



Construction Phase Health and Safety Plan for:
Unite Students – New Medlock House



Address:
Unite Students, New Medlock House, 25-45 Chester
Street, M15 6JX

Report Type:	Construction Phase Plan
Date Prepared:	10.05.2022
Construction Issue Date:	13.05.2022
CPP Prepared By:	Dylan Bradley
Customer Ref:	Unite Students
Job Reference:	FVAP190
Project Name:	New Medlock House



CPHSP Amendment Recording Log

Amendment Date	Details of changes	Initials
16.04.20	CPP Updated to add Environmental Changes	LT
22.06.20	CPP – updated format and sections	RS/LT
01.06.21	CPP – updated section 2.15 to add Covid 19	RS/LT
10.05.22	CPP Issued	DB

Description of the Project

1.1 Project Overview/Description

Overview of the works to be undertaken at, New Medlock House

Site set up works – Upon arrival Fortis Vision will commence the site set up ensuring site security is not compromised. The Fortis Vision Site Manager will report to the Unite Students site representative in charge and the Unite Students contractors register will be signed into. The Site Manager will receive a Site Induction including any special instructions and advice regarding any asbestos that may be present in the building and handover of the fire alarm systems. Site set up will be established consisting of: installation of the site office, signing in point, welfare facilities, first aid points, fire control measures, waste removal, storage area, signage and corporate banners, and to display any mandatory safety signs and notices – all as per the site logistics plan. The building will be under an F10 notice and will be handed over to Fortis Vision on

Enabling works – Prepare site for the works as per the works scheduled programme, specification of works and phased plan.

Scope of works – As per project scoping document.

Fire Management - Each sub-contractor has nominated fire wardens along with the Fortis Vision supervisor. They will ensure that fire exit routes remain clear at all times. The Site Manager will check all firefighting equipment for serviceability, damage or discharge at site setup phase & during his weekly construction site manager's checks.

Environmental Assessment – The Site Manager/Supervisor will undertake an Environmental Assessment and complete the Environmental checklist included in the Site File. This will cover Noise & Nuisance, Water Discharge Potential of Risk, Storage & Waste, Contaminated Land, Local Issues & Planning Risk, and Emergency Planning.

Health & Safety Management – We will be operating an effective system of communication between Fortis Vision management and trade contractors to promote health, safety and welfare thus, restricting injuries, accidents and any dangerous occurrences. The Project Manager will provide sufficient information, instruction, training and supervision to ensure the health, safety and welfare of all operatives, staff and visitors. The Project Manager will review, amend, update and monitor the effectiveness of the Construction Phase Health & Safety Plan, to keep up to date with new technical and legislative standards and to take into account of any relevant incidents or changes in the scope and method of work.

Fortis Vision Expects all its Employers & Sub contractors to diligently adhere to our safety ethics and safety culture:

- ***Strictly follow legal requirements and the safe working rules, advice and instruction of the company and its clients;***
- ***Behave in a correct manner in order not to put themselves or anyone else at risk to their Health & Safety;***
- ***Use in the proper way Personal Protective Equipment (PPE), tools and materials;***
- ***Report immediately any hazardous situation with the potential to cause injury or loss to a management representative;***
- ***We seek the involvement of all our people working on site;***
- ***We communicate openly and honestly with our people;***
- ***Time must be taken to complete the works safely;***
- ***We expect everyone to be a leader in Health & Safety;***
- ***Everyone has the right to challenge anyone or anything if they believe safety is compromised;***
- ***No occupational illness or injury is acceptable.***

Agreed working hours are as follows: 7am – 6pm

1.2 Location of Site

Unite Students - New Medlock House
25-45 Chester Street, M15 6JX



1.3 Project Start Date

Commencement date 6th June 2022

1.4 Project Completion Date

Planned completion date: 2nd September 2022

1.5 Client Name and Address

Unite Students
South Quay House
Temple Back
Bristol, BS1 6FL

Name – Nathan Robinson
Mobile – 07593 138375
Email – nathan.robinson@unitestudents.com

1.6 Details of Architect or Principal Designer

HCD Architects
Broomgrove Lodge
13 Broomgrove Road
Sheffield
S10 2LZ
Name – John Pedder

Mobile – 0114 266 8181
Email – john.pedder@hcd.co.uk

1.7 Details of the Principal Contractor and Sub-Contractors Employed on this Site

Fortis Vision Ltd

Unit 28 - The North Colchester Business Centre
340 The Crescent
Colchester, CO4 9AD

Nikki Todd – Operations Director, nikki.todd@fortisvision.com, 07765 658037

Sub-Contractors:

AJS Electrical

Adam Smyth – Director, adam@ajs-electrics.co.uk, 07807 552573

Oak Mechanical

William Bullock – Director, william@oakmechanical.co.uk, 07989 565126

J&M Flooring

James Hibbert – Director, james@jandmflooring.com, 07966 795797

Q-Dec Limited

Chris Leach – Director, c-leach@live.co.uk, 07976 472675

GM Plastering and Drylining

Gary Mains – Director, garymains@sky.com, 07545 554317

Walsh Integrated Building Services

Lee Macnab – Contracts Manager, lee.macnab@walsh-ibs.co.uk, 07912 732842

JTC Furniture Group

Lee Hargreaves – Senior Project Manager, lee.hargreaves@jtcfurnituregroup.com, 07976 478807

LCS Energy

Gareth Stephens – Operations Director, gareth@lcsenergy.co.uk, 07766 170281

1.8 Details of the Types of Documentation that might be available to the Project

Important Note – No works can commence on this site until the following documents/processes have been completed.

All operatives and visitors MUST sign into and out of the Fortis Vision site log books when entering and leaving site. All operatives must be inducted by a member of Fortis Vision Site Management team. Additionally, the site Induction Form & Register must be completed. The sub-contractor Foreman/Supervisor must communicate and explain their RAMS/ SSOW and CoSHH documents and they must be signed and acknowledged by all of their Operatives/Workers. Additionally, any permits to work must be obtained before any work commences.

The following documents are to be available to the project, a full list of documents is described elsewhere in this section. Where documents are available they must be referenced along with the Construction Phase Health & Safety Plan & Pre-Construction Phase Plan.

General Safety Management.

