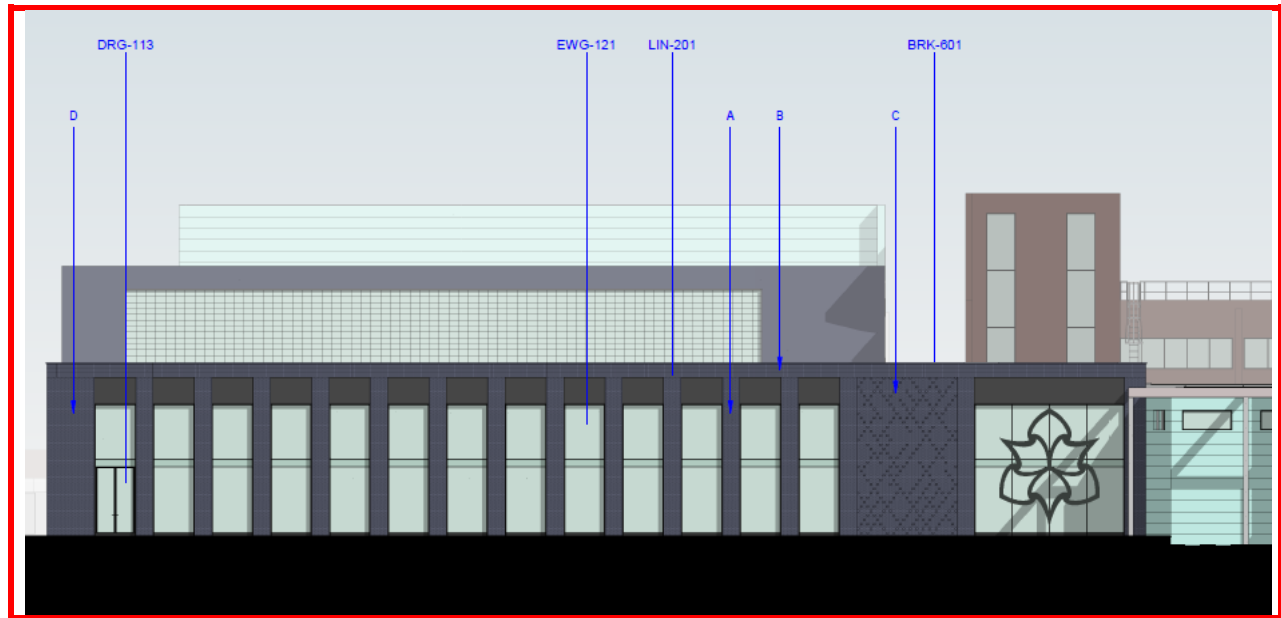


Bowmer and Kirkland Ltd



HEALTH & SAFETY PLAN (Construction Management)

Manchester Metropolitan University Science and Engineering - Façade alterations

Prepared by.....Simon Young

Date...26/02/21

Approved by.....Gary Lewis

Date...26/02/21

Senior Site Manager (Refurbishment).....	Simon Young	Date...26/02/21
Site Manager (Refurbishment).....	David Healey	Date...26/02/21
Logistics Manager.....	Emmanuel Afranie	Date...26/02/21
Liaison Manager.....	Veronica Hynes	Date...26/02/21

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

CONTENTS

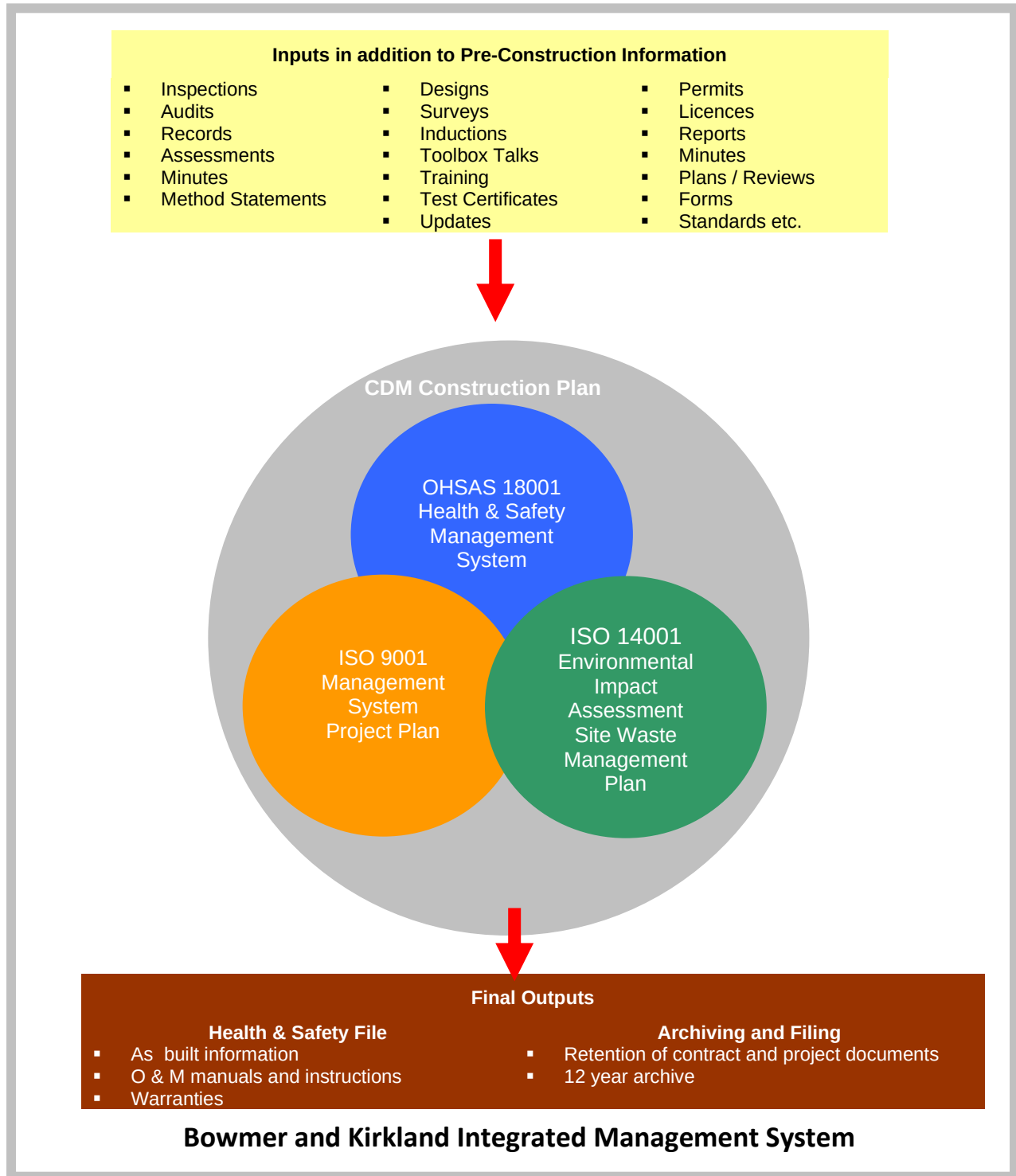
Part 1 Description of Project	Page 5
▪ Project description and programme details including any key dates.	
▪ Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants.	Page 6
Part 2 Arrangements for Controlling Significant Site Risks	Page 18
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▪ Safety risks.	
▪ Health risks.	
Part 4 The Health & Safety File	Page 27
▪ Layout and format.	
▪ Arrangements for the collection and gathering of information.	
▪ Storage of information.	

Introduction

This template [SPF 114](#) includes a summary of significant risks relating to the project.

This requirement for a Construction Plan applies to all Bowmer and Kirkland projects, when appointed as Principal Contractor under the Construction (Design & Management) Regulations.

