Construction Method Statement
New build development at:

Site of former Northern Moor Clinic
Moorcroft Road,
Wythenshawe, Manchester,
M23 0AF

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

Contents

1	Introduction & Objectives		1
2	Project Description		2
	2.1	Location, Occupation & Access	2
	2.2	Existing Structure & Services	2
	2.3	The Works	3
	2.4	Programme	3
	2.5	Extent and location of existing records and plans	3
	2.6	Environmental restrictions and existing on-site risks	3
	2.7	Intended Use of Structure	4
	2.8	Details of Hazards Identified	4
3	Client and Project Team		5
4	Site Manager		6
5	Project Safety Requirements for Operations		7
	5.1	Communication	7
	5.2	Common Arrangements for Emergency Procedures	7
	5.3	Complying with Health and Safety Legislation	7
	5.4	Site Rules	11
	5.5	Welfare Facilities	11
	5.6	Induction and Training	11
	5.7	Promoting Health & Safety	12
	5.8	First Aid	12
	5.9	Hospital	13

6 Site Safety Reviews..... 13
6.1 Monitoring and Review of the Safety Plan 13
6.2 Health and Safety File 13
6.3 Agenda for Subcontractor Interview 14
6.4 Site Safety Checklist 15
6.5 Health, Safety & Welfare Inspection Report 16
7 Safety Management System..... 17
8 Methodology..... 18
9 Risk Assessments..... 20
9.1 Branley Homes Ltd. Risk Assessment 21
10 Site Rules..... 22
11 Site Transport and Vehicle Movement Restrictions..... 24
12 Fire Safety Plan..... 25
12.1 Site Fire Safety Coordinator 25
12.2 Action in The Event of Fire or Emergency 26
12.3 Organisation and Responsibilities 26
12.4 Work Procedures 28
12.5 Fire Prevention Checks (weekly) 30

APPENDICES

Appendix 1 – F10 notification

Appendix 2 – Preconstruction information

Appendix 3 – Welfare and site set up

Appendix 4 - Principal Contractor's Risk Assessments & Method Statements (RAMS)

Appendix 5 – Subcontractor's Risk Assessments & Method Statements (RAMS)

Appendix 6 – Designer's Project Hazards

Appendix 7 – Site induction

Appendix 8 – Monitoring and auditing

Appendix 9 – Health & Safety assessment and Personal Protective Equipment (PPE) issue

Appendix 10 – Record of inspections

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

Appendix 11 – Plant & machinery

Appendix 12 – excavations

Appendix 13 – Services and utilities

Appendix 14 – Temporary works

Appendix 15 – Working at height

Appendix 16 – Lifting operations

Appendix 17 – Drawings and plans

Appendix 18 – Incident reporting

Appendix 19 – Permits

Appendix 20 – Site safety inspections

Appendix 21 – Site Waste Management Plan (SWMP)

Appendix 22 – Traffic management plan

Appendix 23 – Scaffold inspections

Appendix 24 – Toolbox talks

Appendix 25 – Site investigation

Appendix 26 – COSHH assessment

Appendix 27 – Programme of works

Appendix 28 – Schedule of works/specification

Appendix 29 – Planning permission

Appendix 30 – Fire strategy

Appendix 31 – Training certificates

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

1 Introduction & Objectives

The Principal Contractor (i.e. CDM Duty-holder) has prepared this Construction Method Statement in accordance with the Construction (Design and Management) Regulations 2015. It is a live document that will be added to during the course of the works and is to be read in conjunction with the other contract documents.

Principal Contractors must plan, manage and co-ordinate work during the construction phase taking account of the information contained in the pre-construction information provided by the client and any other information provided by contractors.

The effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project.

The Principal Contractor should work with other contractors to identify the hazards and assess the risks related to their work, including the risks they may create for others. Using this information and applying the general principles of prevention the Principal Contractor, in discussion with the contractors involved, must plan, manage and co-ordinate the construction phase. This includes supervising and monitoring work to ensure that it is done safely and that it is safe for new activities to begin.

Where the project involves high-risk work, for example alterations that could result in structural collapse, or work on contaminated land, specialist advice is likely to be needed at the planning stage.

In addition to this Plan, all duty holders under the Health & Safety at Work Act 1974 and all other relevant statutory provisions, are reminded of their legal obligations that include, so far as reasonably practicable, the provision of the following:

1. A safe working environment by the design, construction, operation and maintenance of all plant, equipment and systems;
2. Safe systems of work;
3. Adequate instruction, information, training and supervision;
4. Safe systems for the use, handling, storage and transport of materials and equipment;
5. Adequate welfare facilities;
6. Effective fire prevention and control procedures;
7. Adequate facilities for consultation between management and employee representatives;
8. Any such tests, examinations, samples and records as are necessary to monitor the working environment.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