- a. **Site Plans and Drawings:** Minimal drawings have been made available for the execution of this project, this is due to the fact that there are no structural changes during the planned works.
- b. **Client Instructions:** Where available a client prepared document may be made available to provide further guidance regarding specific requirements of the work or details of emergency procedures or reporting procedures. Where this document is available it will be presented to the construction team.
- c. **Risk and Method Statements (RAMS):** Risk and Method Statements will be provided for this project. RAMS are

prepared by Fortis Vision's Sub-Contractors to explain the works and to assess risks that might arise during the execution of the project. All members of construction staff must review the RAMS prior to commencing with the works, all engineers must sign the document to confirm that they have read and understood the documents. The RAMS must be referenced throughout the execution of the project as is required to ensure that the appropriate control measures are introduced into the working processes. Where conditions on site change during the execution of the project, the project manager will review the effectiveness of the existing control measures and will where required will revise the existing guidance by preparing a specific Risk Assessment on site. Any new Risk Assessments that are required during the execution of the works will be prepared prior to the execution of the particular work process to which the revision will apply.

- d. Permits:** Permits will be issued for all high risk activities. General permits to work will be issued as a standard to all company and sub-contractors working on this site.
- e. Site Rules:** Fortis Vision has prepared a Site Rules document to give site specific and generic information to all workers/engineers; whether directly employed or sub-contracted, to provide guidance to all site operations. Some points quoted in the site rules might become superseded by the Client's own site rules, where this is the case then the rules applied by the Client or his representative will take priority over Fortis Vision Site Rules.
- f. Completion Certificate:** This is a document that is used by the construction team to obtain a certifying signature from the site on completion of the work or work phase. This document must be returned to the appropriate office on completion.

1.9 List of the Specific Documents that may be available to the Project

- a. Pre-construction information
- b. Permits
- c. Site Construction Drawings
- d. Asbestos Register
- e. Scope of Works
- f. Client Instructions
- g. Client Site Log Book and signing in document
- h. Risk and Method Statements (RAMS) & CoSHH Assessments
- i. Site Rules
- j. Completion Certificate
- k. Site Diary
- l. Site Register
- m. Site Inductions
- n. Fire Risk Assessment
- o. Training records
- p. Waste Transfer Notes
- q. Test Certificates
- r. Meeting Minutes
- s. Hazard register
- t. F10 (if notifiable)
- u. Consents
- v. Delivery Notes
- w. Photographs
- x. Variation or instructions
- y. Handover certs

1.10 Works Phases

Site set-up will commence Monday 30th May and will be set-up as per our site logistics plan. Works will then commence on Monday 6th June 2022 and carried out in accordance with our approved programme of works.

1.11 Site Management Team Names and Contact Details

The Client – **Nathan Robinson**, Tel: 07593 138375, Email: Nathan.robinson@fortisvision.com

Fortis Vision Director – **Nikki Todd**, Tel: 07765 658 037, Email: nikki.todd@fortisvision.com

Fortis Vision Head of Major Projects – **Ricky Simmonds**, Tel: 07763 611 585, Email – ricky.simmonds@fortisvision.com

Fortis Vision Project Manager – **Dylan Bradley**, Tel: 07447 022859, Email – dylan.bradley@fortisvision.com



Fortis Vision Senior Site Manager – **Jack Nicholson**, Tel: 07445 377235, Email – jack.nicholson@fortisvision.com

Fortis Vision Site Manager – **Stuart Wright**, Tel: 07983 434499, Email – stuart.wright@fortisvision.com

Fortis Vision Site Manager – **Bobby Begg**, Tel: 07931 260640, Email – bobby.begg@fortisvision.com

Fortis Vision Site Manager – **John Mitchell**, Tel: 07933 581818, Email – john.mitchell@fortisvision.com

Fortis Vision Health and Safety Consultant - **Paul Milroy**, Guthrie and Craig Paul.milroy@guthrieandcraig.co.uk
Mobile:07951 931017

Management of the Works

2.1 Management Structure and Responsibilities

Fortis Vision, Contract/Project Management Responsibilities are as Follows:

Fortis Vision Director – Nikki Todd

Ultimately responsible for all works operations undertaken by the company. Operates through a developed management structure that includes Quality, Health and Safety Management, Environmental Management, coordination of the office and mobile-based administrative management and planning and site management teams.

Fortis Vision (Independent) H&S Consultant/Auditor – Paul Milroy

Responsible for auditing and advising in all matters regarding H&S. Paul will also advise on fire compliance so that a safe working environment is maintained through advice and guidance.

Fortis Vision Project Manager – Dylan Bradley

- a. Management of the project.
- b. Management of site Health and Safety during the project.
- c. Liaison with the client regarding all matters involving the project.

Fortis Vision Site Management Team – Jack Nicholson, Stuart Wright, Bobby Begg, John Mitchell

- a. Site management of the project.
- b. Management of site Health and Safety for the duration of the project.
- c. Management of Health and Safety file for the duration of the project.
- d. Supervision of all operatives whilst on site.
- e. Controlling access of all operatives in and out of the works compound.

Fortis Vision First Aiders

Jack Nicholson
Stuart Wright
Bobby Begg
John Mitchell

2.2 Health and Safety Goals for the Project and arrangements for Monitoring and Review of Health and Safety Performance

The aims of this plan are to set out the way in which Health & Safety will be managed throughout this project. In particular to achieve the following:

- a. To meet the requirements of all relevant Health & Safety legislation.
- b. To ensure adequate control and co-ordination of all parties during the construction phase of the project with regard to Health & Safety.

The following achievement targets have been set for this project:

- c. No fatal, major injury, lost time accidents to the operatives, site staff or any other person during this project.
- d. To ensure that all operatives working on the site receive an appropriate Health & Safety induction prior to starting work.
- e. To generate a culture where everyone, irrespective of their position, realises that they have a part to play in ensuring that accidents and incidents are prevented.

f. Commonplace site hazards to be controlled by the application of good site management.

2.3 Arrangements for Regular Liaison between Parties on Site

During the execution of the project the Site Manager/Project Manager will provide liaison between all parties involved in the project. Regular consultations will be held with the Client's Site Management team or their representative and the Principal Designer at appropriate intervals to exchange information on the following points:

- a. Progress of the works.
- b. Health and Safety implications of the works.
- c. Works functions that might have an impact on other activities on the site.
- d. Design changes that might be required due to any change of circumstance.
- e. Design changes that might be requested by the client during the execution of the project.
- f. Details of any revisions to the Construction Phase Plan or RAMS as a result of any change of circumstance.