For the purposes of the CDM Regulation the Construction Plan will be developed and updated through the Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures:



Part 1 Description of Project and Management Arrangements	
Project No.:	63058
Project Name:	Manchester Metropolitan University, Faculty of Science and Engineering Phases 21 and 22 – façade alterations to John Dalton Central Building
Full Site Address:	John Dalton Buildings, Chester Street, Manchester, M1 5GD
Location of Project:	The project will take place on Manchester Metropolitan University's existing John Dalton complex, which is located on Chester Street and bounded by Cambridge Street to the west, Mancunian Way to the south and Oxford Road to the east. The façade alterations form part of the main Science and engineering campus upgrades approved under a separate planning application.
Scope of Works:	This part of the project (also referred to as phases 21 and 22 of the main contract works) involves the external alterations to the John Dalton Central building comprising a new façade to the North and East elevations, infilling of two small areas to create new internal teaching space including laboratories/ workshops and a new internal fire escape staircase, demolition of the 'glazed link' between John Dalton East and John Dalton central and the John Dalton East plan room.
Client Contact:	Luke Bishop, Gardiner & Theobald LLP, Merchant Exchange, 17-19 Whitworth Street West, Manchester, M1 5WG Tel: 07786-251-474 E-mail: l.bishop@gardiner.com
Principal Contractor:	Gary Lewis, Bowmer + Kirkland Ltd, 1 st Floor Altitude Building, Atlas Business Park,

	Manchester, M22 5PR Tel: 0161-493-1880 E-mail: g.lewis@bandk.co.uk
Architect	Alan Palmer, 5 Plus Architects, The Hive, 47 Lever Street, Manchester, M1 1FN Tel: 0161-228-0211 E-mail: apalmer@5plusarchitects.com
Structural Engineers	David Sandbrook, Curtins, Merchant Exchange, 17-19 Whitworth Street West, Manchester, M1 5WG Tel: 07734-758-805 E-mail: david.sandbrook@curtins.com
Client Health & Safety Contact:	Derek Bradshaw, Keelagher Okey Klein (KOK), 26 Museum Street, Warrington, Cheshire, WA1 1HU Tel: 07855-656-917 E-mail: derek.bradshaw@kok-surveyors.com

CDM Notification Requirements:

▪ Notifiable CDM? If no you may use SPF 128 Small Works Plan	Yes	Y/N
▪ Initial Notification Date:	30 th November 2020	
▪ Construction F10 submitted?	Yes- 30 th November 2020	
▪ Health & Safety File required:	Yes	
▪ HSE Office:	Bootle Headquarters, Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS	
▪ Principal Designer:	Derek Bradshaw, Keelagher Okey Klein (KOK), 26 Museum Street, Warrington, Cheshire, WA1 1HU Tel: 07855-656-917 <u>E-mail: derek.bradshaw@kok-surveyors.com</u>	
▪ Client CDM Advisor:	Derek Bradshaw- Keelagher Okey Klein (details as above)	

Programme Requirements:

▪ Construction Start Date	04/01/21 (Main contract) Phase 21/ 22 – 04/05/21 9i.e. JD Central building façade alteration works).
▪ Handover Date(s):	<u>Phases 21, 22, 21A & 22A- Engineering, IT Lab and Mech Engineering, Plantroom and Temp Storage (Level 0 & Level 1)-</u> Phase 21 & 22- Sectional Completion- 11/05/22 Phase 21A & 22A- Sectional Completion- 01/09/21
▪ Completion Date	11/05/22 (Phases 21 and 22) 29/01/24 (main contract)
▪ Client Walk Round / Inspection	Weekly Site Visits
▪ Duration (working days):	305 (working days)
▪ Contractor Working Hours:	Mon- Fri: 07.30 – 18.00 Sat: 08.30- 14.00
▪ Premises to Continue operating?	Yes- Careful consideration must be given to make sure that Manchester Metropolitan University Science and Engineering campus can operate with the minimum level of disruption to ensure 'business-as-usual' throughout each stage of the project.
▪ Client / Bowmer and Kirkland PTW required?	Yes- Bowmer & Kirkland Permits to Work Required- Excavations/ Ground Penetration Near "Live" Services, Hot Works, Confined Spaces, General, Electrical Works, Lorry Loader/ HIAB, Use of Ladders and Step Ladders, Contract-Contractor Lift & High-Level Access.
▪ Other concurrent Projects / works on site:	Other refurb works undertaken as part of main B+K contract.

Programme Detail / Dates:

No of Phases:	2 no phases (as part of the overall scheme)		
Phase Dates	Please refer to dates provided above. The overall contract start-on-site date is 04/01/21, with phases 21 and 22 (the façade alteration works this plan refers to) commencing on 04/05/21 .		
Operational Hours	Mon-Fri: 07.30-.18.00	Operational Hours Weekends:	Sat: 08.30- 14.00
Shutdown / days closed	Sundays, Bank Holidays & Christmas shutdowns.		

Considerate Constructors (valid 12 months)

Site registration number 1	TBC
Site registration number 2	TBC

Waste (refer to Site Waste Management Plan)

Is Hazardous Waste Registration Required? (required if >500kg produce in 12 month period)	YES (note: covered under main works)	Site registration number (Valid 12 Months)	TBC
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Updates and Revisions

Date	Details of Changes Made
22/02/21	Initial document
24/02/21	Amendments for issue
26/02/21	Update with G+T comments

Management of the Work**Management Structure and Responsibilities**

The works will be controlled by a full time Site Project Team who is fully experienced in all aspects of the works to be undertaken. See Appendix 2 for structure chart

Health & Safety monitoring will be carried out by R G Wilbrey (Consultants) Ltd, Bowmer and Kirkland's Health & Safety Advisors, who will normally inspect and audit the site at least once in every two week period.

All operatives and plant operatives employed at the site will be fully trained and should hold a current CSCS / CPCS card or accepted equivalent relevant to their trade or machine.

Health & safety goals for the project are aligned with the Group OHSAS 18001 Health & Safety Management System and Roles and Responsibilities are recorded and allocated via form [MPF 9.1](#)

Key Contacts		
Role	Name	Phone / E-mail
Regional Director	Neil Brook	0161 493 1880 n.brook@bandk.co.uk
Senior Contracts Manager	Malcolm Robertson	0161 493 1880 m.robertson@bandk.co.uk
Project Manager	Gary Lewis	07917-513-645 g.lewis@bandk.co.uk
Senior Site Manager- JD Tower/ JD Central Refurb	Simon Young	07388-712-701 s.young@bandk.co.uk
Senior Site Manager- New Build	Adam Ross	0161-493-1880 a.ross@bandk.co.uk
Site Manager- JD Tower/ JD Central Refurb	David Healey	0161-493-1880 d.healey@bandk.co.uk
Liaison Manager	Veronica Hynes	07879-319-101 v.hynes@bandk.co.uk
Logistics Manager	Emmanuelle Afranie	0161 493 1880 e.afranie@bandk.co.uk
Senior Design Manager	John Goudie	0161-493-1880 j.goudie@bandk.co.uk
Project Quantity Surveyor	Chris Pitts	0161-493-1880 c.pitts@bandk.co.uk
B+K Safety Advisor	Rebecca Williams	0161 493 1880 r.williams@bandk.co.uk
Safety Consultant	RG Wilbrey	01902-420-920
Health & Safety Dept.	Mark Blundy	01773-853-131 m.blundy@bandk.co.uk
Insurance	QBE	020- 7105-4000

Out of Hours Contacts		Name	Company / Mobile Number
1	Project Manager	Gary Lewis	07917-513-645
2	Senior Site Manager	Simon Young	07388-712-701
3	Logistics Manager	Emmanuelle Afranie	07767-374-742
4	Senior Contracts Manager	Malcolm Robertson	07825-920-011

Development of the Plan

The Plan will be developed through compliance with Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures. These will generate plans, actions, checks and reviews and associated records – see summary of relevant documents below:

Document Title	Reference
Pre-Let Meeting	MPF 3.3
Commercial Status Chart	MPF 3.11
Contractor Review	MPF 3.14
Code of Conduct	MPF 3.15
Contractor Assessment	MPF 3.18
Designer / Consultant Assessment	MPF 4.1
Design Team Meeting Minutes	MPF 4.7
Design Plan	MPF 4.8
Principal Designer CDM Design Risk Schedule or equivalent	MPF 4.9
Lead Designer CDM Design Risk Schedule (where used)	MPF 4.10
Project Plan	MPF 5.0
Site Commencement Checklist	MPF 5.4
Filing List - Project	MPF 5.7
Contractors Report	MPF 5.13
Project Meetings Schedule	MPF 5.16
Standard Meeting Minutes	MPF 5.17
Internal Project Review	MPF 5.26
Filing List - Contractor	MPF 5.31
Site Commencement Checklist	MPF 5.4
Filing List - Project	MPF 5.7
Environmental Impact Assessment	MPF 6.3
Health and Safety Filing List and Responsibilities	MPF 9.1
Method Statement Evaluation Record	SPF 106
CDM Health & Safety Plan	SPF 114
Fire Risk Assessment	SPF 115 / 129
Traffic Management Plan	SPF 116
Small Contractor Competence Assessment Record	SPF 124
Direct Contractor Evaluation Record	SPF 125
Lifting Plans and Reviews	SPF 132 / 511
Induction Records	SPF 201
Red / Yellow Card	SPF 310 / 309

Minimum risk control standards are defined in the Health & Safety Management System – Safety Procedures guidance.

