

Construction Management Plan

PREPARED BY:

CITY BUILD
manchester

VIE Expansion Works
NMGH

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SECTION 1

OVERVIEW

1. HEALTH AND SAFETY PLAN

Project	VIE Works @ NMGH
Prepared	City Build Manchester Limited
Client	Northern Care Alliance Group Department of Estate Development North Manchester General Hospital Delaunays Road Crumpsall Manchester M8 5RB
Date	01/02/21

SECTION 2

PROJECT PARTICULARS

2. PROJECT PARTICULARS

2.1 Client / Employer **Northern Care Alliance Group**
Department of Estate Development
North Manchester General Hospital
Delaunays Road
Crumpsall
Manchester
M8 5RB

2.2 Architect / Principal Designer:
Day Architectural
Lancaster Building
77 Deansgate
Manchester
M3 2BW
Contact: Sam Hall
Tel: 0161 834 9703
Email: samh@day-architectural.com

2.3 Advisor to Principal Designer:
Nationwide CDM
Suite 2 1st Floor
Gateway House
Styal Road
Manchester
M22 5WY
Contact: Jon Deering
Tel: 0161 485 8386
Fax 0161 850 8585
Email: jon@nationwidecdm.co.uk

2.4 Mechanical and Electrical Engineers:
SI Sealy
Inwood Court
Stuart Road
Stockport
SK6 2SR
Contact: Phil Murphy
Jose Fernandez-Hickman
Tel: 0161 430 2044
Email: p.murphy@sisealy.co.uk
j.fernandezhickman@sisealy.co.uk

2.5 Quantity Surveyor:

DAY Cost Management
Lancaster Building
77 Deansgate
Manchester
M3 2BW
Contact: Paul Adamson
Tel: 0161 834 9703
Email: paul@day-cm.com

2.6 Principal Contractor

City Build Manchester Limited
Bowker House
Bowker Street
Walkden
M28 OSG

Contact	Ian Caldwell / Construction Manager
Telephone	0161 702 6884/ 07969130739
Fax	0161 702 6885
E-mail	ian.caldwell@city-build.co.uk

Contact	Neil Brooks / Project Manager
Telephone	0161 702 6884 - TBC
E-mail	TBC

2.10 Emergency Contacts

City Build Manchester Limited (24hr)

Neil Brooks	07855009772
Ian Caldwell	07969130739

Local Hospital

See Appendix K for location and directions from site

North Manchester General Hospital

Tel: 0161 624 0420

Address: Delaunays Rd, Crumpsall, Manchester M8 5RB

A&E is adjacent the site



CITY BUILD

Police

Use **999** service for emergencies

Lower Crumpsall Police Station

0161 856 3521

manchesternorth@gmp.police.uk

101 Non-Emergency Number

Fire

Use **999** service for emergencies

Non-emergency contact number Address:

Broughton Fire Station

449 Bury New Rd, Salford M7 4LE

Phone: 0161 907 0702

Health & Safety

Health & Safety Executive

Redgrave Court, Merton Rd, Bootle, Merseyside L20 7HS

SECTION 3

COMPANY HEALTH & SAFETY, ROLES & RESPONSIBILITIES

3. COMPANY HEALTH & SAFETY, ROLES & RESPONSIBILITIES

3.1 City Build Manchester Ltd, Health & Safety Policy Statement

It is the policy of City Build Ltd, approved by its board of directors, that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company.

Mr. Martin Berry is the nominated Health and Safety Director and is responsible for implementing this policy. His duties, and that of other directors, managers and all employees are detailed in the Company's safety manual.

In order to avoid accidents and incidents, good working practices are essential. Therefore, all employees must familiarise themselves with their duties as detailed in the Health and Safety Manual. City Build Manchester Ltd. recognises that every employee has a vital role to play if high standards are to be achieved, maintained and improved upon.

