

INCO Contracts Ltd
 Barn 7, First Floor
 Dunston Business Village
 Stafford Road
 Dunston
 Stafford, ST18 9AB
 Tel. 01785 711 615



CONSTRUCTION PHASE PLAN – UNDER CDM 2015

“Arrangements to plan & manage safety during the construction site works” as detailed within Appendix 3 of HSE L153

NOTE: The plan is based on Pre-construction information which MUST be provided by the Client, their Agents & the Appointed Principal Designer

COVID-19 NOTE

DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) – ADDITIONAL MEASURES AS INSTRUCTED BY GOVERNMENT AND ANY PUBLISHED SITE OPERATING PROCEDURES MAY SUPERSEDE SOME OF THE CONTENT OF THIS PLAN AND ANY ASSOCIATED RAMS – IN SUCH CASES, THE RELEVANT INFORMATION WILL BE APPENDED AND BRIEFED TO THOSE CONCERNED.

Site name & address with contact details:	42-44 FountainStreet Manchester M2 2BE Site Manager: Kris Babber T: 07874 385269 E: Kris.Babber@incocontracts.co.uk	
Revisions of the Plan:	Version number & date: v1 Dated 31/03/2021 The Plan will be revised when changes occur, see section 3.4 for details of the amendments made. NOTE: The most up to date version must be on site for everyone to follow.	
Produced by:	Inco contracts Ltd NOTE: The Plan must be checked for accuracy by the most senior person in charge of the project on behalf of the Principal Contractor to ensure that the arrangements are effective to control all operations throughout	
Approved by:	Name: Rob Clifton Contracts Manager	Date: 31/03/2021

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SECTION 1- PROJECT DETAILS

1.1 Scope/ Description of Works	Details of the work to be carried out are as follows: The property was previously refurbished around 2014 which included a 'cosmetic' Category A fit out, new air conditioning and ventilation, re-coating of window frames, refurbishment of WCs and the reception and the provision of shower facilities in the basement. The works briefly include the following: - o Roof repairs to extend the life of the roof covering and address current water ingress. This will include the provision of scaffolding to facilitate works to the windows. - o Replacement windows from floors two to six. - o General repairs to external brick and stone elevations. - o Replacement of low-level stone cladding around the entrance lobby. - o Refurbishment of office floors to 'Cat A plus' configuration, retaining elements of the tenant's fit out to provide kitchen, meeting rooms and IT suites on each floor. - o Refurbishment, upgrade and remodelling of the office reception. - o Refurbishment of lift lobbies and minor upgrade to WC finishes. - o New internal lighting. The other existing services which were refurbished around 2014 are to be retained and repaired. - o Remodelling basement to increase shower and cycle storage provision and provide a gym/studio.
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1.2 Contract administration & M&E	Jones Hargreaves Matthew Murray House, 97 Water Lane Leeds, LS11 5QN C: Matthew Jones T: 07500 962542 E: matthew@joneshargreaves.co.uk
1.3 Client name & contact details	UKRO Property Holdings II Limited c/o Adapt Real Estate, Apex House, Calthorpe Road, Birmingham B15 1TR C: Adam Fletcher T: 0121 281 2189 E: adam@adaptrealstat.co.uk
1.4 Principal Designer & contact details	PSC Surveying Ltd Unit1 Chatsworth Industrial Estate, Percy Street, Leeds LS12 1EL C: Stephen Crowther T: 07912 392049 E: stephen@pcs-surveying-ltd.com
1.5 Interior Designer	ru CREATIVE Ltd 6.34 Windsor House, Harrogate, HG1 2PW C: Rob Umpleby T: 07525 429 644 E: rob@rucreative.co.uk
1.6 Principal Contractor & contact details	INCO Contracts Ltd Barn 7, First Floor Dunston Business Village Stafford Road Dunston Stafford, ST18 9AB Tel. 01785 711 615 Contracts Manager: Rob Clifton T: 07495 721630 E: rob.clifton@incocontracts.co.uk
1.7 On site supervision & contact details	Site Manager: Kris Babber T: 07874 385269 E: Kris.Babber@incocontracts.co.uk
1.8 Health & Safety Manager / Advisor & contact details	Health & Safety Manager: Rich Deeley T: 07398 237770 E: rich@incocontracts.co.uk Health & Safety Advisors: Karl Tindale Safer Sphere Ltd T: 07590 838495 E: karl.tindale@safersphere.co.uk
1.9 Start date & Duration incl.: notice given by the Client (weeks)	Start Date: 06/04/2021, 14 weeks on site, with 2 weeks' notice given to start.
1.10 Existing environment & plans	See marked up site plan as appended to this document as "Appendix B" The availability of existing drawings and information has been extensively researched by the client, design team and all relevant information is included in the pre-construction information and design drawings/employers' requirements.
1.11 Asbestos & Lead in Paints survey information	ASBESTOS A Refurbishment and Demolition survey dated 18/12/2020 was undertaken by Asbestosafe on behalf of the client. No ACM's were detected.