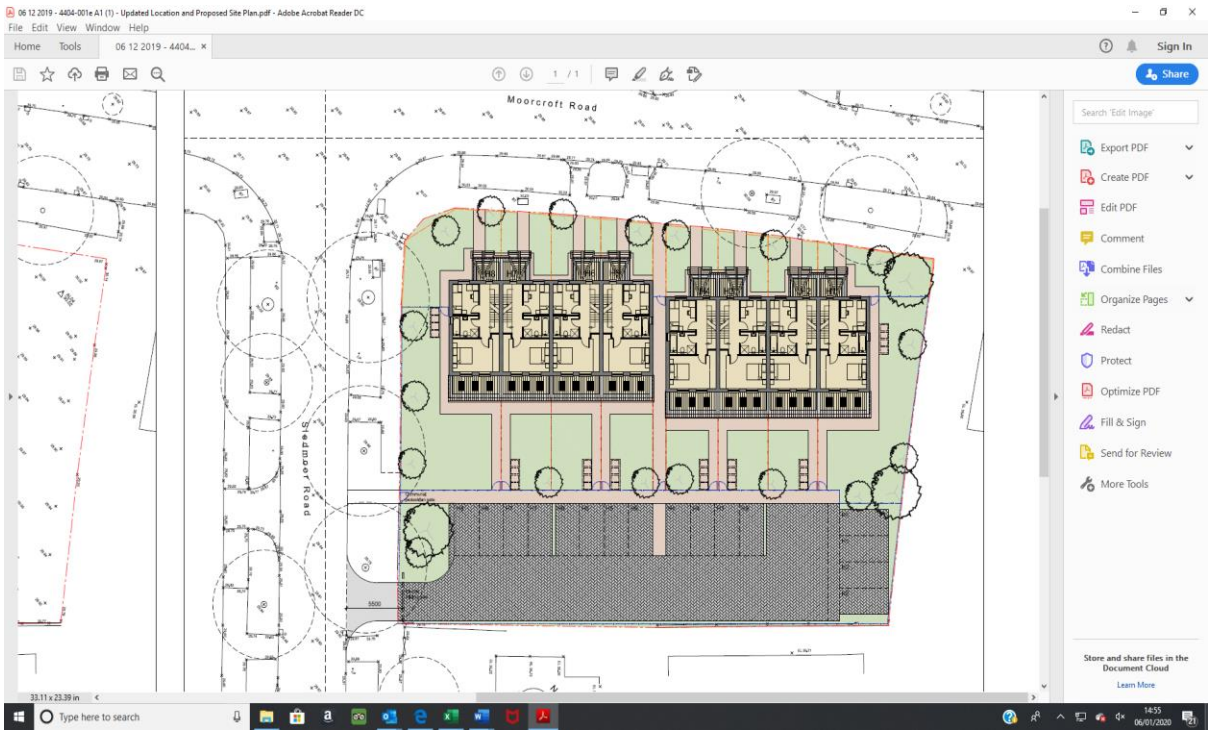
2 Project Description

The works comprise the erection of 8 no. three-storey detached dwelling houses (split into two blocks of 4) together with associated car parking; landscaping; creation of vehicular access off Sledmoor Road.

2.1 Location, Occupation & Access

The site was formerly a medical centre (single storey brick building with concrete floors and timber flat roof structure). It will be developed in accordance with planning permission granted on ***16/01/2020:*** Residential development comprising 8 no. three storey terraced dwelling houses split across 2 x blocks with associated external works, landscaping and communal car parking area accessed from existing Sledmore Road. Pre-existing medical centre was demolished in July 2019 in accordance with a Demolition Approval granted by MCC on 19/06/2019.

The area is predominantly residential and a site plan is shown below. A detailed Construction Management Plan is enclosed at Appendices and is displayed on site:



Access to the site will be off Sledmoor Road via the proposed new site access road. All visitors should report to the main site office upon arrival so they can be signed in and inducted.

Contractors will initially have to park on the surrounding roads (only anticipated from March-May whilst team of three ground workers form site entrance, communal car parking area). Once communal car parking area is formed, all contractors/sub-contractors will be able to park in the construction site (see Construction Management Plan for further details). Parking and speed restrictions must be adhered to all times and all parking and manoeuvring must be done

in a safe manner with minimal risk to other users. The site is fenced (heras fencing – double clipped - see further below) and offers a clear pedestrian entry route. Whilst roadways are dictated on site by structures being built they are clearly marked and offer good access to the work area. Wheel washing facilities will be provided adjacent to the site entrance (i.e. pressure washer) and continual housekeeping throughout the construction process will minimise dirt on site, at the entrance to the site and on any approach roads to the site. All loading/unloading of plant or machinery must take place within the site with the assistance of a qualified banksman where necessary. All deliveries are to be made via the Principal Contractor's site compound and then transported to the work area on site in manageable loads. Please also refer to our internal tipping procedure (also displayed on site). Double clipped heras fencing will be installed along the site boundary (as indicated above) with adequate site safety signage. This will be closely monitored by the Site Manager to ensure it is secure at all times. Please cross refer to the Construction Management Plan.

2.2 Existing Structure & Services

A services survey will be undertaken prior to excavation works commencing to establish the nature of services present within and adjacent to the site.

Refer to Appendix 13 for further detail.

2.3 The Works

Main site works include:

1. Site clearance (demolition and asbestos previously completed) and reduced level excavation
2. Excavation and construction of strip foundation and PCC ground floor
3. Construction of traditional build masonry walls and roof structure
4. Provision of tiled roof coverings and rainwater goods
5. First and second fixing of joinery, mechanical and electrical installations internally
6. Construction of external works, fencing and highway works
7. Below ground foul and surface water drainage works and services provision
8. Internal finishes generally

2.4 Programme

The outline programme for the project is as follows:

- Start on site 01/02/2020 (i.e. site set-up and investigatory work)
- Duration 52-56 Weeks
- Mobilisation Period 4 weeks

2.5 Extent and location of existing records and plans

All pre-construction information including plans and reports are available by request. They are inserted at the relevant appendices in this file.

2.6 Environmental restrictions and existing on-site risks

Boundaries and access, including temporary access

1. Site access for contractors is to be off Sledmoor Road. The site is adjacent to residential housing and shops/pub and the surrounding roads are within residential areas. Therefore, due consideration is to be given with regards deliveries and access and care must be taken.
2. Warning signs should be in place in any areas of designated parking or where there is a significant risk of manoeuvring vehicles conflicting with the general public.
3. The Principal Contractor shall be responsible for safety and welfare of all persons working and visiting site.
4. All working areas are to be fenced/hoarded off with adequate signage where appropriate to protect the public at all times, especially near public footpaths. Routes for distribution and collection of materials around site should also be addressed by the Principal Contractor.
5. All escape and access routes shall be kept clear throughout the construction works for all personnel and visitors. Emergency services must be able to access the site if needed.

Adjacent land users

The construction site should be adequately secured where appropriate. The adjacent land use is residential with a number of residential dwellings in close proximity to the site.