The Company requires that all employees take a pro-active role in improving health & safety performance and encourages constructive suggestions on how methods of work can be improved to make them safer and thereby reduce the inherent levels of risk.

The operation of this policy will be monitored by Mr Martin Berry, assisted by CSSNW the Company's Retained Safety Advisors. CSSNW are available to advise all employees and appointed sub-contractors on matters relating to health and safety.

This health and safety policy and manual will be subject to an annual review and will be updated during the interim period in the event of any changes in legislation or codes of practice causing the need for policies and procedures to alter.

This statement will be displayed in a prominent position at all workplaces and sites. A copy of the Company's safety manual with full details of the organisation and arrangements for implementing the policy will also be available to all employees for reference.

Signed: _____

Position: Manging Director

Dated: 26/ 01 /2020

3.2 Roles & Responsibilities

Typically, all projects including the project in question employ a management structure in accordance with Appendix H. With respect to Appendix H the roles and responsibilities with regards to Health & Safety are as detailed below:

3.2.1 Duties of the Health and Safety Director

In addition to his other duties as a company director, the Health and Safety Director has additional responsibilities for: -

- Providing a Company statement on any issue of health and safety that requires a formal statement.
- Ensuring that he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- Having regular meetings with the Company's Safety Advisors and the Contract Managers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.
- Ensuring that all employees are informed of any major health & safety issues affecting or likely to affect the Company.
- Promoting a pro-active approach to positive health and safety and risk management through the Company's directors, managers and supervisors,
- Ensuring that there is adequate health and safety advice and awareness at all levels of the Company; ensuring that all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and this safety policy.

3.2.2 Duties of Other Directors and Managers

All Directors and Managers must implement the Policy by: -

- Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- Ensuring that all statutory health and safety regulations are followed and the necessary health and safety planning, assessments of risks and safe working method statements are produced and brought to the attention of the relevant people.
- Ensuring that staff at all levels receive appropriate training.
- Monitoring health and safety performance through site meetings, actioning of safety reports and audits, and responding to any problem areas observed when on routine inspections.
- Holding regular meetings with employees and contractors to receive comments and suggestions on ways in which health & safety performance can be improved.
- Taking charge of issues that cannot be controlled at a supervisory level, especially with regards to control of sub-contractors.
- Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.

3.2.3 Duties of the Contract Manager and Other Managers Responsible for Organising and Managing Contract Work

Any manager responsible for contract work must implement the Policy by: -

- Having adequate knowledge of, and observing the requirements of, construction regulations and other legislation and codes of practice.
- Ensuring that all persons working on site are adequately trained to enable them to carry out their duties. This includes ensuring that a thorough site induction talks on the risks, working methods, emergency and welfare provision is carried out before any work starts on a site.
- Ensuring that the Construction, Design and Management Regulations 2015 are followed and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- Ensuring that adequate emergency provision is made on contract sites.
- Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- Ensuring that all plant sent to site is safe, is in accordance with manufacturer's specifications, and when applicable, has been tested and thoroughly examined in accordance with regulations.
- If hiring plant with hired operators, ensuring that the operators are trained and certificated to operate the plant (and that they have copies of their training certificates on site).
- When hiring plant and equipment, ensuring that items meet current U.K. and EC requirements, especially with regards to guarding, operator noise levels, environmental noise levels and emissions.
- Ensuring that site staff and employees at all levels receive appropriate training to undertake their tasks safely.
- Monitoring health and safety performance through site meetings, actioning of safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- Holding regular meetings with site employees and other site operatives to receive comments and suggestions on ways in which health & safety performance can be improved.
- Liaising with the Company's safety advisers and taking charge of problems which cannot be controlled at site level, especially with regards to control of sub-contractors.
- Setting a good personal example and having adequate knowledge of health and safety legislation relating to the Company's work.

- All subcontractors will be provided with appropriate pre construction information and be afforded a suitable mobilisation period relevant to their nature of their works.
- Support the project health & safety goals for the project.