	Everyone working on the project must have received CAT A asbestos awareness training so that they are aware of where ACM's may be found, what it looks like, the health hazards & what to do if found. If any suspect materials are found, then it must be reported to site management, During the work, If anyone see or finds any suspect materials that you think may be asbestos, we must: stop work in the area; report it; secure the area preventing access, put up signage; ensure a sample is taken & proceed with work when clearance is given in writing.
1.12 Fire & Emergency inc: Fire risk	Site inductions will cover this on day one with daily arrangements shared as work progresses. Fire action notices will be posted on site. Suitable & sufficient Fire prevention systems, fire extinguishers, methods to raise alarm, clear escape routes & an agreed muster point must be provided throughout as shown in the site plan as Appendix B. NOTE: This may change as work progresses, to be noted in the daily records on site.
1.13 Nearest Hospital	Manchester Royal Infirmary, Oxford Road, Manchester, M13 9WL Telephone 0161 276 1234 *SEE DIRECTIONS IN APPENDIX A OF THIS PLAN
1.14 HSE Notification	Applied for by client
1.15 Interface with others	The Building will be unoccupied during the works; the site manager will liaise with the workers each day & agree segregation of work areas on an ongoing basis. Access/egress will be via the locked hoarding to the main entrance and restricted to a one-way system within the site where possible. Work areas to have barriers & warning notices in place, an example of the programme will be made available to the client so that they are always aware of our plans. NOTE: The ground floor unit to the corner of Fountain street and York street is occupied by The London School of Barbering, access must be maintained at all times to the front entrance and emergency exits. DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) • We can continue work, providing that the workers are well and have no symptoms. Workers shall notify Inco Contracts in advance of their arrival. • On entry to the premises workers shall sanitise their hands at the sanitiser station prior to signing the attendance book. They should wash their hands regularly, particularly after blowing their nose, sneezing, or coughing, and when leaving the property. Where facilities to wash hands are not available, hand sanitiser should be used, this will be provided on every floor. • Workers should maintain a safe distance (at least 2 metres) from any occupants (as well as each other) at all times and ensure good ventilation in the area where they are working, including opening the window. • No work should be carried out by a tradesperson who has coronavirus symptoms, however mild. <u>During a visit</u> Workers should wash/sanitise their hands regularly, particularly before entering a property and after leaving. Where facilities to wash hands are not available, then hand sanitiser should be used.

	Workers should not touch or shake hands with other workers. We will avoid close contact by maintaining at least 2 metres distance (around 3 steps) Workers should avoid touching any surfaces or objects other than those necessary to do the work. Every effort should be made to increase ventilation in the area where the work is being done, for example by opening any windows.
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SECTION 2-MANAGEMENT & COMMUNICATION

2.1 Project health & safety goals	• Our strategy is to ensure as far as is reasonably practicable that the Health, Safety & Welfare of all is paramount with NO accidents or dangerous occurrences. We shall ensure that the “Principles of Prevention” as detailed within Appendix 1 of HSE L153 doc are applied throughout the works • All work shall be properly planned & key information communicated to all involved in order to co-ordinate & consult with all relevant parties. • These actions are as described within our Health, Safety & Welfare Policy, the Policy & procedures are to be periodically reviewed to effect continuous improvement regarding: our work, systems & procedures. These strategies are designed to allow for changes in: Design, Legislation, work practices, technology, best practice, Building Regulations & customer requirements. DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) • To protect our workforce from COVID-19 and minimise the risk of spread of infection. • In line with Public Health England (PHE) and CLC guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, we will consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission. Sites and work will be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within our Site Operating Procedures Pack.
2.2 Liaison & communication arrangements between parties incl.: meetings	Regular site meetings shall take place involving the client or their agents, designers & project management representatives with notes taken to cover key actions. Our Contracts Manager & Site Manager will attend such meetings & will then share key information with the on-site team, sub-contractors may be invited to participate in meetings as appropriate. A notice board & other localised notices will be placed prominently on site to convey key details for all affected by the works Minutes shall be taken & distributed to all who have actions or have attended. This shall be done within 48 hours of each meeting to allow actions to be taken promptly. DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) Workplaces will be arranged to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible. Staff will be reminded to wash their hands regularly