2.7 Intended Use of Structure

All operations on a construction site are potentially hazardous to the operative, work colleagues or to the general public, unless they are properly planned, managed and executed. It is therefore important to analyse and prioritise control measure necessary to minimise risk. Listed below are the hazardous operations currently identified:

Health Hazards

Any fly tipped materials deposited on site are to be assessed for levels of contamination and risk prior to removal.

Significant design and construction hazards

1. Working from height
2. Deep excavation for foundations, drainage and services.
3. Working in confined spaces e.g. excavation/drainage
4. Incoming and existing services.
5. Close proximity of general public

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

CLIENT	Dappa Homes Limited York House 1 Bridgenorth Avenue Urmston M41 9PA Neil Farrer: 07791353155 neil@branleyhomes.com Daniel Hayes: 07748155451 dhayes@branleyhomes.com
PRINCIPAL DESIGNER	Branley Homes Limited York House 1 Bridgenorth Avenue Urmston M41 9PA Neil Farrer: 07791353155 neil@branleyhomes.com Daniel Hayes: 07748155451 dhayes@branleyhomes.com
ARCHITECT/DESIGNER	Grays Architecture Limited Westwood House Greenwood Business Centre Regent Road Salford M5 4QH Matthew Gray 0161 848 7263 mail@graysarchitecture.co.uk
MECHANICAL & ELECTRICAL	Not applicable

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

PRINCIPAL CONTRACTOR (i.e. CDM Dutyholder)	Branley Homes Limited York House 1 Bridgenorth Avenue Urmston M41 9PA Daniel Hayes: 07748155451 dhayes@branleyhomes.com

4 Site Management

To ensure the health and safety of all management and operatives affected by the works, the following individuals have specific responsibilities, which are listed below. Contact details for both are also displayed on site:

Site Manager – Neil Farrer (SMSTS QUAL) Tel: 07791353155

Responsible for:

1. The site works.
2. Safety on site including fire, temporary works, COSHH and lifting.
3. Site security. The site will be locked/secured during non-working hours.
4. The daily performance of operatives and subcontractors; Client and tenant liaison and for the monitoring progress of the works.
5. Maintaining the statutory registers and ensuring that all necessary method statements and risk assessments are carried out
6. Induction training of operatives and subcontractors
7. Preparing the Fire Safety Plan
8. Preparing the Health and Safety File in association with the designated safety consultant
9. Site First Aid

Safety Officer/CDM Advisor – **Steve Everett** - Member of the Institute of Occupational Safety & Health-PASMA-IPAF-UKATA.

Tel: 07813326648

Responsible for:

1. All matters relating to safety including inspecting and auditing the site safety performance (bi-weekly basis)
2. Investigation of accidents and incidents including near misses.

5 Project Safety Requirements for Operations

This section of the Plan addresses how the Principal Contractor intends to implement the following matters:

- Communicating health and safety to everyone involved in the construction phase.
- The common arrangements for emergency procedures
- Arrangements for complying with and monitoring compliance with Health and Safety legislation
- Site rules
- High risk activities
- Induction and training
- Promoting health and safety
- First aid

5.1 Communication

Communication of safety matters is everyone's responsibility. Information will be communicated to and from the Site Manager by anyone involved in the construction phase using the following methods:

> Meetings; letters; meeting minutes; briefs; email; telephone; verbally; safety notices; safety notice boards and, any other methods which become apparent during the project.

Design information will be exchanged in a similar manner between the Client, Designers, Principal Designer (CDM) and contractors on site.

5.2 Common Arrangements for Emergency Procedures

All persons visiting or working on the site will be notified of the procedure by the issue of the site rules and site induction as necessary. Refer to Appendix 7 for further detail.

5.3 Compliance with Health and Safety legislation

Issue of safety documents to the site shall be implemented by the Site Manager obtaining the following documents:

- Site register;
- Site accident book;
- Safety signage;
- COSHH assessment file;
- Induction training pack;
- Permits to work;
- Construction Phase Health and Safety Plan
- Insurance details.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

Safety equipment and personnel protection equipment

The site manager will ensure that the following safety equipment is available at all times for the Principal Contractor's employees and that the contractor supplies personal protection equipment for their employees use:

- **Head Protection**

The site is designated at hardhat site. Branley Homes Ltd will provide hard hats for all directly employed operatives, staff and visitors.

- **Foot Protection**

Footwear must have protected (steel) toecaps capable of resisting a heavy falling object. If there is an additional risk of foot penetration footwear should incorporate a steel mid-sole or other armouring to prevent this type of injury. The footwear should be robust enough and have sufficient grip for the working environment.

- **Eye Protection**

All operatives will wear eye protection where there is likelihood of splinters or dust being created; abrasive wheels in use or oxy/fuel burning equipment in use. Goggles and shields will be made available on site for issue on an individual basis.

- **Other Equipment**

1. The appropriate quality of mask will be worn when deemed necessary (e.g. dust masks)
2. Earplugs and defenders will be worn when the level of noise goes beyond statutory requirements.
3. Dust Suppression Bottles must be used in those activities which generate silica dust on site (e.g. using stihl saws). The dust suppression bottle will act to control the contaminant below the airborne maximum exposure limit (MEL) for respirable crystalline silica of 0.3mg/m3 8-hour TWA. If using a dust suppression bottle the operative must check the water suppression reservoir regularly and confirm that water suppression is working before starting work. If the water suppression if faulty, stop work until it is repaired.
4. Rigger type gloves will be worn when deemed necessary.
5. Cable/pipe detectors will be available when excavating in all areas.
6. Gas detection equipment will be made available for work in confined spaces complete with tripod rescue harness and lifesaver set.
7. First Aid Kit and Fire Burns Kit will be available within the site offices and its location will be clearly signposted. The Site Manager will be responsible for monitoring the First Aid kit.
8. High visibility vests will be issued when the nature of the work requires them to be worn.

9. Where necessary, relevant types of fire extinguisher will be positioned at various nominated points as the contract progresses.

Refer to Appendix 9 for further detail.

