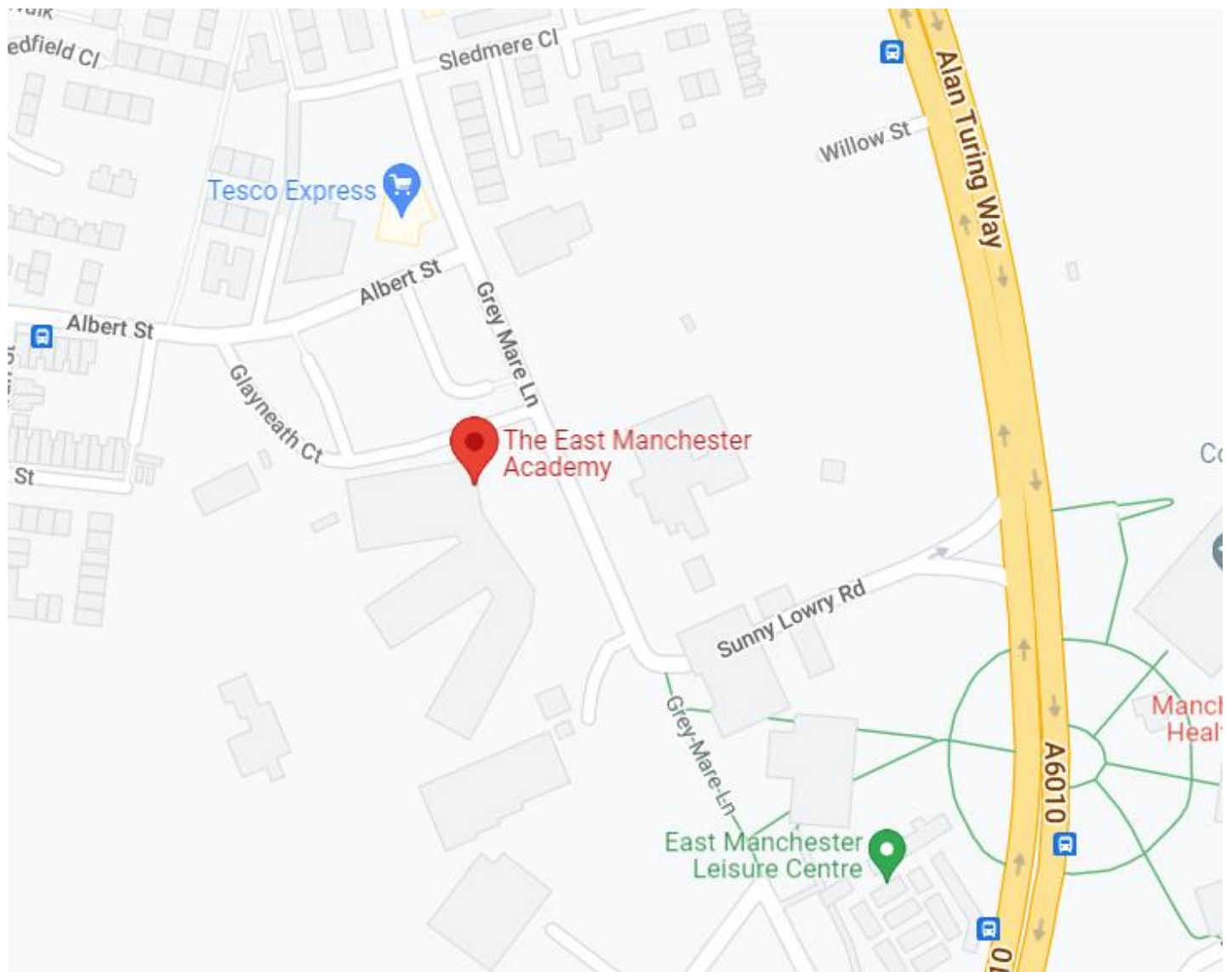
Contents

Project Locations (Address):	3
Project Locations (Maps):	3
Project Directory / Contacts	4
Documentation Received.....	5
Description of Works:	5
Programme Details:	8
Management Arrangements.....	9
Main Responsibilities –	9
Management Structure.....	10
COVID-19 Coronavirus	11
Existing Traffic Systems & Restrictions	13
Existing Information – Interaction with building users	13
Project Programme	13
Asbestos	13
Working Hours	15
Segregation of the works	15
HSE Notification (F10)	15
Parking	15
Site Security	15
Site Compound Location	16
Emergency Preparedness	17
Safeguarding.....	17
Consultation with the Workforce & On Site Training	17
Managing Temporary Works.....	17
Health & Safety Goals.....	19
Nearest Hospital	19
Site Meetings –	19
Design Changes	20
Exchange of design information.....	20
Selection and Control of Contractors	20
Welfare	20
First Aid / Accident Reporting	21
RIDDOR Reportable Incidents.....	21
Risk Assessments & Method Statement (RAMS)	22
Fire Safety	22
Fire Escape Plan / AWP Muster Point.....	22
Preventing Falls	23
Storage of Materials –	23
Waste Removal & Deliveries	24
Existing on-site risks	25
Significant Hazards/Risks:	25
Permits to Work.....	27
Site Induction	27
Health and Safety File	28
Appendices	29

Project Locations (Address):

East Manchester Academy, 60 Grey Mare Lane, Beswick, Manchester, M11 3DS

Project Locations (Maps):



Project Directory / Contacts				
Role	Name	Address	Contact Name	Contact details
Client	Education and Leadership Trust	Whalley Range 11-18 High School Wilbraham Road Whalley Range Manchester M16 6GW	Paula Bentley School Business Manager	0161 230 8039 p.bentley@temac.co.uk
Principal Designer, Architectural Designer, Contract Administrator, Quantity Surveyors , Cost Consultant, Project Manager	Urban Design & Consult	Urban Design & Consult Ltd Unit 9 Dinting Lane Industrial Estate, Glossop, SK13 7NU	Dave Percy Operations Director / Chartered Building Surveyor Sarah Costello Health and Safety Advisor	07540 655469 dave@udc-ltd.co.uk sarah@udc-ltd.co.uk
Principal Contractor	Amspec Ltd	Kilshaw Street Wigan WN58EA	Jason Graham Project Manager	07985542275
Asbestos Survey	JPR Asbestos Services	Chamber Business Centre Chapel Road Oldham OL84QQ	John Robbie	01613023532 john@jprasbestos.com
Structural Engineer	MCSE Ltd	Castlevue 45 Dobcross New Rd Saddleworth Oldham OL35AY	Matt Cocking Director	07771766691 matt@mc-structuralengineers.co.uk

Documentation Received

- Pre-construction information pack

Description of Works:

Reception refurbishment and layout re-configuration.