	using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitiser should be used. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Site Meetings • Only absolutely necessary meeting participants should attend. • Attendees should be at least two metres apart from each other. • Rooms should be well ventilated / windows opened to allow fresh air circulation. • Meetings will be held in open areas where possible.
2.3 Design or Specification changes-identification & recording	Should design changes be considered or found by our team then we will consult with the Principal Designers, other Designers/ Consultants & the Client. This shall be recorded; we shall ensure that we have the latest versions of design data for our use.
2.4 Monitoring, inspections, audits & review	Site Manager, Kris Babber (SMSTS trained) is responsible for the continuous daily management of the workplace & all on site. This will cover all aspects of safe working, compliance with legislative requirements & maintaining site/project records. He shall carry out daily and weekly inspections of all aspects of the site using the "Weekly Health & Safety Inspection Report Form" In addition to this our Contracts Manager will provide ongoing advice, support as & when required. Our H&S Manager, Richard Deeley will undertake formal site safety audits during the on-site works. In addition, our H&S advisors, Safer Sphere Ltd will undertake monthly Health and Safety audits. Copies of inspections & reports will be retained within the site files & made available to the Client. All results from audits, inspections and reports will be reviewed with improvements actions taken with the appropriate level of urgency.
2.5 Programme of works-in sequence, shared	A bar chart programme of work has been produced showing activities scheduled for each week in sequence, copies of this will be made available to other contractors prior to them starting & then if amended. A copy will also be available under the control of the site manager.
2.6 Site Security	The premises will be under our control during the work; other buildings adjacent to the site are similar commercial buildings. We do not anticipate any conflict with them. Sections of the building we are working on will be secure during the works with access denied to others throughout. Temporary appropriate hoarding with digi locks and security measures are to be put in place to the front entrance to prevent unauthorised access. Where access to the first lift scaffolding will be via a ladder, we will secure this with hoarding and a lockable door. The ladder will also have a ladder lock fitted where removal of the ladder at the end of each shift is not practicable. Movement of materials & equipment shall be restricted during busy times such as arrivals, departures & break times. We will monitor the arrangements on a daily basis. Work areas shall either be locked or closed off using physical barriers with signs placed in prominent positions to warn of the dangers & that everyone must not enter unless given permission to do so. DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) Site Access and Egress Points We will • Stop all non-essential visitors. Only visitors with a confirmed appointment will be allowed access. • Temperatures will be taken on arrival and recorded.

	● Consider introducing staggered start and finish times to reduce congestion and contact at all times. ● Plan site access and egress points to enable social distancing – we may need to change the number of access points, either increase to reduce congestion, decrease to enable monitoring, or provide a one-way system. This will be monitored throughout the project and amended where appropriate. ● Allow plenty of space between people waiting to enter site. ● Use signage: - o such as floor markings, to ensure 2 metre distance is maintained between people when queuing. - o reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines. ● Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use.
2.7 Welfare provision	Facilities on the first floor will be utilised to form the site office/ induction, first aid and canteen areas. The existing Kitchen will be utilised to form the kitchenette. The existing toilets will be cleaned, and hot and cold water provided. They will then be used by site personnel to meet CDM 2015 standards. As a minimum this will include: WC's, Hot & cold water to wash, dry warm place to rest with seating, facilities to make drinks & heat food. DURING PERIODS OF COVID-19 RESTRICTIONS (AS ADVISED BY GOVERNMENT) Hand Washing People will be instructed to take regular breaks to wash hands. We will: ● provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators. ● ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times. ● provide hand sanitiser to every floor where hand washing facilities are unavailable. ● Regularly clean the hand washing facilities. ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Toilet Facilities We will: ● Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing. ● Stress the need to wash or sanitise hands before and after using the facilities. ● Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. ● avoid using Portable toilets wherever possible, but where in use these will be cleaned and emptied more frequently. ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Canteens and Rest Areas

	Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops. • We will consider increasing the number or size of facilities available on site if possible and needed to maintain social distancing. • The capacity of each canteen or rest area will be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures. • Break times will be staggered to reduce congestion and contact at all times. • Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced. • We will frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. • Hand cleaning facilities or hand sanitiser will be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area. • A distance of 2 metres should be maintained between users, wherever possible. • All rubbish should be put straight in the bin and not left for someone else to clear up. • Tables will be cleaned between each use. • Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use. • We will monitor compliance. Changing Facilities and Drying Rooms We will: • Consider increasing the number or size of facilities available on site if possible. • Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. • Restrict the number of people using these facilities at any one time e.g. use a welfare attendant. • Introduce staggered start and finish times to reduce congestion and contact at all times. • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
2.8 First aid	Kris Babber, a suitably qualified First Aider will be on site at all times, he shall take charge in an emergency & be responsible for maintaining a fully stocked first aid kit. The location of the kit shall be known to all on site as well as the name of the first aider on duty.
2.9 Selection & control of contractors	All contractors will be vetted to ensure their competency using our pre-qualification procedures to check their capability prior to starting work on site. Proof of qualifications & training will be required. All contractors will be supervised on site by the site manager or if approved to do so by their own qualified site supervisor.
2.10 Site Rules, Inductions, Training & Consultation/ workforce involvement	Every site worker shall receive an effective induction covering: Site rules, social distancing and hygiene, welfare provision, first aid arrangements, emergency procedures, site hazards, signage, prevention of accidents, PPE / RPE*, security, cooperation, & consultation. All such information will be explained upon first arrival with reminders given regularly. A laminated copy of our site rules is held by our supervisors & posted in the workplace as notices to remind everyone of their content.

	Short tool box talks will be given to cover any issues of non-conformity & to reinforce any issues of concern. Visitors shall be given a copy of the site rules to read or be chaperoned at all times. * NOTE: Should the PPE/RPE requirements specified in task specific RAMS and / or CoSHH Assessments differ from generic Site-wide requirements, this will be discussed, and a safe way of working agreed as part of RAMS approval.
2.11 Accident, incident & near miss reporting	All such events are to be reported to the site manager who shall record the details within the accident book if appropriate & report the matter to the Contracts Manager who will use our "Accident, Incident & Near Miss Procedure" to further investigate the matter. Such events will form part of the site monitoring regime & be reported to our Health & Safety Advisors. Compliance with the RIDDOR Regulations as amended in 2013 shall be observed.
2.12 Transport, parking & vehicle movement around site	All vehicles arriving & leaving to be managed by the site management team. There is on road payable parking to the streets around the building. NOTE: It may be possible for smaller vehicles to park in the basement. Any reversing or travel on steep inclines to be supervised by a Vehicle Marshal.
2.13 Deliveries, storage of plant, materials & offloading	Access to the site is via the front reception entrance on Fountain street. Deliveries are by prior arrangement only in areas agreed with the site manager at non-peak times to avoid conflict with arrival & departure of surrounding workers. All delivery vehicles are to use the agreed routes only to avoid risks to others outside & within the site area. Where applicable all deliveries will be met and reversed on site by a competent vehicle marshal who shall direct vehicle movement to the site. Storage is in designated places within the building; any flammable materials are to be stored separately and in the appropriate conditions with appropriate fire extinguishers available close by. Small amounts of items can be placed near to the work as & when required.
2.14 Environmental & waste management	We shall follow our Company Environmental, Sustainability & Waste Management Policy in order to reduce & control all aspects of waste. Additional specific arrangements are below: ACM's & other contaminated items are to be segregated & disposed of as Hazardous waste by Approved Licensed Contractors. We shall retain copies of Consignment or waste transfer notes for inspection under chain of custody arrangements. Skips are to be kept within the parking compound to the rear if agreed with the neighbouring tenants. If this is not permitted wait and load skips will be used Wherever possible waste will be segregated with items recycled or reused to minimise landfill use. Each Contractor will be responsible for producing up to date CoSHH Assessments for any products they use on site and have arrangements in place for control of spills.
2.15 Project Health and Safety File – O & M Manual	Copies of all relevant information to be collated during the project in accordance with Appendix 4 of L153. In addition to this, Commissioning certification, warranties & user guidance will also be included for the benefit on the occupiers. The completed documents to be approved by the Principal Designer & Principal Contractor and passed to the client on completion.
2.16 Work at Height	All work to follow the hierarchy of control as detailed in our Work at Height Standards & Procedures which states that "Collective fall protection" will be used in preference to other means. Control measures within risk assessments will also be followed. All Mobile tower scaffolds (Beta Guard to be used where practical), erected by PASMA certified workers as work platforms with integral access ladder to provide access & edge protection. Toe-boards to be fitted to prevent falls of materials.