Regular consultations will be held with other trades or contractors; not under the control or employment of Fortis Vision Ltd, where appropriate to discuss the following points:

- g. Establish whether there is any likelihood of interaction between the various unrelated works.
- h. Plan a practical phased approach to the works to ensure that all risks as a result of such interactions are eliminated or reduced.

Ongoing consultations will be held with Fortis Vision sub-contractors to discuss the following points:

- i. Progress of the sub-contracted elements of the works.
- j. Identify any potential interactions between the progressing works to ensure that they will have no impact upon Health and Safety.
- k. Discuss the upcoming works to identify any functions that might impact others on site. This information will be relayed to the client.
- l. Update the works plan to accommodate any required changes to the phased work elements.
- m. Review of the Construction Phase Plan and the RAMS to ensure that all documentation remains relevant.
- n. Discuss site issues such as access, waste, welfare etc. to ensure that the existing arrangements are adequate.

The time and scope of the works will dictate the extent to which these functions will take place.

2.4 Arrangements Consultation

Interface with Non-Contract Staff and Students

- a. Segregation of works should take place at all times, with regular meetings with on-site staff to discuss the logistical issues. If there is a requirement to enter the students' accommodation area in the course of the works, a minimum notice period of 48 hours must be adhered to, prior to works commencing.
- b. No works should take place whilst the areas in question are occupied, and all areas must be left in a clean and safe condition of the end of every shift and once the works are completed.
- c. Materials and tools should be stored in a safe manner, and no equipment, tools, or materials should be left unattended at the end of every shift. All materials and tools should be locked away at the end of every shift, to avoid the possibility of accidents or incidents occurring out of hours.
- d. No works shall commence until the principal contractor has supplied a construction phase health and safety plan, with all associated risk assessments and method statements. This documentation must be agreed with the Principal Designer, as being sufficiently developed to begin works on site. This information will be passed to the client prior to works being

carried out.

e. It is recognised that Health and Safety decisions that are made in consultation with the engineers involved in the project are predominantly safe and in accordance with CDM Regs and the Fortis Vision safety culture. Therefore the construction team will be involved in all aspects of Health and Safety on site.

The following steps will be taken to ensure that the engineers are involved in Health and Safety matters:

f. Before the project commences the Project Director will exchange views on the Health and Safety plans with the engineers.

g. The engineers will be given opportunity to raise concerns regarding the plans and offer alternative solutions to Health and Safety planning.

h. The engineers will be involved in planning for any design changes that are introduced during the execution of the project.

i. The engineers will be welcome to raise any concerns regarding training requirements or request additional information at any time during the project.

j. The engineers will be able to stop the execution of the works at any time if they feel that Health and Safety is in any way compromised.

Day to day consultation with the engineers will be delivered through the following mechanisms:

K. All members of Fortis Vision and its Sub-Contractors coming onto the site will be given Induction training where all details of the site, the site rules, health and safety and specific issues will be explained.

l. Tool Box talks will be held at regular intervals and when members of staff come onto the site during the day. The discussions will cover the tasks for the day and any health and specific safety issues expected during the day.

m. The Site Manager/Project Manager will be available to discuss any relevant issue with the delivery team at any time that is called by any member of the team.

n. The Site Manager/Project Manager will call a meeting of all members of the construction team at any time during the shift if any issue arises that requires discussion.

The term engineers relates to any worker involved in the project whether directly employed by Fortis Vision or a Sub-Contractor.

2.5 Arrangements for handling of Design Changes during the Project

Design change might be required for a number of reasons including:

a. Requirement change raised by the client during the execution of the project.

b. Following the discovery of some circumstance that makes the original plan impractical or undesirable. Whatever the reason it will be necessary to develop an alternative solution to enable the works to be completed.

Regardless of the reason for the design change the following process will be followed:

c. Where necessary the works or the affected phase of the works will be stopped until the redesign is able to be introduced. The works will be left in a safe state and sectioned off to prevent unauthorised use or access.

d. The construction site will be maintained in a secure state regardless of whether other phased works continue or the programme is stopped completely.

e. The requirements of the design change will to be considered with the client and principal designer

f. The design will be altered in a way to accommodate the requirements of the change with consideration to the requirements of the client

g. Where appropriate a revised quotation will be raised to detail any additional or variations in the price to the works

h. Following receipt of a formal instruction from the client the Construction Phase Plan and associated documentation will be revised and submitted to appropriate bodies

i. Following approval of the relevant documentation the works will recommence.

2.6 Arrangements for the Exchange of Design Information between the Client, Designers, Principal Designer and Contractors on site

Design change may be required for a number of reasons including a requirement change raised by the client during the execution of the project or as a result of the discovery of some circumstance that makes the original plan impractical or undesirable. Whatever the reason it will be necessary to develop an alternative solution to enable the works to be completed. As the need for a design change becomes apparent the following exchange of information will take place:

a. Discussion and documentation explaining the change requirement

b. Where the specification or requirement is to be varied by the client then details the new requirements should be provided in writing by the client to the principal designer for his consideration and advice

c. Where the change is due to site circumstance then details of the circumstance will be provided in writing to the principal designer for his consideration and advice.

d. Once a decision has been made regarding the change of design the details will be provided to Fortis Vision by the principal designer for consideration, planning and where required pricing.

e. At the point that the new design is finalised the Construction Phase Plan will be revised and the appropriate supporting documentation will be made available to all parties.

2.7 Fortis Vision Process for the Selection and Control of Sub-Contractors

Sub-contractors are sourced as required to carry out specific tasks to the correct quality and health and safety requirements of the Company.