The Health & Safety Plan is always be an integral agenda item at Pre-Start meetings and discussed with the Site Management Team, especially those assigned specific duties.

This information is then to be used to identify the risk controls required to deliver the project safely. This system ensures processes to monitor and review of health & safety performance at site and organisational level. Plans will be prepared and developed including: Project Plan, Health & Safety Plan and Quality Plan.

The Procedures Manual sets out arrangements for:

- Regular liaison between parties on site
- Consultation with the workforce
- Selection and control of contractors
- Site security
- Site induction
- On-site training
- Welfare facilities and first aid
- Reporting and investigation of accidents and incidents including near misses
- Production and approval of risk assessments and written systems of work
- Site Rules
- Drug and Alcohol policy
- Fire and Emergency Procedures

Elements of design are considered and can be communicated via Pro Core or other specific arrangements:

- The exchange of design information between the Client, Designers, Principal Designer and Contractors on site.
- Handling design changes during the project.
- The exchange of health & safety information between contractors.

Emergency Arrangements

Health & Safety Procedure [SP 6.1](#) sets out arrangements for emergency response to situations including actual or potential (near miss): fire, pollution, accident, property damage or other incident.

For construction sites we complete a [SPF 115 Fire](#) Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. An SPF 115 Fire Risk Assessment has been produced for both the JD Tower refurbishment and New Build, to be read in conjunction with the proposed Emergency Escape Plans for both elements of the project which are now included within the main body of this document. This forms the basis of our proposed Fire & Emergency Action Plan, which will be further developed to include the site accommodation which is to be installed Mar/Apr 2021 once the demolition, sewer diversion and initial bulk earthworks have been carried out. This is supported by regular, recorded check on fire and emergency equipment and procedures.

Bowmer and Kirkland has developed full emergency and fire procedures to comply with Fire Prevention on Construction Sites (*Joint Code of Practice on the Protection from Fire of Construction Site & Buildings Undergoing Renovation*) – current edition.

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 115 Appendix 1](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

The information is reviewed at an early stage by a Group Health & Safety Manager who has attended the FPA Fire Risk Assessment training.

The Fire & Emergency Action Plan (combination of SPF 115 Fire Risk Assessments and Emergency Escape Plans) is formally reviewed at least once every month at the internal Project Review Meeting. For information, the B+K procedure for fire and other emergencies is attached in Appendix 17.

In relation to the ongoing Covid 19 pandemic and the control measures that are required to safeguard the risk and spread of infection on the project, Bowmer + Kirkland have created the Business continuity which provides regular updates on the procedures to follow any updates to these procedures and updates from the government these are due to constant change see typical example appendix 18. Core risk assessments for site-based staff including cleaners, traffic marshals, site secretary, banksmen/ gatemen etc. have been updated to include Covid-19 control measures, with an overall site specific COVID-19 RA to be developed to consider the specifics of the site constraints, welfare arrangements and working in a “live” environment.

	Fire Action			
	If you discover a fire:			
	Raise the Alarm			
B+K	Your Fire Wardens are:			B+K
	Simon Young	David Healey	Emmanuelle Afranie	
	Call the fire brigade 999			
	The site address is:			
	John Dalton Buildings, Chester Street. Manchester. M1 5GD			
	Tackle the fire only if it is safe to.			
	Leave by the nearest exit if you have to evacuate.			
	Report to your assembly point:			
	Chester Street			
	Do not stop to collect personal belongings.			
	Be familiar with the fire plan – your escape routes and assembly point!			

Version 3

B+K	In the event of an emergency:			B+K
	Report all accidents and incidents to a member of the site management team			
	First Aiders on this site are:			
	Simon Young	David Healey	Emmanuelle Afranie	
	First Aid equipment is located:			
	Bowmer and Kirkland Site Office			
	Nearest Defibrillator is located:			
	Bowmer and Kirkland Site Office			
	If required, call the emergency services by:			
	Telephoning 999			
	John Dalton Buildings, Chester Street. Manchester. M1 5GD			
	The nearest Hospital is:			
	Manchester Royal Infirmary, Oxford Road, Manchester M13 9WL			
	The Accident Book is located:			
	Bowmer and Kirkland Site Office			

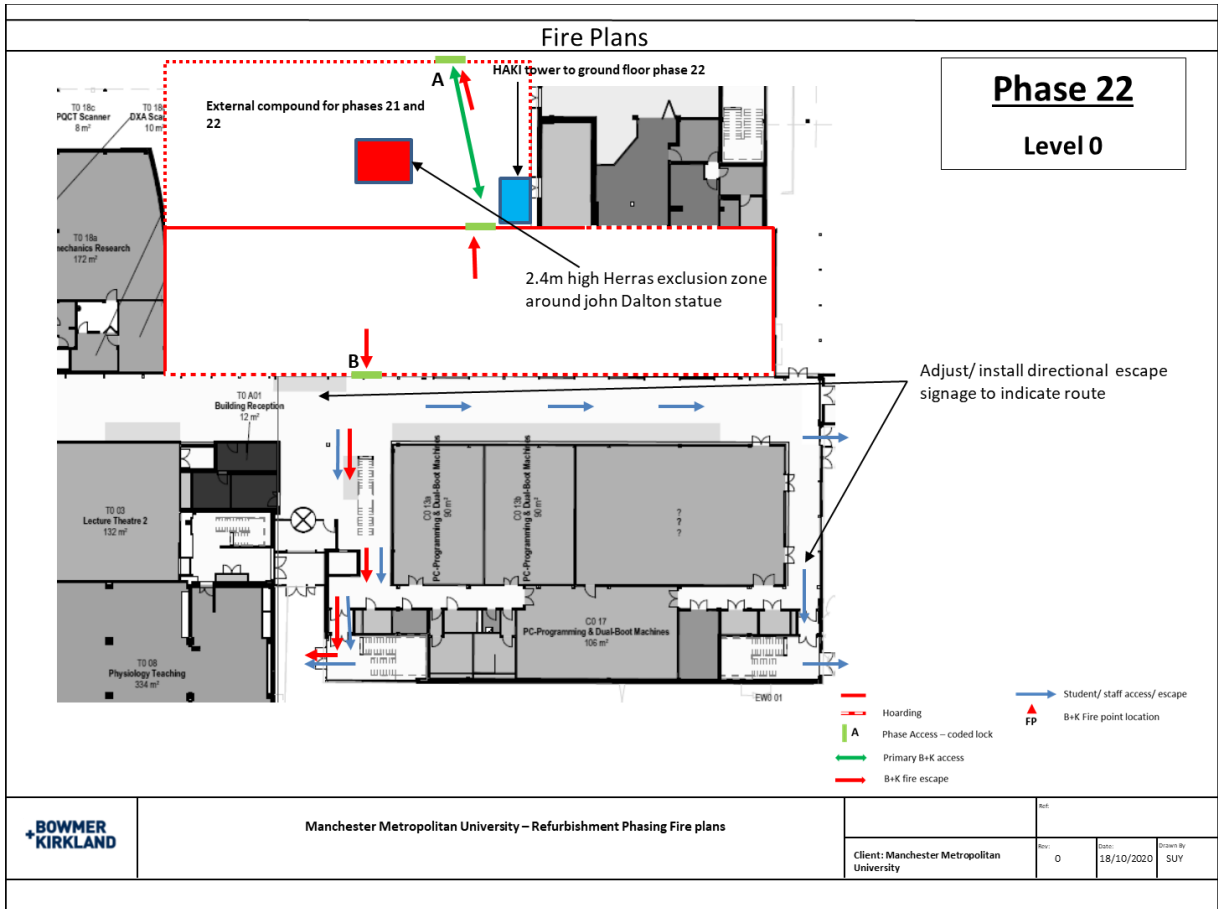
Version 3 November 2018

BOWMER KIRKLAND	
Project Name:	Project Name
Project No/Region:	001 B+K Region
Address:	Address Line 1 Address Line 2 Address Line 3 Address Line 4
Post Code:	Postcode
Local Authority:	Local Authority Inc postcode
Contact Working Hours:	Contact name - telephone number
Out of Hours:	Contact name - telephone number
In the event of an emergency, dial 999	
Registered No. 701 982 England Head Office 01713 882121	