- **Display Notices**

The site manager will arrange for the following to be displayed in the Site Office:

- Copy of F10;
- Details of the principal parties to the contract;
- Details of safety appointments;
- Insurances;
- Safety policy statement;
- First aid notices;
- Site rules;
- Fire notices;
- Emergency procedures and telephone numbers and details of the emergency services.

- **COSHH**

All subcontractors will be responsible for issuing workplace assessment sheets for their supplied materials/products which are deemed to contain hazardous substances or whose use generates hazardous substances. Branley Homes Ltd will be responsible for issuing workplace assessment sheets for Principal Contractor supplied material/products deemed to contain hazardous substances.

The site manager will monitor all COSHH assessment sheets and ensure that full compliance is achieved.

Refer to Appendix 26 for further detail – separate folder on site containing all relevant COSHH Assessments/stored electronically.

- **Occupational Health**

Work will be arranged so that each operative's health is considered. The appointment of duties will take account of age, fitness, physical build and experience. The site manager will arrange that work be rotated where necessary. For example, consider 'white finger' (hand arm vibration) when breaking out solid structures.

- **Noise**

1. Noise monitoring may be carried out if necessary on a regular basis and results logged. Action will be taken to minimise the noise levels recorded if they are above the action levels of 80 - 85 decibels.

2. Hearing protection of an appropriate type will be issued to operatives as and when required.
3. If necessary, readings will be taken outside of the site to determine the noise levels that may disturb residents in the surrounding areas. Working methods may be changed if these noise levels are excessive.
4. Radios are permitted on site but must be used responsibly without causing disruption to neighbours or distraction to other operatives.
5. Sub-contractors are to make best endeavours to avoid shouting and swearing on site.

- **Electricity at Work**

The electrical duty holder will have responsibility for checking all written certification confirming that all tools are fit for their purpose and have been tested for compliance.

Branley Homes Ltd. subcontractors and their suppliers will carry out testing of their site tools and subsequent distribution.

- **Manual handling**

Work will be planned to use mechanical means wherever possible. Training will be provided for general manual handling, which is part of every site activity.

- **Subcontractor Labour**

Branley Homes Ltd vet subcontractors and only employs those who can demonstrate a positive attitude towards health and safety. The site requests a copy of subcontractor health and safety policies and insurance at the pre-commencement meeting.

5.4 Site Rules

The Site Manager is responsible for ensuring all site personnel comply with Branley Homes Ltd site rules. The site rules will be issued to visitors and to all personnel at the induction talk. Please refer to the relevant section of this document for further detail (Appendix 7).

5.5 Welfare Facilities

The following welfare facilities will be provided on site:

- Toilets and washing facilities
- Hot and cold water
- Drying and rest areas for operatives
- Portable water

Refer to Appendix 3 for further detail.

5.6 Induction and Training

Staff and operative training

1. Subcontractors will be issued with health and safety guidance notes when tenders are accepted. Further copies will be issued to subcontractors when an order is placed.
2. The Site Manager will advise the new subcontractors' foreman of the Site Safety Rules. It will be the subcontractor's responsibility to inform his operatives.
3. All Branley Homes Ltd personnel will have regular safety refresher courses and will continue to do so during the course of the contract. The arrangements for the safety refresher will be the responsibility of the Site Manager.
4. The Company Safety Officer will visit the site regularly with a view to promoting safety awareness amongst both Branley Homes Ltd and subcontractor personnel.
5. The Site Manager will hold records of staff training.
6. The site will issue safety information notes to all operatives.

Refer to Appendix 7 for further detail.

Qualified Operatives

Operatives of all mechanical plant will hold a CITB certificate or have proof of training. The Site Manager will check the certificates for driver-operated plant hired in, and subcontractor operated plant – refer to Appendix 9.

The site will require operatives for:

- Diamond sawing and drilling
- Driving dumpers
- Operating cranes
- Acting as banks men
- Operating abrasive wheels equipment
- Operating 360 degree machinery

5.7 Promoting Health and Safety

Regular visits by Branley Homes Ltd Safety Officer will be used to monitor, train and generally promote an awareness of safety manners.

Visiting senior members of staff and visiting consultants will be expected to set a good example by wearing the appropriate personnel protection equipment.

5.8 First Aid

First Aid Personnel

Details of registered first aiders on site will be displayed in the site canteen and site office areas. Qualified first aiders will be responsible for first aid and will have received basic first aid training regarding the emergency treatment of casualties.

Duties

1. Administer, where possible, any emergency treatment of casualties and ensure that an ambulance or doctor is called if the circumstances deem this necessary.
2. Ensure proper stocks of first aid items are kept and that the first aid box or cupboard is clearly identified and readily available
3. Record any incidents requiring first aid assistance in a treatment record book.
4. Inform Head Office and the Principal Designer of any reportable accidents/occurrences as soon as possible.

5.9 Hospital

The nearest Hospital that has an Accident & Emergency department is Wythenshawe Hospital:

Southmoor Road
Wythenshawe
Manchester
M23 9LT

Tel: 0161 998 7070 or call the emergency services on 999.
The hospital is 1.8 miles (approximately an 8-minute drive) from the site.

A mapshot and directions are pinned in the canteen and site office for the attention of all sub-contractors.

6 Site Safety Reviews

6.1 Monitoring and Review of the Construction Phase Health & Safety Plan (CPHSP)

All sub-contractors are encouraged to bring to the notice of the Site Management any areas where the Construction Method Statement appears to be inadequate.

Contractors will advise Site Management of any changes in methods of work or materials to be used and of the results of new risks assessments.

The Safety Adviser will visit the site at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit.

Contractors' representative will meet regularly with Site Management on Health and Safety issues when required to do so by the Site Management.

6.2 Health and Safety File

The contents of the Health and Safety File for this part of the project will be agreed with the Principal Designer.

The information for the file will be handed to the Principal Designer before the completion of the works.