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 PROCEDURE FOR PRE-ASSESSING CONTRACTORS/SUB-CONTRACTORS

The CDM Regulations require that the Principal Contractor makes 'reasonable enquiries' to establish the commitment to health and safety and the ability and resources to manage health and safety of contractors. It is also necessary for the Principal Contractor to be able to demonstrate that the 'reasonable enquiries' have been made. As a minimum the following will be carried out to meet these statutory duties:

PROCEDURE

a. The Management Support Officer will be responsible for providing and maintaining a register of 'Approved' contractors/sub-contractors.

b. The Project Manager will advise the Management Support Officer of any contractors/sub-contractors who are being considered for a contract and will issue a copy of the contractor's application form and competency questionnaire and guidance note to assist in the completion of the form. (All new and future contractors/sub-contractors must complete and return these forms before being added to the approved list by the Management Support Officer and prior to issuing of any orders).

c. The contractor's competency questionnaire and application form must be treated as a separate item, not attached, or included as tender documents.

d. The Project Manager on receipt of any completed Questionnaires with all the associated documents from contractors/sub-contractors will forward them to the Management Support Officer.

e. The Management Support Officer with the assistance of the Health and safety Partner u will evaluate the responses to the contractor's application form and competency questionnaire.

f. The Management Support Officer on completion of the evaluation will place the results onto the register.

All other associated documents will be filed with the specific contractor/sub-contractor file held by the Management Support Officer.

g. The Management Support Officer will inform the contractor/sub-contractor of the evaluation results..

h. The Health and Safety Partner, if required, will give advice and guidance to contractors/sub-contractors on the regulations to enable them to reach our required standard. Where the standard has not been met but items identified have been addressed, that contractor may be reconsidered for approval status.

i. Disputed results or disagreements should be passed to the Management Support Officer for a further review, with the Health and Safety Partner being the final arbitrator in any disagreement.

INFORMATION FOR CONTRACTORS

j. So far as it is relevant to the activities of particular contractors and so far as information is available, sections of the Health and Safety Plan, together with design information and the Health and Safety standards that apply, are presented as a part of the tendering documentation. Subsequent to appointment and as it becomes available relevant information is passed to the contractor to facilitate the compilation of pertinent risk assessments/method statements.

SELECTION PROCEDURES

Contractors & Designers

k. Fortis Vision Ltd selects contractors and sub-contractors from those who, from previous experience, are known to adopt an approach to health and safety that is commensurate with the stringent criteria imposed by the Company. Those where there is no previous experience are subjected to an enquiry procedure prior to being considered for selection. The criteria adopted in these cases are summarised as follows.

Contractors/Sub-contractors

l. When considered against the degree of inherent risk, which the contract contains, a contractor/sub-contractor, to be eligible, must be able to demonstrate:

- A commitment to the health and safety philosophy.
- A capacity to manage health and safety adequately.
- The ability and resources necessary to develop and implement the health and safety plan and to deal with high Risk elements.
- The ability and resources necessary to ensure compliance with the health and safety regime of the project;

Construction Skills Certification Scheme (CSCS)

m. All contractors and sub-contractors are to be made aware of Fortis Vision's commitment and expectations regarding having a fully qualified workforce. During the contract the conduct and attitudes of the contractor are monitored. Persistent failure to maintain the standards required may result in the contract being determined.

Materials & Substances

n. Within the contracts undertaken by Fortis Vision Ltd reasonable efforts are made to use only materials and substances that are low risk so far as the user, others who may be affected, and the end user are concerned. In all cases the duties imposed by the COSHH Regulations are fulfilled. During the construction phase all necessary COSHH assessments are provided by the relevant sub-contractor and copies maintained on site. Information concerning hazardous materials and substances, which cannot be avoided by substitution, is incorporated into the Health and Safety File.

Machinery & Plant

o. The site management must check all machinery and plant supplied for use on the project, before it can be used. Particular inspection items include:

- Suitability of the item when considered against the use for which it is intended;
- The availability and validity of documentation provided with the item;
- The general serviceability of the item and where it is necessary, the availability of a suitably trained and qualified operator.

p. During use plant and machinery is regularly monitored to ensure continued serviceability and the operator is observed to ensure competence and to avoid malpractice.

q. All machinery and plant must comply with the Provision and use of Workplace Equipment Regulations 1998 and /or any subsequent amendments.

2.8 Arrangements for the Exchange of Health and Safety information between Contractors

During the execution of the works there will be ongoing communication between Fortis Vision and its sub-contractors will take place. With regards to specific Health and Safety information the following arrangements will be put in place:

- a. At the Start of the Project and Throughout the Project - Site Induction Training for all sub-contractors entering the workplace.
- b. At the Start of the Project - Discussions between the project manager and the person in charge of the sub-contractor to discuss the intended works and consider the RAMS and work phasing to ensure that there will be no interactions that could increase the risk of hazards on site. Where there are potential issues then either the phasing or RAMS must be updated to eliminate or reduce the risk to acceptable levels.
- c. Every Day - Formal discussion relating to the operations that will be carried out during the day by all parties. Discussions regarding any work process that is likely to present a hazard and these should already have been recorded in the RAMS.
- d. Every Day - Review of the site and the site conditions to ensure that there is no condition that could change the planned safety execution of the works. This will include raising awareness of any other expected operation that is scheduled to take place on site but is unrelated to the works.
- e. At Any Time - Either Fortis Vision or its sub-contractor/s can call an emergency meeting to discuss specific issues that might arise. Depending upon the severity of the issue the works may be brought to an immediate halt.
- f. During the works there may be discussions with other contractors not employed by Fortis Vision as is required. Where contractors are working side by side then the content and extent of these discussions will be similar to those defined for Fortis Vision sub-contractors as discussed above. Otherwise the following arrangements will be put in place:
 - At the Start of the Works - Discussions between contractors regarding phasing of works and specific risks. Where there are hazards identified that had previously not been expected then the phasing of the works or RAMS will be altered to eliminate or reduce the risk to acceptable levels. Specific consideration will be given to Task Creep.
 - Every Day - Any specific risks such as the use of heavy lifting equipment etc. by either party will be discussed to ensure that there will be no conflicts that could adversely affect Health and Safety.
 - At Any Time - Either Fortis Vision or any other contractor/s can call an emergency meeting to discuss specific issues that might arise. Depending upon the severity of the issue the works may be brought to an immediate halt.