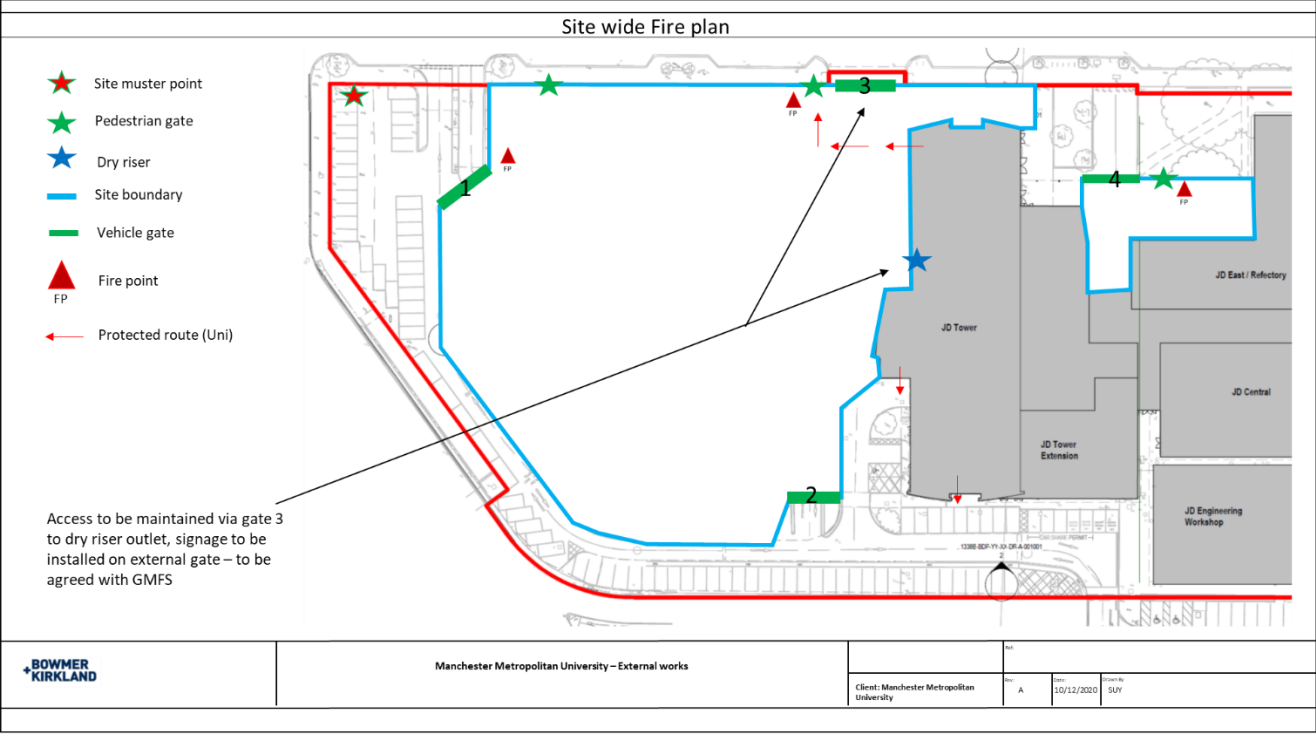
IF THE SITE MANAGER IS UNAVAILABLE THEN CONTACT:

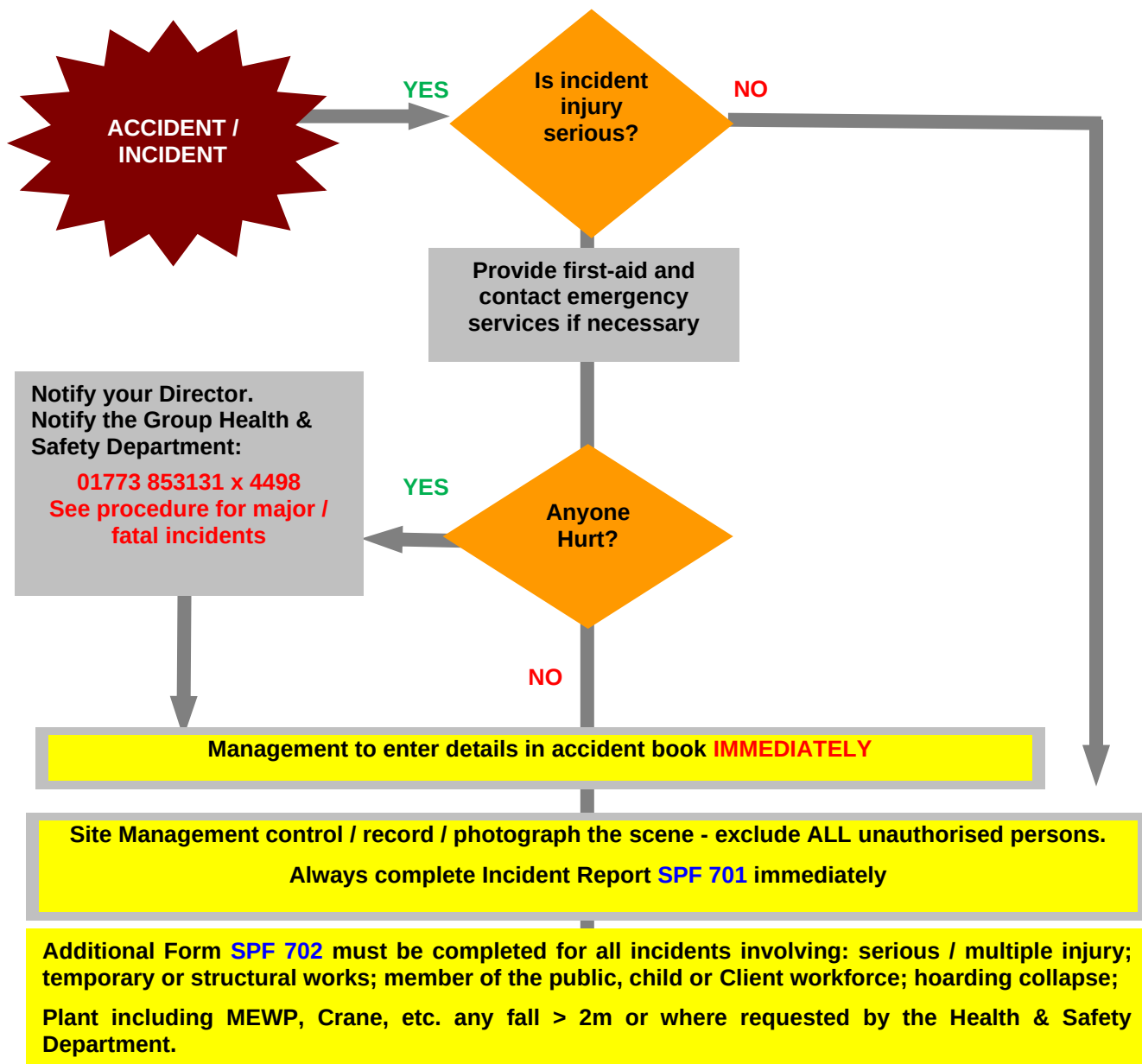
Project Manager:	Gary Lewis	07917-513-645
Senior Contracts Manager:	Malcolm Robertson	07825-920-011
Regional Director:	Neil Brook	07909-925-937

JD TOWER/ JD CENTRAL- PHASED FIRE PLAN DRAWINGS



NEW BUILD FIRE PLAN DRAWINGS





Copy Accident Book entry & Incident Report form(s) etc. to Health & Safety Department ASAP

Remember: To ensure the Company complies with RIDDOR you must notify immediately / update the Health & Safety Department if:

- an accident results in a broken bone;
- unconsciousness;
- any other serious injury;
- any injury to a child at school during school hours;
- a member of the public is taken from the scene of the accident to hospital;
- an injured person is in hospital > 24 hours / off work > 3 days / > 7days;
- injured person is off work > 3 days and > 7days.