Works consisting of;

Substructure

- Breakout and remove existing paving and dispose
- Undertake excavations for foundations, dispose of arising off site
- Form unreinforced concrete strip foundations in line with structural engineers drawings
- Carry out preparations for new ground floor
- Construct plain concrete ground floor slab
- Construct cavity wall below DPC with full fill cavity insulation
-

Superstructure

- Supply and install steelwork connections
- Construct clay brick and concrete block cavity wall
- Install aluminium curtain wall, including frame, glass and insulated panels
- Supply and fit external windows to aluminium curtain wall
- Supply and install frosted window film to clear glass windows
- Create opening to existing building, using lintels

Roof

- Construct plywood flat roof deck on timber joists
- Supply and install Icopal flat roof system
- Supply and install access rooflight
- Supply and install folding edge protection to the roof

Services

- Electrical – supply and run armoured cable from existing supply
- Provide new distribution board in new reception area to serve extension
- Supply and run data cabling from nearest server to new extension

External Works

- Remove sections of planter and re-form using retained stones
- Supply and install mortar bedded concrete paving to match existing
- Extend existing ACO drainage channel as shown in drawing
- Provide external drainage runs to connect extension to foul water

Lobby

- Internal joinery and fittings

- Electrical installations
- General internal lighting
- Supply and install Paxton intercom system
- Supply and install air curtain with thermostatic controls
- Lay in grid suspended ceiling and tiles
- Liquid DPM applied to existing solid floors
- Timber skirting & varnish
- Supply and install barrier matting
- Decorate internal plastered wall
- Supply and install 2 x external doors
- Manifestation to external pocket door

Reception

- Internal studwork wall
- Internal doors and ironmongery
- New internal veneer fire rated glazed doorset, inc. casing
- Ironmongery office doors
- Internal joinery and fitting
- Insulation of new pipework
- Supply and install reception counter
- Double switched power outlet at high level
- Installation of data cabling and outlets by specialist
- General internal lighting
- Emergency lighting
- Illuminated exit signage
- Supply and install wall mounted screen behind reception
- Supply and install fused and switched isolator
- Supply and install LST electric panel heater with wireless controller
- Supply and install wall mounted air conditioning unit (allow for electrical supply)
- Suspended ceiling & tiles
- Lay carpet tiles

Waiting Area

- Partitions
- Sliding glass door
- Joinery & fittings
- Insulation of new pipework

Meeting Room 1

- Veneer fire rated glazed doorset
- Joinery
- Window blinds

- Install of data cabling
- Internal lighting
- Flooring
- Decoration
- Timber skirting and varnish

Meeting Room 2

- Partitions
- Window blind installation
- Supply and install floor box
- Supply and install wall mounted air conditioning
- Suspended ceiling
- Decoration
- Timber skirting and varnish

Office

- Partitions
- Joinery
- Blind installation
- Data

Accessible WC

- Partitions
- Doors inc. Ironmongery
- Extraction fan
- Air conditioning
- Linked alarm, heater, hand dryer, radiator, wash basin installations
- Vinyl WC accommodation
- Decoration

Supply of additional CCTV cameras, fire detection and alarm sensors

Programme Details:

Works will be carried out in normal hours. 7:30am – 4:00pm Monday to Friday
Any out of hours or weekend working must be pre agreed

Project Works

Start Date: 30/05/2022

Finish Date: TBC

Full programme of works is included in appendices 1 of this construction phase plan

Management Arrangements.

- Amspec 24hr contact -Andrew Maxwell 07812 569 217
- Construction Director - Mike Wignall 07951471778
- Visiting Project Manager – Jason Graham 07985542275
- Site Manager – TO BE CONFIRMED
- First Aider & Fire Marshall – TO BE CONFIRMED

**IN THE EVENT OF UNEXPECTED ABSENCES ADEQUATE SITE SUPERVISION WILL BE APPOINTED BEFORE
WORKS CONTINUE
CONTACT:**

JASON GRAHAM – PROJECT MANAGER 07985542275
MICHELLE AIDLEY – HEALTH & SAFETY 01942 621 342
MIKE WIGNALL – CONSTRUCTION DIRECTOR 07951 471 778

Operatives to call into the office 01942 621342 prior to 7.30am to report absence
**The Project Manager will be diverted to site immediately until further equivalent / adequate
supervision is allocated**