2.9 Risk Assessments and Method Statements

- a. The RAMS for the project are generated by Fortis Vision and its Sub-Contractors by reference to the works being undertaken.
- b. The requirements of the project are laid out and considered in association with the standard Health and Safety operating practices of the business/s. On completion of the preparation of these documents they are presented to the management of the project and his supervisors for assessment and approval. Any issue that presents specific concerns is referred to Fortis Vision H&S Consultant for additional consideration and advice. Regular audits of prepared RAMS are undertaken to ensure that the documents remain accurate and appropriate.
- c. The RAMS are prepared by the various works management teams however the person responsible for the final documents is identified as the Author within the documents.
- d. RAMS are ultimately submitted to the client or his agent for further assessment. The RAMS are reviewed by the site staff prior to commencement of the works.
- e. RAMS are carried by the site engineers whilst they undertake the works and reviewed at the induction of all members of the construction team.
- f. The RAMS are reviewed on a daily basis to ensure that they remain appropriate. Where additional issues are identified, either during the execution of the work or as a result of an unexpected external influence on the works then the RAMS will

be altered; either by site staff on the appropriate documentation, or via the project management team.

g. Where appropriate major alterations to the RAMS will be resubmitted to the client or his agent for further approval. Minor alterations; for example, changing the work area to allow for other site activities will not be resubmitted, however these changes will only be made where safety is not compromised.

2.10 Arrangements for Site Security

During working hours, the site will be manned by the FV site manager and sub-contractor operatives. Site areas will be locked at all times when not in use and all entrances to the building are to be closed after use. A banksman / traffic marshal will be on duty during working hours.

No specific site security operatives or overnight security are to be provided by FV for these works.

2.11 Arrangements for Site Induction

The induction training will include the following:

- a. Overview of the project and associated documentation, Construction Phase Plan, RAMS, Site Reports such as Asbestos Report.
- b. Access/egress to site – Via the main door with access card, there is no Parking on this site at the pre start meeting.
- d. Fire precautions - Fire alarm procedures, Assembly point and evacuation route, Location of firefighting equipment
- e. Provision of welfare facilities.
- f. Any specific site hazards or occurrences that may affect health and safety.

2.12 Arrangements for On-site Training

All operatives will be adequately trained for the tasks they are due to undertake on this project, however there may be the need to do additional training during the execution of the project, such as toolbox talks.

2.13 Arrangements for Welfare Facilities and First Aid

- a. Welfare Facilities: Permission is granted for operatives to use the existing welfare facilities on site as agreed with the client. The use of these facilities is in accordance with Fortis Vision Site Rules and must be maintained to a clean and tidy standard.
- b. The client has specifically requested that those using the welfare facilities remove all dirty or soiled clothing and footwear when entering or using the facilities.
- c. First aid facilities are provided by Fortis Vision and will be located within the identified area as agreed at the prestart meeting. The site first aiders and location will be identified on the site notice board including all contact details.

2.14 Process for Reporting and Investigation of Accidents and Incidents including Near Misses

It is a legal requirement that all accidents/incidents or near misses that occur in the site work area are reported to both Fortis Vision and the client. A copy of an Accident/Incident and Near Miss reporting process is located in the H&S file and should be read and understood by the site supervisor. This process will also form part of the induction process and all persons will be made aware of the procedures below.

Incident Reporting Process:

ACCIDENTS

Company policy & procedures when an accident or dangerous occurrence takes place will fall into one of the following categories. The procedure to be adopted in each case is as follows: -

Accidents involving Injury

Minor accident to employee:

a. Ensure details have been entered on the Accident report form.

b. Where an employee is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not have been working days, i.e. weekends) because of injury, complete internal accident report form and send, together with the accident report form, direct to the Health and Safety Partner (Copies of accident forms are not to be kept on site). The Health and Safety Partner will ensure that the F2508 is completed and forwarded to the Enforcing Authority

c. If the injured person is admitted to hospital and is an inpatient for more than 24 hours, the accident becomes specified "major injury" and must be notified to management immediately.

Minor accidents to any other person, complete the internal accident report form and send as outlined:

d. If the other person is an employee of another company, the responsible person at the workplace should notify his employer.

e. The Health and Safety Partner will ensure that a copy of the F2508 is received for Fortis Vision records.

In the event of a specified major injury or a fatal accident occurring to ANY PERSON arising out of or in connection with our work, immediately telephone the Health and Safety Consultant Paul Milroy, Guthrie and Craig Paul.milroy@guthrieandcraig.co.uk Mobile:07951 931017

All accidents will be investigated and results of that investigation, where relevant, will be communicated to all that may be affected.

NOTE: Copies of F2508 or any enquiries from the Benefits Agency completed in respect of any accident will be sent to the Managing Director and the Operations Director. These documents must be made available, if requested, to the Enforcing Authority.

SITE FIRST AIDERS

f. First Aid facilities are held in the site offices marked FIRST AID.

ACTION TO BE TAKEN IN THE EVENT OF AN ACCIDENT

g. The injured person is to make their way, if able, to the nearest first aid facility, or raise the alarm by whatever means available.

h. If the First Aider is not present, the injured person is to contact a member of staff who will:

i. Immediately send for First Aider

j. Reassure the injured person.

k. No first aid to be administered without the presence of the First Aider.

l. If the injured person is unable to go to the site office, a colleague should advise the First Aider and take him to the scene of the accident.

m. The First Aider will call an ambulance if necessary.

MAJOR ACCIDENT OR INCIDENT REQUIRING EMERGENCY PROCEDURES

n. On witnessing accident/incident if it is not possible to aid the injured, obtain help, do not endanger yourself.

o. Immediately find a member of Fortis Vision staff who will direct a First Aider to the scene.

p. The First Aider and the Site Manager will assess the situation, arrange for the emergency services to be called and ensure access to the incident is clear, wait for emergency services, and direct them to the scene.

q. First Aider to stop with the injured person.

r. Contact the prescribed persons and advise them of the incident by telephone and email. All incidents, accidents are to be immediately reported by those involved to the site manager or direct line manager and the information to be copied to

the H and Safety Partner for assessment for possible follow up action. Incidents are reported using form CF005 which is retained as a record of the event. All reports are logged on a central log and given a unique identification number.

2.15 Site Rules (including Drug and Alcohol policy)

- a. A copy of Fortis Vision Site Rules available as part of the Site Health and Safety File. The following excerpt covers the company's policy towards the use of Drugs and Alcohol.
- b. Drugs and Alcohol - Recreational Drugs including the genre or drugs considered to come under the term "Legal Highs" and Alcohol use are strictly banned during the works. All engineers have been made aware of the legacy effects of alcohol 'the morning after'.

