

		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.							
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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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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)

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.

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.			Information not available at present time
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 Not anticipated Not anticipated Not anticipated Not anticipated Not anticipated Not anticipated Not anticipated
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.	No

- 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? 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: 4 th October 2021. Anticipated Finish Date: 2 nd June 2023
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.
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

Notification of construction project

Created Date: 09/06/2021

About the location of the site

Address of the construction site	TARIK HAND CARD WASH, 271 OLDHAM ROAD, MANCHESTER, ENGLAND, M40 7PS
In which local authority is the site address?	Manchester City Council

About the project

Description of project	New Build: NB - Residential Flats >20 St
Description of the construction work	Erection of a six storey building to form 90 residential apartments.
No of people on site	20
No of contractors on site	10
Start Date	04/10/2021
Time Allowed by Client (in weeks)	120
Duration (in weeks)	87

About those involved in the project

Name	Howard Lord/ MPH Ancoats Ltd	Role	Client
Email	howardlord@certproperty.co.uk	Tel. Number	01618050015
Address	THE COURTYARD, ROYAL MILLS, 17 REDHILL STREET, MANCHESTER, GREATER MANCHESTER, ENGLAND, M4 5BA		

Name	Stephen Dewberry/ Innov8 Development Solutions	Role	Principal Designer
Email	stephen.dewberry@innov8ds.com	Tel. Number	07507042089
Address	THE SOAPWORKS, SALFORD QUAYS, MANCHESTER, GREATER MANCHESTER, ENGLAND, M5 3LZ		

Name	Heatley Developments/ Fred Baama	Role	Principal Contractor
Email	fred@heatleydevelopments.com	Tel. Number	07775810853

Address	24 THE CROSS, LYMM, CHESHIRE, ENGLAND, WA13 0HU
----------------	---

Name	Ian Stevenson/ Howard & Seddon	Role	Designer
Email	ianstevenson@howardandseddon.co.uk	Tel. Number	01619738296
Address	HOWARD & SEDDON, 64 WASHWAY ROAD, SALE, ENGLAND, M33 7RE		

Name	Chris Munro/ Bell Munro	Role	Designer
Email	cmunro@bellmunro.com	Tel. Number	01612098032
Address	BELL MUNRO CONSULTING LTD, TURING HOUSE, ARCHWAY, MANCHESTER, GREATER MANCHESTER, ENGLAND, M15 5RL		

Declaration details

Name	Stephen Dewberry
Declaration	I have been asked by the client to notify on their behalf, and they have confirmed they are aware of their duties
Date	09/06/2021
Confirmation Email	stephen.dewberry@innov8ds.com

Client Signature (Can be used for your own records, ONLY if required)

Declaration (as stated above)

Name:

Declaration Signature:

Date:

Appendix 14 – SWMP



SITE WASTE MANAGEMENT PLAN / PROCEDURE.

Osbornes Yard, Oldham Road, Manchester

0	Draft for comment	Innov8ds	15/06/21						
		Ref: SWMP/01							

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1.0 Introduction

1.1 *Purpose*

The purpose of this procedure is to outline the arrangements which must be followed to achieve compliance with **The Site Waste Management Plans Client Requirements and planners 2008 (Revoked)**

The **Non-statutory Guidance for Site Waste Management Plans** published by DEFRA states that the new Client Requirements and planners aims to address two key issues:

*“improving materials resource efficiency, by promoting the economic use of construction materials and methods so that waste is minimised and any waste that is produced can be re-used, recycled or recovered in other ways before disposal options are explored; and
reducing fly-tipping, by restricting the opportunities available for the illegal disposal of waste by ensuring compliance with existing legal controls and providing a full audit trail of any waste that is removed from the construction site”.*

1.2 *Scope*

A Site Waste Management Plan (hereafter referred to as SWMP) must be prepared prior to the commencement of work on this project

2.0 Organisation / Responsibilities

This procedure confers the following responsibilities:

MHL in collaboration with Client.

To allocate the duty for completing the pre-construction element of the SWMP to a specific designated person (Either Site Manager or Site Engineer) at reward of contract ensure the pre-construction element is completed prior to commencement of construction allow the Site Manager sufficient time and resource to complete the plan.

Site Manager & or CDM Support Engineer

Complete the Pre-Construction Plan element of the SWMP agree the plan with the client and sign the pre-construction declaration provide the completed pre-construction element to the Site Manager for implementation. This role must ensure all that construction phase records are complete allow sufficient time and resources for Site Managers to discharge their duties.

In conjunction with the Site Manager, a thorough review of performance against the plan within 3 months of project completion is to be undertaken.

Site Manager

Co-ordinate the management of all site waste in accordance with the plan and MMP maintain records of all waste generated during the construction phase of the project. The plan is to be updated plan as necessary if any additional waste streams are generated in due to contract variations or the arising of matters not known at the outset (e.g. excavated material discovered to contain hazardous waste). A thorough review of performance against the plan is to be undertaken within 3 months of project completion.

H&S Dept & or Site Manager

Monitor compliance with this procedure by carrying out audits/inspections whilst on site

3.0 **Procedural Arrangements**

3.1 ***Planning of Site Waste Management***

- At the time of tender enquiries and submissions, we will ascertain if the client (Client) intends to generate the SWMP themselves. If they do, no further action will be taken. If, however, the client indicates that the appointed Principal Contractor (Competency & resource to undertake this should be vetted if so), should prepare and maintain the SWMP this procedure should be instigated.
- At the time of contract award, the Senior Engineering Manager will appoint a Site Manager who will be responsible for preparing and developing the pre-construction element of the SWMP.
- This element of the plan will be fulfilled by accurate completion of the **Pre-Construction Plan Form** (see Appendix 1).
- The Site Manager will describe on the **Pre-Construction Plan Form** each waste stream expected to be produced during the project and estimate the quantity that will be produced. The quantity of waste should usually be specified either in m³ or tonnes.
- In order to ensure all waste streams are identified, the Site Manager must consider every stage of the project and anticipate what materials will be used and what bi-products generated.
- Furthermore, it is likely that some waste streams may not be foreseeable or estimable due to them arising from specialist sub-contractors activities. Therefore, requests for detailed descriptions of the type and quantity of waste produced by all operations must be included in all sub-contractor tender invitation packs issued by MHL. The submission of this information will assist the Technical Manager & Site Manager in ensuring the plan is comprehensive and accurate. Where sub-contract tender invitations are issued after the commencement of the project and, therefore, information about new waste streams is received during the construction phase, the Site Manager will remain responsible for updating the plan with this information.
- Each individual waste stream identified will have an appropriate category assigned to it – i.e. inert, non-hazardous or hazardous. To assist with this classification, definitions of the terms inert and non-hazardous along with a table of the most common waste types generated (with hazardous streams highlighted) and their EWC codes are provided at **Appendix 4 – Guidance on the Correct Categorisation of Waste Streams**.
- The Site Manager will include details of any decisions taken or methods employed before or during drafting of the SWMP to minimise the quantity of waste produced on site. This information may, for example, include design specifications, the choice of materials used or method of construction.
- The Site Manager will then identify the waste management action proposed for each waste stream. A percentage of the anticipated total should be entered in each column. The methods should be utilised in the following order of preference to minimise the landfill burden created by the project: re-use, recycling, other types of recovery and, finally, disposal.
- Finally, the Site Manager will stipulate how the waste generated should be stored and contained on site prior to the elected action being undertaken. Storage/containment must be appropriate to ensure different waste streams do not get mixed or cross-contaminated and any fluid materials cannot leak or leach and subsequently cause pollution.
- When the **Pre-Construction Plan Form** is comprehensively completed with the information described above, the Site Manager will submit it to the client's representative. (Generally an Appointed person within the operating company).

