

	Title	MAJOR PROJECTS CONSTRUCTION PHASE PLAN		
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Construction (Design & Management) Regulations 2015

CONSTRUCTION PHASE PLAN



PROJECT	Royal Northern College of Music		
JOB No.	109117		
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Reviewed By:		Approved By (QHSE): Adam Clarke	
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1	<i>Principal Contractor added</i>	
2	<i>Updated to include management of Trad staircase access installation & PV works</i>	
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The above amendments have been highlighted in BLUE TEXT within this Plan.		

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INTRODUCTION

This Construction Phase Plan has been prepared in accordance with regulation 12 of the ***Construction (Design and Management) Regulations 2015***, Appendix 3 of the ***HSE L series guidance on CDM 2015 Regulations – L153***.

A Construction Phase Plan is required for all projects, regardless whether it is Notifiable or Not, to ensure that arrangements for health and safety during the construction phase of a project is managed.

Under Regulation 4 of CDM 2015, the Client must ensure that the construction phase on site does not start unless a Construction Phase Plan is drawn up by:

- (a) The Contractor if there is only one contractor working on site; or
- (b) The Principal Contractor if there is more than one contractor working on site

The Construction Phase Plan is comprised in two parts:

1. This being the Main Plan which has been developed using the Pre-Construction Information provided by the Client and sets out the arrangements for managing health and safety during the period of construction work. It is proportionate to the scale and complexity of the project and the risks involved.
2. The **Project SHE File**, which will facilitate the continual development of the Plan throughout the project.

Note

For practical guidance when compiling the Construction Phase Plan and the Project SHE file in Appendix A, see document Construction Phase Plan Guidance – [DGSS091](#).

The Dodd Group Health & Safety Policy – [DGSS 001](#) will be the general policy applicable to this project. The project will be implemented, documented and maintained in accordance with the Quality Management System identified in the Dodd Group Quality Policy – [DGQMS0002](#). Copies of both policy documents and the Environmental Policy – [DGES0002](#) will be available on site.

SECTION 1: DESCRIPTION OF PROJECT

CDM 2015 Duty Holder Roles Undertaken by Dodd Group for this Work (tick as appropriate):

Client	Principal Designer	Principal Contractor	Designer	Contractor
				✓

1.1 Project Description and Programme.

The contract works comprise the removal of existing boiler modules and replacement with new, undertaking modifications to the existing boiler flues, BMS Controls, Thermal Insulation and Pumps.

The Boilerhouse is located at roof level and specific tasks include:

1. Remove existing Gas fired LTHW Boiler modules and replacing with new in a phased sequence so as to maintain a supply of heating to the building at all times
2. Installation of new twin pump sets and pipework within boiler room where modified to suit the new layout.
3. New boiler modules and items of plant and pipework that have been stripped out will be removed from the roof top plant room via crane.
4. Modifications and renewal where necessary of the existing boiler flue systems to cater for the new boiler modules
5. Modifications to the existing BMS Controls together with power and control wiring
6. Modifications and renewal where necessary of the existing gas pipework to cater for the new boiler modules
7. Upon completion of the works all redundant equipment & materials shall be removed from site.
8. Testing & commissioning upon completion
9. Management of Trad completing the staircase access installation
10. Defects on PV installation Phase 1 and installation of PV in Phase 2

Project Location / Site Address:

Royal Northern College of Music
124, Oxford Road
Manchester
M13 9RD

Site Access & Egress:

The Principal Contractor shall be responsible for the safety and welfare of site personnel and the public/others within the site areas and therefore, shall provide safe traffic/pedestrian routes at all times. Public access to the site will not be permitted. The site will be as secure as reasonably practical against theft, vandalism and unauthorized access.

All operatives and visitors to site are to sign in/out of the site register located within the site office. At no time shall any vehicles connected with the works be parked where this could cause an obstruction.

Site Traffic Management Plan (STMP):

When undertaking the duty of Principal Contractor, the Site Manager will be responsible for developing a "Site Traffic Management Plan" to ensure that vehicles and pedestrians using site routes can move around safely. The plan should be effectively managed throughout the construction process. The following document will be used to develop the STMP:

Site Traffic Management Plan - [DGSS184](#)

Hours of Working:

Normal working hours are between 8:00AM to 5:00PM Monday to Friday. Work outside these hours and Bank Holiday work to be agreed with the Principal Contractor.

Timescale of Construction Phase:

Anticipated Project Start Date: 18th October 2021
Anticipated Project Completion Date: [24th June 2022](#)
Total Duration of Contract: 10 Weeks

HSE F10 Notification Required?	Yes	✓	Project duration will last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or will exceed 500 person days.
	No		Project duration is not expected to exceed 30 working days and have less than 20 workers working simultaneously at any point in the project or will not exceed 500 person days.

If the project is notifiable, the Client will give notice in writing to the Health & Safety Executive before the construction phase begins. A copy of the F10 will be prominently displayed on site.

1.2 Duty Holders**Client:**

2 Degrees C Ltd (Acting on behalf of Royal Northern College of Music)
International House
61 Mosley Street
Manchester
M2 3HZ

Contact: Catherine Pankhurst
Telephone: 07875 364108
E-mail: cp@2degrees.co.uk

Principal Designer:

DM Safety & Health Services Ltd
Flynn House
32 Woodford Road
Bramhall
Stockport SK7 1PA

Contact: Mike Bounds
Telephone: 07956 935462
E-mail: mbounds@dmsafety-health.co.uk

Designer:

DSSR Consulting Engineers
Chester Road
Stretford
Manchester
M32 0RS

Contact: Mr Steve Williams – Regional Director
Telephone: 0161 872 4811
E-mail: S.Williams@dssr.co.uk

Principal Contractor:

Dodd Group (Midlands) Ltd
Bletchley Road
Heaton Mersey
Stockport SK4 3EJ

Contact: William Tatterton
Telephone: 07734 159082
E-mail: William.tatterton@doddgroup.com

Mechanical & Electrical Contractor:

Dodd Group (Midlands) Ltd
Unit 8 Rugby Park
Bletchley Road
Heaton Mersey
Stockport SK4 3EJ

Contact: Mr William Tatterton
Telephone: 0161 443 4287
Mobile: 07734 159082
E-mail: William.tatterton@doddgroup.com

1.3 Existing Records and Plans

The following is a list of existing records that are available, held with RNCM and issued as part of the preconstruction information:

- Drawings of proposed alterations.
- Asbestos Register

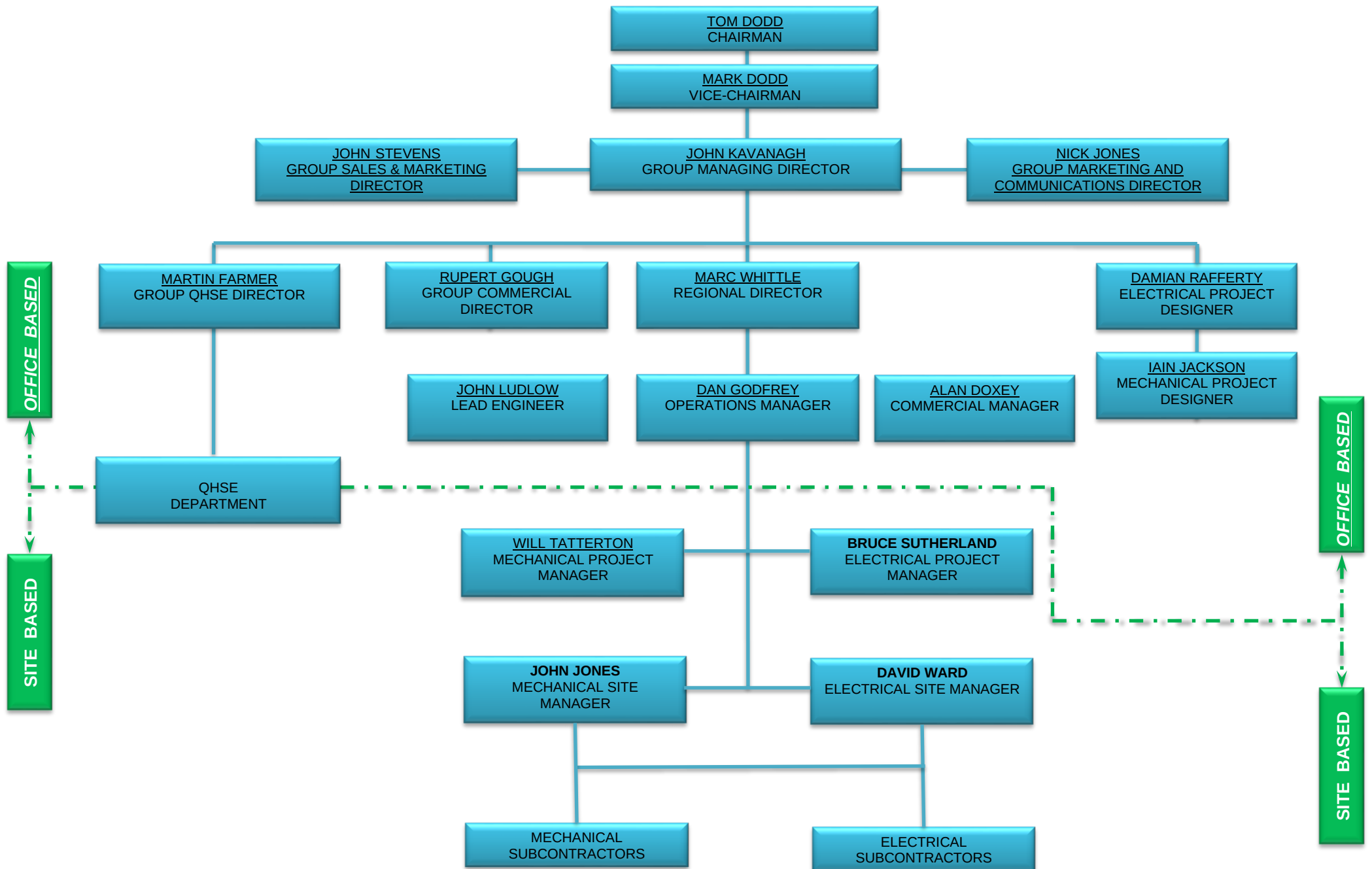
Also refer to the Project Mechanical & Electrical Specifications