The project team has set the following goals:

- To achieve, as far as is practicable, a site with zero harm.
- To ensure safe access and egress to and from the site.
- To protect pedestrians and adjacent occupiers from any risks associated with the site.
- To ensure all persons visiting the site have been given basic safety information on any hazards associated with the current phase of work.
- To ensure visitors are escorted around the site at all times.
- Ensure operatives act in a safe manner and where personal protective equipment appropriate to the task in hand.
- To investigate any accidents or incidents on site and take note of any recommendations coming from accident and incident investigations.
- To use (where required) professional support for assisting in the safety of the site.
- To provide regular toolbox talks throughout the project. These safety goals are monitored and discussed during site meetings and actions given to the appropriate personnel.

3.2.3 Adjacent Land Use

The site is close to the A6024. Surrounding land is largely residential with commercial units to the rear of the site, including an auction market which may make the area busy on a market day.

Impact on neighbours: Contractors will be instructed to ensure that they park considerately giving due regard for local residents with particular reference to not blocking driveways of neighbouring homes or access to the garages.

City Builds Construction Team will identify Hazardous areas adjacent the site that may have an impact on the Construction works these may be:

- Structures

Identify and describe the effect that works will have on adjacent structures such as the foundations of buildings / party walls / roads / railways / bridges / water courses / dams / embankments or retaining walls. Define any safety measures required.

- Excavations

All practicable steps shall be taken, where necessary to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that any excavation or part of an excavation does not collapse.

- Environmental restrictions and existing on-site risks

Safety hazards, include:

- boundaries and access, including temporary access - for example narrow streets, lack of parking, turning or storage space,
 - any restrictions on deliveries or waste collection or storage,
 - adjacent land uses - for example schools, railway lines or busy roads,
- Infrastructure

Roads, railways, waterways, airports. These should be examined in relation to their suitability for site traffic and also to ascertain whether construction activities will impinge upon them or the operations which take place on them.
 - Arrangements for controlling significant site risks

Safety risks, include:

 - delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,
 - dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,
 - accommodating adjacent land use,

3.2.5 Duties of Site/Project Managers (or any other person in control of a site)

The person in control of any site has the following duties: -

- To understand the Company Health and Safety Policy and ensure that it is brought to the attention of all employees and contractors working on any site
- To have adequate knowledge of, and observe, the requirements of relevant health and safety regulations and codes of practice.
- To ensure that all statutory registers and records are maintained and that all persons working on any site are adequately trained to enable them to carry out their duties.
- To ensure that the necessary risk assessments have been carried out and recorded and that detailed safe working method statements adopting “best working practice” approach are used for any identified high risk activities.
- To ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and that adequate emergency procedures are all in place.
- In planning a site, to ensure the establishment and continuity of appropriate welfare facilities, parking and safe storage arrangements.
- To organise a site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours.
- To encourage employees and any contractors to be pro-active in developing a positive approach to health & safety performance.

- To undertake (or arrange for others to carry out) site induction talks for new arrivals onto site.
- To ensure that any accident/incident is properly investigated and reported in accordance with Company policy and the requirements of statutory legislation.
- To set a good personal example at all times.
- To ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risks.
- To ensure that new employees, apprentices, young persons or occasional site workers are aware of risks to their health and safety and the relevant precautions to be taken.
- To report any defects in work equipment to the Health and Safety Director, together with details of any dangerous practices observed on the site.
- To ensure that all plant, tools and equipment are being used correctly.

3.2.6 Duties of Managers in Charge of Company Offices

The duties of managers and supervisors in permanent workplaces are similar to the duties of Project Managers but the actual risks may differ. Particular areas to monitor are: -

- Fire risks due to flammables, waste paper and smoking
- Electrical risks due to overloaded sockets and circuitry, and incorrectly maintained equipment (see section on electricity).
- Tripping hazards due to trailing leads, telephone cables etc across access ways and especially stairways.
- Safe storage of materials.
- Adequate welfare facilities.
- Adequate arrangements for workers using VDU equipment such as the layout of work stations, ensuring adequate rest periods etc.