6.3. Agenda for Subcontractor Interview

1. Introduction.
2. Description of the works.
3. Programme.
4. Works to be carried out by the subcontractor (including a review of design proposals).
5. Sequence of works.
6. Sequence of subcontractor operations.
7. Interfacing works by other subcontractors.
8. Subcontractors' management and supervision structure. Who is responsible for safety?
9. Subcontractors' health and safety training and competence certification.
10. Subcontractor details – address, office telephone, fax, email address.
11. Plant proposed to be used.
12. Storage areas.
13. Method of delivering materials.
14. Materials handling.
15. Site distribution of materials.
16. Who prepares:

    - Method Statements
    - Risk Assessments
    - COSHH Assessments

17. Temporary facilities:

    - Electric - by
    - Water - by
    - Welfare - by

18. Provide details of any accidents and any notices issued by the Health and Safety Executive.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

6.4 Site Safety Checklist

This page should be filled in by the Site Manager, commented upon and checked by the Project Manager and Safety Officer. The checklist should be used to identify hazards and then to produce risk assessments (RA). Method Statements (MS) should be written when the risk is high or the activity complicated.

Activity	No risk assessment required	Risk assessment required	Method statement required	Other
Site establishment				
Welfare				
Fencing / security				
Access / delivery				
Power / electricity				
Existing services				
Signage				
Noise control				
Materials storage				
Protection of personnel				
Contaminated ground				
Traffic control				
Materials handling				
Plant & equipment				
Temporary works				
Excavations				
Confined spaces				
Scaffolding				
Working at heights				
Steel erection				
Roofing				
Pipework under ground				
Pipework above ground				
Electrical				
Insulation				
False work				
Diamond sawing and drilling				
Soil mounding				
Dust				
Other operations:				

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

6.5 Health, Safety & Welfare Inspection Report

Tick as appropriate:

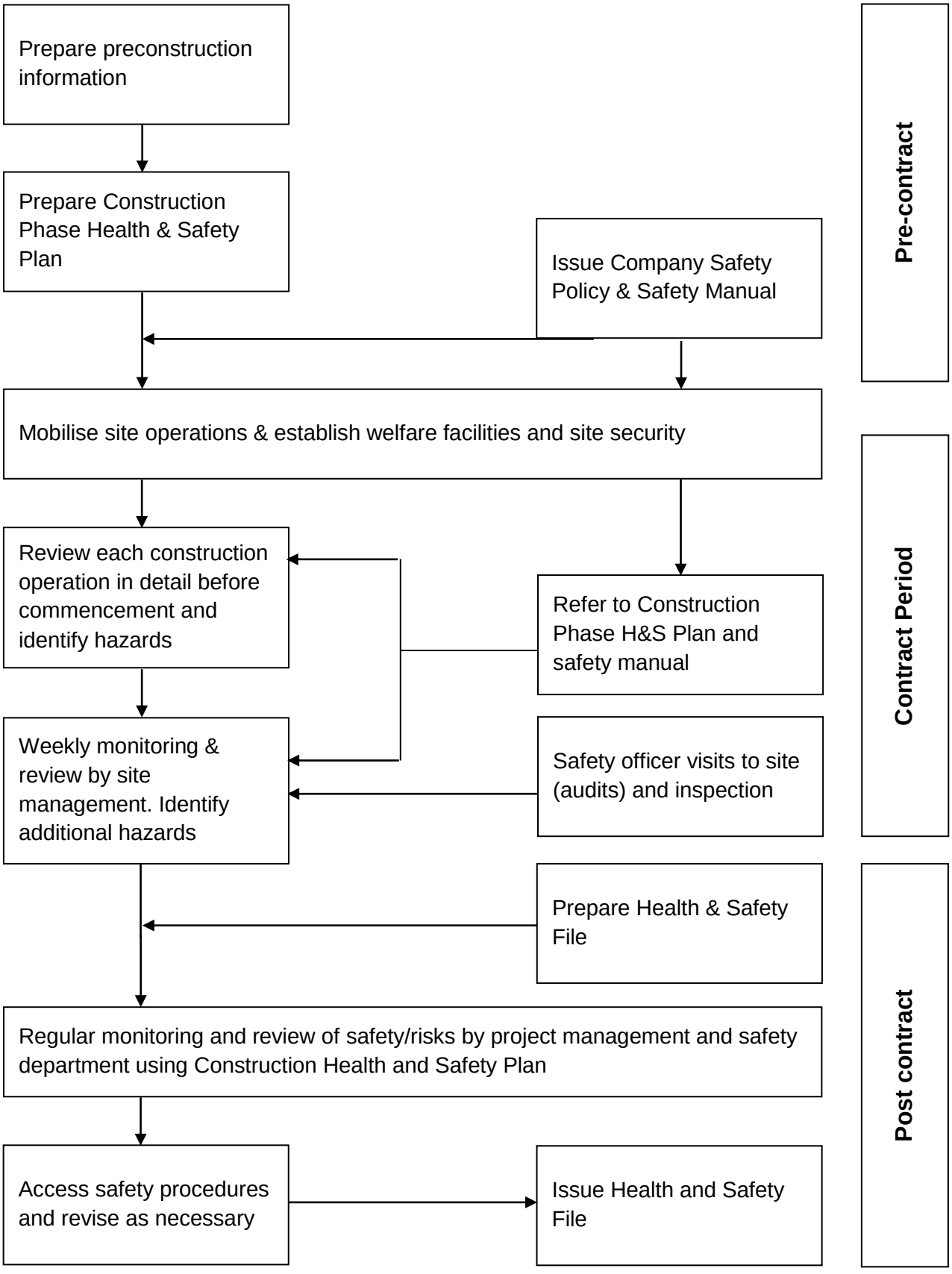
Welfare:		**Storage Areas:**		**Construction Site (contd)**	
1 Canteens	[ ]	18 Tidiness	[ ]	34 Services	[ ]
2 Rest rooms	[ ]	19 Flammables	[ ]	35 Security	[ ]
3 Changing rooms	[ ]	20 Gases	[ ]	36 Fire precautions	[ ]
4 First aid training	[ ]	21 Fuels, lubricants	[ ]	37 Electrical	[ ]
5 Induction training	[ ]	22 Fire precautions	[ ]	38 Hoists	[ ]
6 Washing	[ ]	23 Tools & equipment	[ ]	39 Tower cranes	[ ]
7 Sanitation	[ ]	24 Access equipment	[ ]	40 Mobile cranes	[ ]
8 Protective clothing	[ ]	25 Stores procedures	[ ]	41 Lifting gear	[ ]
9 Protective equipment	[ ]	26 Dangerous mats/subs	[ ]	42 Excavations	[ ]
Offices:		27 Other	[ ]	43 Transport	[ ]
10 Accident records	[ ]			44 Other plant	[ ]
11 Stat. forms, regs etc	[ ]	**Construction Site:**		45 Machinery	[ ]
12 General cleanliness	[ ]	28 Scaffolding	[ ]	46 Power tools	[ ]
13 Fire precautions	[ ]	29 Ladders, trestles	[ ]	47 Hand tools/equip	[ ]
14 Safety plan	[ ]	30 Working platforms	[ ]	48 Tidiness	[ ]
15 COSHH	[ ]	31 Access / egress	[ ]	49 Noise levels	[ ]
16 Access / egress	[ ]	32 Signs & notices	[ ]	50 Road layout	[ ]
17 Alarms. Notices	[ ]	33 COSHH control	[ ]	51 Demolition	[ ]