SECTION 2: MANAGEMENT OF THE WORK

2.1 Management Structure and Site Management

NAME	POSITION	CONTACT NUMBER
Mark Dodd	Chairman	01952 290290
John Kavanagh	Group Managing Director	01952 290290
Martin Farmer	Group Safety Administration Director	07860 901567
Marc Whittle	Operations Director NW Projects Division	07766 248425
William Tatterton	Project Manager	07734 159082
John Jones	Site Manager	07725 489044
Alan Doxey	Commercial Manager NW Projects Division	07766 248427
Phil Wicks	Group QHSE Manager	07711 436513
Moss Patel	Group Health & Safety Manager	07702 257280
Mary-Anne Clayton	Group HR Manager	07595 609795
Dodd Group, Unit 8 Rugby Park, Bletchley Road, Heaton Mersey Industrial Est, Stockport Tel: 0161 443 4287		

Dodd Group senior management are fully committed to the highest standards of health and safety and will comply with all statutory duties.



2.2 Project Health, Safety and Environmental Aims

The aim of the project is:

- To comply with all appropriate legislation and statutory duties by providing a safe and healthy working environment that will minimise workplace hazards.
- To deliver the project with no injury or loss to persons working on the project or through third party contact.
- To minimise or eliminate the likelihood of harmful environmental incidents.
- To make more efficient use of resources and reduce the impact our operations have on the environment.

2.3 Temporary Works

- Where temporary works are applicable, the Dodd Group will ensure best practice and will ensure that adequate time, resource, training, design input and checking are allocated to the project.
- Dodd Group will also ensure that adequate and appropriate controls are in place to manage the works effectively.
- All parties involved will be competent.
- The Dodd Group Temporary Works Procedure [DGSS 034](#) will be applicable to all such works.

2.4 Site Rules

The following site rules will apply to this contract. Dodd Group will ensure that they are observed and complied with by everybody working on or visiting the site:

1. No personnel are to have access onto the site without a site induction. Visitors must be accompanied at all times.
2. All personnel shall be properly and correctly trained for the work on which they are employed. Individuals may only carry out tasks for which they are competent and authorised.
3. Only operate plant / tools if you are trained, competent & authorised to do so. Plant/MEWPS must be suitable for the task to be performed and be accompanied by evidence of the last thorough examination. The area of mobile plant use is to be sectioned off to prevent unauthorised access.
4. All operatives must wear appropriate PPE as listed below:

Item	When Applicable
Safety Boots (EN 345)	At all times
Hi Viz Clothing – Jacket/Vest (EN 471)	At all times
Hard Hat (EN 397)	At all times
Gloves (EN 388)	At all times. Specific gloves for specific tasks maybe listed within task specific works
Eye Protection (EN 166)	At all times. When cutting/grinding/drilling/chiselling
Ear Defenders (EN 352-1) Ear plugs (EN 352-2)	During noisy activities or designated areas

Face Masks (EN 149)	Where dust cannot be controlled by engineering control i.e. Local Exhaust Ventilation or damping down
Specialist as determined by RAMS	As determined by RAMS
Tool tethering (CE Marked)	For all work activities within 4m of the perimeter of the building facades

The wearing of shorts is not acceptable and a minimum of a short sleeved T Shirt is required beneath high visibility clothing.

5. All existing emergency access routes are to be maintained throughout the project.
6. All fire escape routes must be kept free from obstruction.
7. Access and Egress to the building will be through designated walkways by RNCM. Please take notice of the information boards around site for any changes to access routes.
8. Access / egress must be maintained where scaffolding or access equipment is placed on or over access routes. The access route must be reviewed accordingly.
9. Under no circumstances are access routes to be blocked with plant/materials unless they form part of the agreed work area.
10. Good housekeeping is a priority in order to maintain a safe place of work and to protect the environment. Tools and equipment should be stored in designated areas. Redundant or waste materials should be cleared up as work progresses and removed to designated skips or company vehicle as soon as possible. Skips are to be removed from site when full, by a licensed waste carrier with a copy of the waste transfer/consignment note issued to Dodd Group. Contractors should take care not to create spills; spills that do occur must be cleaned up immediately.

All waste must be disposed of in the correct skips. If you are unsure of where waste can be disposed of, ask the site manager/supervisor.

Confidential waste paper must be taken back to the branch office for disposal in the correct manner. (See Toolbox Talks [DGSS012](#) – Talk 84: GDPR)

Don't pour anything (paint, oil or solvents etc.) down the drains. If you need to get rid of these then ask the site manager. If you have to refuel any plant or equipment make sure it is done away from drains over a drip tray.

11. All electric plant and equipment should be 110v and be appropriately PAT inspected. Do not use unsafe equipment on site, report any defects and keep leads tidy.
12. Trip hazards created by trailing power cables to be minimised by the use of 24 volt battery operated tools where possible.
13. Smoking is to be limited to designated areas only. No smoking will be allowed elsewhere on site. Do not smoke near any stored flammable material or skips.
14. Employees, sub-contractors and Agency workers working on behalf of Dodd Group are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs. Drug use includes the use of illegal drugs, the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs" and the misuse of prescribed or over-the-counter medication.

Any person found to be in an intoxicated or unfit condition will be requested to leave the site with immediate effect.

All personnel including sub-contractors or agency workers should be aware that our clients may have their own screening requirements which may include random testing, the

consequences of which are at the discretion of the client and could result in either temporary or permanent removal from site. (See Substance Misuse Policy – [DGSS018](#)).

15. Abusive language, wolf whistles, cat-calls and generally poor behaviour, towards members of either sex passing the works or site are forbidden. Failure to comply may result in being removed from the site.
16. Take all reasonable steps to control the workforce regarding noisy conversations or swearing as the public will be able to see and hear the construction staff.
17. Instructions or commands depicted on safety signs must be complied with at all times.
18. Mobile phones must not be used whilst working on site or operating plant and machinery. Calls should only be taken / made when in a position of safety.
19. Radios, CD players, personal stereos or similar are not permitted on site.
20. No contractors or employee's vehicles to be parked on the adjacent roadways or in such a way as to cause obstruction or effect health & safety; DO NOT illegally park on public or estate footpaths, allocated residents parking or grassed areas. Parking of all vehicles must comply with requirements of the Highway Authority.
21. If works / deliveries cause disruption to traffic / pedestrian routes, then suitable, safe signed diversion is to be provided in compliance with highway authority standards. Such diversions shall include barriers between pedestrians & vehicles and pedestrians & the working area.
22. All site operatives and personnel, including visitors, must be aware of the evacuation procedures in the case of an emergency.
23. Food and drink must not be consumed within the construction areas of the site. Use the welfare facilities provided.
24. Welfare facilities must be maintained in a clean, hygienic condition.
25. All dust, noise and pollution shall be kept to a minimum and all measures are to be taken to prevent any nuisance to any other operatives and members of the public.
26. High standards of personal hygiene and skin care should be maintained by site personnel at all times
27. All personnel shall be aware of site specific environmental aspects that will impact this project and what they should or should not do to manage the environmental issues.

2.5 Arrangements to Ensure Co-operation Between the Project Team

General

Project team communication will be via planned meetings throughout the project and via on site formal/informal meetings, email and the telephone.

Liaison Between Parties On Site

Before commencing and during the project, Dodd Group will maintain regular communication between the Principal Contractor, and if necessary, the Client, Principal Designer, and any other Designers that may be involved. The Contracts Manager and Site Supervisors/Project Engineers will play an active role in facilitation between all relevant bodies concerned with the project

Fortnightly site meetings are to be arranged by the Principal Contractor to review progress, discuss any policies and to give Contractors an opportunity to discuss health, safety & environment and any other site issues. Any health, safety & environmental issues arising from these meetings will be disseminated to our workforce during toolbox talks and/or through safety bulletins/memos.

The Principal Contractor will ensure that the Principal Designer is informed of any unforeseen eventualities that may result in significant design changes.

During the contract, there may be other trade contractors (not directly employed by the Principal Contractor) working concurrently with our workforce. In this instance, these contractors are still subject to current CDM Regulations and are required to co-operate with the Principal Contractors' site rules.

Daily liaison with operatives will be maintained when they arrive on site in the morning.

Communication

Good, timely communication between the Client, Designers, Principal Designer, Principal Contractor and Contractors, is essential for co-operation and co-ordination of activities on this project. This will allow that any risks are identified early on and properly controlled.