- Both the Site Manager and the client's representative should sign the **Pre-Construction Plan Form** and the Site Manager will then issue it to the Site Manager prior to commencement of construction / demolition activities.

N.B. FOR SPECIFIC GUIDANCE ON HOW THE DOCUMENT SHOULD BE GENERATED AND FILED, REFER TO SECTION 4.0 – RECORDS BELOW.

3.2 *Implementing the Site Waste Management Plan*

- When the **Pre-Construction Plan Form** has been approved by the client, it can be implemented on site.
- The Site Manager will provide a copy of the entire plan to the Site Manager for the project.
- The Site Manager will brief the Site Manager on the content of the plan, providing specific instruction on planned arrangements for each waste stream.
- The Site Manager, with support from the Site Manager, will ensure that the necessary resources, tools and materials are available to implement the planned arrangements.
- Prior to commencement of the construction work, the Site Manager will brief all sub-contract personnel on the contents of the plan, making specific reference to how each waste stream should be stored and disposed of as it is generated.
- The Site Manager may wish to appoint specific sub-contract personnel as “champions” of a particular waste stream, to assist in ensuring the plan is properly implemented. Any local arrangements such as this should be recorded on the plan.

3.3 *Maintaining and Updating the Plan*

- The Site Manager will then generate an individual **Construction Phase Record of Waste Movement Form** for each waste stream identified on the **Pre-Construction Plan Form**.
- As any waste is generated, the Site Manager will record all details on the corresponding **Construction Phase Record of Waste Movement Form**.
- It is important that the data entered onto the form is comprehensive and accurate, so the actual waste management on site can be measured against the planned arrangements.
- Each time a quantity of waste is generated, the total amount should be entered along with the approximate quantities treated via each waste route. For example, if 15 tonnes of spoil is generated by an excavation, and approximately one-third is used on site for backfilling, one-third is recycled off site via screening and approximately one-third is sent to landfill, 5 tonnes should be entered in each of the corresponding columns.
- A written description of the waste must be entered to ensure the waste is handled in accordance with the **Environmental Protection Act 1990**. Where a written description is contained on a corresponding waste transfer note, it is acceptable to enter to “Refer to WTN”, so long as the reference number of the waste transfer note is entered in the corresponding column.
- With regard to destination, as much information as possible should be provided. As a minimum the name of the specific site should be provided when waste is directed to the landfill.
- When waste is moved off site, the reference number of the Waste Transfer Note or Hazardous Waste Consignment Note should be included.
- The name of the company responsible for transferring the waste must be included, along with their waste carrier registration number when the project exceeds £500,000 in value.
- The plan is intended to be a live document throughout the project and the Site Manager must ensure all data regarding waste generated is maintained at all times.

- The Site Manager will ensure that all Waste Transfer Notes and Hazardous Waste Consignment Notes are filed with the corresponding **Construction Phase Record of Waste Movement Form**.
- If any waste is generated that was not predicted on the plan, the Site Manager should liaise with the Site Manager, update the **Pre-Construction Plan Form** accordingly and then generate a corresponding **Construction Phase Record of Waste Movement Form**.

N.B. FOR SPECIFIC GUIDANCE ON HOW THE DOCUMENT SHOULD BE GENERATED AND FILED, REFER TO SECTION 4.0 – RECORDS BELOW.

3.4 *Reviewing the Plan*

- Upon completion of the project, the Site Manager will collate all the construction phase records and provide a copy to the Site Manager.
- The Site Manager must complete the **Post-Construction Review Form** within 3 months of project completion, with assistance from the Site Manager as required.
- The Site Manager will reconcile the final waste data with the pre-construction plan in order for a suitable comparative review to be undertaken.
- Where lessons have been learned regarding how to improve waste management on future projects, comments will be entered on the form.
- For all projects over £500,000 in value an estimate of the cost savings experienced due to implementing the plan must be made.
- When the **Post-Construction Review Form** is complete, the Site Manager must sign the declaration to denote its completion.
- A copy of the review will be provided to the Technical Manager / Director, who will communicate any lessons learned to relevant personnel for consideration and inclusion in future project plans.

N.B. FOR SPECIFIC GUIDANCE ON HOW THE DOCUMENT SHOULD BE GENERATED AND FILED, REFER TO SECTION 4.0 – RECORDS BELOW.

4.0 Records

- All of the forms referred to in this document are contained in separate worksheet tabs of a single excel document named **HS-SWMP-01 Site Waste Management Plan Template Forms. (Attached)**.
- A template of the document is held at the following directory location: (MHL Head Office)
- The document is in a template format, and so each time it is used to generate a new project SWMP, the electronic file should be saved as a new document in the corresponding project folder. The new document should be forwarded to the PRINCIPAL DESIGNER for review and named in accordance with current protocols.
- When the plan is completed, an electronic copy should be provided to Site Manager by the Site Manager. Where site IT facilities are not sufficient, paper copies of all the documents should be provided.
- In all cases, the Site Manager will provide a paper copy of the **Pre-Construction Plan Form** which has been signed by the client. The Site Manager will retain this copy on file for the duration of the project.
- The Site Manager will retain a running record of waste movements on the electronic file, assuming adequate IT facilities are available. If paper copies are in use, the Site Manager will update the records manually.
- All supplementary records (e.g. waste transfer notes, waste carrier licences etc.) must be retained on site and stored in a manner which ensures it is clear what waste movements the documents relate to.
- At the end of the project the Site Manager should collate all records and generate a final paper copy (handwritten or printed) of each individual **Construction Phase Record of Waste Movement Form**. The completed and collated records should be handed to the Site Manager.

- Where electronic files have been generated, the electronic file should be sent to the Site Manager. The Site Manager will then replace the original electronic file with the final version provided by the Site Manager.
- Where electronic files have not been maintained on site, the Site Manager will transfer the written data into the original electronic file generated at the planning stage.
- The Site Manager will use the final electronic version to record the Post Construction Review. The signed paper copy of the **Post Construction Review Form** will be added to the other paper records.
- The Site Manager will ensure that all records are retained in the appropriate contract file and remain easily retrievable for a minimum period of two years following the project completion date.

5.0 Monitoring Compliance

- Enforcement powers are given to local authorities and the Environment Agency. These powers afford them the right to access construction sites at any time in order to check a SWMP is in place and is in compliance with the Client Requirements and planners. Any failure to comply with the **Client Requirements and planners** can result in prosecution of any individual with duties under the Client Requirements and planners (i.e. client, principal contractor) and an unlimited fine.
- The client on any project will have a duty to ensure the SWMP is in place and being maintained. It is likely, therefore, that client representatives will undertake spot checks of the plan when construction is underway.
- In order to ensure our operations are in compliance with the **Client Requirements and planners**, the Health and Safety Adviser will undertake regular audits of the site activities. Records will be generated, where appropriate, and recommended actions will be circulated to the relevant personnel.

6.0 Review

This procedure will be reviewed on an annual basis, to ensure it remains in compliance with regulatory requirements and is effective within the organisation. Any amendments required as a result of the review will be incorporated and the new procedure will be made available to all personnel.

7.0 References

- HMSO (1990) Environmental Protection Act 1990, Crown Copyright
- HMSO (2008), The Site Waste Management Plans Client Requirements and planners 2008, Crown Copyright
- DEFRA (2008), Non-statutory Guidance for Site Waste Management Plans, Crown Copyright
- www.netregs.gov.uk, A Simple Guide to Site Waste Management Plans, Crown Copyright
- SWMP-01 Site Waste Management Plan
- Pre-Construction Plan Form
- Construction Phase Record of Waste Movement Form
- Post Construction Review Form

Appendix 1 - Pre-Construction Plan

PROJECT: CLIENT:
CONTRACT NO: PLAN NO:
PERSON RESPONSIBLE FOR COMPILING PLAN:

PRINCIPAL CONTRACTOR:
COMMENCEMENT DATE:

Ref No.	Activity	Waste Stream	Waste Category *1	Quantity (m ³)	Methods already employed to minimise waste *2	Waste Treatment *3					Details of proposed treatments *4	On site temporary storage & containment requirements
						Re-use on site	Recycle on site	Reuse off site	Recycle off site	Disposal		
1												
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3												
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23												
24												
25												

We, the undersigned, as representatives of the client and principal contractor will take all reasonable steps to ensure that –

- (a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and
(b) materials will be handled efficiently and waste managed appropriately.