Revision H

Action in the event of a FATAL / MAJOR INCIDENT

Site Management will control incident scene and **if safe** to do so:

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude **ALL** unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary
- Ensure scene is controlled / recorded – take photographs – complete form [SPF 702](#)
- Record any witnesses and where they were working – if possible take statements [SPF 703](#)
- Where there is any suspicion of any person being impaired by drugs / alcohol – they are to remain on site until a post incident test has been completed. If they leave site a test will be required prior to their return.

Do not speak to the media – refer all enquiries to Sarah Millington at Bowmer and Kirkland Group Head Office.

Site Management immediately contact:
Business Unit Director
AND
Mark Blundy
Group Director Health & Safety
07825 527121

Director will:

- Notify H&S Dept: D Scorer
- Liaise with Client / Insurance Department
- Attend scene
- Coordinate information for any press statement

Safety Advisor

Michael Brandwood	07901 517472
John Cregan	07747 444433
David Reilly	07788 367749
Stewart Ness	07584 641915
NW	07766 361758

Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (SEPA)
- Liaise with Insurance Department
- Advise on forensic support / disaster recovery
- Liaise with Business Development re media interest

Emergency Contacts - Bowmer and Kirkland Group

Group Health & Safety Department	01773 853131 x 4498
David Scorer, Director	07831 566666
Mark Blundy, Director of Health & Safety	07825 527121
Dave Shooter, Group Crane Manager	07824 413103
David Gregory, Q & E Systems Manager	07920 563988
Phil Mason, Insurance	01773 857509 / 07825 242657
Sarah Millington, PR / Media	01773 857514 / 07786 337363

Health & Safety Consultants

R G Wilbrey – Derrol Palmer	07802 179887 / 01902 420920
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Site Services – Power, Lighting, Barriers etc.

Ian Haigh	07831 199907
Russ Pickering	07733 124257
Darren Mosley	07773 124261

Revision H

Part 2 Arrangements for Controlling Significant Site Risks

(Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (**without controls**) as High / Medium / Low / N/A.

Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Please also refer to PCI Appendix 1 and additional surveys as supplied at tender stage.

Public Protection / Surrounding activities

HIGH

MEDIUM

LOW

N/A

Comments

As the project is within a "live" student campus, there is a high risk of students trying to gain access. To mitigate the potential for unauthorised access onto the site a 2.4m high secure hoarding will be installed around the perimeter, with secure vehicular gates kept closed at all times when not in use and manned by trained traffic marshals with body worn cameras and orange high visibility clothing. A CCTV system with remote monitoring will be installed on the site, with an out-of-hours security guard in place for the first few weeks of the scheme as the demolition, sewer diversion and bulk earthworks are being progressed. A turnstile unit will be installed once the site accommodation and defined compound area have been installed.

Each phase of the refurbishment works will see secure internal hoarding installed as part of our initial activities. This will ensure the secure and professional demarcation of each phased work area. A full-time security guard will be positioned at the contractors entrance to JD West to ensure a robust signing-in procedure is followed and recorded on an M-Site tablet. See appendix 10 for further information.

Consideration will be given to any other developments that are being carried out in the local vicinity.

There will be constant updates on work activities with the client and surrounding stakeholders, hoarding plans have been generated and disseminated to the client for distribution and discussion with the estates department and the faculty. Traffic management plans have also been developed and these have also been forwarded for comment/discussion (under the main CHP). A fire risk assessment has been produced for both the refurbishment and new build works and this will need to be incorporated into the Universities FRA for the refurbishment works. Meetings/discussions have been taken with the university Fire Officer, with ongoing dialogue.

Vehicle and Pedestrian Management including deliveries

HIGH

MEDIUM

LOW

N/A

Comments

Traffic management falls under the main works contract and the bulk of traffic through to phases 21/22 will be unloaded and managed from the main new build site adjacent to phases 21/ 22. Larger items required will be unloaded at the new build site and tracked around by using a forklift/ van to the phase 21/22 area.

All vehicles arriving to site are to be controlled via. the trained traffic marshals to ensure Chester Street and the University car park access road is always kept clear.

All deliveries must be pre-booked via. the online M-Site delivery booking schedule a minimum 48 hours in advance of arrival. This will be checked by the trained traffic marshal and all deliveries signed-in upon entry to the main site compound. To avoid vehicles waiting on Chester Street a suitable holding area will be created away from the site to allow deliveries to wait and be called when access onto the site can be facilitated.

Separate pedestrian and vehicle gates are to be provided and on-site designated routes to keep them segregated. This will be further controlled and enhanced once the turnstile unit is installed.

Parking is not permitted on site. There are sufficient pay and display car parks in the surrounding area. A site-specific traffic management plan will be put into place this again will be passed to all concerned through meetings, TBT etc see the CMP relating to the main contract works and its appendices.

Fire / Emergency including diversions

HIGH

MEDIUM

LOW

N/A

Is the site occupied / live?

Y

Finished Building FRA completed?*

Y / N / N/A

Information on Client requirements?

Y

Diversions / Signs / Lighting required?

Y

Existing fire risk assessment?*	Y	FPA training required?	N
Is there fire engineering protection?	Y	Are the public affected by works?	Y
Will works disturb any fire breaks?	Y	Any vulnerable groups?	Y
Any high risk process / activity?	Y	Existing fire / escape plan obtained?	Y
Is there a history of arson / theft?	N	Is a full Fire RA required?	Y

Complete *SPF 115* in all cases and review with your Safety Advisor

Comments	As part of the main contract works a site-specific SPF 115 Construction Project Fire Risk Assessment has been completed for both the phased refurbishment of the “live” JD Tower/ JD Central and the new build. These documents will be constantly reviewed and updated for each phase of the refurbishment works and key stages of the new build. Detailed fire plans have been produced and now included within this Health and Safety Plan document. A full fire risk assessment and fire plans will also be developed for the site accommodation and welfare provision, which is due to be installed from the end of March 2021 onwards. A permanent hoarding will be established around the perimeter of the site to prevent unauthorised access. All flammable materials and skips will be stored away from the perimeter of the site to mitigate the potential for arson etc. All hot works will require a daily B+K hot works permit, with site housekeeping maintained at all times to reduce the potential for fire spread caused by excessive combustible materials stored in the building. Fire escape routes and fire exit doors will be kept clear at all times, with suitable signage displayed on site. Fire points will be situated at each floor level throughout the new building. Fire points will also be situated within each phase of the JD Tower/ JD Central refurbishment. Water and CO2 extinguishers will be positioned at each fire point, with wireless breakglass
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*If no refer to Client/ PD / Architect for action

Site Accommodation including Welfare Facilities / offices etc.	HIGH	MEDIUM	LOW	N/A
Existing Toilets? ☐ Y ☐ Existing Canteen				Y