Main Responsibilities –

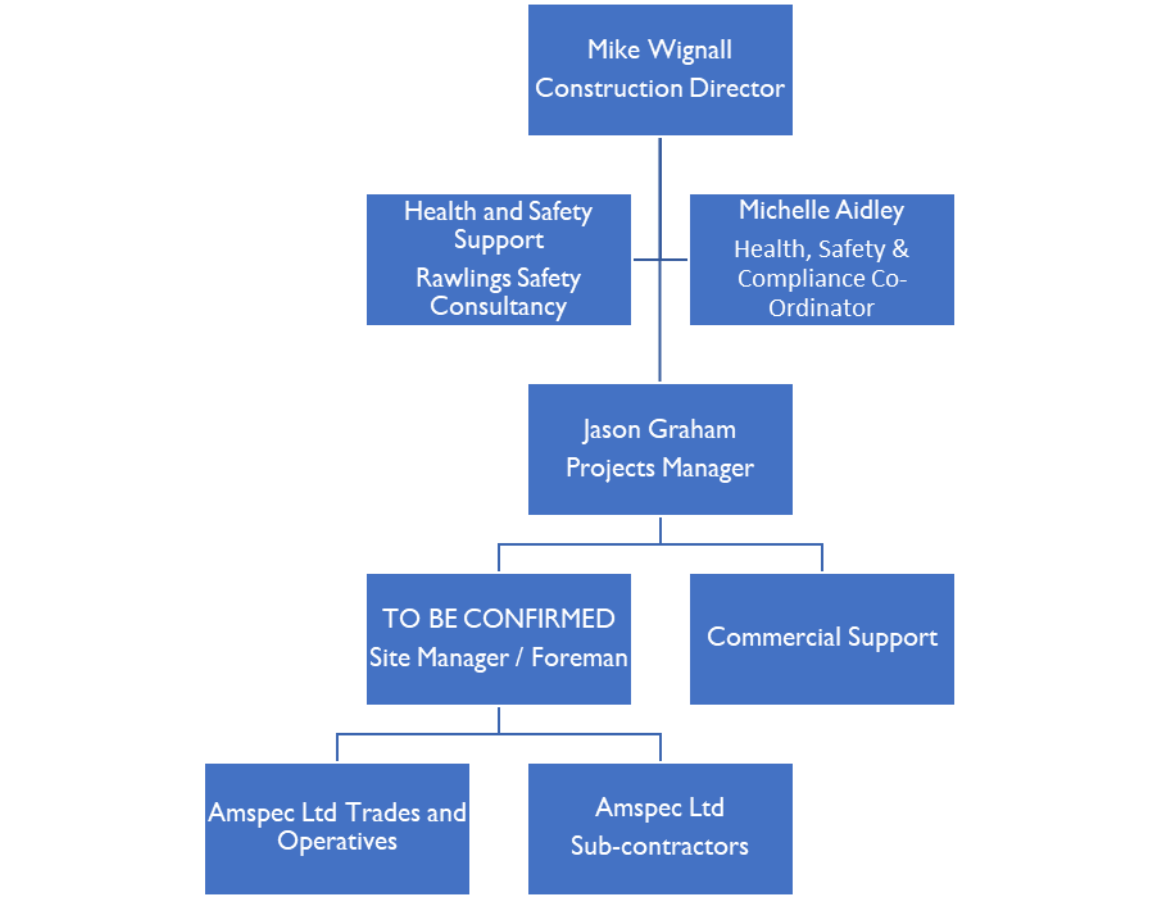
Project Manager

- To take full responsibility for projects from the start through to completion
- Ensuring that work is completed on time, within its budget and in a safe and competent manner.
- The first point of contact for members of the public, clients, site managers and sub-contractors for as long as the contract lasts.
- Responsible for close cost control and the overall profitability of the project
- Adhere and promote compliance with all aspects of health and safety as outlined within the health safety at work act (1974)

Site Foreman –

- Oversee operations on a day-to-day basis, and ensure that work is done safely, on time and within budget and to the right quality standards.
- Responsible for managing communications between all parties involved in the on-site development of the project.
- Carry out weekly safety inspections that will be recorded and kept within the site plan
- Oversee the overall health and safety of the operatives on site
- Carry out site inductions
- Ensure that all risk assessments and method statements are signed and implemented prior to works commencing

Management Structure



COVID-19 Coronavirus

See appendices 14 of this plan for all documentation relating to Covid-19

- Management are keeping up to date with government advice on a daily basis and following the construction leadership council Site Operating procedure at all times
- Any areas identified as Covid-19 areas within the health centre are strictly no-access. Staff **MUST NOT** enter these areas under any circumstances.

Amspec have implemented the following:

- Covid-19 Risk assessment completed
- Amspec standard operating procedure produced and includes:
 - o CLC Site Operating Procedure (currently version 7)
 - o Toolbox talk
 - o Induction information
 - o On site checklist
 - o Site set up guide

Control measures implemented:

- Hand sanitising stations (see site set up guide for locations)
- Standard warning and information signage
- Additional antibacterial wipes and spray provided
- Cleaning regimes increased and recorded
- Provision of additional hand soaps and paper towels
- Adjusted travel arrangements (travelling alone, where travelling alone is not possible members of staff will travel with the same people, wearing face coverings, use of hand sanitisers and cleaning regimes in the vehicles, they are also advised to travel with windows open to allow natural ventilation)
- Restrictions placed on welfare areas (and some working areas) for maximum number of people permitted.
- Re-arrangement of kitchen/ canteen areas to allow 2 metre social distancing at all times
- Anyone with symptoms of high temperature (37.8C or more or they are hot to touch on their chest or back) or a new persistent cough will be sent home to self-isolate. Following government guidance at all times, see “sources of information” section below
- Implementation of a standard operating procedure
- Benchmarking training sessions carried out with Contracts Managers, Foremen and Site Managers
- Specific Covid-19 information given at induction
- Tool box talk implemented
- Specific information provided to sub-contractors prior to works commencing
- If anyone informs us that a member of their household has symptoms, they will be sent home to self-isolate. A clean down will be carried out of all areas and contact points
- Regular hand washing/sanitising is enforced. Handwashing with soap and water for 20 seconds (operatives are informed to wash their hands regularly and particularly when going into or from a new area or if they have left the premises and returned) – ongoing supplies of additional antibacterial hand soap and disposable hand drying towels are provided
- Tasks are individually assessed to ensure that operatives can maintain social distancing of 2 metres, if they cannot, work must stop immediately, If 2 metres distance cannot be maintained an additional risk assessment will be carried out and a close working permit implemented taking into consideration duration of the task, operatives completing this and consideration of use of PPE / RPE
- If we are unable to carry out a task that compromises any of the control measures set out in the risk assessment, the work must stop immediately, if this decision impacts the project programme the client & principal designer will be informed immediately
- Operatives are informed during their induction and subsequent tool box talk that they shouldn't:
 - o Shake hands with each other

Amspec Limited, Kilshaw Street, Wigan, WN5 8EA

Tel: 01942 621 342

Plan Revision 2.0

AMSDOC071
V1.0

- Share items that they regularly use, such as cups, pens, tools etc
- **They are also advised to do the following:**
 - Ring or email people instead of going to see people face to face
 - Sneeze or cough into a tissue (or sleeve / hand if you don't have a tissue) and to immediately after do not touch any surfaces and wash hands STRAIGHT AWAY
 - Maintain social distancing of 2 metres
 - Regularly wash their hands for 20 seconds with anti-bacterial handwash
 - Use hand sanitiser as supplied
 - Cancel any non-essential meetings or hold them over the phone or other means of video/audio conferencing
 - Tell us if they are feeling unwell or if a member of their household is unwell too.
- Additional cleaning regimes are in place using antibacterial products to clean contact points throughout the site and in particular the welfare areas and entrance and exit points
- Additional information has been printed on the signing in sheets for operatives to sign to confirm & sign each day
- Ongoing monitoring of total numbers of staff on site to ensure overcrowding does not occur and staff are able to maintain social distancing
- Using floor markings around site entrances (where queuing may occur) staggering start times and keeping overall numbers to a minimum by carrying out spilt shifts (where necessary and possible)