Exchange of Design Information

Design information for the project will be communicated from the Principal Designer to the Principal Contractor who in turn will cascade the information to all necessary subcontractors and the project team. Any issues encountered by contractors during the project will be communicated through the Principal Contractor back to the Principal Designer for clarification.

Arrangement for Monitoring and Review

Regular health, safety & environmental audits of the site will be conducted to ensure that the aims of the project are accomplished. Copies of the Audit Reports will be forwarded to the Principal Contractor. Actions from the audits will be reviewed on a monthly basis.

2.6 Arrangements for Selecting and Involving Workers

General

All operatives and subcontractors on site will be inducted on the pre start meeting minutes and communicated to on an on-going basis by Dodd Group or his nominee e.g. toolbox talks.

Any person on site is invited to bring to the attention of the Site Manager, or his nominee, any issues regarding health, safety, welfare and the environment.

Selection and Control of Contractors and Subcontractors

The Dodd Group will employ specialist Sub-contractors and temporary top-up labour to cope with any peak demands. The subcontractors engaged by Dodd Group will be selected based upon the tasks required to be undertaken, their technical competency, past working experience, commercial awareness and always the ability to work in a safe manner at all times. For this project, the appointment of any subcontractors would rest with the Contract Manager, subject to them being vetted to satisfy our pre-qualification criteria.

The engagement of subcontractors would effectively be seen as an extension of our own workforce and as such, subject to the same conditions of employment, co-operation, monitoring and discipline requirements. They will be given adequate information relating to the project to enable them to be competent to undertake the work in a safe manner.

All subcontractors either failing to comply with site rules or safe working practices will be asked to remove themselves and their equipment from the site.

Consultation with the Workforce

Involving the workforce in identifying and controlling risks is crucial to reducing accident potential. At all tool box talks, induction meetings, and training sessions, it will be a requirement that those present are asked to report any issues related to health, safety & environment that may be of concern. At any other time, individuals may raise issues with the Contract Manager or the regional QHSE Manager. When Management receives such information then it will be recorded and actioned as appropriate.

Training

Dodd Group will conduct regular Toolbox Talks – [DGSS 012](#) to a Toolbox Talk Programme – [DGP063](#) that is applicable to the work being carried out during the project. It is mandatory that all operatives attend these training sessions. Training & Toolbox Talk Attendance Records – [DGQMS0113](#) will be maintained in the Project SHE File.

All Electrical work to be carried out by competently trained electricians, in accordance with the **Current Edition of the IET Wiring Regulations BS 7671** and the **Electricity at Work Regulations 1989**.

All gas appliances and installation pipework, testing, commissioning and inspection of existing gas installations, will be carried out in accordance with the current **Gas Safety (Installation and Use) Regulations 1998**, Codes of Practice, Institute of Gas Engineers Procedures, Work Specifications and Manufacturer's Instructions. In accordance with Regulation 3(1) and 3(3) of the Gas Safety (Installation and Use) Regulations, competently trained Gas Safe Registered operatives will carry out all gas installations. Competent operatives working on these systems shall have passed within the last 5 years, the appropriate gas Accredited Certification Scheme (ACS).

Operatives conducting a work activity that requires specialised training must be appropriately certificated. The Principal Contractor will require evidence of such certification during site inductions. A record of all qualified operatives will be maintained i.e. copy certificate. Particular attention will be given to the following work activities:

- Mobile Tower Scaffolds PASMA.
- MEWPS.
- Abrasive Wheels.
- Confined Space.

Abrasive Wheels Training will be compulsory for all operatives using powered tools fitted with an abrasive disk, i.e. Angle Grinders, Chop Saws, Hand Held Cut Off Saws etc.

All operatives must have received Asbestos Awareness Training and will be familiar with the procedure to follow should they encounter a material that they suspect may be asbestos.

All operatives must also be able to provide evidence that they have received appropriate Working at Height and Manual Handling Training.

2.7 Site Induction

Dodd Group are responsible for the safe completion of these construction works and part of our duties is to make all persons working on the project aware of the site procedures, arrangements and site rules.

The Principal Contractor will provide site specific induction training to all operatives attending the site, highlighting any particular risks and control measures. Furthermore, operatives must provide tangible proof of an appropriate valid CSCS Card or proof of registration. The Principal Contractor will check and record these details during site inductions. Any operative without an appropriate CSCS Card or proof of registration will not be able to work on site. Furthermore, Dodd Group will conduct its own induction for all their operatives (See Document [DGSS 015](#) – Site Induction Record); these induction records will be maintained in the Project SHE File. Dodd Group will also electronically complete the Sub-Contract Induction Register & Training Record – [DGSS104](#) for all sub-contract operatives on site.

A proposed format of the site induction could be:

1. Introduction

- e.g. welcome, a description of what the project is about & who it is for, how important safety is and who's who.
- Site Management structure.
- The general requirements and approaches of the principal contractor and the client.

2. Site Rules

- e.g. Reporting of accidents, demonstrating training & competence, wearing safety equipment and PPE, receiving a briefing on your safe system of work, hand-over of documentation such as permits to work, rules on access and parking, use of radios and mobile phones.
- e.g. Specific environmental aspects & impacts that will impact this project site. e.g. nesting birds, badgers, nearby canals and rivers etc.

3. Site Emergency Procedures

- e.g. Accidents, First Aid/Medical, Fire, other.

4. What are any particular current hazards

- Live gas mains, overhead cables, asbestos, clients' activities.

5. Welfare arrangements
 - e.g. Toilet locations/mess rooms/drying rooms.
6. Where people can go for assistance/further information/help
 - e.g. Office, notice board, worker safety reps, complaint lines.
7. What will happen to those who do not co-operate
 - e.g. Red/yellow cards, 3 strikes & out (See Dodd Group Health & Safety Warning Notice - [DGSS 079](#)), company disciplinary procedure.
8. Hand held equipment and Personal Protective Equipment (PPE) Register
 - All hand held equipment and PPE to be used on site to be recorded and reviewed on the appropriate register on the reverse side of the Site Induction Record – [DGSS 015](#). and/or the Sub-Contract Induction Register & Training Record – [DGSS104](#)

2.8 Welfare Facilities

In accordance with **CDM 2015**, Regulations 4(2)(b), 13(4)(c) and 15(11), the Principal Contractor will provide the welfare facilities on this site. The Principal Contractor will review the phasing of the works so that adequate welfare facilities will be available including:

- Toilets
- Washing facilities.
- Running hot and cold water.
- Changing/drying and rest areas.
- Drinking water.
- Means to boil water.
- Means to heat a meal.
- Lighting and heating.
- First-aid cover.

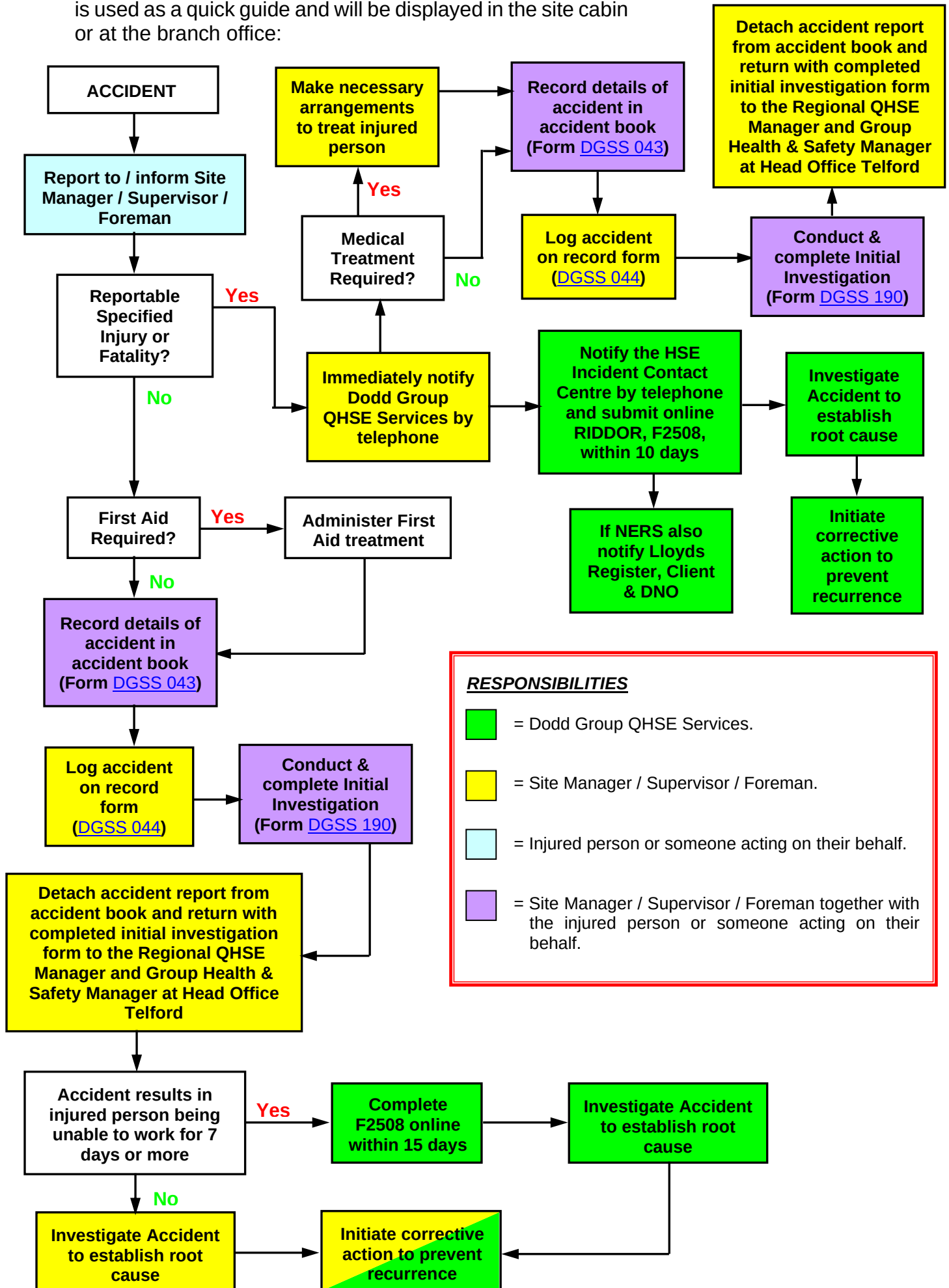
All operatives will be made aware of the welfare arrangements during their site induction.