3.2.7 Duties of All Employees

The Health & Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures, so enabling the Company to comply with its statutory duties. In particular, all employees can assist by:

- Taking a pro-active role in assessing the Company's health & safety performance and suggesting ways (via their immediate manager or safety committee) in which improvement can be made.

- Using the appropriate protective equipment (e.g. head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant and equipment, together with any unsafe acts to their immediate supervisor.
- Operating only plant and equipment, and carrying out tasks for which they have been trained and are familiar.

It is important that all employees feel capable of doing the tasks to which they are assigned. If any person is in any doubt then he/she should inform his/her immediate supervisor.

NEVER TAKE CHANCES.

3.2.8 Duties of the Company's Health and Safety Advisors

The Company retains external competent health and safety advisors whose duties are: -

- To encourage a pro-active approach to health and safety matters and to take a positive attitude to risk management functions.
- To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist management in what ever way they can with regards to health and safety.
- To carry out regular inspections and safety audits and report on their findings. In addition, they should assist the Company's managers by advising on working methods and training requirements.
- To assist the Health and Safety Director, through regular consultative meetings at prescribed intervals, to comment on the Company's health and safety performance and assist in setting future objectives.
- To take whatever action they consider necessary if in their opinion they are confronted with a serious risk to health and safety, and report the occurrence and action taken to the Project Manager, and if need be, the Health and Safety Director.

SECTION 4

TRAINING AND THE MONITORING AND REVIEW OF THE COMPANY'S HEALTH AND SAFETY PERFORMANCE

4 TRAINING AND THE MONITORING AND REVIEW OF THE COMPANY'S HEALTH AND SAFETY PERFORMANCE

4.1 Formal Review of Company Health and Safety Performance

The Health and Safety Director, along with other Company directors and managers and the Company Health and Safety Advisors have specific responsibilities to monitor the implementation of the Company's health and safety policy and to review the Company's performance.

Items to be monitored and reviewed are: -

- Any significant accidents or incidents.
- Any matters arising from audits or site visits by the Company's Health and Safety Advisors
- Any criticisms from H.S.E., clients or other parties.
- The Company's "health and safety objectives".
- New legislation, guidance notes, or H.S.E. initiatives.
- The Health and Safety Manual and working procedures as appropriate.
- Training requirements.
- On the basis of this formal review, the health and safety objectives will be set for the next period.

4.2 Inspections and Reports by the Company Health and Safety Advisors

Where the Health and Safety Advisors are contracted to carry out routine site inspections or audits of the Company's procedures, they will monitor working practices and will submit a formal report to the Health and Safety Director.

The Health and Safety Advisors will also be available to advise the site supervisor/site foreman and operatives of any health, safety or environmental issues that may arise. As well as monitoring work in progress they will be concerned with work to be undertaken in the future, and will discuss, with relevant managers, supervisors and employees any issues to be considered in the risk assessment, and any necessary planning of the work tasks to be undertaken.

Where the Health and Safety Advisors carry out an inspection, three copies of the report will be sent to the Company, one for the Health and Safety Director, one for the Project Manager and one to be included into the site file for inspection purposes.

If on a subsequent visit the Health and Safety Advisors are of the opinion that adequate action has not been, and will not be taken, they will inform the Health and Safety Director as quickly as possible.

If the Health and Safety Advisors are of the opinion that any operation constitutes a risk of serious injury to any person, then they will take all necessary action to ensure the situation is made safe.

If the Project Manager or supervisor disagrees with the Health and Safety Advisors' action, the Health and Safety Advisors will record this opinion in their written report and inform the Health and Safety Director (copying him with the report) by the quickest possible means. The Health and Safety Director must then resolve the issue.