Key sources of information: (All relevant information and control measures are outlined in the risk assessment, standard operating procedure and site operating procedure, these links are provided for information purposes only to official sources of information for the government, NHS and World Health Organisation)

- **UK Government:** <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- **World Health Organisation:** <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Existing Services

- Mains electricity
- Mains Gas
- Mains & Waste Water
- Telecommunications
 - Amspec will ensure that all services affected by construction activity will be isolated by the The electrical & mechanical sub-contractors
 - Amspec will ensure isolation do not affect other building users and where required notification will be given
 - Scanning of the area will take place including relevant walls, ceilings and floors prior to any fixing works taking place. Any concerns will be discussed with UDC before works continue
 - Full risk assessments and method statements will be obtained and reviewed prior to any works commencing
 - The risk assessment and method statement checklist will be used to review all RAMS. The RAMS check will be completed by the Contracts Manager and/or the Contracts Team. The RAMS checklist form will be used which is included as appendices 13 of this plan
 - Live services will be clearly marked with signage to identify location of these services around the areas that may be affected during the works

Existing Traffic Systems & Restrictions

- All operatives will adhere to road markings and signage in place at all times
- Heras fencing will be used to segregate the parking / traffic route area

Existing Information – Interaction with building users

- Segregation using physical barriers will be used and warning signage will be displayed to identify no access areas
- The areas of no access will be clearly marked, this will be updated onto a drawing to mark out these areas and will also be displayed at site entrance points

Project Programme

- The Project Manager will ensure that the programme is maintained and managed throughout the project.

Asbestos

Building is Post 2000 construction – no asbestos survey required

We will issue em1 asbestos essentials – What to do if you discover or accidentally disturb asbestos during your work as a toolbox talk. See Appendix 16 em1 asbestos essentials

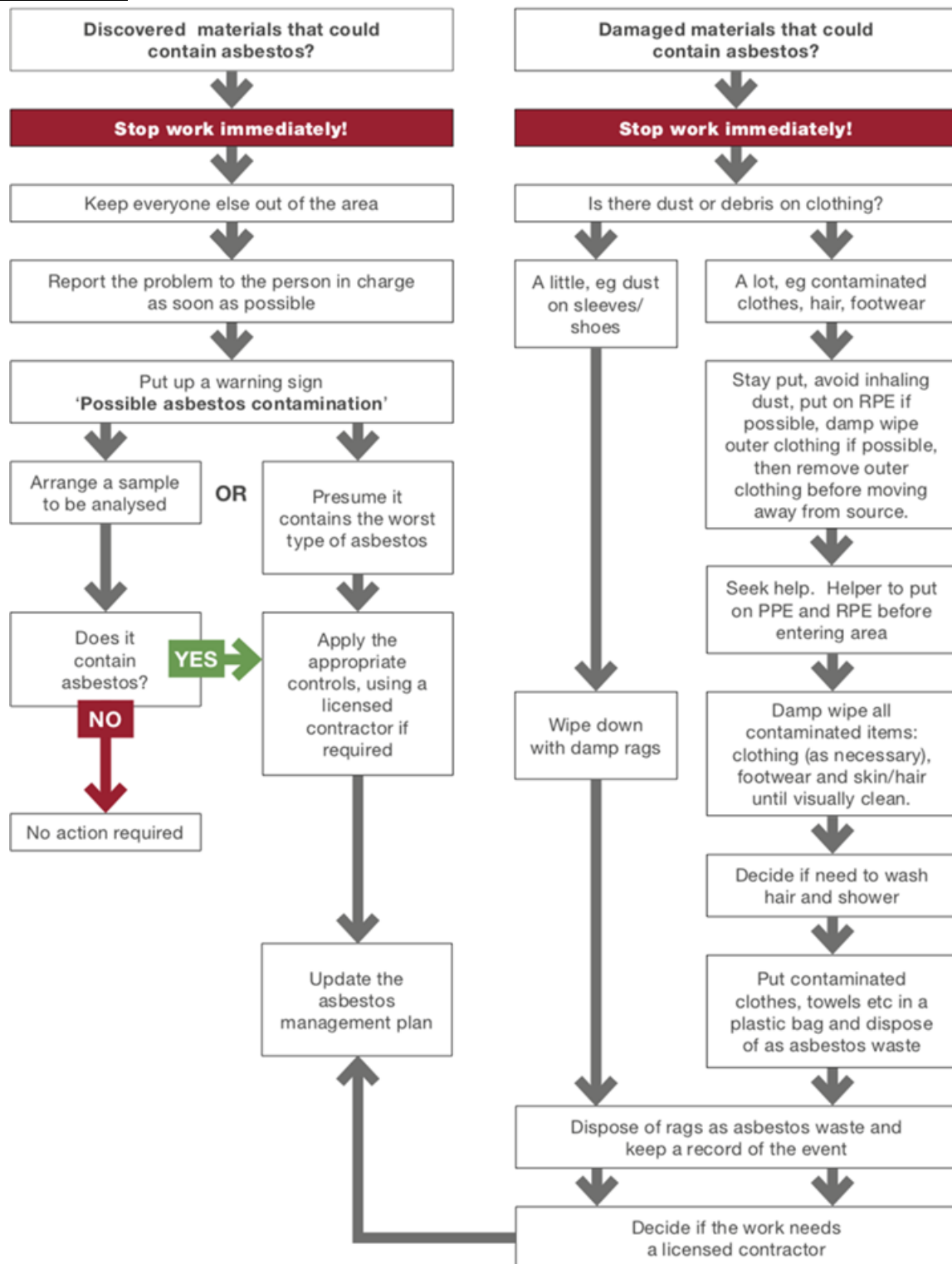
IF ASBESTOS CONTAINING MATERIALS ARE SUSPECTED OR DETECTED – STOP WORK AND REPORT TO SITE MANAGEMENT IMMEDIATELY