SIGNED (on behalf of the client):

DATE:

SIGNED (on behalf of the principal contractor):

DATE:

*1 State whether the waste stream is inert, non-hazardous or hazardous.

*2 Stipulate the measures already taken to minimise the amount of this waste that will be generated

*3 Enter the percentage of the anticipated quantity that is intended to be channeled through each of the listed waste process routes.

*4 Enter specific details of each treatment stream.

*5 Stipulate what measures must be implemented on site to ensure generated waste is correctly stored, segregated and contained pending the planned re-use or removal.

PROJECT:	CLIENT:	PRINCIPAL CONTRACTOR:
CONTRACT NO:	PLAN NO:	
PERSON RESPONSIBLE FOR UPDATING THIS PLAN:		
WASTE STREAM:	REF NO:	WASTE CATEGORY:

*1 Enter a quantity in the appropriate box which denote the amount of waste sent via the corresponding waste treatment route(s).

*2 This information must be recorded for all projects exceeding £500,000 in value. A written description of the waste to be transferred is also required under the Environmental Protection Act 1990. Where the written description is included on the Waste Transfer Note, please state that here. Otherwise, include a written description in this column.

*3 Enter details of where the waste will be transferred to, e.g. Adlington, another site, landfill - specify exact location whenever possible.

*4 For all transfers off site, when handling hazardous waste, a Hazardous Waste Consignment Note must be completed. For all other waste, a Waste Transfer Note is required.

*5 This information is required for all projects exceeding £500,000 in value. If the waste carrier registration number is recorded on the Waste Transfer Note, Waste Carrier Licence or other documentation, please specify for future reference. Otherwise, enter the number in this column.

Appendix 3 – Post Construction Review

PROJECT:

CLIENT:

PRINCIPAL CONTRACTOR:

CONTRACT NO:

PLAN NO:

COMMENCEMENT DATE:

PERSON RESPONSIBLE FOR COMPILING PLAN:

Ref No.	Activity	Waste Stream	Waste Category ^{*1}	Quantity (m ³)	Methods already employed to minimise waste ^{*2}	Waste Treatment ^{*3}					Details of proposed treatments ^{*4}	On site temporary storage & containment requirements
						Re-use on site	Recycle on site	Reuse off site	Recycle off site	Disposal		
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We, the undersigned, as representatives of the client and principal contractor will take all reasonable steps to ensure that –

(a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991; and

(b) materials will be handled efficiently and waste managed appropriately.

SIGNED (on behalf of the client):

DATE:

SIGNED (on behalf of the principal contractor):

DATE:

*1 State whether the waste stream is inert, non-hazardous or hazardous.

*2 Stipulate the measures already taken to minimise the amount of this waste that will be generated

*3 Enter the percentage of the anticipated quantity that is intended to be channeled through each of the listed waste process routes.

*4 Enter specific details of each treatment stream.

*5 Stipulate what measures must be implemented on site to ensure generated waste is correctly stored, segregated and contained pending the planned re-use or removal.

Appendix 4 – Guidance on the Correct Categorisation of Waste Streams

Inert Waste: In general, it is dry waste that has no biodegradable properties e.g. uncontaminated subsoil and clean bricks. Inert waste must not be mixed with any other waste types or it may become non-inert.

Non-hazardous: Legally defined as any waste listed in the List of Wastes (England) Client Requirements and planners 2005 not denoted with an asterisk and which is otherwise uncontaminated, e.g. paper, plastic, cardboard, office waste etc.

The table below shows the European Waste Catalogue Codes for the most common types of construction waste. Those marked with an asterisk are hazardous. Those not marked with an asterisk should be considered non-hazardous (as detailed above).

EW C	Waste Description
13 01 10*	Used mineral hydraulic oil (non-chlorinated)
13 02 04*	Waste engine, gear or lube oil (chlorinated)
13 02 05*	Waste engine, gear or lube oil (non-chlorinated)
13 02 08*	Other waste engine, gear or lube oil
13 08 99*	Other waste oils e.g. oily gully/drain sludge
14 06 01*	Chlorofluorocarbons e.g. refrigerant coolant
15 01 01	Cardboard or paper packaging
15 01 02	Plastic packaging e.g. toner & ink cartridges, polythene sheeting
15 01 03	Wooden packaging e.g. timber pallets
15 01 04	Metallic packaging e.g. drink cans, paint tins
15 01 10*	Packaging containing dangerous substances e.g. old paint & chemicals tins
15 01 11*	metallic packaging containing a dangerous solid porous matrix (e.g. asbestos)
15 02 02*	Absorbents, filter materials, wiping cloths, clothing contaminated by dangerous substances
16 01 03	Tyres
16 01 07*	Oil filters
16 01 15	Antifreeze fluids that do not contain dangerous substances e.g. Coolants
16 01 17	Ferrous metal from vehicles e.g. car parts
16 02 13*	Hazardous waste electricals e.g. TVs, white goods, printed circuit boards
16 02 14	Non hazardous waste electricals e.g. washing machines, power tools
16 05 05	Gases in pressure containers i.e. gas cylinders
16 06 01*	Lead batteries
16 07 08*	Oily waste from transport and storage tanks
16 10 01*	Hazardous liquid wastes to be treated off-site
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 06*	Concrete, bricks, tiles and ceramics containing dangerous substances
17 01 07	Non hazardous mixtures of concrete, bricks, tiles and ceramics e.g. mixed rubble
17 02 01	Wood from construction or demolition e.g. timber trusses, supports, frames, doors
17 02 02	Glass from construction or demolition e.g. window panes
17 02 03	Plastic from construction or demolition e.g. UPVC plastic off-cuts
17 02 04*	Hazardous glass, plastic and wood e.g. telegraph poles
17 03 02	Bituminous mixtures that do not contain coal tar e.g. road planings, tarmac

17 04 01	Copper, bronze, brass from construction or demolition e.g. used copper piping
17 04 02	Aluminium from construction or demolition e.g. off-cuts, aluminium guttering
17 04 03	Lead from construction or demolition e.g. lead flashing
17 04 05	Iron and steel from construction or demolition e.g. steel scaffolding poles, iron grating
17 04 07	Mixed metals from construction or demolition
17 04 11	Cables that do not contain dangerous substances e.g. electric cabling
17 05 03*	Soil and stones containing dangerous substances e.g. contaminated soil
17 05 04	Soil and stones that do not contain dangerous substances e.g. clean soil
17 06 01*	Insulation materials containing asbestos
17 06 04	Insulation waste that does not contain asbestos or other dangerous substances
17 06 05*	Construction materials containing asbestos e.g. bonded asbestos
17 08 02	Gypsum based construction materials that do not contain dangerous substances e.g. plasterboard
17 09 03*	Other C&D wastes containing dangerous substances e.g. mix of oil/solvents/C&D waste
17 09 04	Other mixed C&D waste that is not hazardous
18 01 04	Waste from medical establishments that does not require special management e.g. sanitary waste
19 13 01*	Solid wastes from soil remediation containing dangerous substances
20 01 01	Paper & card similar to that from households e.g. office paper, junk mail
20 01 13*	Solvents similar to that from households e.g. parts cleaner
20 01 19*	Pesticides similar to that from households
20 01 21*	Fluorescent tubes and other mercury-containing waste
20 01 23*	Discarded equipment containing CFCs e.g. waste fridges & freezers
20 01 26*	Oil & fat that are not edible e.g. refrigeration oil
20 01 27*	Paint, inks, adhesives and resins containing dangerous substances e.g. waste polyurethane paint
20 01 30	Non hazardous detergent e.g. flushing agent/universal cleaner
20 01 33*	Hazardous batteries and accumulators that are collected separately
20 01 39	Separately collected plastics e.g. plastic containers, bottles
20 01 40	Separately collected metals e.g. gates, bedsprings
20 02 01	Garden or park waste that is biodegradable e.g. green waste, wood and shrubs
20 03 01	Mixed waste similar to that from households e.g. mixed office, kitchen & general waste
20 03 03	Street cleaning residues e.g. gully waste
20 03 04	Septic tank sludge
20 03 06	Waste from sewage cleaning
20 03 07	Bulky waste e.g. old office furniture, desks, sanitary ware

* denotes hazardous wastes

(Source: Environment Agency Wales - A survey on the arising and management of Construction and Demolition waste in Wales 2005-06, due to be published).