2.9 Accident / First Aid Arrangements

Any accident or injury will be recorded in accordance with procedures identified within Dodd Groups Accident & Incident Reporting Policy – [DGSS 021](#). Similarly, any near miss incidents will be recorded in accordance with the Near Miss Reporting Policy – [DGSS 022](#). Copies of both policies will be included in the Project SHE File which is used as a cross reference to this Construction Phase Plan.

Any accidents resulting in an absence of 7 or more consecutive days from work, or any injury or incident reportable under ***The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2013*** will be notified by the QHSE department to the HSE's Incident Centre and to the Principal Contractor. Similarly, any dangerous occurrence reportable under RIDDOR 2013 will be notified by the QHSE department to the HSE's Incident Centre and to the Principal Contractor.

Predominantly, the following Accident Reporting Flow Chart is used as a quick guide and will be displayed in the site cabin or at the branch office:



In accordance with ***The Health & Safety (First Aid) Regulations 1981***, a minimum of one person trained to Emergency First Aid at Work, will be available on site at all times throughout the duration of the works. Numbers of trained persons is project specific and will increase dependent on the number of operatives working on the project (See First Aid at Work Guidance – [DGSS 197](#)). Evidence of such qualification will be prominently displayed in the site office and certificates will also be retained in the Project SHE File.

The First Aid cover allocated for this Contract / Site	
Name	Contact Number
John Jones	Phone No.07725 489044

It will be the Site Management's responsibility to regularly check the contents inside the First Aid Box and replenish stock as required.

2.10 Fire, Emergency and Site Security Arrangements

Fire Precautions

All flammable materials such as solvents and adhesives must be stored as recommended in the Material Safety Data Sheets. The Principal Contractor will only allow a minimum quantity to be stored on site.

No flammable or combustible material will be stored in the vicinity of naked flames.

Blowlamps and torches should be lit for the shortest period possible and should be extinguished immediately after use. Such equipment should be removed from the work area on completion.

Operatives are to make sure that appropriate fire extinguishers are on hand and that sparks or heat cannot set fire to surrounding materials if flame producing works have to be undertaken. After these works have finished, check the worksite to make sure that there is no smoldering materials. All hot working is to cease **at least 30 minutes** prior to the engineer leaving the site, to reduce the risk of undiscovered combustion. All hot works must be undertaken under a permit to work system.

The Principal Contractor will ensure that a good standard of housekeeping is maintained throughout the contract. The site will be kept tidy and all rubbish will be cleared away promptly and regularly to avoid unnecessary stockpiling of combustible materials.

Emergency Arrangements

A site Emergency can be one or more of the following:

- Fire
- Accident
- Bomb Threat
- Any other incident deemed an emergency by management i.e. emergency spill

The emergency arrangements on this project will where appropriate be in accordance with the Principal Contractors emergency arrangements, which will be highlighted to all operatives during site inductions. This will generally be that in the event of a fire emergency, all operatives are required to proceed to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice.

Failing the suitability of such arrangements, the following standard arrangements will prevail:

- In the event of an emergency, operatives or sub-contractors must contact the appropriate emergency services by telephoning 999 (Ambulance, Fire Brigade or Police). The Principal Contractor must be notified immediately.
- In the event of a small fire, if you have received training and are competent in the use of fire extinguishers, an attempt to put out the fire with the appropriate type of extinguisher should be made. If the fire cannot be controlled using fire extinguishers, raise the alarm and evacuate the building to the safe designated muster point. Ensure that all operatives and any other person on site have been safely evacuated and accounted for. The nominated evacuation point for Dodd Group personnel and or sub-contractors is as detailed in the Principal Contractors Evacuation Plan/Procedure. Operatives must acquaint themselves with such procedures prior to commencement of any work.
- Any visitors to site will be accompanied at all times and informed of the emergency procedure.
- Access will be provided at all times for emergency services vehicles & personnel.

As fire arrangements are subject to change as construction progresses, the Principal Contractor has a duty to bring this to the attention of site operatives and contractors.

Where appropriate a detailed plan of the site with details and location of all fire points and muster points will be displayed the Dodd Group office cabin.

In the event of an accident occurring that requires medical treatment, the nearest Hospital with Accident and Emergency Facility is at:

Manchester Royal Infirmary Oxford Road Manchester M13 9WL
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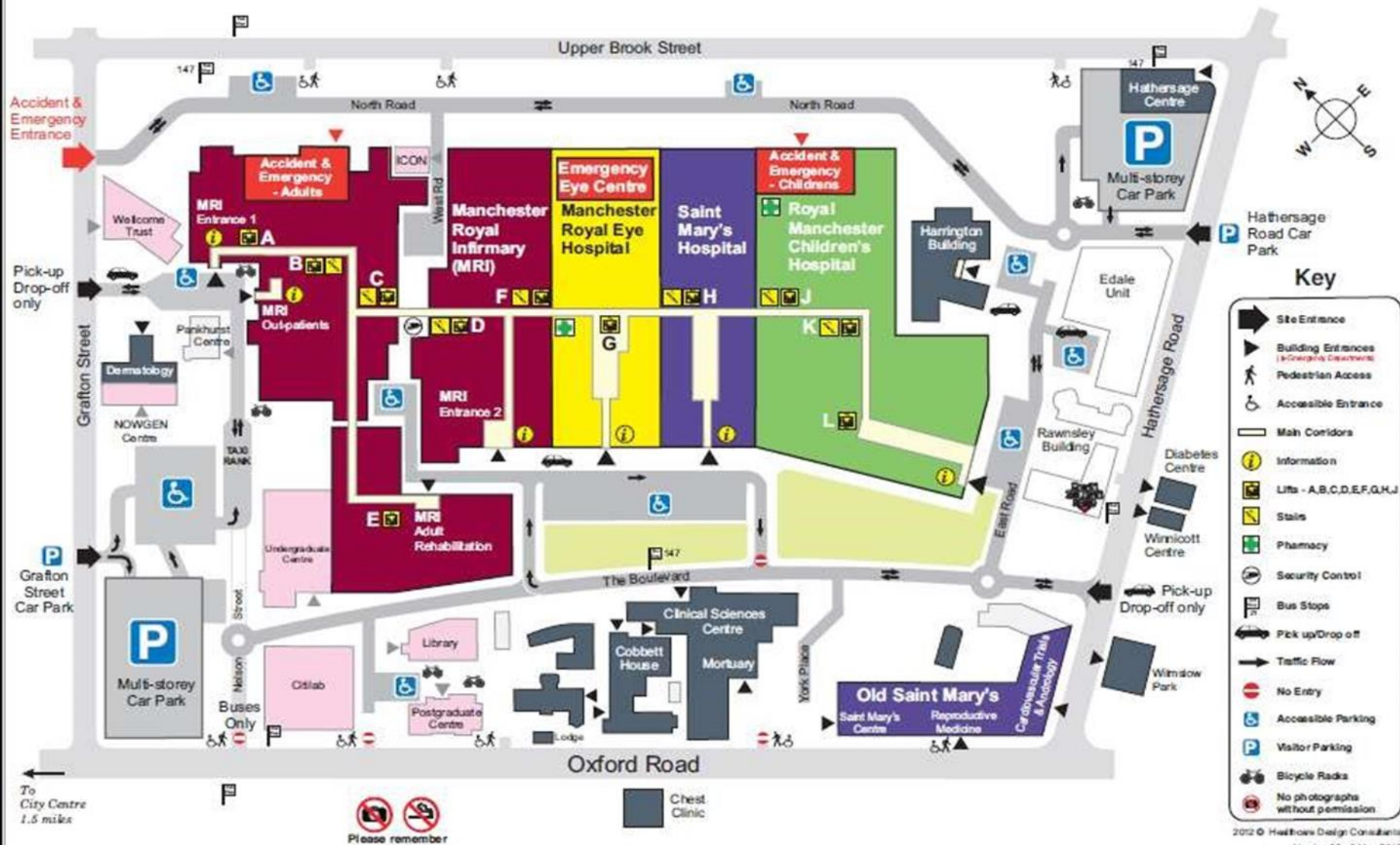


Central Manchester University Hospitals



Central Manchester University Hospitals NHS Foundation Trust, Oxford Road, Manchester M13 9WL. Website: www.cmft.nhs.uk

Tel: 0161 276 1234



Site Security

The Principal Contractor will take reasonable measures to ensure that no unauthorised persons enter the work area(s). Only people who are explicitly authorised by the Principal Contractor will be allowed access to the site. Authorised people should have the relevant site rules explained to them and undertake any necessary safety induction training. The perimeter hoarding will be of sufficient height and strength with regular spaced signage to prohibit and deter unauthorised access. Particular attention will be given to the prevention of access by children and to protect members of the public. All visitors are directed to the site office from where access into the construction area is controlled. Authorised personnel will escort site visitors around the site.