THE PRINCIPAL DESIGNER MUST BE NOTIFIED AND SAMPLES MUST BE ARRANGED & TAKEN AND RESULTS RETURNED BEFORE WORKS CAN CONTINUE ON THE SUSPECTED AREA

WARNING SIGNAGE MUST BE DISPLAYED AND THE AREA MUST BE SEGREGATED TO PREVENT UNAUTHORISED ACCESS

WORK MUST NOT CONTINUE UNTIL RESULTS ARE RETURNED

Action Plan Flowchart



Working Hours

Some works will be carried out “Out of Hours” however unoccupied areas may be worked in during normal hours as long as works do not affect the operations of the health centre. *This will be pre-agreed with the client before works commence.*

Segregation of the works

- Warning signage will be used to warn others of areas where construction activity is taking place, particularly to outside areas of no access
- Heras fencing will be installed in the car park area to segregate site boundaries

HSE Notification (F10)

This project is not notifiable to the HSE

- This will be monitored during the construction phase, if this changes and meets the requirements of a notifiable project the principal designer will be informed immediately

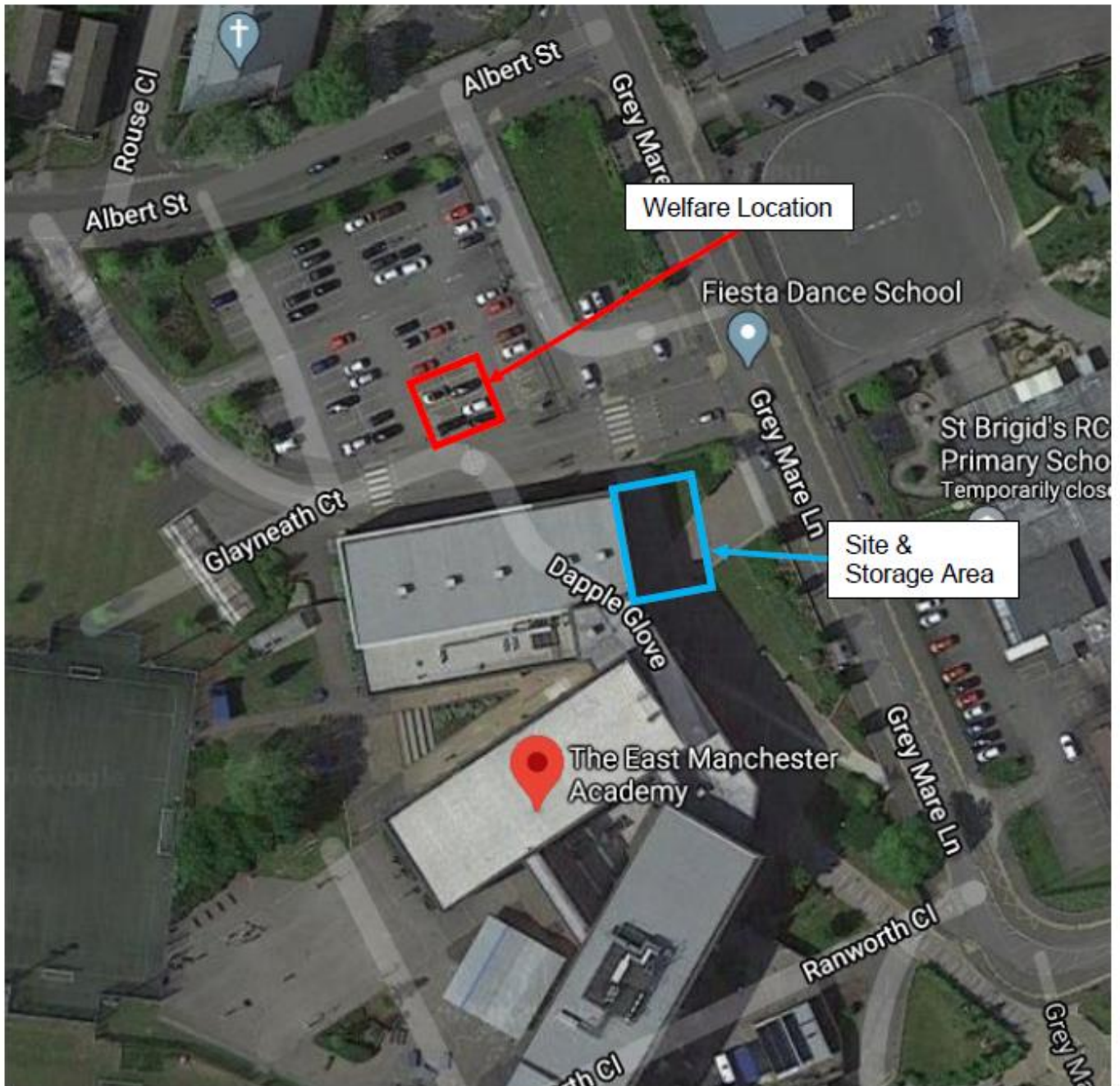
Parking

- Vehicles parked off site must not block adjacent private driveways or cause any obstructions or disruption to residents or commercial parking arrangements
- Vehicles will not block or obstruct access and egress routes
- Vehicles will not block or obstruct emergency escape doors / routes
- All road markings and signage will be adhered to at all times
- Heras fencing will be installed in the car park area to segregate site boundaries

Site Security

- Site must be locked at the end of every shift. Checks will be completed to ensure that there are no staff still present before the site is locked.
- Waste skip and storage will be segregated with use of heras fencing. This will be kept secure at all times and will be locked at the end of each day.
- All operatives and sub-contractors will wear Amspec branded high visibility vests. The vests must be kept in good condition to ensure that the printed logo is readable/legible at all times
- Photographic Identification will be worn at all times by all operatives
- Any keys or access fobs MUST be kept secure at all times and not transferred to any unauthorised personnel
- Site management is responsible for ensuring the security of the site at the end of every day. A daily check will be completed at the end of each shift.
- All operatives and sub-contractors must sign into site upon arrival
- All fire exit doors must be secure at the end of each day
- Physical Barriers and Signage will be in place to warn others of no access areas
- In the event of unauthorised access this must be reported to site management immediately

Site Compound Location



Emergency Preparedness .