Please note that we retain the right to undertake random drug and alcohol testing at any time.

c. Where an engineer is taking prescribed medication or over the counter medication then he must refer to the instructions that accompany the medication to ensure that there is no risk of impairment to his functionality and ability to work. Where the engineer is using medication that he has used before under the same circumstance and that the medication includes a warning of POSSIBLE impairment, but he has not experienced such impairment in the past then he may continue to work, however he must make the works supervisor aware of the use of this medication and the possible side effects so that this can be monitored.

Ensure the following is strictly adhered to:

- d. Wear safety footwear at all times. Helmets, gloves, ear defenders, goggles and high visibility must be worn when working conditions dictate.
- e. Keep your work area clear and tidy.
- f. Ensure you carry out an assessment before lifting anything that is too heavy.
- g. Ensure all leading and open edges at height are protected with guardrails and wear harnesses as necessary.
- h. Ensure that scaffolding is fitted with guardrails, toe boards and good ladder access at all times.
- i. Ensure power cables are free from damage, dry and are not a trip hazard.
- j. Ensure adequate fire extinguishers are within reach if using heat or naked flames and follow the laid down procedures.
- k. Report anything unsafe to your line your supervisor immediately.
- l. Ensure that permits are obtained for high-risk activities.

Under No Circumstances conduct any of the following Actions:

- m. Abuse safety equipment provided for your and other workers benefit.
- n. Drink Alcohol or take drugs whilst at work, or engage in horseplay.
- o. Use hazardous materials until you have read and understood the instructions on the label. Refer to your COSHH data sheet.
- p. Use 240v appliances without a permit.
- q. Use un-inspected, incomplete, or unsafe scaffolding. (Not required on this project)
- r. Enter unsupported or un-inspected excavations. (Not required on this project)
- s. Attempt mechanical lifting operations without a trained banksman.
- t. Use any plant unless you can prove you are properly qualified.
- u. Carry out any work that is a high-risk activity without a safe method of working in place (permits).
- v. Remove or disturb any materials that you suspect to be asbestos.

Smoking/Vaping

w. No smoking or vaping is permitted within the flats or common areas, and external areas of this property. However smoking is permitted in designated areas externally at the designated Smoking area and away from the public entrance. Details will be issued at the time of induction.

COVID-19

x. See separate COVI-19 documentation in the Health & Safety folder.

2.16 Fire and Emergency Procedures

If there is a fire or other emergency, the following general procedure must be implemented without delay.

- a. Any person discovering a FIRE should raise the alarm to alert everyone in the area.
- b. Immediately call the Fire Brigade by dialling 999. (Please remember that some companies operate telephone systems that require the user to obtain an outside line before placing a call. Therefore, it might be necessary to press 9 and wait for a dial tone)
- c. Fire extinguishers are placed at convenient points and the use of these can prevent a fire from spreading, but do not put yourself in danger from smoke or the fire. **REMEMBER DO NOT PUT YOURSELF AT RISK**
- d. On hearing the alarm, leave the building immediately, closing doors behind you.
- e. Do not run, walk in a controlled manner.
- f. Go to the assembly point. As detailed on the H&S notice board and at the induction phase.
- g. Do not return to the building for any reason until an authorised person gives permission.

The client's processes will be identified on the site notice board and instruction will form part of the induction process.