All site accesses shall be secured on completion of the working day and not opened until the commencement of the next working day. Security gates / locks shall be fitted to the access to the Site Compound. All mobile plant shall be parked inside the site compound and shall be fully immobilised.

For the duration of the project, all operatives and visitors to the site will sign in and out of the Daily Site Attendance Log – [DGP062](#). This record is for safety reasons only.

The Principal Contractor will ensure all tools and equipment are secured when not being used and that all work vehicles are locked and parked so as to cause least disruption during the working shift.

2.11 Dodd Group Principal Contractor Responsibilities

If the Client appoints Dodd Group as the Principal Contractor, use the checklist provided in [DGSS0211](#) (CDM 2015 Principal Contractor Duty and Compliance Checklist) to ensure that our legal duties are fulfilled under CDM 2015.

In addition, to demonstrate Principal Contractor competence, the Management Team must have attended the Dodd Group Principal Contractor Awareness Training and hold a valid certificate.

SECTION 3: CONTROL OF SPECIFIC SITE RISKS

Work at Height

Preventing Falls – Any work at height will be conducted using a safe work platform that complies with the ***Work at Height Regulations 2005 (As amended)***. Note: the use of traditional ladders as a work platform will not be permitted unless it can be proved that the required task is low risk and short duration. The use of 500mm hop ups over stepladders will be utilised wherever possible. The use of ladders will only be for access to lofts. The top step must not be used for working unless it has been specifically designed for this purpose. In all other cases the user's hips should be below the level of the top step. Over-reaching must be avoided. Stepladders should not be used as means of access to roof void/loft hatches because of the risk over overturning. All open edges where a person could fall will be guarded using guardrails, midrails and toeboards.

Protection from Falling Materials – All work at height is to be planned and communicated to other trades, so they can be segregated from the work area below which materials, equipment or tools may fall. Operatives will only carry the tools required for the task whilst working at height.

Excavations

To prevent collapse of excavations, the sides will be shored and vehicles kept away from the edge of the excavation. To prevent people falling into an excavation, it will be either covered or barriers erected around it.

Dust

Generation of Dust shall be kept to a minimum and any necessary dust mitigation measures (wet cutting, vacuum extraction on tools etc.) will be employed to ensure that any dust generated does not create undue nuisance to adjacent workers. At the end of each working day all dust generated by the work is to be cleared up (preferably using a vacuum cleaner rather than sweeping) and removed. Where dust minimising cannot be prevented, operatives are to use a suitable, well-fitting mask.

Where an operation is likely to create major dust, the Dust Management Checklist ([DGSS0172](#)) must be completed before starting work.

Asbestos

Asbestos containing materials have been identified in areas of the building where the planned work will take place. The Client has undertaken a significant amount of asbestos investigation work on RNCM; however, the reports may not be exhaustive and further location-specific investigation work may be required on a case-by-case basis. Where reasonably practicable, any identified asbestos containing materials (ACM's) will be removed by licensed asbestos removal contractors appointed by the client.

The Client will provide all available asbestos register/asbestos survey information to the Principal Contractor prior to any works commencing. It will be the Principal Contractor's responsibility to:

- Make himself familiar with the contents.
- Ensure that all operatives are made familiar with the contents
- Ensure no operatives disturb any known ACMs during their work
- Ensure no operatives disturb any materials not proven to be free of ACMs
- Not permit work on any property until sufficient asbestos information is seen, including proof of removal where applicable.

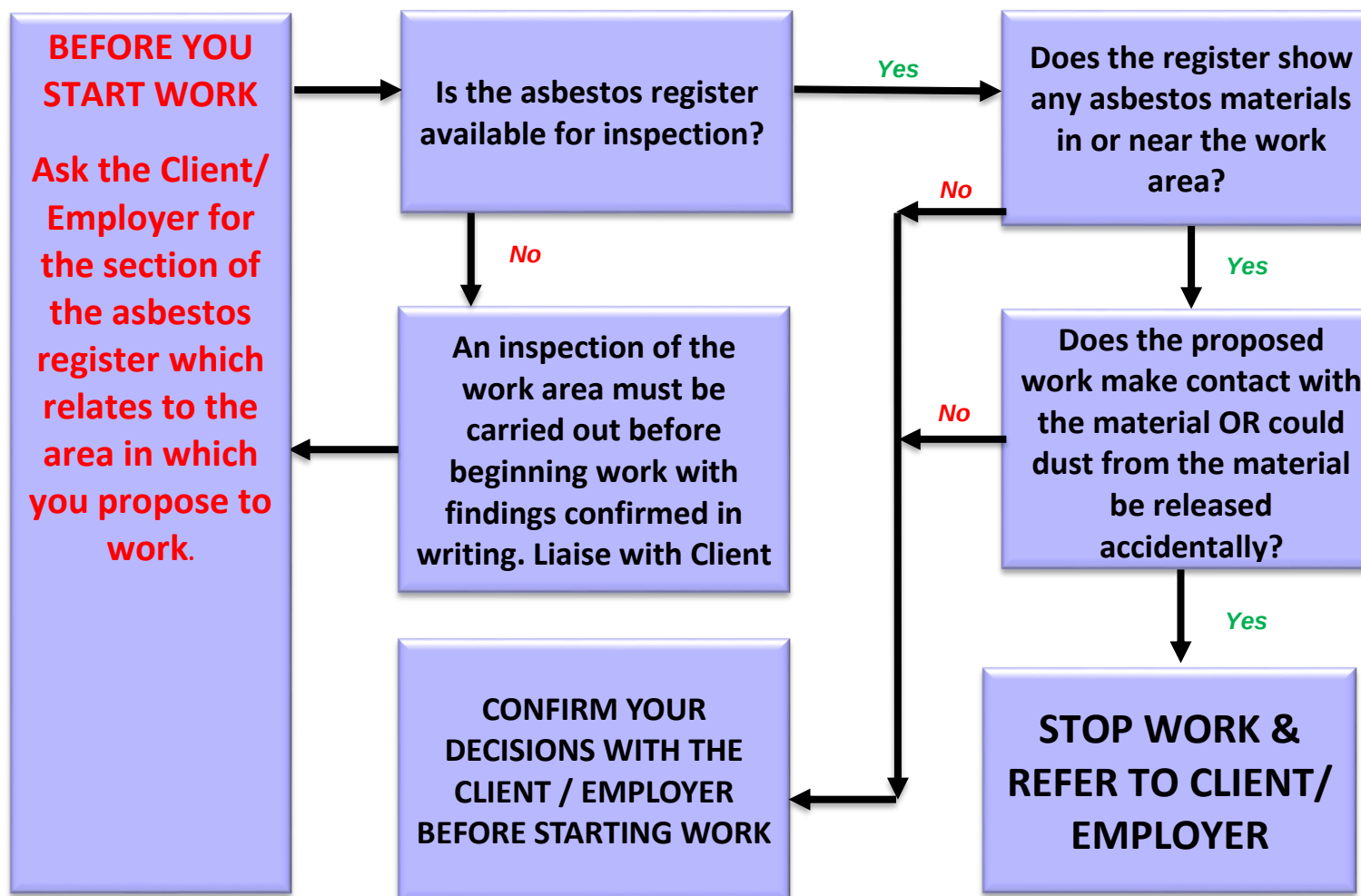
In addition, each individual is responsible for checking the asbestos register for any known ACM's in their area of work and for carrying out their works in a suitable manner to ensure the materials are not disturbed.

If any hidden material or dust is uncovered that is suspected to contain asbestos, work will stop and advice sourced. If asbestos is encountered unexpectedly, all work within the vicinity will cease, the area made safe and access restricted to the affected area. The incident will be reported to the Principal Contractor who will notify the Client. The suspect material will be inspected and tested by a competent surveyor, and if necessary encapsulated or removed by a competent contractor.

Asbestos Awareness training is delivered to all operatives annually to ensure they are trained in the emergency response plan.