Appendix 15 – Pre-Construction Information



DEVELOPMENT
SOLUTIONS

MPH Ancoats Ltd

**Osborne Yard, Oldham Road,
Manchester**

Pre-Construction Information

June 2021

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1. Nature of the Project

1.1 Project Personnel

1.1.1 Client

MPH Ancoats Ltd
The Courtyard, Royal Mills
17 Redhill Street
Manchester M4 5BA

Tel: 0161 805 0015

Contact Names: Mr Howard Lord (howardlord@certproperty.co.uk)

1.1.2 Principal Designer

Innov8 Development Solutions Ltd
The Soapworks
Salford Quays
Manchester
M5 3LZ

Tel: 0161 872 8884

Contact Name: Mr Stephen Dewberry (stephen.dewberry@innov8ds.com)

1.1.3 Architect

Howard and Seddon
64 Washway Road
Sale
Cheshire, M33 7RE

Tel: 0161 973 8296

Contact Names: Mr Ian Stevenson (ianstevenson@howardandseddon.co.uk)

1.1.4 Quantity Surveyor

Innov8 Development Solutions Ltd
The Soapworks
Salford Quays
Manchester
M5 3LZ

Tel: 0161 872 8884

Contact Names: Mr Lenon Masawi (lenon.masawi@innov8ds.com)

1.1.5 Structural Engineers

Bell Munro
Turing House
Archway
Manchester
M15 5RL

Tel: 0161 209 8032

Contact Names: Mr Chris Munro (cmunro@bellmunro.com)

1.1.6 Principal Contractor

Heatley Developments Ltd
24 The Cross
Lymm
WA13 0HU

Tel: 01925 817910

Mob: 07775810853

Contact Names: Mr Fred Baama (fred@heatleydevelopments.com)

1.1.7 Local Authority

Manchester City Council (Miles Platting Ward)
Town Hall Extension
Albert Square
Manchester
M60 2LA

Tel: 0161 234 4490

1.1.8 Employers Agent

Innov8 Development Solutions Ltd
The Soapworks
Salford Quays
Manchester
M5 3LZ

Tel: 0161 872 8884

Contact Names: Mr Paul Moulding (paul.moulding@innov8ds.com)

1.1.9 Health & Safety Executive

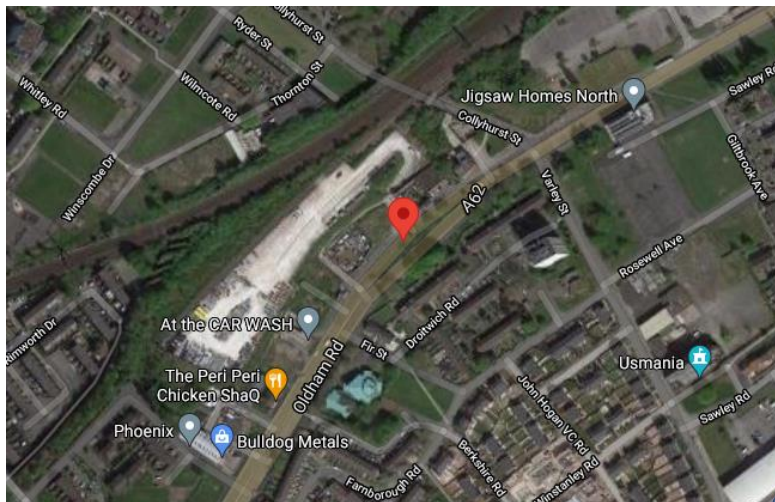
Redgrave Court
Merton Road
Bootle
Merseyside
L20 7HS

Tel: 0151 951 4000

1.2 Project Notification

The Health and Safety Executive will be notified of the project on appointment of the Principal Contractor.

1.3 Location



271 Oldham Road
Manchester
M40 7PS

1.4 Description of the 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.

1.5 Timescale and Phasing

The construction phase of the project is expected to commence Monday 4th October 2021 with a completion date of Friday 2nd June 2023 which will be an 87 - week programme.

2. Existing Environment

2.1 Surrounding Land Use

The site is situated at 271 Oldham Road in the Miles Platting area of Manchester, this is East of the Green Quarter of Manchester. The site is surrounded by residential properties, some light industrial units and retail properties.

Further information will be included upon receipt of Geo Environmental reports.



2.2 Existing Services

Cadent Gas – (Map available in Construction Phase Plan)

Electricity Northwest – (Map available in Construction Phase Plan)

Gamma – (Map available in Construction Phase Plan)

Openreach – (Map available in Construction Phase Plan)

United Utilities Clean Water – (Map available in Construction Phase Plan)

United Utilities Combined – (Map available in Construction Phase Plan)

Zayo Group UK Ltd – (Map available in Construction Phase Plan)

2.3 Existing Traffic System

The site is accessible directly via Oldham Road. No on-site parking will be provided to contractors.

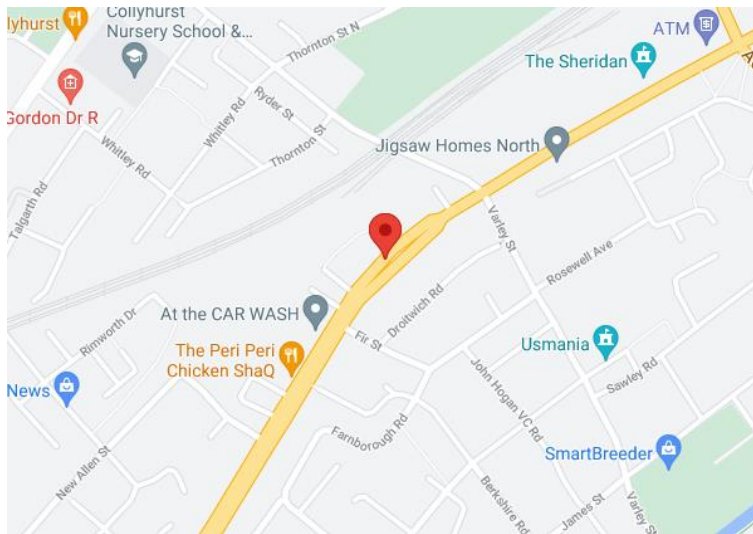
Pay and display parking is available in the area at the following locations:

208 Oldham Road

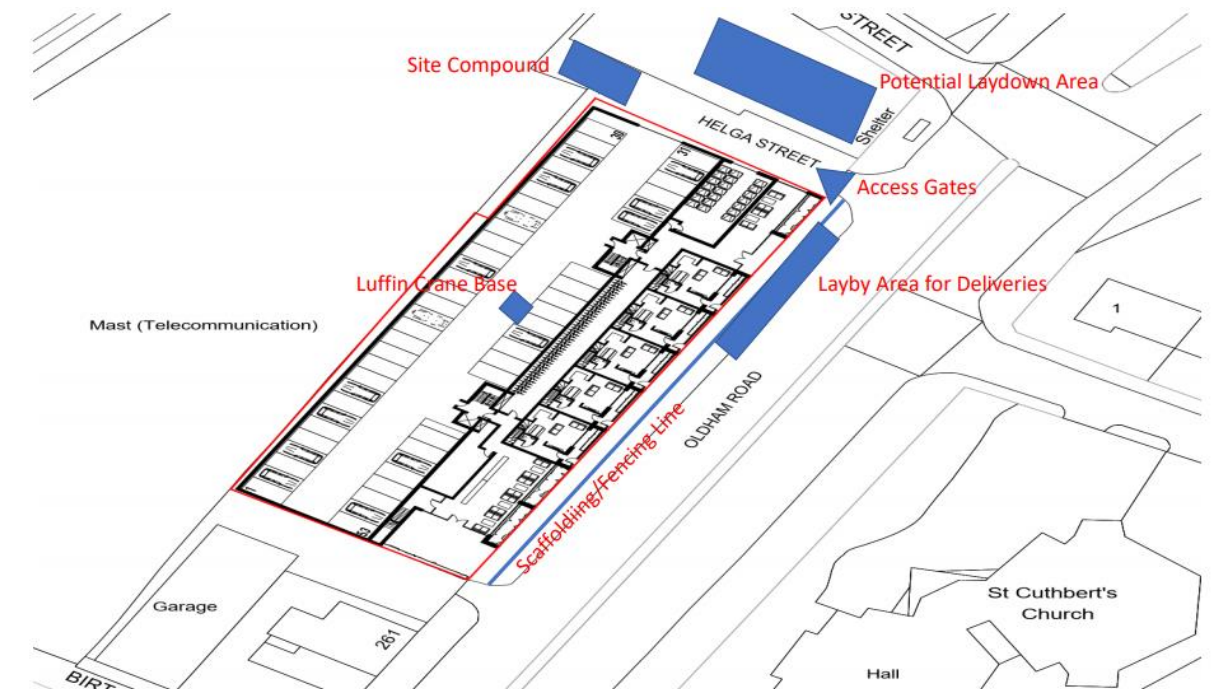
22 Rochdale Road

Radium Street

George Leigh Street.



Site Set up



2.4 Existing Structures

The front of the site is now very overgrown with the remainder of the site covered in general vegetation and trees. An existing car wash facility occupies part of the site in a location that once housed a (now redundant fuel service station). This structure will be removed in order for the proposed development to be erected.

2.5 Ground Conditions

No accurate information available at present. Information will be added upon receipt of Site Investigation/ Geo Environmental Reports.

3. Existing Drawings / H&S File

All existing site information has been issued to the Design Team and additional investigations undertaken, based on the below:

- Architects Drawings
- Fire Strategy
- Services Plans
- Proposed Highways Works
- Topographical Survey

The current designs have addressed the known hazardous associated with a project of this nature where applicable, all hazards that could not be designed out are either shown on the drawings or contained in the Designers Risk Register – refer to Appendix 'B'.

4. The Design

4.1 Significant Hazards

The Principal Contractor is required to produce detailed site-specific method statements and site-specific risk assessments for all significant work activities prior to each operation commencing on site, giving adequate time for each method statement and risk assessment to be communicated to the relevant persons.

4.2 Health and Safety Hazard and Risk Register

The Health and Safety Hazard and Risk Register identifies known and expected risks associated with the project and gives a recommended control.

The Health and Safety Hazard and Risk Register is to be taken on board by the Principal Contractor and controls identified within their Construction Phase Plan.

5. Construction Materials

Materials present on site or specified for use which present unusual construction hazards and risks are identified in the Health and Safety Hazard and Risk Register.

Site specific COSHH / DSEAR Assessments must be presented for the hazardous / dangerous materials to be used during construction.

- The presence of asbestos containing material has not been identified within the building. Should any suspect material be uncovered and there is a need to remove, drill or modify it, works in that area should cease and an analysis be carried out. Removal shall be carried out by a specialist contractor in accordance with the Control of Asbestos Regulations 2012 and HSE Publication L143
- Should any unknown chemicals or substances be discovered on site the Principal Contractor must contact the Client who will identify and arrange for its removal.

Note: From 1 July 2013, under the Construction Products Regulation 2011 it will become mandatory for manufacturers to apply CE marking to any of their products which are covered by a harmonised European standard. It is the Merchant, Supplier or Specifiers responsibility to ensure that all products it supplies or specifies on a project carry a genuine CE Mark

6. Site Wide Elements

6.1 Site Access & Egress

As stated in Section 2.3 access to the site is via Oldham Road.

The Principal Contractor will need to develop a Traffic Management Plan identifying their access procedures to and from site and identify the works area, contractor compound, laydown area, storage, and parking. All construction areas must be segregated with suitable fencing and signage.

6.2 Location of Temporary Site Accommodation & Compounds

The Principal Contractor is to confirm their layout / location proposals and ensure these are sufficient for the nature of the works and number of operatives. All welfare provisions must comply with Schedule 2 of the CDM Regulations.

6.3 Location of Unloading, Layout and Storage Areas

The Principal Contractor is to identify all areas proposed for laydown and storage areas, this includes spoil and waste materials.

Reference to existing services both overhead and underground must be addressed to avoid contact / damage to these.

Note: Overhead BT lines, underground electrical cables, drainage systems and septic tanks.

6.4 Traffic / Pedestrian Routes

Suitable segregation for traffic and pedestrians must be implemented as part of the Principal Contractor's site set up.

Due to the restrictions on site no site parking will be allowed on the site with deliveries only.

All contractors should make allowances for any off-site parking and Liaison with the Client's Health & Safety Managers to ensure suitable controls are identified and manage this risk.

7. Overlap with Clients Undertaking

Footpaths and access routes to the adjacent areas must be protected and kept clear and free from debris at all times. Special arrangements may be necessary for access past the site / in-out of Oldham Road.

No Fires are to be permitted on site at any time.

The Council are to be notified at any time of any complaints made by residents about noise/vibration, dust, or lighting.

Noise must be kept to a minimum to avoid nuisance.

A booking in system should be adopted for all operatives and visitors to site.

Timing of material deliveries to be carefully considered to avoid unnecessary build-up of materials on

Site working hours would be 8.00am to 6.00pm Monday to Friday.

Saturday working will be between 9.00am to 1.00pm with NO working allowed on Sundays or Bank Holidays Note Saturday working will be via client approval and would-be site-specific trade operations only.

8. Site Rules

As a standard set of site rules the below are considered a minimum:

- The Principal Contractor must take reasonable steps to ensure that only authorised people are allowed into any area where construction work is taking place.
- The Principal Contractor must ensure that adequate personal protective equipment is worn by all operatives and visitors to the site when appropriate.
- There is to be no smoking in the working areas.
- Secure storage arrangements are to be made on site for flammable fuels e.g. - diesel, liquid propane gas.
- Secure storage facilities to be provided on site in which to place dangerous equipment when not in use.
- The site must at all times be kept clean, tidy, and free of debris, which may present tripping hazards or cover excavations.
- All excavations must be adequately fenced off or protected when unattended.
- All ladders are to be removed to prevent access to scaffolding when site is closed.
- The consumption of alcohol or drugs (other than those prescribed by a doctor which is advised as safe for use during work) is prohibited on site. Any operative found to be under the influence of either of these substances will be dismissed from site.
- The use of personal audio systems on site is prohibited.
- No photography or video equipment is to be brought on site without written authority from the Client.
- Operatives will exercise reasonable care for the health and safety of himself or others who may be affected by his acts or omissions at work.
- Operatives will report back to their employer anything which may affect health and safety issues.
- Site operatives must not intentionally or recklessly interfere with anything provided in the interests of health, safety, and welfare.
- All machinery, equipment etc. when not being used must be immobilised and made safe.
- All operators of machinery and tools including site vehicles must be competent, fully trained and able to carry out the job properly without risks to health and safety.