Actions required for items:

Signature (Safety Officer).....

Inspection date.....

7 Safety Management System



8 Methodology

This methodology is to be read in conjunction with the programme for the works and any other related risk assessments or method statements.

1. The site boundary will be fenced and temporary accommodation comprising office, welfare, toilets and storage will be located on site.
2. Remove any fly tipping.
3. Locate and isolate any existing mains services.
4. Locate underground drainage positions.
5. The area will be CAT scanned for underground services.
6. The site will then be stripped of top soil and reduced level established.
7. All unwanted spoil etc. will be carted away. A banksman will be used to monitor the vehicles crossing any highway or footpaths.
8. The site will be covered with type 62F fill or similar.
9. The foundations and drainage will be set out and excavated using a 360 degree, 14 tonne excavator or similar. Where excavations are deeper than 1.2 metres and operatives need to enter the trench earthwork support will be utilised. This will generally be trench sheets, timber wailings and trench struts.
10. The drainage will be laid, tested and backfilled and the foundations concreted utilising ready mix lorries.
11. Supply and fix PCC concrete ground floor slab.
12. Construct external walling up to damp proof course level. Lay floor screed.
13. Construct inner and outer leaf masonry walls including insulation.
14. Lay brickwork, blockwork etc for the external masonry walls. Any access scaffold will be erected to both sides of the walls to lay the bricks and blocks above a height of 1.5 metres.
15. Fix wall plate and erect a platform inside the building for safe access for erecting the trusses.
16. The external scaffold will be lifted to eaves level and the roof membrane, tile battens and tiles fixed in place.
17. After completion of the roof, fascias, gutters etc. the scaffold will be dismantled and removed.
18. Internal fit out works commence with the 1st fix mechanical and electrical and joinery.
19. External works will commence after the scaffold has been removed.
20. The building will be final fixed, decorated, commissioned, tested, cleaned and handed over to the client.

9 Risk Assessments

In order to ensure that the greatest risks are addressed, it is necessary to be able to rate those risks. This involves making a subjective judgement of both the likelihood of harm or injury occurring (the risk) and the potential damage that would occur if the worst were to happen (the hazard) taking current procedures into account. By assigning a value to each activity's risk and hazard and multiplying those together, we obtain a rating for that activity.

Risk – probable frequency (taking into account whatever precautions are being taken currently)

1= improbable occurrence

2= possible occurrence

3= occasion occurrence

4= frequent occurrence

5= regular occurrence

6= common occurrence

Hazards – severity

1= trivial injury/ies

2= minor injury/ies

3= major injury to one person

4= major injuries to several people

5= death of one person

6= multiple deaths

Risk Rating

The numerical rating of risk is then the sum of multiplying RISK by HAZARD.

Where the risk rating exceeds 6, additional controls will be required.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

9.1 Branley Homes Ltd. Risk Assessment

Project: .....

Activity: .....

Persons/groups at risk: .....

Date: ..... Assessment carried out by: .....

Hazard Identification:

What are the hazards proposed by this operation?

Assessment:

Likelihood of things going wrong: Number of persons affected:

Seriousness if things went wrong: Risk rating:

Control measures necessary:

Are the current control measures sufficient?

What new control measures are necessary?

Is there any training requirement?

Monitoring System:

Who will monitor:

How often:

This information must be given to those carrying out the activity described.

10 Site Rules

1. Parking will generally tend to be in either the site compound or on an adjacent highway. Operatives must park responsibly without causing disruption to neighbours.
2. All operatives and visitors must report to the Site Manager and sign in on arrival and on leaving the site. All first-time visitors and operatives must report to the Site Manager for an induction before entering the site.
3. Sub-contractors must notify the site of change of any personnel 24 hours beforehand.
4. No smoking is permitted on site.
5. Anyone under the influence of alcohol or drugs will not be allowed on site. Any operative taking a prescription drug is to notify the site manager prior to starting work.
6. Radios are permitted on site but must be used responsibly without causing disruption to neighbours or distraction to other operatives.
7. A permit to work will be required for all Hot Works and confined space entry, permits should be obtained from the Site Manager.
8. All hot work will cease a minimum of at least a half of one hour before leaving site.
9. Work within the site area and do not trespass outside it, unless you are sure that the access/workplace has been authorised.
10. General Working hours, which can vary depending on individual sub-contractor arrangements, are:

Monday to Thursday:	**7:30am - 4.00 pm**
Friday:	**7:30am – 3:00pm**
Saturday:	**Start 8.30am and Finish at 2pm.**
Sundays/Bank Holidays:	**No work permitted**

This is in accordance with the rules put in place by Manchester City Council (Local Authority).