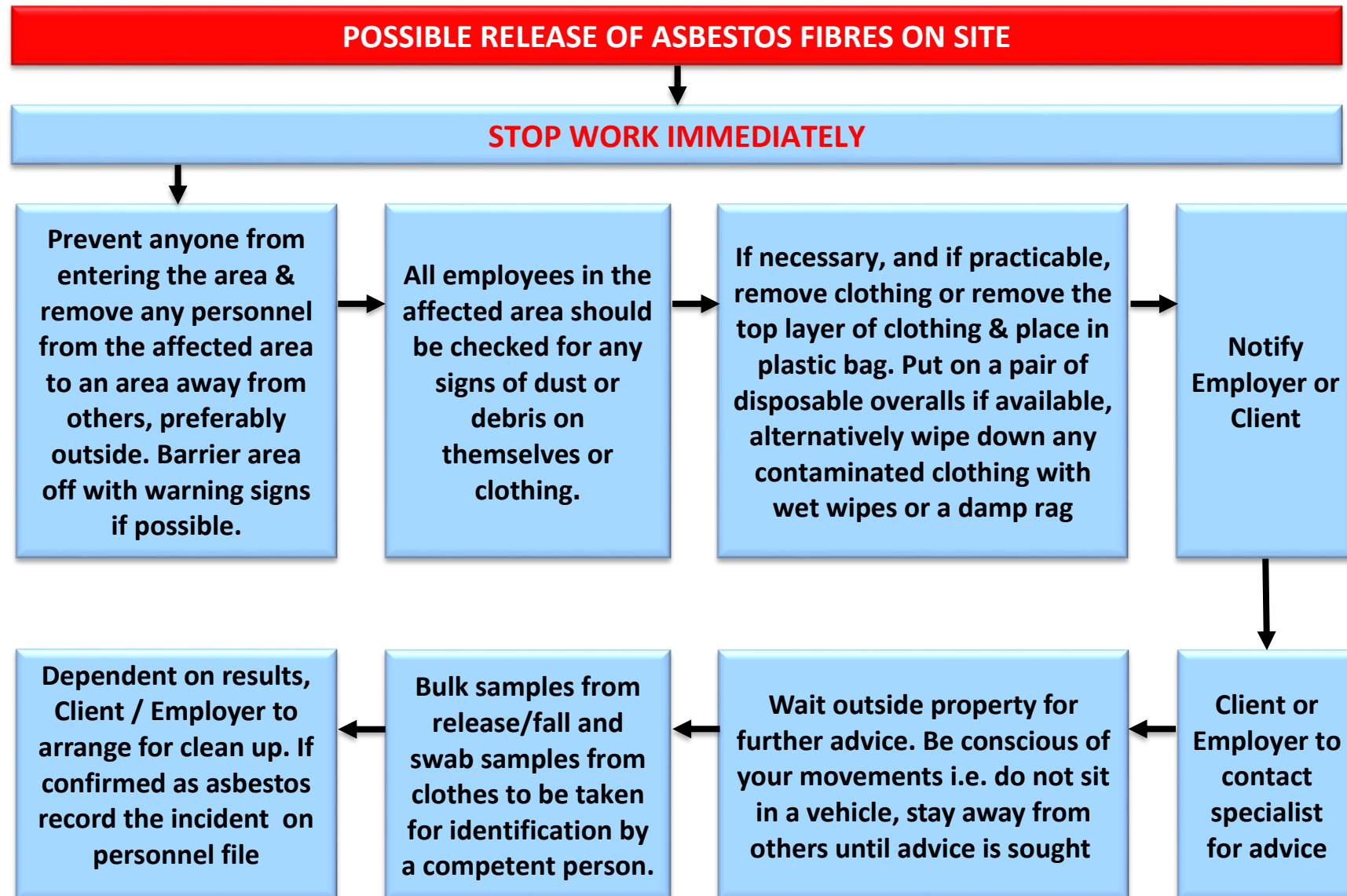
NOTE: Due to the fact that this is a refurbishment of a building that was constructed before the year 2000, the following Pre-Work Assessment and Emergency Procedure Flow Charts must be displayed on the Notice Board inside the Site Cabin.

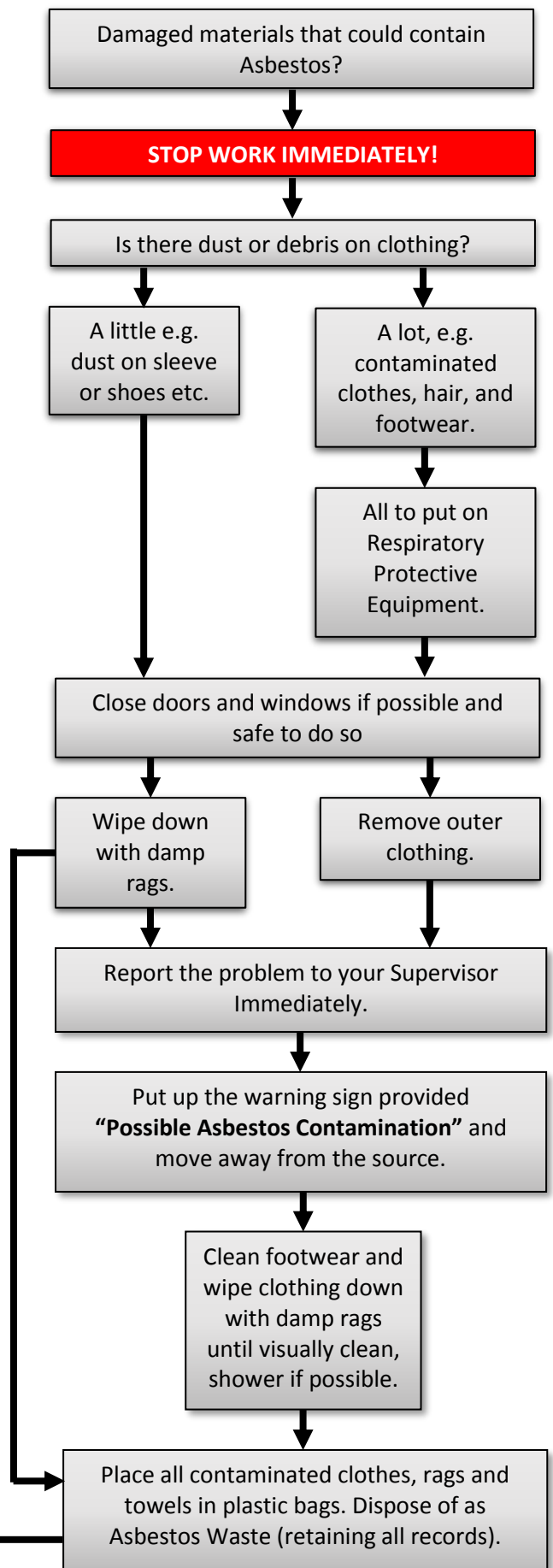
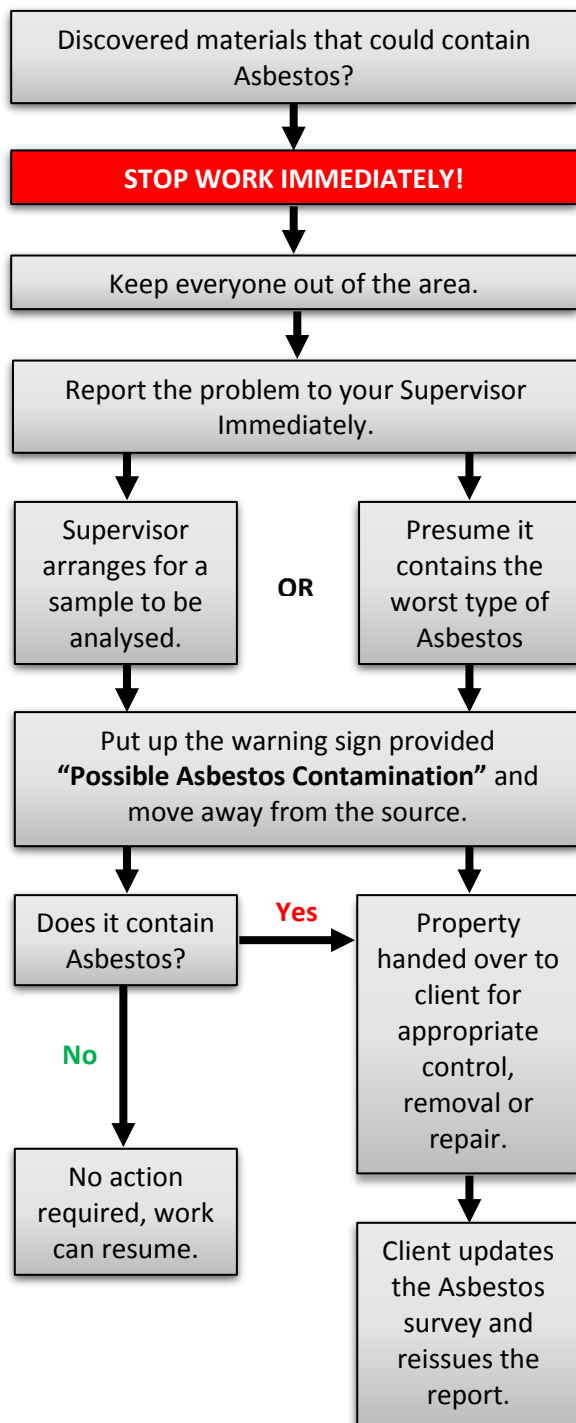
PRE-WORK ASSESSMENT



If you suspect any asbestos during your work avoid it or stop immediately and refer to your employer or client

EMERGENCY PROCEDURE





Use of Hazardous Substances

Any materials/substances that are to be incorporated within the works, which necessitate COSHH assessments, will have the appropriate assessment issued to all relevant parties. Copies of the manufacturers "Material Safety Data Sheets" will also be obtained and retained for inclusion in the Project SHE File.

Only substances required for immediate use will be brought onto the site to eliminate storage.

Operatives will not be exposed to any substances that will require health surveillance or monitoring

Noise

All contractors involved in this project must note that all noisy works that will disturb the neighbouring areas are not to be carried out outside the normal working hours without the consent of the Principal Contractor. Every effort shall be made to keep noise to a minimum and reduce noise level at source to prevent undue nuisance to adjacent workers.