2.17 Emergency Contact Details

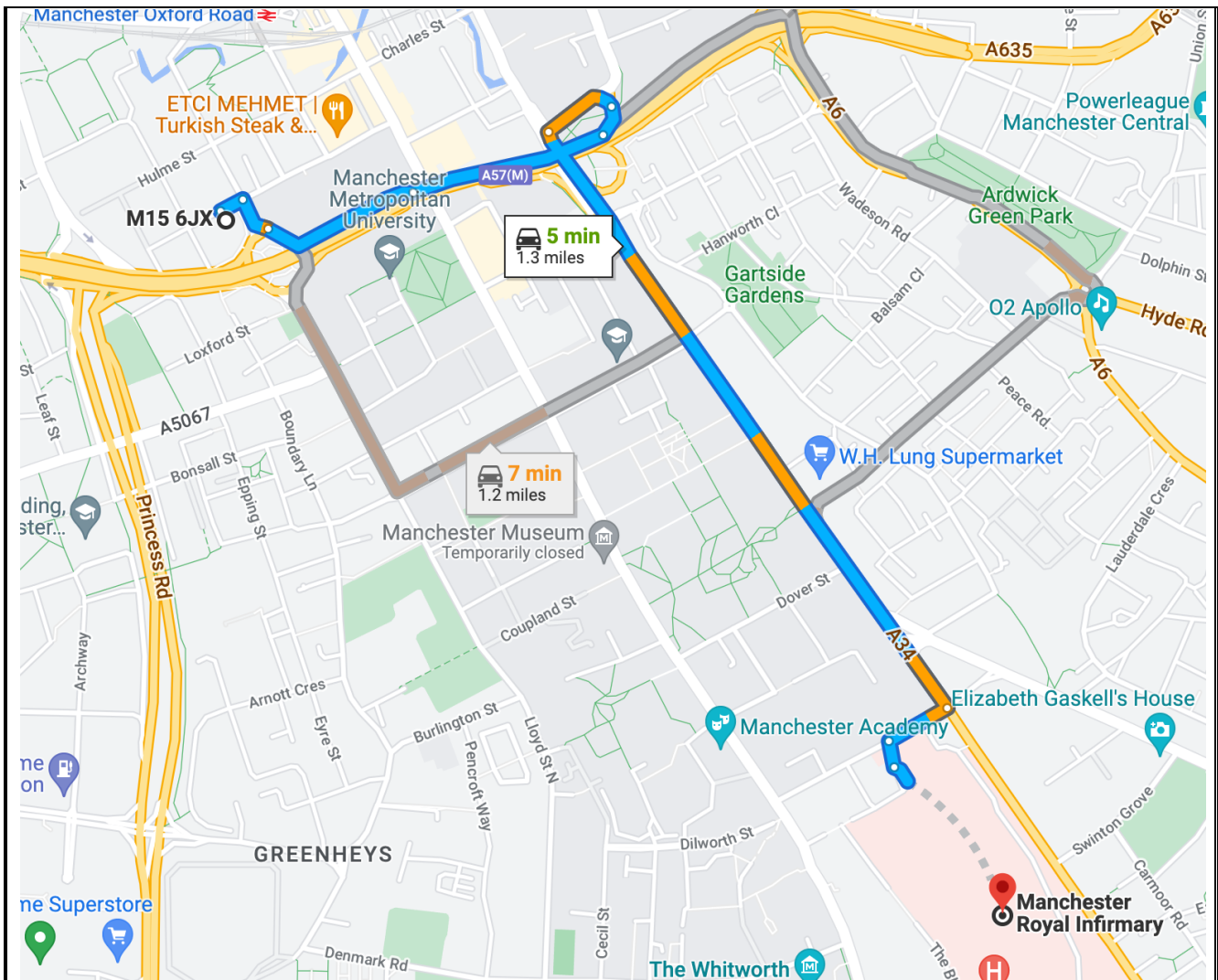
Ambulance: 999
Fire Brigade: 999

Where using a private exchange telephone system such as used by most businesses then it might be necessary to **dial 9** for an outside line.

Local Hospital: Manchester Royal Infirmary
 Address: Oxford Road, Manchester, M13 9WL
 Hours: Open 24 hours
 Phone: 0161 276 1234

In case of emergency ring 999

FORTIS VISION



Arrangements for Controlling Significant Safety Risks

3.1 Safety Risks - Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site

a. All materials and waste will be taken to site by operatives in an agreed access manner with site staff. Areas to be barriered off if required and any large items to transported safely by multiple operatives during non peak times as required in conjunction with site.

3.2 Safety Risks - Dealing with Services - Water, Electricity and Gas, including Overhead Powerlines and Temporary Electrical Installations

a. During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

b. If there is a need for disconnection of services during the execution of this works. The area of the proposed works will be checked to ensure that other services are not affected and a safe isolation process will be adopted.

c. If there is a need to undertake disconnections then appropriate safety precautions will be ascertained and this document along with the appropriate RAMS will be updated to reflect the necessary works.

d. All services isolated will have mechanical lock off devices along with appropriate signage. A permit system will also be used and all isolated services will be logged with time date service isolated and the engineer's name and signature.

3.3 Safety Risks - Accommodating Adjacent Land Use

a. The building is located within a road of residential and commercial buildings. There are currently building works happening all along Chester Street.

b. Consideration should be given to preventing unwanted noise nuisance being caused to the local businesses and residents. The recommended hours for noisy construction work of 8am – 6pm Monday to Friday and 8am – 5pm on Saturday, and nothing on Sundays or bank holidays.

c. Physical means of reducing noise should be considered, including use of silent MEWPS; low dB tools; site rules restricting shouting and radios. Suitable hearing protection should be provided to operatives exposed to noise above 80dB.

d. Dust being generated by works is required to be suitably managed, by the use of LEV or similar.

e. Waste must be managed separately to the store system. Any skips brought to site are required to be covered to prevent materials and discarded items being blown around under the elements or vandalised. Waste skips should be placed 10 metres from the building in order to comply with the client's insurance stipulations. Waste segregation is required to recycle wood and metal where possible. Waste being removed from site must be done so by licensed contractors and all waste transfer notes retained on site.

3.4 Safety Risks - Stability of Structures whilst carrying out Construction Work, including Temporary Structures and existing Unstable Structures

There are no structures close to the works area that will be affected or undermined by the works. There is no intention of disrupting or altering any structural internal walls on this project.

3.5 Safety Risks – Working at Height and Preventing Falls

The following processes are used to manage these works:

a. Reduce or eliminate the need for undertaking any operations above ground level by planning the works and considering alternative means of carrying out as much of the task at ground level as possible.

b. Plan and organise the task and consider all possibilities.

c. All personnel working at height are to be competent.

- d. Access and work equipment is to be appropriate for the task.
- e. Access equipment is to be fit for purpose and will be inspected and maintained in an approved manner.
- f. fall arrest equipment will be used where appropriate and practical (if required).
- g. Suitable barriers or fencing will be used near the edges of platforms.
- h. Care will be taken to ensure that all operations are carried out in such a way as to remove risk to others working in the area.
- i. Works will only be carried out where weather conditions do not increase risk.

Where the works will involve the use of a ladder to either gain access or to work from:

- j. The work is of short duration and involves only light work.
- k. Three points of contact can be maintained at all times.
- l. The work only requires one hand to be used.
- m. The work can be reached without stretching.
- n. The ladder can be fixed to prevent slipping.
- o. A good handhold is available.
- p. The ladder is safe to use and has been regularly inspected.

All activities of this nature must comply with the current Work at Height Regulations and legislation!

3.6 Safety Risks - Work with or near Fragile Materials

During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

3.7 Safety Risks - Control of Lifting Operations

During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

3.8 Safety Risks - The Maintenance and Inspection of Plant and Equipment

The following equipment will be used during the execution of this project:

- a. Cordless tools and 110v power tools, 110v transformer, 110v leads floor stripper and floor sander. All tools will have a current visible in date PAT test to render them fit to use.
- b. Maintenance of Plant and Tools – Before using any item of Plant or Tools, the engineer must make sure that the equipment is in operational order and does not show any signs of damage. Where appropriate the engineer must refer to test certificates or maintenance records. Any item of plant or tool that is damaged must be removed from the working site and clearly labelled with details of its condition. Repairs must be affected prior to its reuse.
- c. Where plant is equipped with an engine, then the appropriate fuel and lubricant levels must be checked prior to use. Fuel must be available to ensure that the works can be completed fully with allowance made of unexpected running delays. All fuel to be stored in company vehicles or a designated fuel storage area on site. Fuel must only be stored in approved containers in quantities that are allowed by law.
- d. Where available any log book or maintenance schedule must be completed at appropriate times.
- e. Where repairs are required such repairs must be carried out by approved and competent persons. Details of repairs should be recorded in the maintenance records for the equipment where appropriate. Where the equipment cannot be

repaired then it must be destroyed or broken down to prevent it from being used in the future.