Comments	During the initial demolition activities, sewer diversion works, bulk earthworks and Phase 1 JD tower works, B+K will utilise their existing office and welfare provision within Runcorn Mill, which is located on Lower Ormond Street adjacent to the site. The full site accommodation set-up will be installed on the site March/ April 2021 once the site is sufficiently cleared and ground prepared.
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Services – underground / overhead	HIGH	MEDIUM	LOW	N/A
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Comments	As part of the main contract works there are existing services that cross the site including gas (MP), BT and combined sewer. The sewer to be diverted over a 12 week period from 04/01/21 involving a road closure to the end of Chester Street at the junction with Cambridge Street. Service identification has been carried out prior to commencement on site and provided by the client. B+K have also carried out trial holes on site to locate the existing gas main that was known to pass through the site. In advance of any excavations taking place, Bowmer and Kirkland Ltd are to ensure that all relevant existing services drawings are consulted and any trial holes or slip trenches are dug to determine the presence of existing services before excavations commence. B+K are to operate a daily Authority to Proceed PTW system and all areas to be excavated will be CAT and genny scanned in advance of works being undertaken.
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Highways / Roads – S278 / S36 Works	HIGH	MEDIUM	LOW	N/A
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Comments	There are 278 works associated with the project, these include the sewer diversion and two areas of works on Chester Street these have been applied for separately and details can be found in the main contract CMP
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Surrounding property / land use (Schools, hospitals, shops etc.)	HIGH	MEDIUM	LOW	N/A
---	------	--------	------------	-----

Comments	The project is on the campus of the University and is not surrounded directly by any other property, Newsletters will be produced at regular intervals during the project and will be distributed to properties/ student unions around the site.
----------	--

Access will be maintained at all times to surrounding properties also see swept path analysis for access to the existing car park and John Dalton Tower.					
Landlord / party wall issues		HIGH	MEDIUM	LOW	N/A
Comments	No party wall agreements are in place or required				
Planning or other restrictions e.g. TPO, BAPA etc.		HIGH	MEDIUM	LOW	N/A
Comments	All pre-commencement planning conditions are to be discharged before works can commence on site				
Lighting and temporary lighting		HIGH	MEDIUM	LOW	N/A
Comments	Works are being carried out on the University campus, which has sufficient lighting. If required, this will be supplemented with temporary lighting once the site is established.				
Security including fencing and hoarding		HIGH	MEDIUM	LOW	N/A
Comments	The site will be fenced off with suitable 2.4m high solid hoarding of either timber or composite plastic panel system to prevent unauthorised access and comply with all relevant statutory requirements, and CCTV will be provided as an added security measure. Also see appendix 10				
Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures)		HIGH	MEDIUM	LOW	N/A
Comments	Structural and fabric surveys are being carried out on the existing John Dalton tower to establish the current condition and integrity of existing structure and construction. Slit trenches are to be undertaken in relation to the proposed sewer diversion, to locate any existing services that may impact the works. Dilapidation surveys of the surrounding roads can be carried out with the local authority. Any temporary works will be co-ordinated through our temporary works process appendix 23, this will be developed as the works progress and as required. The Appointed Temporary Works Co-ordinator for the project is project manager, Gary Lewis.				
Asbestos		HIGH	MEDIUM	LOW	N/A
Asbestos Survey available?	Y	Asbestos Identified?			Y
Further / additional survey required?*	Y	Is the working area affected?			Y
Specialist Removals or treatment required?	Y	Highlighted on Risk Board / Induction?			Y
* If further survey required who is responsible?		B + K / Client / Principal Designer / Managing Agent			
Comments	There have been some minor discrepancies identified within the R&D survey these have been highlighted to the client and the survey report has been reviewed by the author and reissued with corrections on the 16/09/2020.				
Other Hazardous Materials e.g. fragile rooflights		HIGH	MEDIUM	LOW	N/A
Comments	Within the refurbishment there are hazardous chemicals and gases, these have been discussed with the University and will be removed relocated or placed in a safe area whilst the works are being carried out. All Hazardous materials used during the construction process will require COSHH assessments to be carried out, these will be vetted during the RAMS vetting approval process. All materials requiring special storage again this will be identified in the RAMS and will need approval. Appendix 28 A Hazardous Materials survey will be undertaken before works commence on the refurb.				

	Some of the existing building have fragile roofs, a full survey will be required if works are required adjacent to these.				
Environmental – water, flora, fauna		HIGH	MEDIUM	LOW	N/A
Refer to Environmental Impact Assessment (MPF 6.3)					
Comments	No known water courses are in the vicinity and the new build construction is on an existing surface car park and above the footprint of an existing building that is to be demolished.				
Client Approval / Permit to Work Requirements e.g. roof access		HIGH	MEDIUM	LOW	N/A
Comments	Permits to access the existing John Dalton tower roof are required and access cards are provided by Security. Permits to enter comms rooms are also required from Man Met IT.				

Part 3 Management of the Work

Significant Construction Process Risks - Safety risks / Health risks

This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a. **Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.**

Phasing / Programme / Handover

HIGH

MEDIUM

LOW

N/A

Comments

Due to the criticality of carefully managing all aspects of health and safety associated with project and ensuring all key Sectional Completion dates are achieved, including the multiple phases of the refurbishment within the "live" JD Tower/ JD Central buildings, B+K have appointed a full time liaison manager, Veronica Hynes, to act as the liaison lead and main point of contact for the key stakeholders involved in each phase.

A B+K Phase Management Plan is to be produced for each individual phase, outlining a summary of the scope-of-works, existing and proposed layouts and list of all relevant contacts to include all key departmental stakeholders. For each phase, 6 x monthly Work Planning Workshops (WPW's) will be held leading up to the commencement of works. Where the programme period does not allow for this (i.e. phase 1), then the WPW's will overlap.

The structured WPW's start with WPW1 which will discuss further investigation to facilitate the stage 5 design. As part of the agenda for WPW 1, discussions around the level of intrusion will be held (local opening-up/ wholesale soft strip) and any asbestos risk. Other key discussions will be around the protection of any specialist equipment, the MEP disconnection strategy, construction management plan, construction phase fire strategy with Design Fire input and the ManMet Safe Phase Certification.

WPW2 will discuss the decant enabling works process including the identification of any specialist equipment that is to be removed/ retained, with 4-5 months notice required for some OEMs. Other key discussions will be around the programme for the re-location including any decommissioning and recommissioning periods. Any loose FF&E will be defined as needing to be retained or disposed of. A review of the temporary fire strategy will be undertaken and any additional requirements i.e. upgrades to walls outside of the phase boundary will be discussed. WPW2 will also allow the Decant and Move Management Plan to be developed.

WPW3 covers MEP, including disconnection works associated with the phase, anticipated power off dates and shutdowns with 4 months notice. A programme will be provided for works that are likely to generate noise, dust and vibration, fire strategy will be reviewed and confirmed and a review of arrangements for the relocation of any chemicals and bench equipment will be carried out.

WPW4 will involve an update to conduct a detailed review of the previous workshop actions and to review the test and commissioning plan produced by NG Bailey.

WPW5 is designed to identify AV/ICT equipment that is to be removed or retained in situ, identify where benchtop lab equipment is to be relocated to and issue detailed plans highlighting planned power off dates and service shutdown dates.

The final WPW (WPW 6) is designed to finalise the above items with 1 month to go before formal commencement of a phase, to ensure all enabling works are addressed, assets identified and move arrangements for these confirmed, in addition to sign-off of the CMP, Fire Strategy, Decant and Move Management Plan and programme, agree measures to minimise disruption associated with noise, vibration and access routes, and hold the pre-start meeting.