4.3 Training of all Company Employees

The Health and Safety Director will carry out an ongoing review of health & safety training needs and will produce a training programme for all levels of employees. In carrying out the review particular attention will be paid to persons whose roles have changed or any legislative changes that require employees to receive further training in order to perform their required tasks. Employees taking on additional responsibility may also need additional training.

4.4 Training of all Plant Operatives

All plant operatives, whether employed or hired by the Company, must be trained and certificated in accordance with approved training schemes run by approved plant training providers.

Training and certification of competence will also be required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required.

Records will be maintained by the Health and Safety Director.

4.5 Consultation with Safety Representatives

The Company has a pro-active approach to health & safety, and recognises the benefits of employees having a significant input into the Company's health & safety procedures. Employees also play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore, all employees and contractors are encouraged to assist the Company to maintain a safe and healthy workplace.

The Company will hold regular consultative meetings at site level allowing management and safety representatives to consult on policy issues and other matters concerning health and safety objectives and performance. It will also hold regular health and safety meetings where employees will be encouraged to contribute their views on health and safety issues.

All employees and contractors are encouraged to continually liaise with their immediate manager or supervisor to assist in the identification of any health & safety hazards that have not previously been identified and suggest ways of improving health and safety in the various workplaces run by the Company.

4.6 Consultation with Sub-Contractors

All contractors engaged by the Company must be competent (see section on the Construction (Design and Management) Regulations (CDM) - Selection of Sub-Contractors) and provide evidence to support this. In addition, the Company must provide details of the significant risks that contractors will encounter on the site where they will work.

This will be achieved via the project Health & Safety Plan (where CDM applies), or by the provision of site risk assessments on smaller projects. Pre-start meetings with contractors will review the identified risks and will cover the risk precautions that must be in place before the contractor starts work and also during his work at that site. Site meetings will also be held as appropriate with contractors to review and amend these provisions as necessary.

When contractors are submitting their proposals to the Company they will be asked to identify any significant risks their work will create both to themselves and to others who may be affected by that work. These will be subject to an agreed safe working method statement and, if appropriate, an amendment or addition to the project Health and Safety Plan.

SECTION 5

PROJECT SPECIFIC DETAILS

5 PROJECT SPECIFIC DETAILS

5.1 Location of the Works and the Existing Environment

5.1.1 Location of the Works

The Works will be located within the existing North Manchester General Hospital

5.1.2 Existing Environment

The Site is a Hospital

5.2 Nature of the Works

The works involve external groundworks for New VIE Expansion Works

5.3 Contract Duration

Works Commence: 25th January 2021

Practical Completion: 19th March 2021

The normal site working hours are: **Monday - Friday: 7.30am - 6pm**
Saturday: 8.30am - 2pm
Sunday / Bank holidays: No work

This is in line with Manchester City Councils Criteria

Some out of hours work will be required

5.4 Management of the Works

The management structure employed by the contractor during the course of the works is as indicated on Appendix H. The roles and responsibilities of the individuals employed with respect to Health & Safety are described in section 3

The Project Manager for the project is Mr Neil Brooks who will be assisted on site by our Construction Manager Mr Ian Caldwell.

5.5 Site Compound / Welfare Arrangements

The Company will provide welfare facilities at all workplaces and sites in accordance with the requirements of the Construction (Design and Management) Regulations 2015 namely:

- Suitable office accommodation for managers
- A canteen or rest room.
- Facilities for heating food and boiling water for drinks
- Facilities for storing and drying clothing & P.P.E.
- Toilets and facilities for washing (separate Ladies and Gents facilities will be required if both sexes are employed in or visit a workplace).
- There will be no Parking of vehicles within the hospital site.

Except in our site compound provided by the Trust

5.6 Unloading and Storage of Materials

All vehicle movements, including deliveries and waste removal, will be carefully planned and a Banksman in place for manoeuvring vehicles. The approach roads to the site are the public highway of Delaunays Road

5.7 Waste Management

In general City Build shall look to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the works, and maximise opportunities for the re-use and recovery of waste.