11. **HARD HATS AND HI-VIS VESTS AND PROTECTIVE FOOTWEAR MUST BE WORN AT ALL TIMES ON SITE.** If Site Managers or designated Site Supervisors record 3 instances of any operative in breach of this rule they have direct authority to send that operative home without pay. If you require a hard hat/hi-vis vest, please request from the Site Manager.
12. Use and look after other items of safety clothing and equipment that are provided for your health and safety.
13. Do not attempt to operate any items of plant or equipment unless you have been authorised by the Site Manager.
14. The use of mobile phones is restricted on site. Mobile phones must only be used out of necessity for important business or family matters. If Site Managers or designated Site Supervisors record 3 instances of any operative using his/her mobile phone in an irresponsible manner (e.g. repeated use, snapchat etc…) they have direct authority to send that operative home without pay.
15. Stop using any plant that is defective and report the defect to the Site Manager.

16. Clear all debris and waste from the site immediately and in a responsible manner. Do not throw waste material or debris from height into skips below.
17. All deliveries are to be made via the contractor's compound and then transported to the work area on site in manageable loads.
18. Only competent persons, who have been authorised to do so, may erect, alter or dismantle scaffolding, falsework or access platforms.
19. De-nail any timbers you have stripped.
20. Keep your works area tidy and store materials required for the work in a manner, which will not generate a hazard.
21. Do not attempt to climb any ladder unless it is tied at the top or footed. Report any damaged ladders.
22. Do not work from an edge where you could fall to the ground unless guardrails and toe boards are in place, or you are wearing a harness attached to a secure line.
23. If you are using a substance as part of your work, make sure you have seen the 'COSHH' assessment and take the appropriate precautions.
24. Eat food in the designated room and place any waste food in the bins provided.
25. Use the site toilets. Anyone not using the site toilet facilities provided will be excluded from site.
26. Report to your supervisor any accident or incident that could have led to an injury.
27. Make yourself familiar with fire extinguishers and fire escapes.
28. Always cover openings/holes.
29. Where possible only 110-volt electrical tools and equipment are to be used. If 240-volt equipment is to be used, then task specific risk assessments are to be undertaken.
30. Do not store petrol and other flammable materials in the building.
31. Clean footwear must be worn in areas where floor finishes are being carried out or completed.
32. Highly flammable liquids and LPG containers must not be stored on site.
33. Should you need to work on existing services, you must be in possession of a permit to work.
34. Keep the site welfare facilities clean and tidy.
35. Be aware of safety notices displayed in the mess room and other locations.
36. Site access will be restricted to those authorised by the Principal Contractor.
37. Each subcontractor must supply a full list of names of site personnel 5 days in advance of attending site.
38. A copy of these site rules is to be displayed on site.

11 Site Transport and Vehicle Movement Restrictions

1. Speed and parking restrictions to the surrounding approach roads leading to the site access must be complied with at all times.
2. Parking for construction vehicles and operatives' vehicles will be on site adjacent to the welfare facilities.
3. Vehicles leaving and entering the site must do so in a forward gear. Where this is not possible a competent banksman must be used.

4. Contractors and construction staff vehicles must not park or manoeuvre in a manner which would endanger other road users or pedestrians.
5. All approach roads must be kept clear of construction related mud and debris at all times during the works.

12 Fire Safety Plan

Fire points are in place throughout the building works and all site personnel should familiarise themselves with their location. The Principal Contractor will be responsible for ensuring that all equipment is maintained and in place.

12.1 Site Fire Safety Coordinator

The Site Manage is a qualified Fire Warden. Details of additional, qualified Fire Wardens on site are displayed in the canteen and office.

Responsibilities

- Emergency Fire Protection Arrangements
- Implementation of the Hot Works Permit System
- Other procedures as identified

Site Fire Safety Co-ordinator duties

1. Ensure that all procedures, precautionary measures and safety standards, as laid down in the Site Fire Safety Plan, are clearly understood and complied with by all those on the project.
2. Establish a system using Hot Work Permits and monitor compliance.
3. Carry out weekly checks of firefighting equipment and test all alarm and detection devices installed on site.
4. Conduct weekly inspections of escape routes, fire brigade access, firefighting facilities and work areas and monitor the requirements laid down in the Site Fire Safety Plan.
5. Liaise with the local fire brigade, including arranging site inspections and familiarisation tours.
6. Liaise with site security personnel where they are employed.
7. Maintain a written record of all checks, inspection, tests, fire patrols and fire drill procedures.
8. Regularly monitor and check the detailed arrangements and actual procedures for calling the fire brigade.
9. During an alarm, execute those duties required for the safe evacuation of the site and ensure that all staff and visitors report to the assembly points.
10. Promote a ‘fire safe working environment’ at all times.

Refer to Appendix 30 for more detail.

Implementation of checks

Each contractor is responsible for their own fire prevention equipment and no work must be allowed to proceed without suitable fire prevention procedures in place and approved by the Site Manager.

12.2 Action in The Event of Fire or Emergency

Raise the alarm

1. Ring the bell/klaxon at the fire point
2. Inform site management

or

3. Shout FIRE, FIRE

Call the fire brigade

4. Dial 999 and tell the operator the fire brigade is required at:

Site of former Northern Moor Medical Centre, Moorcroft Road, Wythenshawe, Manchester, M23 0AF

On hearing the site fire alarm

5. All personnel are to leave the site and assemble outside in the contractor's compound/at the designated muster point.
6. Site Manager to take charge of emergency
7. Do not stop to collect personal belongings
8. Turn off generators, compressors and other powered equipment
9. Turn off all heat producing equipment and shut cylinder valves
10. Attack fire with the equipment provided if it is safe to do so
11. Obey instructions from the Site Manager
12. Do not re-enter site until told it is safe to do so

12.3 Organisation and Responsibilities

The Site Manager is responsible for managing fire safety at the site. The Foreman for each subcontractor will be responsible for that subcontractor's own work.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

Warning Systems

Klaxon horn or bells will be situated on the area/floor adjacent to the fire point.