Sources of noise likely to exceed occupational exposure levels will be assessed and control measures implemented prior to commencement of works.

Vibration

There are restrictions on the use of percussion, hammer action tools or other tools or plant that may cause excessive vibration. Exposure to Hand Arm Vibration when working with hand held power tools or hand guided machinery will be limited in accordance with the Safety Guide contained in the Project SHE File.

Sources of vibration likely to exceed occupational exposure levels will be assessed and control measures implemented prior to commencement of works.

As a rule of thumb, the table below indicates the likelihood that the Exposure Action Value (EAV) or Exposure Limit Value (ELV) will be reached or exceeded for one person using:

- a) Small, good quality, modern, rotary action powered hand tools, such as angle grinders, that often have a vibration emission of about 7 m/s².
- b) Good quality, modern, impulsive action power tools, such as chipping hammers or rotary hammers, which often have a vibration emission of about 15 m/s².

Power Tool or Machine Type	Time to Reach EAV	Time to Reach ELV
Rotary	1 Hour	4 Hour
Percussive	15 Minutes	1 Hour

Manual Handling

Manual handling will be minimised so far as is reasonably practicable by using mechanical aids. If manual handling is unavoidable, the risk of injury will be assessed and reduced so far as is reasonably practicable (i.e. break the load down in smaller more manageable loads, plan the route from A to B). Details of any hazardous manual handling will be included in the method statement together with the appropriate risk assessment and control measures.

Good Manual Handling practice will be encouraged and employed at all times. No operative will be expected to lift more than they are comfortable lifting and not exceed 20kg; If in doubt get help lifting by a second person. 20kg is the recognised guideline for safe lifting by one person, however, that does not automatically mean that two persons can lift 40kg as the recognised safe manual handling weights are in a ratio of:

- 1 person manual handling lift 20kg.
- 2 person manual handling lift 32kg (70%).
- 3 person manual handling lift 40kg (50%).

Dodd Group will provide adequate manual handling training to all operatives engaged on this contract to ensure that correct basic lifting techniques are utilised.

Plant and Equipment

All plant and equipment used on this contract will be in accordance with ***The Provision and Use of Work Equipment Regulations 1998***. Electrical Test Equipment is calibrated every 12 months and 110 Volt Power Tools, battery chargers etc. are tested and inspected (P.A.T) every 3 months and carry the appropriate certificate to satisfy ***The Electricity at Work Regulations 1989*** (See Document - [DGSS 028](#) Planned Maintenance/Inspection Schedules) (See Document – [DGSS 051](#) Portable Appliance Test & Inspection Sheet). Any items suffering damage or breakage are to be tagged and withdrawn from use and reported to the Contract Supervisor.

No 240v tools are to be used unless no other alternative exists, and only then with suitable RCD protection. All extension leads must be properly terminated with the appropriate plugs/sockets and be otherwise un-jointed.

Adequate records of all items of plant shall be maintained on site and be available for regular inspection (See Document - [DGSS 015](#) Site Induction Record).

To comply with LOLER 98 (Lifting Operations and Lifting Equipment Regulations) and PUWER 98 (Provision and Use of Work Equipment Regulations), certification records of Statutory “Thorough Examination” will be maintained for the following:

1. Lifting Equipment and Associated Accessories.
2. Pressure Systems (Air Compressor / Receivers).
3. Local Exhaust Ventilation Systems (LEV).

Unless there is an 'examination scheme' specifying other intervals, thorough examinations should be conducted every:

- 6 months, for lifting equipment and any associated accessories used to lift people.
- 6 months, for all lifting accessories.
- 12 months, for all other lifting equipment.

- Air compressors will only require a written scheme of examination and the examination itself if it exceeds 250 bar litres. If the maximum capacity is less than the 250 bar litres the system would be exempt from the Pressure Systems Safety Regulations 2000 (PSSR 2000) and PUWER 98 would apply. Regulation 8 of PSSR 2000 states “*Before a pressure system is operated the user/owner must ensure that a written scheme of examination has been prepared*”. This written scheme of examination will indicate the maximum interval between examinations.
- LEV (if used for normal dust extraction) will require examination once every 14 months. However, if the LEV is used for dry metal abrasion (pipe cutting booths) the frequency is increased to every 6 months unless we can provide evidence that the system is used less than 12 hours in any one week (all LEV examination documents should be retained for a minimum period of 5 years).

Temporary Works

Refer to Section 2.3 of this document.

Disturbed Electrics

At no time will any cable be left with live conductors exposed. Ongoing cable alterations to existing electrical system that cannot be terminated within the working day will be isolated in accordance with current BS7671 regulations.

Main equipotential bonding will be maintained to the main service throughout the duration of work.

Any other significant site safety or health risks arising will be added to the plan as it is developed.

SECTION 4: SAFE SYSTEMS OF WORK

Risk Assessments – Dodd Group will conduct suitable and sufficient assessments to cover all work activities. Copies of all assessments will be retained in the Project SHE File after they have been reviewed and approved. The risk assessments that are produced at the start of the project will be reviewed as work progresses and the dates of all such reviews will be recorded on the Risk & COSHH Assessment Review Register – [DGSS0219](#).

COSHH Assessments – Suppliers of materials will be required to produce adequate health, safety & environmental information to support their products. This will comprise of a Material Safety Data Sheet as required by regulations. This may be expanded into a full COSHH assessment if required. Copies of Material Safety Data Sheets and any COSHH assessments will be retained in the Project SHE File. COSHH assessments will be regularly reviewed to ensure that all hazardous substances used on site remains up to date and the dates of all such reviews will be recorded on the Risk & COSHH Assessment Review Register – [DGSS0219](#).

Method Statements – To ensure that work is carried out in a safe and proper manner, Method Statements will be prepared for all work activities (See Document [DGSS 113](#) – Method Statement Library). All method statements, including those submitted by subcontractors, will be reviewed and approved by either the Contract, Project or Site Manager using, the Method Statement Review Check List – [DGSS 067](#) or other similar check list issued/provided by the Principal Contractor. All approved Method Statements are to be recorded onto a Register [DGSS 119](#) for the project before allowing the documented work activity to commence on site.

Before commencing work on site, the contents of method statements will be communicated to all operatives undertaking and associated with the work activity. They will read and sign the Method Statement Acknowledgement Form – [DGSS 123](#) to acknowledge that they have understood and will comply with the Method Statement and its associated Risk Assessments. Copies of all approved method statements and operative acknowledgements will be retained in the Project SHE File.

Electrical Safe Isolation - In addition to risk assessments and method statements, to ensure that work on electrical systems are carried out in a safe and proper manner, adequate and appropriate controls will be in place to manage the works effectively. The Electrical Low Voltage Safe System of Works Procedure – [DGSS 218](#) and Electrical Safe Isolation and Switching Procedure (Projects) – [DGSS 121](#) will be applicable to all such works.

The electrical installation test engineers hand written test results must be retained and kept in the project electrical test & inspection file.

Permit to Work System – In addition to task specific risk assessment and method statements, works of particularly high risk will require specific controls via implementation of a permit to work system. On this contract, the Principal Contractor and or Dodd Group will control the following activities by this system:

- Activities that require Hot Works including Grinding.
- Working on Electrical Services.
- Working in Confined Spaces.
- Use of Stepladders.
- Permit to Drill.
- Permit to Dig/Break Ground.
- Roof Access Permit.
- Other as may be required by RNCM

Permits to work will be valid for a specified time period only. Should the work not be completed in the specified time period the work area must be cleared, all personnel must leave the area and request a further permit to be issued.

The number of persons who can issue permits will be limited to the Project / Site Manager

APPENDIX A: PROJECT SHE FILE

Construction Phase Plan Guidance – [DGSS091](#)

This document provides guidance for Contract/Project Managers and Administration Assistance Staff when compiling the Construction Phase Plan and SHE File.

Print off each of the following Policies and display them in the site cabin:

Health and Safety Policy – [DGSS 001](#)

Quality Policy – [DGQMS0002](#)

Environmental Policy – [DGES0002](#).

Print off each of the following Project SHE File ‘front page’, ‘section inserts’ and ‘contents’ to be inserted into the onsite file:

Project SHE File Front Page – [DGSS 129](#)

Project SHE File Section Inserts – [DGSS 130](#)

Project SHE File Contents – [DGSS 133](#)

If the project is notifiable, the Client will give notice in writing to the Health & Safety Executive before the construction phase begins. A copy of the F10 will be prominently displayed on site.

SECTION 1

Induction Records

Register of Subcontractors Records – (Use Register of Sub-Contractors Form – [DGSS 124](#))

(Complete Site ‘Name’ and Job Number sections. Maintain register by recording all sub-contractors utilised on site. Ensure that the “Authorised” column is signed and dated by Site Management)

Site Induction Records – [DGSS 015](#).

(A Site Induction Record Sheet must be completed for each operative working on site ‘including sub-contractors’. Handheld equipment and personal protection equipment shall be recorded on the reverse side of the Site Induction Record Sheet)

CSCS. *(photocopies of individual cards)*

Specialised Training i.e. PASMA, IPAF, Abrasive Wheels, Confined Space etc.