Measures of how we intend to reduce, re-use, recycle and manage waste include the following:

- Ensure that all material removed from site is taken to waste recycling stations and separated for recycling.
- Records of the waste recycling will be provided by the recycling stations.
- Enforcing good housekeeping measures e.g. proper storage of materials to minimise spillage
- Monitoring the generation of waste in order to identify trends and areas for further investigation.
- Identifying recyclable and salvageable materials and where feasible and find secondary and alternative uses.
- Segregate waste types to facilitate recycling activities.
- Working with suppliers / subcontractors to minimise surplus waste delivered to site.
- Working with suppliers / subcontractors to ensure only the necessary minimum of packaging is used.
- Consideration of alternative materials with lower wastage levels.
- Ensuring that the Duty of Care and other legal requirements are complied with during the disposal of wastes.

- Consulting with suppliers to determine correct / appropriate disposal routes for waste products and containers.
- Setting waste reduction targets as well as educating and informing staff.

5.8 Site Security

At the commencement of each working day all operatives must sign-in with the Project Manager. Upon signing-in all operatives will be given a hi-vis vest from City Build Ltd's Project Manager. It is a requirement that all operatives are DBS checked and the details of the operative's disclosure number will be requested by the Project Manager upon arrival.

5.9 Pedestrian and Traffic Routes

All the site traffic (operatives, skips and deliveries) will access the site via Delaunays Road. Temporary signs will be mounted on the access route to direct traffic to the site office with the aid of a banksman.

5.10 Emergency Procedures

5.10.1 First Aid

The Project Manager Neil Brooks is a trained First Aider (see Appendix D, first aid certificate).

An ACOP II First Aid Kit will be available on site and located in the site office. The first aid box is to be stocked to a size appropriate for the numbers on site. In the event of a person requiring treatment the Project Manager will nominate an operative to escort the casualty to the A&E department.

Appendix K identifies the closest hospital to the site with an adequate accident and emergency department (North Manchester General Hospital) and possible route to the hospital.

5.10.2 Fire

A fire and emergency plan has been developed and is included in Appendix J. The fire plan includes:

- Muster point
- Exit routes

- Means of raising alarms
- Key personnel

5.10.3 Noise and Dust Mitigation and Management:

The Main Contractor will establish background noise levels at the boundary of the site and will restrict activities or alter demolition excavation methods, if applicable, and practicable.

Due to space restrictions the principle of “just in time” delivery / removal will be adopted for the site.

- All vehicles will be required to switch off engines at all times whilst on site and making deliveries.
- All waste loads leaving the site will be covered.
- The road outside the project site location will be kept clean at all times by regular cleaning and wheel cleaning facilities if required.
- On-road vehicles will be supervised by a Banksman.
- Careful planning and phasing of the work will be developed to provide good access for the plant and vehicles necessary to undertake the civil engineering and excavation works during each phase of the project.
- Highway safety will be proactively managed and will include measures such as restricting deliveries where possible to avoid busy local times and ensuring that a Banksman and two traffic marshals are in place to allow the safe reversing of vehicles.
- Signage will be posted around the site boundary and adjacent to the work areas providing clear warnings of the construction activity and vehicular movements.
- Aspergillus, Facilities to minimize the formation and spread of dust by a continuous fine water spray

Measures to ensure mud and residue is not washed into nearby gullies and drains.

- Maintain silt traps.
- Protection plates/sheeting to highly trafficked gullies and drains.
- Vehicles – ensure:

All loads of loose (including excavated materials, debris, concrete) or dusty materials transported from site shall be securely and adequately loaded and sheeted. Mitigation Measures In consideration of the local environment, site planning will include attention to the following mitigation measures:

- Dust mitigation measures such as water suppression will be deployed for excavation, cutting or similar operations. All personnel working within associated construction activities

will be fully trained in dust suppression methods, which will be overseen by the site management team who will maintain overall responsibility for its implementation.