The regimented phase management plan stages which start 6 months before any actual works begins to a phase, is designed to make sure that all constraints, potential health and safety issues and key considerations are identified at an early stage, with the process allowing clear lines of communication to be established well in advance of the works commencing. Regular liaison will also be enacted through participation in the fortnightly comms meetings which representatives of

	B+K, including Veronica Hynes, will be in attendance to communicate any key milestone activities or pertinent upcoming activities that may have the potential to cause disruption.				
Ground Remediation / Contamination		HIGH	MEDIUM	LOW	N/A
Comments	Asbestos fibres found in the ground in two locations, Contractors to be informed and appropriate RA to be carried out. UXO mitigation for intrusive works. Suitable PPE and good hygiene measures required.				
Roads / Drainage / Foundations		HIGH	MEDIUM	LOW	N/A
Comments	There is a 278 on the highways on Chester st, sewer diversion and on-site drainage. All works below ground within excavations will follow our procedures on Excavations (Appendix 26), temporary works where required will also be required and will be checked signed off by the relevant qualified responsible person.				
Services / Utilities		HIGH	MEDIUM	LOW	N/A
Comments	As part of the main contract works. All services are to tap off the existing MMU sub and gas house. There is also an on-site cable diversion and a United Utilities sewer. In advance of any excavations taking place, Bowmer and Kirkland Ltd are to ensure that all relevant existing services drawings are consulted and any trial holes or slip trenches are dug to determine the presence of existing services before excavations commence. Bowmer and Kirkland Ltd are to operate a daily Authority to Proceed PTW System and all areas to be excavated will be CAT scanned in advance of works being undertaken. B+K site engineer will act as the Services Co-ordinator on site and will be responsible for the issuing of any permits.				
Work at Height e.g. Perimeter Climbing Shield		HIGH	MEDIUM	LOW	N/A
Comments	Mewps and Mast climbers for the façade of the new build, also appendix 24 and the B+K procedure on WAH				
Work at Height: Riser Protection – Use of GRP Grid?		HIGH	MEDIUM	LOW	N/A
Comments	Risers will be protected by a combination of GRP grid and holes cored when required.				
Fall of Materials / Falling Objects		HIGH	MEDIUM	LOW	N/A
Comments	All mast climbers, scaffolds to be fully netted.				
Scaffolding		HIGH	MEDIUM	LOW	N/A
Will a scaffolding design be required?			Y		
Comments	All currently identified fall under TG20 design				
Fragile Materials		HIGH	MEDIUM	LOW	N/A
Comments	Some of the existing roofs have fragile roof lights, these will need to be identified and protected if works are to be carried out in the proximity of these.				
Plant and Vehicle Movements		HIGH	MEDIUM	LOW	N/A
Comments	All to be segregated on site, banksman at the gate. All vehicles bringing loose materials to site to be sheeted over to contain all materials this also includes any waste from site.				

	All plant and works equipment are to be maintained and periodically checked all as our procedures typical example supplied (Appendix 27) all small tools to be PAT tested again as per the procedures.				
Footpath / Road / Car Park Works		HIGH	MEDIUM	LOW	N/A
Comments	Sewer connection in the highway (Chester St) temporary lights will be required. As part of the main contract works.				
Manual Handling		HIGH	MEDIUM	LOW	N/A
Comments	All operatives on site to have MH training. See appendix 29				
Cranes / Mechanical lifting		HIGH	MEDIUM	LOW	N/A
Comments	One TC on site, crane co-ordinator required, tower cranes arrive on site May/June 2021, a crane coordinator will be on site for the duration of these works, B+K procedures will be in place at this time and will be issued to site by Davis Shooter (Group Crane Manager) Appendix 25.				
Tower Crane / Crawler Crane / Hoist / MCWP*		HIGH	MEDIUM	LOW	N/A
Comments	Crawler crane required at certain times.				
* Refer to Dave Shooter Group Crane Manager					
Materials (COSHH / special hazards)		HIGH	MEDIUM	LOW	N/A
Comments	There are hazardous chemicals in the refurbishment of the JDT, these are to be made safe/removed/decontaminated prior to our works commencing. Confirmation of this has been requested from the University Any sharps/needles, drugs etc found are to be dealt with as per our procedures Health Risk Management which covers all matters from Asbestos through to Zoonoses.				
Power / Lighting		HIGH	MEDIUM	LOW	N/A
Comments	Temp power to be provided by the University.				
Temporary Works / Design		HIGH	MEDIUM	LOW	N/A
Comments	See below for temporary work designs will be required for these items. The Temporary Works Co-ordinator (TWC) for the project is Gary Lewis.				
Item requiring Temporary Works design?		✓	Item requiring Temporary Works design?		✓
Hoarding / Fencing	✓	Anchor Points		✓	
Excavation / Ground support	✓	Falsework / Formwork		✓	
Piling Mat	✓	Floor loadings			
Plant Platform – crane, MEWP, etc.	✓	Edge Protection		✓	
Structural Support – new build / existing		Other?			
Specific Competence Requirements - Specialist Training		HIGH	MEDIUM	LOW	N/A
Comments	Hoist training.				
Item requiring Specific Competence?		✓	Item requiring Specific Competence?		✓
Temporary Works Co-ordinator	✓				

Electricity – Authorised Person	✓				
Electricity – Competent Person	✓				
Crane Co-ordinator	✓				
FPA Fire Training	✓				
SPA PFA Petroleum Card	N/A				
Gasafe Domestic Gas	✓				
Temporary Works Inspection	✓				
Scaffolding Inspection	✓				
Dust / Fume		HIGH	MEDIUM	LOW	N/A
Comments	Water suppression, vacuum/extraction to be used on all operations that create dust. All deliveries containing loose materials or waste materials to be sheeted over. A separate noise, dust and vibration management plan is currently being developed including our detailed proposals for monitoring as the works proceeds.				
Diving / Works Under Water		HIGH	MEDIUM	LOW	N/A
Comments					
Work On, Over or within 10 m of Water		HIGH	MEDIUM	LOW	N/A
Comments					
Noise		HIGH	MEDIUM	LOW	N/A
Comments	Noise levels to be monitored during the construction period, there may be some work element that cannot be eliminated then the local Environmental officer to be notified. See appendix 30. As detailed above a noise, dust and vibration management plan is in the process of being developed this week.				
Specialist Plant / Scaffolding / Access Equipment		HIGH	MEDIUM	LOW	N/A
Comments	See previous on mast climbers etc				

Specialist Trades		HIGH	MEDIUM	LOW	N/A
Comments	Fume cupboards and services to these, specialist gasses to the labs.				
Building Services		HIGH	MEDIUM	LOW	N/A
Comments	Surveys are being carried out to locate all existing services within the existing tower prior to works commencing, external slip trenches are being dug to confirm the existence of any external services.				
Ongoing Maintenance Issues		HIGH	MEDIUM	LOW	N/A
Comments					
Waste		HIGH	MEDIUM	LOW	N/A
Comments	All waste to be separated off site due to site constraints. Please also see SWMP				

Commissioning / Testing / Handover		HIGH	MEDIUM	LOW	N/A
Comments	Commissioning period identified in the programme, M&E contractor to provide more detail.				
Other	Vehicle Phasing/Classification	HIGH	MEDIUM	LOW	N/A
Comments	Deliveries and collections to and from site will be managed around off-peak times, and around MMU peak flow of students.				

Part 4 CDM Principal Designer /Client	
Has the Principal Designer Risk Schedule been prepared by the Principal Designer	Y
If NO – what arrangements are in place to collate design risk assessments from designers and manage design risks during delivery of the project:	
N/A	
Has the PD reviewed the Design Risk Assessments for the initial design including buildability review and fire strategy?	
TBC	
The Health & Safety File	
The format should be directed by the Principal Designer to satisfy the Client requirements for content and format.	
(a) Layout and Format	
To be confirmed, however the standard Createmaster template will be the starting point for discussion	
(b) Arrangements for the collection and gathering of information	
The information will be collated and stored by Createmaster for continual review on a live portal. Once complete and signed off as such by all involved parties, the completed files will be handed over to MMU in the required format	
(c) Storage of information	
Initially on Createmaster portal until complete and subsequent to that, the format and location is to be confirmed by MMU	

ARRANGEMENTS FOR THE EXCHANGE OF DESIGN INFORMATION & HANDLING OF DESIGN CHANGE

B+K will be administering the flow of information for the Man Met Science and Engineering project through our Common Data Environment (CDE) 4Projects. Within this document management system there are workflows setup to ensure that drawings pass through the correct channels. This is a staged approach where a drawing travels through a series of gateways and the wider design team get the opportunity to comment on each drawing in turn, these comments are then collated and added to the drawings where these are then passed onto the client and their professional team for review before being moved through to construction status.