- All electrical equipment is to display a current test tag or certificate and is to be used in accordance with manufacturer's instructions by trained operatives, be properly maintained and guarded where necessary and transformed to 110 volts. Residual current devices to be used on mains powered equipment.
- The contractor shall be responsible for strict compliance with the requirements of the Clean Air Act 1993. Burning of rubbish on the site will not be permitted at any time.
- Site personnel must not interfere with daily YMCA operations and must have no personal contact with the children.

9. Continuing Liaison

The Principal Contractor shall, so far as is reasonably practicable, ensure information is passed to other Contractors on site and that they in turn provide training and information to employees.

The Principal Contractor shall ensure discussions with and advice from site operatives and that there are arrangements for the co-ordination of views from people on site.

Should the design need to be changed in order to reflect unforeseen circumstances then the matter will be co-ordinated by the Contract Administrator. The Principal Designer must be informed, and the Principal Contractor must ensure that adequate arrangements for Health and Safety are covered in the revision.

The Principal Designer must be informed of any changes made to the design after the contract commences in order that the Health and Safety implications of such changes may be considered, and information passed on to client on completion.

Design changes must not be made until the proposed changes have been accepted by the Client and the Principal Designer.

10. Environmental Protection

Water Pollution

It should be noted that under section 85 of the Water Resources Act 1991, it is an offence to discharge poisonous, noxious or polluting materials, into any "controlled waters", either deliberately or accidentally.

Polluting materials include silt, cement, concrete, oil, petroleum spirit, sewage or other debris and waste materials.

"Controlled waters" include all watercourses and water contained in underground strata.

Road drains and surface water gullies generally discharge into controlled waters and should be treated as such.

The washout from concrete mixing equipment or the cleaning of ready-mix concrete lorries must not be allowed to flow into any drain or watercourse.

Site roads must be regularly scraped and kept free from deposits in order to prevent silt, oil or other materials entering any drain or watercourse.

No lorry wheel washing shall be allowed on site unless the facilities are securely constructed with no overflow and the effluent contained for proper treatment and disposal.

If a polluting discharge should occur, the material should be contained (by using sand or soil, for example) and the Environment Agency should be notified immediately at the nearest office. For further information, or in the event of pollution, contact the nearest Environment Agency office.

11. Requirements of the Principal Contractor

11.1 The Construction Phase Plan

The Principal Contractor must present the Construction Phase Plan to the Principal Designer showing how the works on site will be managed safely. Acceptance of the developed plan must be obtained from the Client / Client's Agent **before works commence on site**. The Plan should look to:

Health and safety goals

The main objective is to ensure that adequate actions and precautions are taken to prevent harm being caused to those carrying out construction work and others who may be affected.

Communication and liaison

All those in control of construction work are required to provide workers (including the self-employed) under their control, with any information that they require to carry out the work safely and without risk to health.

The Principal Contractor shall ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

Arrangements for worker engagement on site should always be tailored to the size and complexity of the work, the scale of hazards and the size of the workforce.

The Principal Contractor shall implement a range of mechanisms to ensure that on-site consultation is effective. This could include regular consultation meetings, consultation during inductions, morning / daily briefings with workers and shop manager, toolbox talks etc.

Nature of the project and risks involved.

Contractors may need to make special arrangements for workers for whom English is a second language, or who are unable to read English / have literacy difficulties. These could include provision of translation, use of interpreters or replacing written notices with clearly understood symbols or diagrams.

The Principal Contractor has a specific duty to make and maintain arrangements to enable effective cooperation and consultation between themselves, contractors and workers. Arrangements made in respect of co-operation and consultation with workers on site should be recorded by the principal contractor and included in the construction phase plan. Such arrangements will require regular review and updating, as circumstances on site change.

11.2 The F10 Notification

The Principal Contractor must obtain and display a valid copy of the F10 Notification on the work site as soon as possible after site set up starts.

12. Provision of Project Information for H&S File

The Principal Contractor must agree the scope, programme and method of delivery for the provision of information for inclusion in the Health & Safety File with the Principal Designer before work starts on site.

When putting together the Health and Safety File, the Principal Designer will consider with the Project Team, including information about each of the following where they are relevant to the health and safety of any future construction work. The level of detail should allow the likely risks to be identified and addressed by those carrying out future work:

- a) a brief description of the work carried out;
- b) any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.);
- c) key structural principles (for example, bracing, sources of substantial stored energy – including pre or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;
- d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.);
- e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc.);
- 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 plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.).

Note:

This Pre-Construction Information document has been compiled by Aegis Services Limited from information provided by third parties. Aegis Services Limited do not offer any warranty on the accuracy of the information used or on its completeness. The Contractor shall carry out such investigations as he deems necessary to enable him to fulfil his duties as Principal Contractor.

13. APPENDIX 'A' - Health & Safety Hazard and Risk Register

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
1.	Demolition	Collapse Crushing Being stuck	Demolition	To be in accordance with demolition sequence and requirements of the Structural Engineer and Demolition Contractor
2.	Site Access – Construction Activities	General Access and egress / pedestrians / vehicles Construction activities	Construction / Demolition	Traffic Management Plan to be identified on a drawing Identify access routes leading to and away from the site – taking into consideration the width of the entrance / posts, speeds of vehicles on adjacent road – 60mph Suitable Signage displayed in prominent locations and access requirements detailed to all contractors and deliveries All Traffic Management Controls to be approved by the Client and Design Team Deliveries to site to be managed to avoid peak periods Access for adjacent residents to be maintained at all times Ensure high visibility clothing is worn Competent banksmen to be used for deliveries/contractor vehicle movement and when loading / unloading Ensure access does not conflict with local residents requirements Heras fencing to be positioned around site
3.	Site and Compound	Site set up	Construction / Demolition	Principal Contractor to identify the space requirements needed for the site facilities and the works Suitable hoarding to be erected ensuring segregation provision for Pedestrian and Vehicle routes Site to be prohibited to unauthorised persons

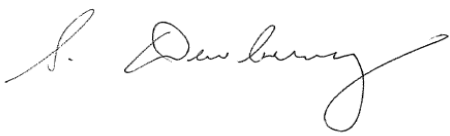
Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
4.	Access Routes Traffic / Pedestrian Management	Collision Crushing	Construction / Demolition	Traffic control measures to identify site restrictions i.e. size of vehicles, widths of roads Ensure induction identifies traffic controls All external routes leading to and past the site must be protected and relevant signage erected and prohibited to unauthorised persons Ensure access / egress routes do not conflict with local residents requirements
5.	Security	Trespass onto site Injury to persons Damage to plant and equipment, theft	Construction / Demolition	Hoarding enclosing site, signage warning of dangers Site to be prohibited to unauthorised persons Plant and equipment to be removed from site, where possible Access equipment to be stored away at the end of the working day

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
6.	Working with / near to Services Utilities	Conflict with live services Fatal Electrocution Fire Slips, trips and falls	Construction / Demolition	All services to be identified to take into account the location of these and suitable protection implemented / isolation carried out Underground services to be protected during the works All existing service Isolations and connections to be made in accordance with method statement Existing drawings – Service information issued Permit to Work system to be implemented M&E services designs to be provided for review Commissioning / completion certificates to be provided Maintenance information to be provided Secondary investigations to be carried out i.e. cat scans Confirmation of HV diversion works and protection to cables during main works New foul treatment plant – Specific controls as plant location is away from main site. Full details to be issued for comment by Principal Contractor
7.	Working at Height	Falling from height. Being struck by falling objects. Transport of equipment and materials Work by excavations	Construction / Demolition	Suitable means of access to be implemented No works to be conducted beneath works at height 3 points of contact to be maintained when climbing / conducting works Ensure adequate edge protection in place Segregate works area Temporary works design to be developed and reviewed by a competent person Access equipment to be inspected by a competent person and records kept where necessary Suitable edge protection around excavations