- Materials will be stockpiled as little as possible however if awaiting removal from site will be covered.
- All plant brought onto site will have servicing records and test / safety certification.

5.10.4 Environmental Spill Plan

The site will maintain an emergency spill kit suitable for organic material, which will be placed in the site compound and signed adequately to identify its location and its function. Any spill discovered must be reported to City Build Manchester Ltd.'s site staff to advise on the appropriate course of action. Any absorbents used in cleaning up the spill must be bagged and secured separately and stored in a lockable container.

5.10.5 Environmental Cleanliness

Wheel washing/Road cleaning

Works will be arranged so that road going vehicles do not drive onto mud on the site. Stone up areas will be provided. This includes laying site roads and using site based plant to move materials to holding areas at the edge of a site road. If wheels and ledges are likely to pick up mud City Build will anticipate the site will have arrangements in place to call in a road sweeping machine at short notice. Our Site manager will monitor conditions outside the site regularly during periods of material and vehicle movement.

Sheeting of Vehicles

During demolition and excavation works all areas of work are to be dampened down with water all excavated material left over night is to be sheeted over especially in a hospital environment to prevent Aspergillus.

All vehicles leaving site have a duty under the Environmental Act 1990 to ensure all vehicles leaving site are sheeted over and to also prevent loss of load during transit as required by Road Traffic Act 1991

5.11 Accident Reporting

All accidents and incidents must be recorded in the Company's accident book (form B1 510), irrespective of whether the injured person is an employee, self-employed person, sub-contractor or authorised visitor. This applies to all injuries no matter how slight, and to any near-miss incidents. The Company accident forms must be completed for any accidents that have involved lost time or damage to plant or equipment.

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be found in the Health & Safety Executive's leaflet, HSE information "Reporting an Injury or Dangerous Occurrence."

Guidance is also contained in section 8 of the company Health & Safety Policy 'Reporting of Accidents and Dangerous Occurrences'.

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident.

Appropriate action must be taken according to the extent of injuries and the length of absence from work.

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the Company notification form completed. The relevant manager must also notify the Company Safety Director as soon as possible and should discuss whether a full investigation is required by the Health and Safety Advisors. Appropriate action will then be instigated by the Health and Safety Director.

5.12 Methods of Safe Working / Safety Induction

Method Statements and Risk Assessments have been carried out (Section 6). This describes the works to be carried out on this contract, the majority of which is subcontract work. As the works progress the Health & Safety Plan will be developed and revisions issued and recorded on the Health & Safety Plan Revision Register (Appendix A)

The following must be adhered to at all times:

- Safety of the public and occupants of the premises
- Adequate precautions must be taken to minimise dust and to avoid any damage.
- No lone working on site.
- No Alcohol or drugs on site or any persons under the influence of the same.
- No smoking or radios within the site.
- A separate method statement is to be produced by all Contractors prior to works commencing, which must be approved and incorporated within the Health and Safety Plan. Contractors must work strictly in accordance with the method statement.
- PPE as identified in the method statements must be worn at all time

An Induction will be given by the Project Manager to the site operatives before the works commence, informing the operatives of the significant risks identified within the scope of the particular project, together with the site's emergency and first aid procedures. The site induction will be in accordance with the site induction form. (Appendix E).

Confirmation of the induction and a register of the persons inducted must be recorded on the safety induction form.

5.13 Permits to Work

Break in permits, hot works etc. Will be issued as and when required

5.14 Hazardous Materials and COSHH Assessments

All necessary precautions must be taken during the works to avoid the disturbance of any asbestos materials.

All contractors working on site will have Asbestos Awareness Training.