	Edge protection is to be provided by a Scaffolding platform erected by the Scaffolding Contractor with ladder access extending 5 rungs above working lift level, with toeboards to prevent falls of materials and brick guards where appropriate. Edge protection must have double handrails with either ties or rakers for stability with either toe board or 3rd tube to close the gap. Debris netting and airmesh banners to be fixed to the outside of the scaffolding, wind loading and appropriate ties to be calculated by the scaffolding contractor to ensure compliance. All fixed scaffold to meet current TG20 standards. Wherever reasonably practicable, tools will be tethered when working at height. No external work at height is to be undertaken in extreme weather conditions.
2.17 Other specific arrangements required?	To be added when/if required.
2.18 Risk Assessments & safe working procedures	All works deemed to pose "Significant Risk" will be covered by risk assessments, with specific method statements & permits to work to be used for all work regarded as "HIGH RISK". These documents are to be provided by the contractors who are to carry out the work; they must be reviewed & approved by the Contracts or Site Manager prior to starting the work on site, with operatives having been given instruction on the safe working practices to be followed.

SECTION 3- ARRANGEMENTS TO CONTROL ON SITE RISKS

3.1 Risk Assessments-The following "significant risks" have been identified

List of Risk Assessments & Safe Working practice documents relating to the Contract:	To be produced a supplied by:	Date received & Approved
Site Set up & conditions	Inco Contracts Ltd	30/03/2021
Fire risk on site	Inco Contracts Ltd	30/03/2021
Manual Handling	PJL	To be reviewed
Minor Demolition/Stripping out	PJL	To be reviewed
Services Risk	Inco Contracts Ltd	30/03/2021
Painting & Decorating	Nationwide	To be reviewed
Plumbing & Pipework	Twin	To be reviewed
Electrical	PSI	To be reviewed
Scaffolding	Ace Scaffolding LTD	30/03/2021
Disease/ Covid -19	Inco Contracts Ltd	30/03/2021
Mechanical ventilation	Fresh AC	To be reviewed

3.2 High Risk or Specialised Work Requiring a Method Statement or permit to work

Task or job description	To be supplied by	Date of approval
Asbestos Removal & Control		TBC
Hot works	Plumber / Mechanical AC, Roofer	TBC
Work at Height / Fragile Roofs	Roofing Contractor/scaffolding contractor	

3.3 Log of other contractors to work on the site

Name	Trade	Date due on site	Competence checked- date

3.4 Additional notes, Document History & updates to this CPP

The following details are to be added to this document as & when required to further develop this plan:

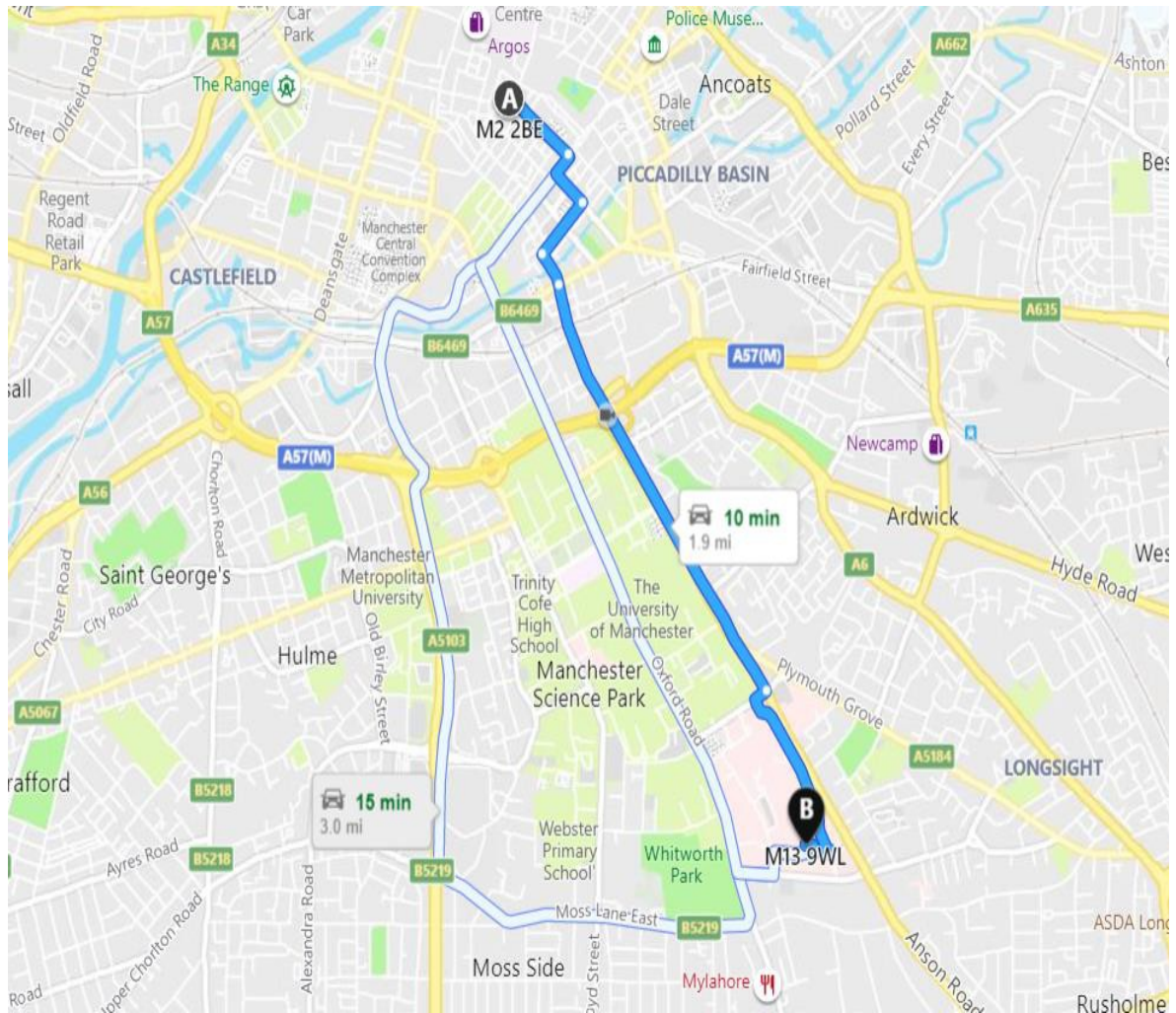
Version No.	Description/comments	Action required or taken	Action by & date:
V 1.0	Initial Draft issued to Client & Principal Designer for Review	To be reviewed against PCI	R Deeley 31/03/2021

3.5 Emergency contact details for service providers to report any accidental contact or leaks:

National One Call Dial Before You Dig (UK) Please get in touch if you have any queries:	Tel: 08000853865 Fax:08452802040 e: enquiries@national-one-call.co.uk http://www.national-one-call.co.uk/
National Grid-for any emergency involving Gas, Electricity, Carbon Monoxide or any National Grid Assets. Also free marking up of plant	- Complete a free online request on www.beforeyoudig.nationalgrid.com - get an initial response in minutes - Email plantprotection@nationalgrid.com (you will be sent an automated response to confirm receipt) - Call Plant Protection for free on 0800 688 588* - We will then complete a risk assessment and provide you with a free map of our infrastructure if appropriate.
Energy networks-regional contact details on-line	http://www.energynetworks.org/news/public-information/dial-before-you-dig.html
Electricity	08457-331331 (GPU 24hr. Power Loss Helpline)
West Midlands Area Electricity- incl. overhead power lines	0121 623 9780, www.westernpower.co.uk/Locationplans
London Area Electricity- incl. overhead power lines	http://www.ukpowernetworks.co.uk/internet/en/about-us/areas-we-cover/#itop Landline: 0800 31 63 105 Mobile: 0333 32 32 105
BT Openreach	email dbyd@openreach.co.uk Midlands Tel: 0800 141 2675
OTHER EMERGENCY CONTACTS	
Emergency services if injury results	999
National Poisons Information Service (Birmingham Centre) - City Hospital	0344 892 0111 NB Only for the purpose of informing medical personnel in cases of acute intoxications.
If working on or near the railway Network Rail	Network Rail Emergencies: 03457 11 41 41 HS1 Emergencies T: Emmis 01233 739450 General HS1 outside party works enquiries T: 08457 114141 E: HS1TracksideSafety@networkrail.co.uk