(Photocopies of all relevant operative training certificates)

Privacy Notice (Induction) – [DGQMS 0265](#)

Privacy Notice Register (Induction) – [DGQMS 0266](#)

SECTION 2	<u>Toolbox Talks.</u> i) Toolbox Talk Programme – DGP 063. <i>(Plan a programme appropriate to the project)</i> ii) Toolbox Talks – DGSS 012. <i>(All operatives on site, including subcontractors will receive Toolbox Talks as appropriate)</i> iii) Toolbox Talk Records - (Use Training & Toolbox Talk Attendance Record – DGQMS 0113). <i>(Create a separate attendance record for each toolbox talk given. All participating operatives must sign the record sheet)</i>
SECTION 3	<u>Accidents – Incidents</u> First Aid. <i>(Photocopies of Dodd Group site personnel First Aid Certificates)</i> Accident & investigation procedure- DGSS 088 Accident & Incident Reporting Policy – DGSS 021 Accident Record Form – DGSS 044. <i>(Maintain a log of all accidents on site. To help Dodd Group Safety Services in compiling Accident Statistics, copies of all Accident Record Forms - DGSS 044 must be forwarded to Head Office Telford (by post) after completion of project. Note to comply with the Data Protection Act, copies of Accident Reports - DGSS 043 must not be retained in the Project SHE File)</i> Incident – Statement Form – DGSS 072 <i>(Use to record witnesses interviewed)</i> Near Miss Reporting Policy – DGSS 022 Near Miss Incident Reports – (Use Near Miss Reporting Form DGSS 020). <i>(Copies of completed forms (including action taken to prevent recurrence) to be retained in Project SHE File. Send originals to Head Office Telford)</i> Near miss register- DGSS 120 Initial Accident Investigation Form – DGSS 190
SECTION 4	<u>Plant and Equipment</u> (a) Planned Maintenance/Inspection Schedule – DGSS 028. (b) Portable Appliance Test Records – (Use Portable Appliance Test & Inspection Sheet DGSS 051). <i>(Record results of PAT inspections on this sheet. Use a separate sheet for each item / appliance. The Register Number is a sequential number given to each item i.e. 1, 2, 3, 4 ... etc. Add company name in the "Location" section of the form i.e. Site - Dodd Group, Site – ABC Electrical Services Ltd, Site Office - Dodd Group etc.)</i> (c) Mobile Tower Inspection Records – (Use Mobile Access Tower Inspection Record – DGSS 030 & Mobile Access Tower Inspection Checklist/Report DGSS 026. <i>(Each Tower must be uniquely identified and have its own Inspection Record Sheet DGSS 030. Complete a check list DGSS 026 for each inspection. The Inspection Ref: on the bottom right hand corner of the form corresponds to the Inspection Ref: on the Inspection Record Sheet i.e. 01, 02, 03, 04 etc. This ref number must be indicated on the check list for cross reference)</i>

- (d) Podium, Ladders and Stepladders Inspection Records – (Use Podium Delivery & Pre-Use Check List – [DGSS 173](#), Podium Access Inspection Check List – [DGSS 084](#) and Ladders, Stepladders & Hop-Ups Inspection Sheet For Construction Site Use - [DGSS 027A](#)).
(Each podium must be uniquely identified and have its own Inspection sheet – DGSS 084. Each ladder, stepladder & hop-up must be uniquely identified and have its own Inspection sheet – DGSS 027A)
- (e) Weekly MEWP Inspection Records – (Use MEWP Weekly Inspection Checklist - [DGSS 078](#)).
(Maintain weekly inspection records for each MEWP)
Daily MEWP Inspection Records – [DGSS 141](#)
MEWP rescue plan - [DGSS 155](#)
- (f) Plant POWER & LOLER Inspection Checks – [DGSS 189](#)
(If applicable, use this Form to record Daily, Weekly or Monthly Inspections of Excavators, Rollers, Dumpers or Telehandler Forklifts.)
- (g) Hand Arm Vibration Safety Guide – [DGSS 052](#).
- (h) Vibration & Noise Exposure Calculations. (Use HAV Daily Vibration Exposure Record – [DGSS 076A](#), HAV Daily Vibration Exposure Record – Instruction – [DGSS 076B](#) & Hand Arm Vibration & Noise Assessment Tool – [DGSS 077](#)).
(Vibration exposure records may be calculated using the manual form DGSS076A or using the assessment tool on document DGSS 077. Noise exposure will be calculated using the assessment tool on document DGSS 077)
- (i) Harness & Lanyard Inspection Records. (Use Harness & Lanyard Register of Users – [DGSS 086](#) & Harness & Lanyard Inspection Sheet – [DGSS 085](#)).
(A list of all harness & lanyard utilised on site must be logged onto the Register – DGSS 086.
The user must carry out daily tactile and visual pre-use checks by passing the harness and/or lanyard slowly through the hands to detect small cuts of 1mm in the edges, softening or hardening of fibres and ingress of contaminants.
A more formal and in-depth recorded inspection must be carried out at intervals depending on the frequency of use and the environment that it is being used in:
i.e. Used Occasionally and/or in a Non-Arduous Environment – Every 6 months
Used Frequently and/or in an Arduous Environment – Every 3 Months)
- (j) Material Lifting Equipment Records. (Use Manually Operated Material Lifting Equipment Inspection Sheet – [DGSS 175](#)).
(Maintain weekly/monthly inspection records of all lifting equipment such as Genie Lifts)
- (k) Static Scaffold Pre-Use Visual Inspection Check – [DGSS 195](#)
(Copies of completed forms to be retained in Framework SHE File)

SECTION 5

Safe Systems of Work

- (a) Risk Assessments Procedure – [DGSS 036](#)
- (b) Risk assessments – [DGSS 149](#) *(or Sub-contractor Risk Assessment)*
- (c) COSHH Assessments Procedure – [DGSS 038](#)
- (d) COSHH Assessments – [DGSS 037](#)
- (e) Risk & COSHH Assessment Review Register – [DGSS0219](#)
- (f) Material Safety Data Sheets – MSDS
(Obtain copies of MSDS from the Dodd Group Material Safety Data Sheet Index – [DGSS 128](#), suppliers or websites for all substances used on site and retain in the Project SHE File)
- (g) Method Statements - (Use Documents in the Method Statement Library [DGSS 113](#))
 - i) Method statement master – [DGSS 093](#)
 - ii) Method Statement Review Check Lists – [DGSS 067](#).
Use this form to review each method statement (including sub-contractors). Once reviewed attach the form to the method statement)
 - iii) Method Statement Register - [DGSS 119](#).
(All method statements (including sub-contractors) that have been reviewed and approved shall be entered into this register, Ensure that the “Authorised” column is signed and dated by Site Management)
 - iv) Method Statement Acknowledgement Forms – [DGSS 123](#).
(Complete Site Name and Method Statement title in space provided. All personnel involved in the operation of specific method statements shall read and acknowledge the method statement before commencement of work)
- (h) Electrical Safe Isolation
Electrical Low Voltage Safe System of Works Procedure – [DGSS 218](#)
Electrical Safe Isolation and Switching Procedure (Projects) – [DGSS 121](#).
Use documents listed below:
Appointment of LV Appointed Person Form (Projects) – [DGSS 127](#)
Appointment of LV Authorised Person Form (Projects) – [DGSS 122](#)
Request for Supply – [DGSS 143](#)
Request for Electrical Isolation – [DGSS 103](#)
(Copies of completed forms to be retained in Project SHE File)
- (i) Permits to Work *(Copies of all issued and closed out permits)*
Use blank permit to work documents listed below:
General Electrical Safety Permit – [DGSS 046](#)
Confined Space Work Permit – [DGSS 047](#)
Hot Works Permit – [DGSS 042](#)
Permit to Drill – [DGSS 074](#)
Permit to Dig/Break Ground Form – [DGSS 087](#)
Permit to Work Using Stepladders/Ladders/Hop-Ups – [DGSS 060](#)
Roof Access Permit to Work – [DGSS 146](#)
General Permit to Work – [DGSS 152](#)
- (j) Dust Management Checklist – [DGSS 172](#)

SECTION 6	<u>Temporary Works</u> Temporary Works Procedure – DGSS 034 Temporary Works Appointments – DGSS 162 Temporary Works Control Register/Tracker – DGSS 163 Competence Assessment of TWC/TWS/Contractor/Designer – DGSS 164 Temporary Works Design Brief – DGSS 165 Record of Design Check /Approval of Temporary Works Item – DGSS 166 Appointment of Temporary Works Co-ordinator – DGSS 167 Permit to Load / Use / Unload / Strike /Dismantle – DGSS 168
SECTION 7	<u>Waste Documentation</u> a) Waste Transfer Notes b) Hazardous Waste Consignment Notes
SECTION 8	<u>Site Audit Reports</u> (Project CPP Document Audit DGSS 192 Site Safety Inspection DGSS 193 conducted & supplied by the Regional QHSE Manager)
SECTION 9	<u>Principal Contractor Documents</u> <i>(This section only applies if Dodd Group are the Principal Contractor on the project)</i> CDM 2015 Principal Contractor Duty Guide and Compliance Checklist – DGSS0211 Photocopies of the Principal Contractor Awareness Training Certificates of Management Team Construction Site Fire Risk Assessment – DGSS 182 Traffic Management Plan – DGSS 184 Site Waste Management Plan Guidance – DGES 0026 Site Waste Management Plan – DGES 0029 Site Waste Management Plan Checklist – DGES 0046 <i>(A Site Waste Management Plan is not a legal requirement but the Dodd Group Project Management Team may choose to produce one to enable them to monitor the waste produced on the site)</i> If Applicable, copies of Asbestos Survey and Register.