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
8.	Tripping hazards, materials / equipment / debris	Slips , trips, falls	Construction / Demolition	Access and egress routes to be clear from debris, equipment etc. Waste materials to be disposed of in suitable containers Emergency exit routes to remain clear Excavations to be adequately supported and suitable edge protection provided
9.	Noise / Vibration	Noise pollution – damage to hearing Vibration (HAVS)	Construction / Demolition	Minimise noise and vibratory risk by careful selection of power tool Ensure the correct PPE is identified and used Advise local residents of noisy works / vibration Works to be carried out in accordance with current regulations Equipment to be used in accordance with manufacturers instruction and HSE guidelines Control noise at source
10.	Foreign Bodies in the eye	Temporary / permanent damage to eye / sight	Construction / Demolition	Issue and wear suitable PPE (Goggles / eye protection). Ensure that a first aid kit including eye wash is available on site Ensure equipment is not operated whilst operatives are within the affected area Face fit masks to be worn, where necessary
11.	Inadequate welfare facilities	Disease / Contamination	Construction / Demolition	Welfare facilities to be provided throughout the demolition / construction phase and in accordance with Schedule 2 of the CDM Regulations 2015

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
12.	Manual Handling	Skeletal / Muscular injury	Construction / Demolition	Conduct manual handling assessment Weights of plant, equipment and materials to be established prior to handling Ensure employees have had manual handling training Where possible use alternative lightweight materials or handle materials / equipment in manageable loads i.e. not exceeding 20Kgs Designers to propose materials below 20kg Where possible use mechanical aids
13.	Lone Working	Accident Fatal Violence	Construction / Demolition	Lone working to be avoided Site Manager to be on site at all times Regular contact via mobile phone
14.	Excessive Dust	Inhalation Contamination	Construction / Demolition	Ensure dust suppression methods are implemented Ensure dust masks are issued, worn and maintained – face fits masks Select equipment with integral dust suppression Do not use the machinery whilst people nearby or approaching Wheel Wash equipment for vehicles
15.	Obstruction of Emergency Access Routes	Collision	Construction / Demolition	Ensure access routes for emergency vehicles are maintained Ensure emergency access routes remain clear and free from debris

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures
16.	Ground Conditions	- Contamination - Collapse	Survey / Construction / Demolition	Topographical survey information has been provided Documents to be reviewed prior to works commencing on site with all recommendations implemented Ensure ground is sufficient to accommodate plant and machinery Ensure proposed works take into account of the sloping and uneven ground to the site Investigate grounds for any flooding / boggy areas and cover within site induction / position barriers as necessary Identify all service runs and underground tanks
17.	Falls of objects / materials from heights	Being struck by falling objects / structures collapse	Construction / Demolition	Conduct site specific risk assessments for transporting materials / equipment when working at height Advise workforce of restricted areas, adequate signage and segregation to be provided Temporary works design to be developed
18.	Chemicals / Substances	Contamination / disease	Construction / Demolition	Issue COSHH data sheets. Ensure the correct PPE is identified and used. Adequate storage facilities to be provided Works to cease should unknown substances / materials be discovered Adequate ventilation to be provided
19.	Hot Works	Fire Explosion Burns	Construction / Demolition	Permit to work to be issued Adequate investigations to be conducted before and after works Provision of fire-fighting equipment

Item No:	Construction Element	Hazard	Project Phase	Recommended Control Measures	
20.	Asbestos	Asbestosis Lung Disease etc.	Construction / Demolition	Should any suspect material be uncovered, works should cease and an analysis be carried out Site operatives to have undertaken asbestos awareness training	
21.	Tree Preservation	Falling Trees	Construction / Demolition	Tree protection fencing / root protection to be implemented	
22.	Temporary Works	Collapse Collision	Construction / Demolition	Temporary works to be designed Temporary works designer to be appointed Temporary works coordinator to be appointed Temporary works register to be produced and revised / updated where necessary	
Register produced by: Innov8DS		Name Stephen Dewberry		Signature 	Date June 2021

Client:	MPH Ancoats Ltd				
Project:	Osborne Yard, Oldham Road				
RISK REGISTER					
Update	Jun-21				

Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
100 - THIRD PARTY RISKS					
101	Planning Approval	tbc		tbc	
102	Building Regulation Approval	tbc		tbc	
103	Fire Certification	Building Control/ Fire Service	tbc	tbc	
104	Planning Conditions	Innov8	P.Moulding		
105	Environment Agency Approval	Innov8	P.Moulding		
106	Highways Authority Approval	Innov8	P.Moulding		
107	Obtaining information from Statutory Authorities	Innov8	P.Moulding		
200 - SITE CONTROL RISKS					
201	Limitations on access to and use of site	Innov8	P.Moulding	tbc	
202	Proximity of adjacent buildings	Innov8	P.Moulding	tbc	
203	Abnormal site conditions	Innov8	P.Moulding	tbc	
204	Utilisation of existing services	Innov8	P.Moulding	tbc	
205	Constrained access to the site / compound	Innov8	P.Moulding	tbc	
206	Site Co-ordination	Innov8	P.Moulding	tbc	
207	Parking restrictions for operatives	Innov8	P.Moulding	tbc	
208	Diversion of existing services	Innov8	P.Moulding	tbc	

Client:	MPH Ancoats Ltd				
Project:	Osborne Yard, Oldham Road				
RISK REGISTER					
Update	Jun-21				

Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
210	Traffic Management strategy	Innov8	P.Moulding	tbc	
300 - TENANT/CLIENT RISKS					
301	Change to Design Brief	MPH Ancoats Ltd	H.Lloyd	tbc	
302	Incomplete Design - Pre-Tender	MPH Ancoats Ltd	H.Lloyd	tbc	
400 - DESIGN TEAM ORGANISATION RISKS					
401	Unclear roles / responsibilities	Innov8	P.Moulding	tbc	
410	Design Programme	Innov8	P.Moulding	tbc	
500 - DESIGN SPECIFIC RISKS					
501	Service infrastructure to the area not being sufficient to provide for the development	Bell Munro	Chris Munro	tbc	
505	Walkways	Howard & Seddon	I. Stevenson		
506	Drainage design	Bell Munro	Chris Munro		
507	External works	Bell Munro	Chris Munro		
508	TPO's	tbc			
509	Diversion of existing services	Bell Munro	Chris Munro		
510	Ground water regime	Bell Munro	Chris Munro		
511	Flood risk	Bell Munro	Chris Munro		
512	Contaminated ground	tbc			

Client: MPH Ancoats Ltd
 Project: Osborne Yard, Oldham Road
RISK REGISTER
 Update Jun-21



Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
515	Power Supply	Bell Munro	Chris Munro		
700 - CONTRACTOR RISKS					
701	Safety hazards and accidents / CDM	Heatley Developments Ltd	T. Slamon		
702	Credit worthiness of Sub contractors	Heatley Developments Ltd	C. Bury		
703	Insufficient Insurance	Heatley Developments Ltd	C. Bury		
704	Contractor delayed by lack of information	Heatley Developments Ltd	C. Bury		
705	Competence and experience of Contractors	Heatley Developments Ltd	T. Slamon		
706	Delays to possession of site	Heatley Developments Ltd	C. Bury		
712	Unsatisfactory testing and commissioning	Heatley Developments Ltd	C. Bury		
800 - OTHER RISKS					
801	Excavation/ Structural Collapse during construction & demolition works Collapse of Excavations	Heatley Developments Ltd	T. Slamon		
802	Contact with moving plant, vehicles , machinery, Inadequate, working space, inadequate access/ egress, Handling major components	Heatley Developments Ltd	T. Slamon		
803	Live Services	Heatley Developments Ltd	T. Slamon		
804	Contamination	Heatley Developments Ltd	T. Slamon		
805	Work with Asbestos	Heatley Developments Ltd	T. Slamon		
806	Interface with public including traffic and access	Heatley Developments Ltd	T. Slamon		
807	Working at height internally	Heatley Developments Ltd	T. Slamon		

Client: MPH Ancoats Ltd
 Project: Osborne Yard, Oldham Road
RISK REGISTER
 Update Jun-21



Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
808	Working at height externally	Heatley Developments Ltd	T. Slamon		
809	Working around builderswork	Heatley Developments Ltd	T. Slamon		
810	openings	Heatley Developments Ltd	T. Slamon		
811	Working in ceiling / roof spaces	Heatley Developments Ltd	T. Slamon		
812	Working in areas of live operation	Heatley Developments Ltd	T. Slamon		
813	Excavation	Heatley Developments Ltd	T. Slamon		
814	Connecting to existing services	Heatley Developments Ltd	T. Slamon		
815	Site services and temporary supplies	Heatley Developments Ltd	T. Slamon		
816	Roadway and Access Points	Heatley Developments Ltd	T. Slamon		
817	Site Safety	Heatley Developments Ltd	T. Slamon		
818	Use of machinery on site	Heatley Developments Ltd	T. Slamon		
819	Site tidiness	Heatley Developments Ltd	T. Slamon		
820	Noise	Heatley Developments Ltd	T. Slamon		
821	Lifting of heavy equipment	Heatley Developments Ltd	T. Slamon		
823	Maintenance acces	Heatley Developments Ltd	T. Slamon		
824	Void walkways	Heatley Developments Ltd	T. Slamon		
825	Choice of materials	Heatley Developments Ltd	T. Slamon		

Client: MPH Ancoats Ltd
 Project: Osborne Yard, Oldham Road
RISK REGISTER
 Update Jun-21



Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
826	Plant placement / replacement	Heatley Developments Ltd	T. Slamon		
827	Demolition	Heatley Developments Ltd	T. Slamon		
828	Injury in plantrooms	Heatley Developments Ltd	T. Slamon		
829	Unauthorised access onto site	Heatley Developments Ltd	T. Slamon		
831	Manual labour	Heatley Developments Ltd	T. Slamon		
832	Site Works	Heatley Developments Ltd	T. Slamon		
833	Working alone	Heatley Developments Ltd	T. Slamon		
834	Cutting / welding / hot work	Heatley Developments Ltd	T. Slamon		
835	Dangerous materials	Heatley Developments Ltd	T. Slamon		
835	General public / trespassing (Traffic / access)	Heatley Developments Ltd	T. Slamon		
836	Contamination / Ground gas release	Heatley Developments Ltd	T. Slamon		
837	Contact with Asbestos	Heatley Developments Ltd	T. Slamon		
838	Live Services above and below ground	Heatley Developments Ltd	T. Slamon		
839	Contact with moving plant / vehicles, working in confined spaces, inadequate access and egress	Heatley Developments Ltd	T. Slamon		
840	Working at height/falling/ equipment - Formation of additional floors and external balconies.	Heatley Developments Ltd	T. Slamon		
843	Risk ofshock /electrocution - Live services	Heatley Developments Ltd	T. Slamon		
845	Fall from height/ cleaning/ falling glass - Maintenance of windows	Heatley Developments Ltd	T. Slamon		

Client: MPH Ancoats Ltd
Project: Osborne Yard, Oldham Road
RISK REGISTER
Update Jun-21



Item	Source of Risk	Risk Management Plans	Lead Responsibility	Current Status	Date
846	Risk of collision - Site Access potential conflict between site traffic and public access through business park.	Heatley Developments Ltd	T. Slamon		
847	Fall from height - Maintenance of roof outlets	Heatley Developments Ltd	T. Slamon		
848	Increased vehicle movement and risk of collision - Proximity to additional construction sites.	Heatley Developments Ltd	T. Slamon		
850	Fall from height - Balconies and accessible roof areas	Heatley Developments Ltd	T. Slamon		
851	Fall from height - Windows, cleaning, maintenance etc	Heatley Developments Ltd	T. Slamon		
852	Fall from height - Roof access for maintenance	Heatley Developments Ltd	T. Slamon		
854	Fall from height/ Risk of collapse - Retaining wall	Heatley Developments Ltd	T. Slamon		
856	Risk of shock/ Electrocutation - Live services & two site substations	Heatley Developments Ltd	T. Slamon		
857	Risk of collision, shock, death - Tram overhead services/ craning	Heatley Developments Ltd	T. Slamon		
858	Personal injury - Public access to site	Heatley Developments Ltd	T. Slamon		
859	Risk of explosion/ land contamination - Adjacent petrol service station	Heatley Developments Ltd	T. Slamon		
860	Risk of collision/ injury - Construction vehicle access	Heatley Developments Ltd	T. Slamon		
861	Collision/ damage to property/ falls from height crane location	Heatley Developments Ltd	T. Slamon		
863	Risk of materials being dislodged/ damage to property/ injury risk	Heatley Developments Ltd	T. Slamon		
864	Risk of falling/ injury/ death - Façade installation and maintenance	Heatley Developments Ltd	T. Slamon		

14. APPENDIX 'B' - Designer Risk Register

The Principal Contractor must identify within their Construction Phase Plan how any associated design risks will be identified and how these will be managed.

DOCUMENT VERIFICATION AND REVISION RECORD

Document Information

Project Title:	Osborne Yard, Oldham Road				
Job Nr:	TBC				
Document Title:	PCIP – Osborne Yard, Oldham Road				
Document File Ref:	https://innov8ds.sharepoint.com/sites/Innov8SharePoint/live/2021/Royal Canal Works/B - Pre/B6 - PD/PCIP - RCW.docx				
Revision:	- 0	Revision:	-	Revision:	-

Controlled Issue Register

Copy No.	Holders Name	Company	Tick as appropriate
001	Client	MPH Ancoats Ltd	✓
003	File	Innov8 Development Solutions	✓

Verification Record

Name		Date
Originator:	S Dewberry	10 th June 2021
Checked:	P Moulding	10 th June 2021
Approved:	P Moulding	10 th June 2021

Previous Revisions

Revision	Date	Status	Description

Appendix 16 – Asbestos Plan

To be confirmed

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.

Wheel Wash

A requirement for wheel washing may be identified as part of an environmental risk assessment carried out prior to work beginning on site. It can also be particularly important on sites that contain land that is contaminated and may be a requirement of planning permissions.

The system is typically located near to the site exit and instructions given to site operatives, delivery drivers and visitors that they are to use it before leaving.

There are two main types of wheel washing system:

Roller: Each set of wheels is placed on the rollers and rotated as water sprays out from strategically placed nozzles.

Drive-through: The vehicle drives through and a sensor triggers the washing process.

The sludge which is washed off may be directed into a recycling tank, with the sedimentation of the solids accelerated by the use of flocculants. The solids which settle at the bottom of the tank are removed by an automatic scraper or excavating plant. The aim is for clean water to be used for every wash.

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 (Fred Baama).

Phone: 08431191111

Email: fred@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: 08431191111
E: fred@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	Howard Lord	MPH Ancoats Ltd	✓
002	Fred Baama	Heatley Developments Ltd	✓
003	File	Innov8 Development Solutions	✓

Verification Record

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

Previous Revisions

Revision	Date	Status	Description