- Amspec will ensure that there are suitable measures for emergency evacuation , specifically for means of raising an alarm, muster points, emergency exit routes and doors.
- Daily checks will be carried out to ensure that emergency routes are not blocked or obstructed
- Foreman will give information at induction of the emergency procedures to ensure all operative are aware of the procedures in place
- Tool box talks will be provided to remind all operatives of emergency procedures in place

Safeguarding

- All Amspec operatives will adhere to the existing school safeguarding policy
- Amspec will make relevant staff aware that DBS checks will be required and will work with the school to make staff contact details available for the required checks to be carried out.
- All construction works will be segregated with use of physical barriers and clear signage to warn of construction activity taking place
- Physical barriers will be regularly checked for signs of damage or tampering and the perimeter of the construction area kept secure at all times to prevent unauthorised access.
- All Amspec staff will be fully briefed on the type of environment and potential interaction with students, they will remain professional at all times and will ensure that physical barriers are maintained throughout the construction phase.

Consultation with the Workforce & On Site Training

- All operatives will be inducted upon arrival and before access to site is granted
- Regular tool box talks will be given on a variety of relevant topics to ensure that ongoing information and instruction is provided
- Daily and weekly site meetings will take place including daily briefings and weekly review meetings.
- Amspec operate an open-door policy and encourage members of staff to report any issues regularly and maintain a non-judgemental approach to encourage operatives to “speak up”
- Risk assessments and method statements are in place for all tasks and activities and will be briefed to operatives for sign off before work begins
- Regular memos are sent out to the workforce keeping them up to date with any changes
- Training needs are regularly reviewed, refresher courses arranged before expiry dates are organised to ensure that all operatives remain compliant

Managing Temporary Works

- Before temporary works take place Amspec Ltd will issue all temporary works design (where applicable) to the Principal Designer, giving a minimum of 5 days’ notice.
- Temporary Works will be inspected at the start of each working day to ensure that they remain effective and there has been no movement. This will take place prior to any operatives going to work.

- If it is found that any movement has occurred, then the works will not commence until further supporting and inspections have been undertaken.
- The details of all temporary works will be checked by the structural engineer (Insert) to ensure that it is suitable and will not lead to any increased risk of a collapse occurring. Where necessary the recommendations from the structural engineer will be incorporated into the method statement for the works.
- Handover certificates will be obtained and retained in the site file, including 7-day inspections.
- A temporary works register and procedure are included as appendices 2 of this CPP
- No temporary works will take place until a Temporary works Supervisor and Co-Ordinator are identified and will be named within this CPP. Risk Assessment and method statements will be developed to assess the task and ensure safe working methods are identified and agreed before work commences.

Health & Safety Goals

- Identification in advance of potential hazards, and organising the work activities so as to minimise the risks arising from them;
- Setting and achieving essential basic standards for safety, health and the environment and aiming to achieve best construction practice through a process of education and development;
- The presence of a nominated person on site whose role will be to manage safety on site, including the identification and rectification of any potentially dangerous situations;
- Establishing the site so that all necessary safe working procedures and equipment are implemented and used
- Ensure all workers are given induction training prior to access to the site, and making appropriate arrangements to brief visitors
- Establish a site safety committee with regular meetings and follow up actions, to which each contractor is to nominate a representative.
- Site management team to carry out daily briefing with all operatives and contractors to discuss hazards, risks and control measures.
- Investigate all near miss findings to identify trends and put appropriate actions in place based on these findings
- Prevent and reduce accidents on site with the aim of achieving zero harm. Investigate all accidents to identify root cause and to implement future preventative measures.

Amspec will work in conjunction with the client goals and ensure these are encouraged throughout the construction phase;

- Aim for zero accidents and incidents during the project
- Zero enforcement action taken over the duration of the project
- Carry out continuous monitoring of health and safety application within the project teams and provide feedback for improvement

Nearest Hospital

Manchester Royal Infirmary
Oxford Road
Manchester
Greater Manchester
M13 9WL

Map & Directions to Nearest Hospital is included in appendices 10 of this plan and will be displayed on the site board.

Site Meetings –

Sub-contractors & Operatives: Daily briefings will take place on site

Team Meetings: Principal Designer, Principal Contractor – Frequency to be agreed with Project manager Jason Graham

Agendas & frequency to be confirmed, the plan will be updated with this information once confirmed

Amspec Limited, Kilshaw Street, Wigan, WN5 8EA

Tel: 01942 621 342

Plan Revision 2.0

AMSDOC071
V1.0

Design Changes

- Up to date drawings issue sheets will be provided
- RFI schedule put into place
- Formal meetings agreed with client and minutes taken and distributed.
- Design changes via contract instruction from the client

Exchange of design information

- Meetings with the site team and designers
- Face to face meetings with the designers and the management team to establish progress or changes

Selection and Control of Contractors

- All sub-contractors are subject to the Amspec pre-qualification process
- Due diligence is carried out to check competencies, policies, insurances, accreditations and other relevant information
- Full site inductions are completed with all sub-contractors
- All sub-contractors must wear Amspec branded hi-visibility vests

Welfare

- To be confirmed.
- Surfaces and areas will be cleaned down and dis-infected before leaving site after every shift.
- All facilities must be kept clean and tidy at all times
- Welfare facilities must be monitored and measures put into place to prevent overcrowding.
 - o Restrictions on the total amount of people will be put into place to allow social distancing
 - o Signage will be used to remind staff to maintain social distancing and to clean surfaces when they have finished using the area
 - o Stagger break times to reduce the amount of people in the welfare facilities
- Cleaning regimes will be increased and records kept to ensure that contact points and surfaces are cleaned regularly
- Provision of hand soap and sanitiser will be kept topped up at all times
- Any issues identified must be reported to site management immediately
- Dispose of food waste properly, do not encourage vermin
- Smoking is not permitted in the work or welfare areas (see smoking section above)
- Bottled drinking water will be provided

First Aid / Accident Reporting

- **Appointed First Aider:** To be confirmed
- First aid kits are located within site welfare facilities
- All accidents must be reported immediately to site management
- Accident forms must be completed, and investigation will take place following any accident
- The client and principal designer will be notified of any accidents, incidents, dangerous occurrences & near misses on site
- In the event of unexpected absences an equivalent replacement will be appointed before works continue

RIDDOR Reportable Incidents

Any injuries resulting in a fatality from a work-related activity will be reported immediately.