Our design manager, John Goudie, will administer this process and vote drawings on a status A-C basis depending on the nature of comments received. This process occurs before a drawing appears on the system as a status A or B approved drawing for construction. If a drawing received a status C it is rejected and needs to repeat the process until approved. The principal designer will be invited to comment on the drawings when they are passed to the client and their team (before the drawing appears for contractors and site team to build from).

In the instance where a change is required for any reason, this is normally initially communicated through our fortnightly DTM, where the site team and design teams will go through any design related issues and resolve these as a team. This is then fed back through the drawings in the form of a revision, where it will be passed through the correct channels for comment. Where a change is required immediately due to unforeseen

circumstances on site, we have a design change notice for MPF 4.6 where this change request can be captured and circulated quickly for comment/approval and the drawing update then can follow on. All other changes to drawing are captured within 4Projects and can be tracked and reviewed accordingly.

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1.1	Training and Competence	10.11	Working On or Near Water
1.2	Toolbox Talks	11.0	Health Risk Management
1.3	Young Persons	11.1	Asbestos
1.4	Supervision	11.2	Confined Spaces
2.0	Consultation and Communication	11.3	CoSHH
2.1	Worker Consultation	11.4	Dermatitis
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2.4	Non-English Speaking Workers	11.7	Wellbeing & Occupational Health
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2.6	Agency Worker Induction	11.9	Legionella
3.0	Risk Assessment/Method Statements/Permits	11.10	Manual Handling
3.1	Risk Assessment	11.11	Noise
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3.3	Authority to Proceed & Permit to Work Procedures	11.13	Sharps
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3.5	Temporary Works + Appendix 1	11.15	UV Exposure
4.0	Construction Design Management	11.16	Zoonoses
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Section No SPF 100	Safety Procedures Forms - Index Planning Forms / Templates	Section No SPF 500	Safety Procedures Forms - Index Weekly Forms
SPF 101	Project Safety Notification/Safety Pack Request	SPF 501	Harness & Lanyard Inspection Record
SPF 106	Method Statement Evaluation Record	SPF 501x	Harness & Lanyard Inspection Record .XLS spread sheet
SPF 109	Tower Crane/SETC Project Lift Plan & Method Statement	SPF 502	Lifting Equipment & Accessories Inspection Record
SPF 110	Tower Crane/SETC Authorisation by Plant Manager	SPF 503	Scaffolding/Temporary Works Equipment Inspection Record
SPF 114	Health & Safety (CDM) Plan Template	SPF 503a	Project Manager's Weekly Scaffolding Inspection Record
SPF 115	Fire Risk Assessment	SPF 504	Excavation/Earthworks Inspection Record
SPF 117	Risk Assessment Template	SPF 505	Work Equipment Inspection Record
SPF 118	Method Statement	SPF 506	Fire Equipment Inspection Record
SPF 119	Method Statement Amendment Record	SPF 507	Fire Emergency – Premises and Procedures Inspection Record
SPF 120	CoSHH Assessment	SPF 508	Site Management Weekly Safety Report
SPF 124	Small Contractor Competence Assessment Record	SPF 508x	Site Management Weekly Safety Report .XLS spread sheet
SPF 125	Direct Contractor Evaluation Record	SPF 509	Site Management Weekly Safety Inspection
SPF 126	HEC Contractor Authorisation	SPF 510	Workforce Safety Questionnaire
SPF 127	FM Contractor Competence Evaluation Record	SPF 511	Lifting Plan Review Record
SPF 128	Small Works Health & Safety (CDM) Plan Template	SPF 600	Management Report Forms
SPF 132	Lifting Plan Evaluation Record	SPF 601	Project Leader Safety Tour
SPF 133	Tower Crane Enquiry	SPF 602	Management Monthly Safety Report
SPF 134	Hoist Enquiry	SPF 604	DSE User Assessment Record & Eye Test Request
SPF 200	Project Commencement Forms	SPF 605	Contractor Health & Safety Inspection Register
SPF 201	Site Safety Induction Record	SPF 607	Procedures Feedback Form
SPF 202	Site Safety Induction Register	SPF 610	Weekly Vehicle Inspection Record
SPF 205	Young Persons Health & Safety Induction & Risk Assessment	SPF 611	Waste Transfer Note
SPF 206	Plant Authorisation Register	SPF 613	Sub-contractor Safety Tour
SPF 206x	Plant Authorisation Register .XLS spread sheet	SPF 614	Director Safety Tour (plus V1a alternate)
SPF 207	Lifting Equipment & Accessory Authorisation Register	SPF 700	Incident, Accident and Official Visit Forms
SPF 207x	Lifting Equipment & Accessory Authorisation Register.XLS	SPF 701	Accident/Incident & Near Miss Level 1
SPF 208	Portable Appliance Test Register	SPF 702	Accident/Incident & Near Miss Level 2/3 Report
SPF 209	Toolbox Talk Register	SPF 703	Witness Statement
SPF 210	Telehandler Risk Assessment/Authorisation	SPF 704	Witness Statement – continuation
SPF 211	RTFL Risk Assessment/Authorisation	SPF 705	Official Visit Report
SPF 212	Counterbalance FLT Risk Assessment/Authorisation	SPF 800	Incident, Accident and Official Visit Forms NOT FOR SITE USE
SPF 213	Site Attendance Register	SPF 801	Health & Safety Site Inspection Report a
SPF 214	Site Visitor Attendance Register	SPF 802	Health & Safety Development Visit Report
SPF 215	Health & Safety Briefing Register	SPF 803	Health & Safety Incident Summary Report
SPF 216	Site Visitor 5 Minute Induction	SPF 804	Investigation Report
SPF 218	Agency Manager Induction	SPF 805	Health & Safety Management Briefing
SPF 219	Tesco Trading Store - Fit-Out Induction Record	SPF 806	Safety Alert Template
SPF 220	Site Safety Supervisor Induction Record	SPF 807	Best Practice Note
SPF 221	MCWP Inspection Tracker	SPF 808	Fire Risk Assessment PAS 79:12 Annex B
SPF 300	Daily Forms	SPF 809	Fire Risk Assessment Review PAS 79:12 Annex E
SPF 301	Daily Activity Briefing Register	SPF 810	Management of Tower Cranes Audit
SPF 302	Welfare Inspection Record	SPF 811	Monthly Summary
SPF 303	MEWP Daily/Weekly Inspection Record		
SPF 304	Safety Net Inspection Record		
SPF 305	Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record		
SPF 306	Site Hoarding and Fencing Daily Inspection Record		
SPF 307	Self-Erect Tower Crane Daily Inspection		
SPF 308	Lifting Schedule		
SPF 309	Red Card/Yellow Card Issue Register		
SPF 310	Red Card/Yellow Card		
SPF 311	Hire and Manage Lifting Plan		
SPF 312	Load Plan		
SPF 313	Personal Protective Equipment Issue Register		
SPF 314	Personal Protective Equipment Inspection Record		
SPF 315	Hand Arm Vibration Exposure Record		
SPF 316	Ladder/Stepladder/Podium Daily Inspection Record		
SPF 317	Good Order Daily Inspection Record		
SPF 318	Mobile Plant Checks Daily Inspection Record		
SPF 323	Mast Climbing Work Platform Daily / Weekly Inspection Record		
SPF 324	Daily Site Noise Monitoring Record		
SPF 326	Day / Night Shift Handover		
SPF 332	Environmental Protection Inspection Record		
SPF 333	Tower Crane – Daily Climbing Record		
SPF 337	Delivery Vehicle Log		
SPF 334	Radio Checks - Daily Record		
SPF 400	Permit to Work / Authority to Proceed Forms		
SPF 401	ATP - Confined Space		
SPF 402	ATP - Electrical Work		
SPF 403	ATP - Excavation/Ground Penetration		
SPF 404	ATP - Use of Ladder/Stepladder		
SPF 405	ATP - Lorry Loader		
SPF 407	PTW – General		
SPF 408	PTW – Hot Works		
SPF 409	Daily PTW - Excavation/Ground Penetration Near 'Live' Services		
SPF 420	ATP - Temporary Works		
SPF 422	ATP - Tower Crane Erection		
SPF 422 Appendix	Tower Crane Erection Tracker		
SPF 423	ATP Truck Mounted Concrete Pump		