Hot Works Permits

Hot works permits will be required for any works involving the use of a naked flame.

Site Accommodation

The site office and canteen will be located within the site area.

In the event of fire

The fire alarm is to be raised and all personnel are to evacuate the building by the routes directed by the buildings' existing emergency signage. The assembly point is to be outside in the contractor's compound. The Site Manager is to be notified immediately.

Fire Exits

To be kept clear at all times.

Fire Drills

To be carried out at the site managers' discretion.

Security

All entrances will be kept locked and a signing in book for visitors will be provided.

Fire Points

These will be established on within the site area, near a fire exit. All hydrants must be clear of obstruction and suitably marked.

Signage

Clear signage must be installed and maintained in prominent positions, indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Portable Fire Extinguishers

1. Personnel must be trained in the use of portable firefighting equipment
2. Adequate numbers of suitable types of portable extinguishers must be available throughout the site.
3. Extinguishers must be located in conspicuous positions near exits. In the open they should be situated in red painted boxes raised 500mm above ground level with a sign 'FIRE POINT' at a height readily seen above any intervening cabins or storage.
4. As work progresses the adequacy of portable firefighting equipment must be reviewed.

5. To protect distribution panels and items of electrical equipment, appropriate extinguishers (such as those containing carbon dioxide) must be provided close to the equipment concerned.
6. All mechanically propelled site plant should carry an appropriate fire extinguisher.
7. Extinguishers, hydrants and other fire protection equipment must be maintained and regularly inspected to a schedule establishment by the company.

12.4 Work Procedures

Hot Work

1. A 'permit-to-work' system will be adopted.
2. Before starting hot work, the area must be cleared of all loose combustible material and if work is to take place on one side of a wall or partition, the opposite side must be examined to ensure no combustible material will be ignited by conducted heat.
3. Suitable extinguishers of appropriate type must be at hand with a careful watch being maintained for fire breaking out whilst work is in progress.
4. Exposed wooden flooring and other items of combustible material, which cannot be removed, must be covered with sand or other non-combustible material.
5. When welding, cutting or grinding the work area must be suitably screened using non-combustible material.
6. Gas cylinders must be secured in a vertical position and fitted with a regulator and flashback arrester.
7. The area of any hot work must be thoroughly examined 1hr after the work has finished.

Electricity

1. Electrical supply installations, both temporarily and permanent, must be installed in accordance with the Institute of Electrical Engineers' Regulations for Electrical Installations (the IEE Wiring Regulations) and the Electricity at Work Regulations 1989.
2. A competent electrician should undertake all electrical work.
3. Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months. The results must be recorded in a register kept for the purpose.
4. Where possible, main switches, other than those controlling security lights, should be turned off when work ceases and all equipment unplugged when not in use.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

Plant

1. All internal combustion engines of contractor's powered equipment should be positioned in the open air or in a well ventilated non-combustible enclosure. They should be separated from working areas and other buildings and sited, so that exhaust pipes and exhaust gases are kept clear of combustible materials
2. All plant and machinery is monitored and maintained on a regular basis.
3. All plant and machinery must be contained within the site and any loading or unloading of plant must take place within the site with the assistance of a qualified banksman. Details of qualified banksmen on site are displayed in the canteen and site office.
4. All deliveries are to be made via the contractor's compound and then transported to the work area on site in manageable loads.
5. Wheel Washing Facilities are provided for all plant adjacent to the site entrance. Any questions – refer to Site Manager.

Waste Management

Contractors control all waste production with a view to minimising waste at source. Waste is segregated on site and deposited in approved skips (general, plasterboard and wood); it is stipulated on site that under no circumstances should any waste be put into the wrong skip. Those on site disposing of any materials use the designated waste transfer skips. All waste transported by our approved skip providers is sorted at waste transfer site stations and sent to various sites for disposal.

Demolition Materials (where applicable)

The stripping out and demolition works will result in a large quantity of waste materials, some of it combustible. All waste materials will be taken away via the agreed egress route and loaded into skips. These will be located in the proposed new car parking area on site.

Floors will be kept in a tidy condition. No debris or rubbish will be burnt on site.

Temporary Covering Materials

When finished surfaces or fittings incorporated into a building are to be temporarily protected during demolition, then in selecting a protective covering materials regard must always be paid to the relative fire load and the potential for fire growth and spread.

Where the internal finished surfaces for fittings incorporated into a building are to be temporarily protected by flexible covering materials (such as sheeting) these must conform to the requirements of Loss Prevention Standard LPS 1207 *Fire Requirements for Protective Covering Materials,* including tests at a NAMAS accredited laboratory.

NEW BUILD RESIDENTIAL DEVELOPMENT AT:
SITE OF FORMER NORTHERN MOOR MEDICAL CENTRE, MOORCROFT ROAD, WYTHENSHAWE, M23 0AF (124205/FO/2019)
Rev A

12.5 Fire Prevention Checks (weekly)

Area or building: Date of inspection:

Name of person carrying out the inspection:

Fire Prevention Check	**Comment/Recommendation**
1. Are emergency procedures displayed in prominent locations in the work area?	
2. Are emergency access routes clearly marked and free from obstruction?	
3. Where temporary buildings are above ground level is the underneath enclosed to prevent accumulation of rubbish?	
4. Are storage facilities adequate for highly flammable liquids and LPG?	
5. Are fire points established and boxes provided marked ‘FIRE POINTS’ and provided with suitable extinguishers?	
6. Has a Council of Registered Gas Installers (CORGI) gas fitter carried out any gas or appliance installation?	
7. Are ‘Hot Work Permits’ available and in use where applicable?	
8. Are gas cylinder secured upright and have they flashback arresters fitted?	
9. Are housekeeping procedures in place and are waste materials kept away from temporary buildings?	