Any of the following injuries will be reported immediately:

- o fractures, other than to fingers, thumbs and toes
- o amputations
- o any injury likely to lead to permanent loss of sight or reduction in sight
- o any crush injury to the head or torso causing damage to the brain or internal organs
- o serious burns (including scalding) which:
 - o covers more than 10% of the body
 - o causes significant damage to the eyes, respiratory system or other vital organs
- o any scalping requiring hospital treatment
- o any loss of consciousness caused by head injury or asphyxia
- o any other injury arising from working in an enclosed space which:
 - o leads to hypothermia or heat-induced illness
 - o requires resuscitation or admittance to hospital for more than 24 hours

Accidents that result in over seven-day incapacitation will be reported within 15 days of the accident date.

Dangerous occurrences:

- o the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- o plant or equipment coming into contact with overhead power lines;
- o the accidental release of any substance which could cause injury to any person.

Near Misses

- All Near misses must be reported to site management immediately
- All near misses will be recorded centrally to identify trends and implement improvement actions where necessary.
- See appendices 12 of this plan, near miss tool box talk and near miss forms provided

Risk Assessments & Method Statement (RAMS)

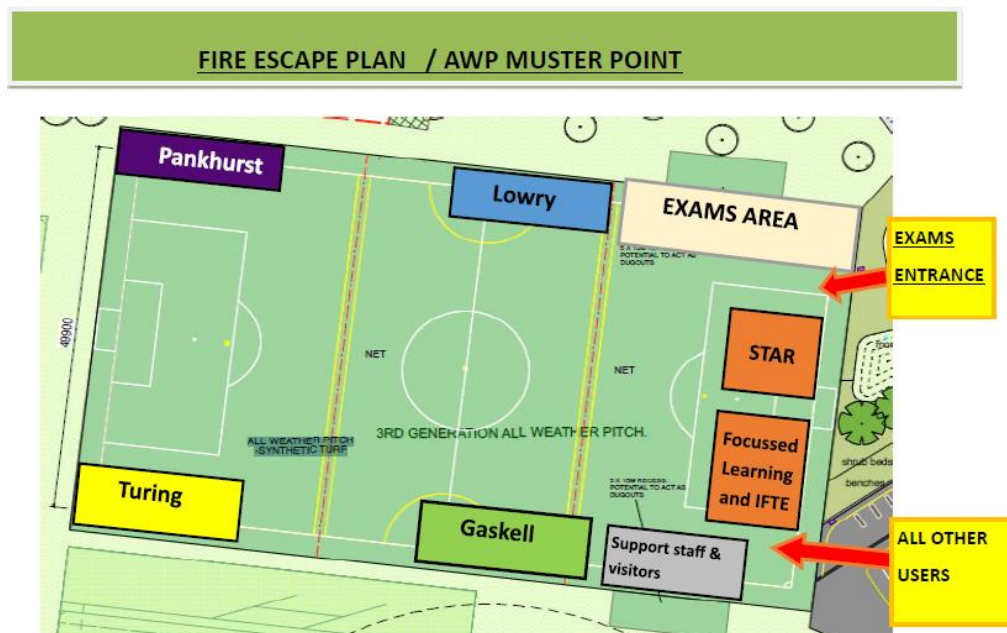
- Risk assessments and method statements for all tasks undertaken will be developed prior to works commencing to identify all hazards
- A Covid-19 risk assessment is in place, this must be reviewed prior to works commencing and adhered to at all times
- All sub-contractors must submit RAMS for approval prior to works commencing
- No task must take place without a suitable and sufficient risk assessment in place
- All RAMS will be reviewed and the RAMS checklist must be used
- All RAMS will be signed by all operatives and sub-contractors on site

See RAMS approval form example below; a full PDF copy of this is included in section 13 of this plan

Fire Safety

- **Fire Marshall appointed:** To be confirmed
- **A fire safety management plan is included in section 5 of this plan –**
- Fire risk assessment is included as section 5 of this CPP
- Emergency escape plan is included as section 5 of this CPP
- In the event of a fire – the appointed fire marshal will raise the alarm using the nearest call point.
- The fire marshal will check all areas are clear prior to leaving the building
- No hot works to be completed 1 hour before site closure

Fire Escape Plan / AWP Muster Point



Amspec Limited, Kilshaw Street, Wigan, WN5 8EA

Tel: 01942 621 342

Plan Revision 2.0

AMSDOC071
V1.0

Preventing Falls

- Scaffold Towers where required will be using – these will be erected by PASMA trained operatives only
- Weekly inspections and tagging will be implemented
- Pre-use checks will be carried out
- Step Ladders are permitted only for short duration work. If ladders are used a permit must be obtained to ensure that this is the correct selection of access equipment and to control the use of these whilst on site.
- All step ladders will be inspected prior to use by the foreman and permit issued by him

Storage of Materials –

- Materials must be supplied with a “just in time” approach to ensure that materials do not accumulate on site
- Store materials in small quantities at all times Hazardous materials will be kept in lockable containers which will be managed the site Foreman and must be kept in small quantities only and COSHH assessments will be completed for all relevant materials

Waste Removal & Deliveries

- All waste exchanges / removals or deliveries will be arranged before the clinic normal working hours:
- Transit of waste, materials or equipment is not permitted through areas occupied by other parties during normal working hours
- All deliveries will be taken to the working area, this will be organised by site management
- Signage will be used to clearly mark vehicle and pedestrian routes during the construction phase
- Deliveries will be made with a just in time approach
- Large vehicle deliveries will be kept to a minimum and completely avoided if possible
- Skip exchanges will be arranged outside of clinic opening times
- All deliveries will be planned in advance with the contracts team and site management team
- Deliveries will be co-ordinated to ensure that this can be accepted on site immediately upon arrival
- Materials / deliveries will not obstruct any access or egress routes or emergency escape doors or routes