If any operatives suspect any materials to be of an asbestos type within the works or affected by the works. **Works must cease immediately and the Project Manager informed.**

A refurbishment/demolition survey will be carried out prior to any work commencing on any existing Buildings where the works are to be carried out. Should any asbestos be present, then this will be removed by a specialist licenced contractor, prior to the start of any construction activities. A certificate of cleanliness will be obtained from the demolition contractor to state the site has been cleared of asbestos materials. This certificate will be retained on site and will be provided as part of the handover information file.

NEVER TAKE CHANCES

Where necessary the relevant COSHH information sheets will be supplied by the contractors and all operatives will be fully informed.

In identifying the hazard and undertaking the COSHH assessment the following factors are to be considered

- Which hazardous substances are being used?
- What quantities of the substances are involved?
- What form is the substance in? e.g. liquid, dust, solid, vapour
- How can the substance cause harm? e.g. by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the substances and for how long?
- Can the substance be substituted by a non-hazardous or less hazardous substance?

In gathering this information reference should be made to the manufacturer's product data sheet, but the data sheet is not a COSHH assessment and the Company should use such data along with the above points of reference to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual effects once applied, that determines the degree of risk from its use.

5.15 Monitoring

The Project Manager shall monitor all health and safety aspects on site. The Project Manager will be supported in this task by the Contracts Manager and Company Directors who will visit site on a regular basis.

5.16 Subcontractors

All subcontractors to work on the contract are to be formally notified to the client. (Appendix F)

All contractors are to adhere, perform and comply with all provisions, duties and responsibilities of current legislation with respect to Health and Safety, and will satisfactorily complete a Health & Safety Competence Questionnaire (Appendix G)

Each subcontractor will provide a Method Statement and Risk Assessment specific to their works for approval, prior to their commencement on site. This will be adhered to during the works.

5.17 Health & Safety Policy

The contractors Health & Safety Policy is available upon request and a copy is kept on site.

5.18 Design Changes

City Builds Management Team will liaise regularly with the designers regarding design carried out during the construction phase, including any designs by a specialist contractor.

A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team. This will be monitored by the Contracts Manager.

Design meetings will be held pre-construction and during construction on a regular basis normally fortnightly.

These will be attended by the Designers and as required by the Client and Contractors.

Any changes to the initial design or additional design works which may include temporary works will be reviewed in regards to the health and safety aspects of the construction.

The lead designer will be informed of any temporary works designs that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

All revised drawings/specifications and Instructions received are distributed from the Head Office to both site management and the relevant subcontractors.

The Project Manager / Contracts Manager ensure the necessary Method Statements and Risk Assessments have been issued and approved prior to the revised works commencing on site.

5.19 Temporary Works

All temporary works on the project will be managed in accordance with BS5795:2008, which will help ensure the correct design and execution of the works.

- Ensuring a suitable Temporary Design brief is developed.
- Ensure a Temporary Works Design is prepared, based on the agreed brief and designed by a competent person.
- Check, approve and issue design.
- Ensure, together with the Contracts Manager, that the Temporary Works Design is implemented in accordance with the approved design.
- City Builds Temporary Works Co-ordinator is John Hopkinson

All Temporary Works Designs will be issued and recorded on the Temporary Works Register (Appendix M).

5.20 The Health and Safety File

Throughout the contract period the collection of information for inclusion in the Health and Safety File is carried by Head Office.

The information for inclusion in the H&S File is provided to the principle designer prior to Practical Completion for initial comments. The completed information is provided at or prior to Practical Completion.

5.21 Consultation/Liaison with the Workforce

All operatives are involved in an induction process on first arrival on site prior to commencing their works

Toolbox briefings will be carried out by our management (Project Manager) when considered necessary and appropriate.

5.22 Review and Upgrade

Throughout the works period the Construction Phase Health & Safety Plan will be regularly reviewed by both the Project Manager and Contracts Manager.

All updating of the Plan to reflect the project will be carried out with the use of the Construction Phase Health & Safety Plan Revision Register



5.23 F10 – Notification of Construction Project

We confirm that a F10 is not applicable.