APPENDIX A- DIRECTIONS TO THE NEAREST ACCIDENT & EMERGENCY HOSPITAL

Manchester Royal Infirmary, Oxford Road, Manchester, M13 9WL
Telephone 0161 276 1234

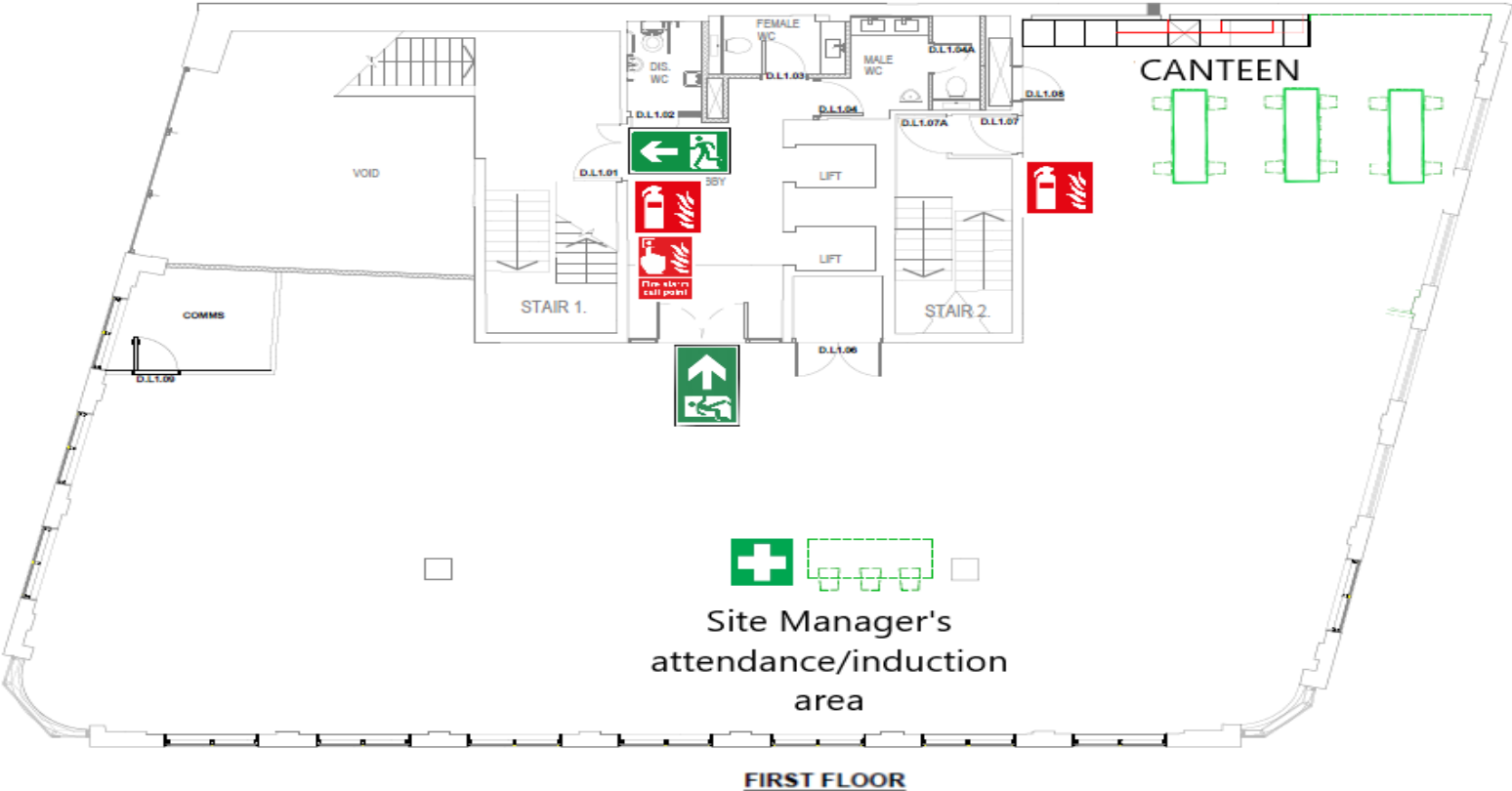


APPENDIX B – SITE PLAN



SITE WELFARE

42-44 FOUNTAIN STREET



APPENDIX C – PROGRAMME/SCHEDULE OF WORKS

To be provided separately.