Existing on-site risks

Risk	Control Measure
Waste Collection and deliveries	- Signage will be used to clearly mark vehicle and pedestrian routes during the construction phase - Deliveries will be made with a just in time approach - Large vehicle deliveries will be kept to a minimum and completely avoided if possible - Skip exchanges will be arranged before clinic opening times - All deliveries will be planned in advance with the contracts team and site management team - Deliveries will be co-ordinated to ensure that this can be accepted on site immediately upon arrival - Materials / deliveries will not obstruct any access or egress routes or emergency escape doors or routes.
Access by community members including children	- Signage will be used to warn of construction activity - Use of text and images which are easily recognisable to the public - Security checks will be completed daily by the site foreman to ensure that the site is left secure - No tools will be kept on the premises overnight. All operatives will remove tools at the end of every day

Significant Hazards/Risks:

Main Hazards on site	Hazard present	Control Measures
Asbestos	TBC	TO BE CONFIRMED
Covid-19	Yes	- Covid-19 risk assessment carried out - Signage in place to remind staff of social distancing, handwashing/sanitising, cleaning regimes - Sanitising stations provided at site entrances, cleaning products available at all times and monitored by site management. - Screening at site entrances for symptoms of Covid-19 - Welfare areas limited for number of people and breaks

Amspec Limited, Kilshaw Street, Wigan, WN5 8EA

Tel: 01942 621 342

Plan Revision 2.0

AMSDOC071
V1.0

		are staggered - Operatives travelling alone or where this is not possible maximum number of people restrictions are in place in vehicles along with cleaning regimes and hand sanitisers - Operatives who have symptoms of Covid-19 are not permitted on site – any potential contaminated areas will be thoroughly cleaned
Work at height	Yes	Step ladders must be inspected before each use, to identify signs of damage, defect or tampering. If any issues are identified the step ladders must be put out of use and a suitable replacement provided before works can continue. Step ladders will only be used for short duration works. Podiums, mobile towers should be erected by competent and trained operatives. Work at height equipment to be inspected regularly. Risk assessment and methods statement in place at all times
Dust	Yes	Good housekeeping on site, keep dust to minimum. P3 masks must be worn and operatives face fit tested. Tool extraction used at all times Only hoovers fitted with heap filters permitted to clean up dust on sit
Silica Dust	Yes	Good housekeeping on site to keep the build-up of dust to a minimum, hoovers to be fitted with H and M class filters and are the only type of Hoover permitted for this task No brushing of dust is permitted Goggles to be worn at all times On tool extraction to be in place at all times using a H and M class extraction unit FFP3 disposable masks to be used at all times Half masks where required must be fitted with a P3 filter All operatives must be face fit tested and copies of their certification available at all times Works will be rotated by the site team to reduce exposure Other areas and surfaces will be protected with temporary sheeting throughout the duration of the works
Noise	Yes	Do not exceed WEL, noise free areas provided for breaks. Ear defenders provided. Any noisy works to include structural drilling or sustained noisy activity must be undertaken out of normal working hours
Vibration	Yes	HAVS Chart to be used at all times RAMS cover where required Control vibration by trigger times Ensure that tools being used are in good condition Pre-use visual check of tools, checking for signs of

		damage/defect/tampering
Manual Handling	Yes	Manual handling training provided to all operatives; mechanical lifting used where possible. Risk assessment in place
Electricity	Yes	RAMS and training information provided from electrical contractor; all services isolated.
Risks to members of the public	Yes	Cordon off work area using barriers and signage. Inform other building users of the works taking place
COSHH	Yes	Provide COSHH assessments where required and PPE if recommended.
Lifting Equipment	Yes	Complete weekly LOLER checklist.
Work Equipment	Yes	Complete weekly PUWER checklist, ensure all tools are PAT tested.
		-

Permits to Work

- Permits to work for the following areas must be completed prior to work commencing:
 - o Confined space
 - o Permit to dig
 - o Hot works permit
 - o Permit to work on electrical services
 - o Isolation permits
 - o Permit to use waste chute
 - o Permit to use heavy machinery
 - o Service Permit
 - o Site specific (check with site prior to works commencing if any other permits are required)
 - o Covid-19 Close working permit (only to be used in conjunction with additional, task specific risk assessment)
- Permits to work will only be issued by the site management

Site Induction

- Full site induction will be provided to all operatives and visitors upon arrival
- See appendices 11 of this construction phase plan

Health and Safety File

The Client, Designers, Principal Contractor, and Contractors have a legal duty to supply information for compiling the Health and Safety File in accordance with the CDM Regulations.

The contents of the Health and Safety file are quite specific and are detailed below.

The Principal Designer has the responsibility to ensure that the Health and Safety File is prepared and ultimately delivered to the Client at Practical Completion.

The Principal Contractor is responsible for obtaining any relevant information from other sub-contractors for inclusion in the Health and Safety File.

Handover CDM Health and Safety Information arrangements:

The Principal Contractor shall populate the information required on a template supplied by the Principal Designer, the preferred format of the Client is a 'cloud based' system, no hard copies.

A link to the appropriate folder(s) will be supplied by the Principal Designer upon completion of the works.

Settlement of the final account will not take place without the handover of the information required to complete the Health & Safety File. Therefore, it is incumbent upon the Principal Contractor to provide the required information in a timely manner.

The outline requirements for the Health and Safety File will be in accordance with guidance provided within the Construction (Design and Management) Regulations 2015. This will include the following:

- (a) a brief description of the work carried out;
- (b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- (c) key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- (d) hazardous materials used (e.g. lead paints and special coatings);
- (e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
- (h) information and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

Appendices

Ref	Appendix Information	Details	Included Y/N
1	Scope of Works Programme of Work Pre-Construction Information		Y
2	Existing Information / Temporary Works Register		Y
3	Risk Assessments / Method Statements / Dynamic Risk Checklist		Y
4	Electrical Isolation / Air & Water Pipe Test		Y
5	Fire Information		Y
6	Site Rules		Y
7	Contractors certificates		TBC
8	Asbestos Information		TBC
9	Drawings		TBC
10	Nearest Hospital and emergency contacts		Y
11	Induction		Y
12	Near Miss Reporting		Y
13	RAMS Checklist		Y
14	Covid-19 Information		Y
15	Tool Box Talks		Y
16	COSHH	COSHH assessments will be held in this section	Y
17	Safeguarding Policy		Y
18	School Lockdown Procedure		Y

Amspec Limited, Kilshaw Street, Wigan, WN5 8EA

Tel: 01942 621 342

Plan Revision 2.0

AMSDOC071
V1.0