3.9 Safety Risks - Work on Excavations and work where there are Unstable Ground Conditions

During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

3.10 Safety Risks - Work in a Caisson or Compressed Air working

During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

3.11 Safety Risks - Work involving Natural or Bottled Gas

During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.

3.12 Safety Risks - Traffic Routes and Segregation of Vehicles and Pedestrians

- a. There is a two-way vehicular system in operation outside the front pedestrian entrance and vehicle entrance.
- b. All vehicles associated with the works will adhere to the highway code and obey any site rules.
- c. All workers and visitors needing to visit the work area will be required to wear appropriate PPE and high visibility vests or jackets. This is mandatory when working on this project.
- d. It is not anticipated that any traffic thoroughfare will be affected during this project.
- e. There will be no contractor parking on site for the duration of these work.

Please see the separate site plan for details.

3.13 Safety Risks - Storage of Materials (particularly Hazardous Materials) and Work Equipment

All materials and equipment delivered to site will be stored within the building work area. All materials must be left in a safe and secure manner. Some equipment may also be stored within company vehicles until required. All hazardous materials will be recorded in COSHH assessments and the site COSHH register.

3.14 Safety Risks - Any Other Significant Safety Risks

Electrical works: Any works involving working with electrical circuits, must be carried out on dead circuits. Under no circumstances must work be carried out on live circuits, and all electrical equipment must be left in a safe and compliant manner following any works being carried out. All works must be subject to risk assessments and method statements and this information must be added to the construction phase plan as the works progress.

Arrangements for Controlling Significant Safety Risks

4.1 Health Risks - Asbestos The building was constructed post 2000 so is free from asbestos. Information included as part of the client PCI.
4.2 Health Risks - Dealing with Contaminated Land During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.
4.3 Health Risks - Manual Handling Manual handling operations will be undertaken within the HSE Guidelines. All engineers have received specific training in their responsibilities and requirement for manual handling. Where there is a need to lift or manoeuvre materials or equipment then the work will be assessed and if required mechanical aids will be introduced.
4.4 Health Risks - Use of Hazardous Substances, particularly where there is a need for Health Monitoring All substances associated with this project have been industry assessed to have no long term or permanent health implications. Therefore, there is no requirement for health of exposure monitoring. Product data sheets and COSHH assessments will accompany all products.
4.5 Health Risks - Reducing Noise and Vibration a. Noise It is important to maintain the lowest levels of noise possible during the works, to avoid unnecessary disruption to the on-site staff and surrounding neighbourhood. b. Noise – During the execution of the works it is expected that some activities might generate noise. Appropriate precautions will be taken to prevent any harm coming from the noise to both operatives and staff working with the equipment and also others working in the area. Hearing protection will be provided to engineers as part of their standard PPE. If others working in the area will be affected by the noise generated by our works then consideration will be given as to the works being done out of hours or if the works cannot be avoided suitable hearing protection may be provided. c. Cordless hand tools. d. Vibration – Engineers working with some items of plant and equipment will be subjected to vibration. Appropriate precautions will be taken including limiting exposure to vibration and the appropriate use of breaks from the equipment. Specific guidance is provided in RAMS prepared for the project.
4.6 Health Risks - Work with Ionising Radiation During the planning of this work it has been established that there is no likelihood of this risk developing however, in the event that this risk is identified then the works in the area of the risk will cease and the design and plan will be modified accordingly.
4.7 Health Risks - Exposure to UV Radiation (from the sun) The company operates a no skin policy. This means that when working outside clothing must remain on. UV (ultraviolet) radiation from the sun is a major cause of skin cancer. Cases have doubled in the last 20 years. 40,000 people are diagnosed with skin cancer and 2,000 people die from it each year.
4.8 Fire Precautions – Management of Fire Risks Before any works start a thorough fire risk assessment will be undertaken to establish the requirements. We will be adopting the incumbent building fire protection/alarm systems this will be managed with cooperation with the Client and its contractors as per statutory compliance and the Client's Fire Management Plan. When the findings of the fire risk assessment is known all necessary precautions will be employed.

Note – the site management team will be responsible for maintaining the necessary standards are maintained.

- Fire Marshals – Will be in place for the duration of this project.
- Fire Evacuation Plan – Will be displayed in all work areas that are to be occupied for the duration of the project.
- Fire Muster Point – This will be displayed around site and communicated at the induction stage.
- Fire Extinguishers – Will be deployed as a result of the FRA.
- Fire Routes – Must be kept clear at all times.
- Fire doors and closers – Must be kept clear and closed at all times.
- Fire Blankets – Must be in place within all blocks kitchens during occupation.
- Combustible Materials – Must be kept clear at all times and waste must not be allowed to accumulate within fire routes.
- Prior to any work commencing, all hobs and wall heaters will be isolated by the project supervisor overseen by the client.
- Fire Alarm Testing – This must be done every week with cooperation from the Client
- Fire Evacuation Drills – will be held as per the FRA.

The Health and Safety File

5.1 Layout and Format

The project will be handed over in accordance with Unite Students Handover Guidelines. All sub-contractors will also collate and provide manufacturer's information on any installed equipment. This information will be provided to site in the form of a single hard copy and an electronic copy will be provided to the client so that their records can be updated accordingly.

5.2 Arrangements for the collection and gathering of information

- a. The Fortis Vision Site Manager will ensure that all documentation collected during the execution of the project is gathered into the Health and Safety File in such a way as to ensure that it is kept clean and tidy.
- b. On completion of the site works a Completion Certificate must be signed by the client or his representative. In the event that there is no-one available to sign the document then before leaving their site the Fortis Vision Site Manager/Supervisor will attempt to make contact with the client or his representative by telephone to arrange for someone to provide a signature.
- c. On completion of the project the Health and Safety file will be returned to Fortis Vision for filing.

The following is a list of documents that are expected to be collected during the works:

- d. Delivery Notes
- e. Documents Delivered with Materials
- f. Waste Transfer Notes
- g. Signed Completion Certificate
- h. Sub-Contractors Daily Work Sheets
- i. Engineers Daily Work Sheets
- j. Test and commissioning Certificates Raised During The Works
- k. On Site Risk and Method Statement Documents
- l. Product data sheets
- m. User manuals
- n. As built drawings
- o. CoSHH information
- p. Any Other Documents Associated with The Project